



Thurston Conservation District Board of Supervisors
August Board Meeting Agenda
Thu, August 27th, 2020 5:30 PM - 8:00 PM (PDT)
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- | | |
|---|-------------------------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 5:30 PM
<i>5 minutes</i> |
| 2. Agenda Review | 5:35 PM
<i>5 minutes</i> |
| 3. Consent Agenda – Action Item | 5:40 PM
<i>5 minutes</i> |
| A. July 30 th , 2020 Board Meeting Minutes | |
| B. July Financial Report | |
| C. WCC-2040 Ecology Crew Contract | |
| D. TCD Standards for Community Member Conduct | |
| 4. Public Comment | 5:45 PM
<i>15 minutes</i> |
| *Three minutes per person | |
| 5. Partner Reports (if present) | |
| A. Washington State Conservation Commission (WSCC), <i>Jean Fike</i> | 6:00 PM
<i>15 Minutes</i> |
| B. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> | |
| C. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | |
| D. Washington State Department of Ecology, <i>Alena Reynolds</i> | |
| 6. COVID-19 Update, All | 6:15 PM
<i>10 Minutes</i> |
| 7. Governance, All-Action Item | 6:25 PM
<i>30 Minutes</i> |
| A. WACD Resolutions- 2019 Resolution Status & New Resolutions to consider | |

- B. Thurston Climate Mitigation Plan Update & Discussion
- C. September Work Session Topic List

8. Other Reports

6:55 PM

- A. Board of Supervisor Reports, *All*
- B. Executive Director Report, *Sarah Moorehead*

15 minutes

Adjourn

7:10 PM

Time Allotment: 1hr 40min

Important Dates

August

11 th	August Work Session 3-5pm	Go to Meeting
20 th	NACD Webinar Series	Webinar
21 st	STEDI Meeting	Webinar
25 TH	Addressing Mud & Designing a Heavy Use Area	Webinar
27 th	August Board Meeting 5:30-8pm	Go to Meeting

September

8 th	TCD Board Work Session 3-5pm	TBA
24 th	TCD Board Meeting 5:30-8pm	TBA

Thurston Conservation District Consent Calendar Decision Sheet August 27, 2020 Board Meeting



A. July 30, 2020 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

B. July Financial Report

Proposed action: accept without amendment and approve.

Action taken:

☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

C. WCC-2040 Ecology Crew Contract

Proposed action: accept without amendment and approve.

Action taken:

☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

D. TCD Standards for Community Member Conduct

Proposed action: accept without amendment and approve.

Action taken:

☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT,
WASHINGTON ON August 27, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Vice Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

Helen Wheatley, Board Member

ATTEST:

Sarah Moorehead, Executive Director

Item

3

Thurston Conservation District Board of Supervisors

July 30th, 2020

Regular Meeting Minutes – Virtual GoToMeeting

(5:30-6:54pm)

Originally scheduled: (5:30pm – 8:00pm)



Meeting: 5:30pm – 8:00pm

Present at Meeting:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Vice Chair

David Iyall, TCD Board Auditor

Doug Rushton, TCD Board Supervisor

Helen Wheatley, TCD Board Supervisor

Ben Cushman, TCD Attorney

Leah Kellogg, TCD Staff

Sarah Moorehead, TCD Executive Director

Anne Baxter, DOE

Summary of Action Items:

- J ACTION ITEM: adding the DOE Deschutes TMDL to a future Work Session topic.
- J ACTION ITEM: Supervisor Iyall will look into a budget for upgrading electronic devices for the Board.
- J ACTION ITEM: Staff will brief the Board on Thurston Climate Mitigation Plan at the August Work Session followed by a discussion.
- J ACTION ITEM: The topic of Incorporating 1947 boundaries of Yelm, Rochester, and Tenino into TCD service area will be moved to the September Work Session.

Summary of Motions Passed:

- J Supervisor Iyall moved to adopt the Agenda. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).
- J Supervisor Wheatley moved to adopt the Consent Agenda. Supervisor Rushton seconded. Motion passed unanimously, (5-0).
- J Supervisor Iyall moved to approve TCD's 2020 Revised Annual Budget. Supervisor DeWreede seconded. Motion passed unanimously, (5-0).
- J Supervisor Rushton moved to approve the amended June 9th Special Meeting Minutes. Supervisor Iyall seconded. Motion passed unanimously, (5-0).
- J Supervisor Iyall moved to adjourn. Supervisor Rushton seconded. Motion passed unanimously, (5-0).

Full Version of the Minutes

Welcome & Introductions

5:30pm TCD Board Chair TJ Johnson called the July 30, 2020 Regular Board Meeting to order via an online forum Go To Meeting. Thurston CD Board and Staff were introduced by the Board Chair verbally. Chair Johnson will name out Supervisors on each vote and announced that the meeting is audio recorded.

Agenda Review - Action Item

Supervisor Iyall moved to adopt the Agenda. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).

Consent Agenda – Action Item

- A. June 25th , 2020 Board Meeting Minutes
- B. June Financial Report
- C. Board Activities and Public Meetings COVID-19 Protocol
- D. Volunteer and Volunteer Events COVID-10 Protocol
- E. TCD Resolution 2020-08: Update Authorized Bank Signers
- F. WSCC FY 2020 Implementation Addendum
- G. WSCC FY 2020 CTA Addendum
- H. Frogs on the Farm Program Agreement

Supervisor Wheatley moved to adopt the Consent Agenda. Supervisor Rushton seconded. Motion passed unanimously, (5-0).

Public Comment *Three minutes per person
No members of the public attended via Go to Meeting.

Partner Reports

- A. **WSCC Update**, Supervisor Doug Rushton
 -) The WSCC Operations Budget has been cut by 15% for the upcoming biennium years (2021-2022). The Board will stay apprised of the budget cuts.
- B. **WACD and NACD Update**, Supervisor Doug Rushton
 -) Written reports were provided in the Board Packet.
 -) NACD's July Meeting focused on Diversity, Equality, and Inclusivity policies and how they are implemented.
- C. **Department of Ecology Update**, Anne Baxter
 -) DOE will be hosting several workshops that are mentioned in their August Newsletter.
 -) Response to ERP's slowed due to COVID-19.

ACTION ITEM: adding the DOE Deschutes TMDL to a future Work Session topic.

Financial– Action Item, All

- A. **2020 Annual Budget revised- Action Item**
 -) The budget allows for additional community technical assistance and land management services.
 -) TCD has created two new positions: a Habitat Specialist and an Engineer Position.
 -) The increase in funds is a direct result of TCD's Conservation Program Manager Strelioff success in applying for and being awarded new grants.

ACTION ITEM: Supervisor Iyall will look into a budget for upgrading electronic devices for the Board.

Supervisor Iyall moved to approve TCD's 2020 Revised Annual Budget. Supervisor DeWreede seconded. Motion passed unanimously, (5-0).

Governance

A. COVID-19 & OPMA discussion

-) Gatherings have been limited to 10 people due to the Governor's proclamation.
-) TCD will not host workshops, public events, or volunteer work parties at this time.

B. June 9, 2020 Special Meeting minutes- Action Item

-) The version sent out in packet was not complete. Revised version was reviewed and amended.

Supervisor Rushton moved to approve the amended June 9th Special Meeting Minutes. Supervisor Iyall seconded. Motion passed unanimously, (5-0).

C. August Work Session Topic List

1. Topic List Review, All
2. Staff Presentation: Thurston Waterways Website & Landowner Survey,
Kiana Sinner - Community Outreach Assistant
3. Thurston Climate Mitigation Plan Presentation, TBD
4. July 30th, 2020 Minutes Review & Revision, All
5. Covid-19 protocol update, All
6. 2021 Annual Budget Development, All
 - a. Supervisor funding priorities discussion
7. Policy Development, All
 - a. Code of Conduct
8. Staff response to the Conservation and Education Center "wants and needs."
9. WACD Resolutions Process and Timeline, All
10. Important Updates & Announcements
 - a. Board of Supervisors
 - b. Executive Director
11. August Board Meeting Agenda Development

ACTION ITEM: Staff will brief the Board on Thurston Climate Mitigation Plan at the August Work Session followed by a discussion.

ACTION ITEM: The topic of Incorporating 1947 boundaries of Yelm, Rochester, and Tenino into TCD service area will be moved to the September Work Session.

Executive Session: To discuss potential litigation with legal counsel. No action will be taken.

6:08- 6:18PM 10 Minutes

In attendance: TCD Supervisors Johnson, DeWreede, Iyall, Rushton, and Wheatley, Executive Director Sarah Moorehead, and TCD Counsel Ben Cushman.

RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation

123 *or potential litigation to which the agency, the governing body, or a member acting in an official*
124 *capacity is, or is likely to become, a party, when public knowledge regarding the discussion is*
125 *likely to result in an adverse legal or financial consequence to the agency.*

126
127 **Executive Session Report Out, All**

128) There was nothing to report.

129
130 **Other Reports**

131 **A. Board of Supervisor Report, All**

- 132) The next Farmland Mitigation meeting will be held on Friday the 7th or 14th of August.
133 TCD Staff has compiled additional data and maps that will be presented at that meeting.
134) TCD is hosting a video conference on August 20 that will highlight soil health. It will
135 include video clips from local farmers.

136
137 **ACTION ITEM:** Staff will send the Soil Health video conference information to WACD and
138 NACD for distribution and advertising.

139
140 **B. Executive Director Report, Sarah Moorehead**

- 141) Board members gave ED Moorehead their input for WACD's survey requesting
142 preferences for the WACD virtual annual meeting.

143
144 ***Supervisor Iyall moved to adjourn. Supervisor Rushton seconded. Motion passed***
145 ***unanimously, (5-0).***

146
147 **Adjourn 6:54pm**

148 Respectfully,

X

T.J. Johnson
TCD Board Chair

Thurston Conservation District

August 2020 Financial Notes

July Total (Restricted and Unrestricted) Profit & Loss – Page 4

1. For the month of July, the District reports a **net income of** -\$24,801.30. A negative monthly net income is typical for this time of year, when TCD's monthly Rates and Charges Income drops between the two peak months of May and November. For July, the District reports \$4,766.92 in Rates and Charges Income.
2. Also in July, the District made a **Cost Share payment** to a landowner for \$22,972.03.

Balance Sheet – Page 7

3. As of July 31, 2020 the District's **Checking Account balance** is \$171,601.08. This balance should be sufficient to carry TCD through the lean Rates and Charges months to the next peak in November.

Unrestricted Budgets vs Actuals – Pages 10 and 11

4. The Unrestricted Budget vs Actual report is based the Mid-Year Revised Budget that was approved by the Board on July 30, 2020.
5. The **Soil Testing** income and expense figures exceed the budget amount. The Mid-Year Revised Budget assumed that landowners will submit their soil samples directly to the lab; this would have meant no Soil Testing income or expense for the remainder of year. However, it may happen that the District will accept soil samples from time-to-time when it best serves the landowner. Also, it may happen that TCD begins accepting soil samples in general again sometime this year. The Board can decide if they want to amend the budget.
6. The District has begun to receive the **Commission's FY2021 Implementation** Grant Revenue.
7. The **rate of spending** for a number of expenses looks quite high (Computer Services, Computer Hardware, Computer Software, Office Equipment & Furniture, Organizational Dues & Licenses, Late Fees and Penalties). However, many of these expenditures occurred early in the year and won't show big increases – exceeding the budget amount - for the remainder of the year.
8. The District has already exceeded the budget amount for **Meeting & Event** expenses. This is due to a \$250.00 charge in July for the site rental at Thurston County Fairgrounds for next year's plant sale. The Board can decide if they want to amend the budget.
9. The District has already exceeded the budget amount for **Bank Fees & Interest Charges**. This is due to a \$566.98 charge in July from the Thurston County Treasurer to pay for the administration of the District's Rates and Charges. I forgot about this charge when I created the proposed Mid-Year Revised Budget and it wasn't included. The Board can decide if they want to amend the budget.
10. The rate of spending for the **Liability Insurance Premiums** expense is high. This is due to a \$445.00 additional premium for the new poultry processing equipment trailers. The charge was unexpected and not included in the Mid-Year Revised Budget. Sarah has requested to negotiate the District's overall insurance premium to a lower rate, hopefully it will be reduced. Sarah hopes to know more this week.

Thurston Conservation District

Profit & Loss

January through July 2020

	Jan - Jul 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	11,896.50
3411140 · TCD Equipment Rentals	1,732.75
3431130 · Soil Testing	1,748.33
3431120 · Rental Income	875.69
Total 3431100 · Retail Sales	16,253.27
3611100 · Interest Income	23.08
3300000 · Grant Revenue	430,885.20
3685201 · Rates and Charges	313,988.62
3670000 · Contributions Private	1,249.59
3600000 · Miscellaneous Revenue	0.00
Total Income	762,399.76
Gross Profit	762,399.76
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	519,837.12
5314101 · Legal Fees & Services	13,410.00
5314102 · Audit & Accounting	1,597.99
5314103 · Computer Services	11,460.21
5314100 · Professional Services	7,236.89
5314400 · Advertising	2,509.40
5314117 · Soil Testing	1,654.60
5314104 · Janitorial Services	1,476.00
5314501 · Office Rent	30,056.00
5314700 · Utilities	3,245.02
5314503 · Equipment Leases	1,662.24
5314200 · Communications	6,506.17
5313102 · Photocopier Usage	1,076.65
Software Licenses	3,479.28
5354800 · Repairs & Maintenance	103.85
5313101 · Office Supplies	1,891.83
5314202 · Postage & Shipping	988.53
5313401 · Plants for Resale	7,641.47
Project Expenses	
5314901 · Meeting & Event	1,381.60
5314107 · Project Supplies	2,117.98
5314116 · Project Equipment	39.91
5314113 · Teacher Substitute Stipends	1,215.57
5314112 · Bus Transportation	1,179.66
Project Expenses - Other	39.91
Total Project Expenses	5,974.63
5314902 · Organizational Dues & Licenses	5,839.89
5314310 · Board Meeting Snacks	167.50
5314203 · Printing Services	2,234.21
5314302 · Staff - Conference & Training	495.00
5314300 · Staff - Travel	1,503.11
5314301 · Board Travel	188.03
5314108 · Construction & Landscaping	14,127.65
5314109 · Cost Share	31,454.03
5314110 · Bank Fees & Interest Charges	1,135.53
5314600 · Liability Insurance Premiums	9,391.00
5314111 · Late Fees & Penalties	400.43

10:40 AM

08/18/20

Accrual Basis

Thurston Conservation District
Profit & Loss
January through July 2020

	Jan - Jul 20
Sales Tax Adjustments	22.24
66900 · Reconciliation Discrepancies	-2.51
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	5,861.23
5966402 · Computer Hardware	8,706.90
	<hr/>
Total 5945360 · Capital Outlays	14,568.13
	<hr/>
Total Expense	703,332.12
	<hr/>
Net Ordinary Income	59,067.64
	<hr/>
Net Income	59,067.64
	<hr/> <hr/>

Thurston Conservation District

Profit & Loss

July 2020

	Jul 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	448.41
3431120 · Rental Income	65.94
Total 3431100 · Retail Sales	514.35
3611100 · Interest Income	4.83
3300000 · Grant Revenue	82,386.46
3685201 · Rates and Charges	4,766.92
Total Income	87,672.56
Gross Profit	87,672.56
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	74,300.82
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	118.15
5314103 · Computer Services	1,725.00
5314400 · Advertising	25.00
5314104 · Janitorial Services	780.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	474.13
5314503 · Equipment Leases	428.37
5314200 · Communications	841.26
5313102 · Photocopier Usage	61.38
Software Licenses	213.68
5354800 · Repairs & Maintenance	21.87
5313101 · Office Supplies	61.21
5314202 · Postage & Shipping	192.85
Project Expenses	
5314901 · Meeting & Event	250.00
5314116 · Project Equipment	39.91
5314113 · Teacher Substitute Stipends	87.44
5314112 · Bus Transportation	631.52
Project Expenses - Other	39.91
Total Project Expenses	1,048.78
5314902 · Organizational Dues & Licenses	10.00
5314302 · Staff - Conference & Training	285.00
5314300 · Staff - Travel	256.35
5314109 · Cost Share	22,972.03
5314110 · Bank Fees & Interest Charges	566.98
5314600 · Liability Insurance Premiums	1,723.00
Total Expense	112,473.86
Net Ordinary Income	-24,801.30
Net Income	-24,801.30

Thurston Conservation District

Profit & Loss Prev Year Comparison

January through July 2020

	Jan - Jul 20	Jan - Jul 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	11,896.50	0.00	11,896.50	100.0%
3411140 · TCD Equipment Rentals	1,732.75	222.45	1,510.30	678.9%
3431130 · Soil Testing	1,748.33	3,404.49	-1,656.16	-48.7%
3431120 · Rental Income	875.69	467.33	408.36	87.4%
3411150 · Miscellaneous Sales	0.00	6.50	-6.50	-100.0%
Total 3431100 · Retail Sales	16,253.27	4,100.77	12,152.50	296.4%
3611100 · Interest Income	23.08	13.77	9.31	67.6%
3300000 · Grant Revenue	430,885.20	247,394.47	183,490.73	74.2%
3685201 · Rates and Charges	313,988.62	312,728.27	1,260.35	0.4%
3670000 · Contributions Private	1,249.59	2,500.00	-1,250.41	-50.0%
3600000 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
Total Income	762,399.76	566,737.28	195,662.48	34.5%
Gross Profit	762,399.76	566,737.28	195,662.48	34.5%
Expense				
5966699 · Vehicle Allocation	0.00	0.00	0.00	0.0%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
5531010 · Salaries & Benefits	519,837.12	238,975.40	280,861.72	117.5%
5314000 · Stipends	0.00	1,000.00	-1,000.00	-100.0%
5314101 · Legal Fees & Services	13,410.00	34,257.58	-20,847.58	-60.9%
5314102 · Audit & Accounting	1,597.99	9,849.30	-8,251.31	-83.8%
5314103 · Computer Services	11,460.21	6,354.86	5,105.35	80.3%
5314106 · PDR Expense	0.00	99.00	-99.00	-100.0%
5314100 · Professional Services	7,236.89	14,585.55	-7,348.66	-50.4%
5355001 · Election Expense	0.00	32,428.70	-32,428.70	-100.0%
5314400 · Advertising	2,509.40	4,107.99	-1,598.59	-38.9%
5314117 · Soil Testing	1,654.60	2,477.40	-822.80	-33.2%
Hiring Costs	0.00	90.00	-90.00	-100.0%
5314104 · Janitorial Services	1,476.00	1,575.00	-99.00	-6.3%
5314501 · Office Rent	30,056.00	31,600.00	-1,544.00	-4.9%
5314700 · Utilities	3,245.02	4,425.77	-1,180.75	-26.7%
5314503 · Equipment Leases	1,662.24	1,657.55	4.69	0.3%
5314200 · Communications	6,506.17	3,313.42	3,192.75	96.4%
5313102 · Photocopier Usage	1,076.65	1,526.47	-449.82	-29.5%
Software Licenses	3,479.28	0.00	3,479.28	100.0%
5354800 · Repairs & Maintenance	103.85	2,454.48	-2,350.63	-95.8%
5313101 · Office Supplies	1,891.83	1,766.01	125.82	7.1%
5314202 · Postage & Shipping	988.53	3,142.23	-2,153.70	-68.5%
5313401 · Plants for Resale	7,641.47	1,156.95	6,484.52	560.5%
Project Expenses				
5314901 · Meeting & Event	1,381.60	960.00	421.60	43.9%
5314107 · Project Supplies	2,117.98	4,783.39	-2,665.41	-55.7%
5314116 · Project Equipment	39.91	9,669.56	-9,629.65	-99.6%
5314113 · Teacher Substitute Stipends	1,215.57	9,173.22	-7,957.65	-86.8%
5314112 · Bus Transportation	1,179.66	12,552.58	-11,372.92	-90.6%
5314502 · Site Rental	0.00	734.06	-734.06	-100.0%
Project Expenses - Other	39.91	0.00	39.91	100.0%
Total Project Expenses	5,974.63	37,872.81	-31,898.18	-84.2%
5314902 · Organizational Dues & Licenses	5,839.89	6,250.00	-410.11	-6.6%
5314310 · Board Meeting Snacks	167.50	202.21	-34.71	-17.2%
5314203 · Printing Services	2,234.21	5,008.01	-2,773.80	-55.4%
5314307 · Licenses and Permits	0.00	36.00	-36.00	-100.0%
5314302 · Staff - Conference & Training	495.00	723.69	-228.69	-31.6%
5314300 · Staff - Travel	1,503.11	3,282.26	-1,779.15	-54.2%
5314301 · Board Travel	188.03	63.80	124.23	194.7%
5314108 · Construction & Landscaping	14,127.65	147.02	13,980.63	9,509.3%
5314109 · Cost Share	31,454.03	8,950.00	22,504.03	251.4%
5314110 · Bank Fees & Interest Charges	1,135.53	1,674.71	-539.18	-32.2%
5314600 · Liability Insurance Premiums	9,391.00	7,987.75	1,403.25	17.6%
5314111 · Late Fees & Penalties	400.43	192.00	208.43	108.6%
Sales Tax Adjustments	22.24	39.55	-17.31	-43.8%
Outstanding Debt	0.00	8,763.79	-8,763.79	-100.0%

10:44 AM

08/18/20

Accrual Basis

Thurston Conservation District

Profit & Loss Prev Year Comparison

January through July 2020

	Jan - Jul 20	Jan - Jul 19	\$ Change	% Change
5314998 · Sponsor Match Allocation	0.00	0.00	0.00	0.0%
Budget Reconciliation	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	-2.51	0.95	-3.46	-364.2%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furniture	5,861.23	691.85	5,169.38	747.2%
5966402 · Computer Hardware	8,706.90	2,424.65	6,282.25	259.1%
5966400 · Machinery and Tools	0.00	6,558.19	-6,558.19	-100.0%
Total 5945360 · Capital Outlays	14,568.13	9,674.69	4,893.44	50.6%
Total Expense	703,332.12	487,712.90	215,619.22	44.2%
Net Ordinary Income	59,067.64	79,024.38	-19,956.74	-25.3%
Net Income	59,067.64	79,024.38	-19,956.74	-25.3%

Thurston Conservation District

Balance Sheet

As of July 31, 2020

	Jul 31, 20
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	171,601.08
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	65,022.15
3082003 · Saving-2410 Education Center	10,002.16
Total 3088020 · Savings Accounts	75,024.31
3088030 · Counter Cash	100.00
3088040 · PayPal Account	71.17
Total Checking/Savings	246,796.56
Accounts Receivable	130,841.97
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	1,746.00
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	5,581.00
3092000 · 309.20.00 Cash on Hand	8,804.03
Total Other Current Assets	14,385.03
Total Current Assets	392,023.56
TOTAL ASSETS	392,023.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	6,625.16
Credit Cards	
Wells Fargo	146.69
Total Credit Cards	146.69
Other Current Liabilities	
25500 · Sales Tax Payable	41.70
3861000 · Payroll Liabilities	
3861008 · Union Dues	702.93
3861005 · PERS Deferral Payable	5,604.54
3861007 · State Unemployment Payable	819.22
3861009 · State L&I Payable	1,037.02
3861010 · WA - Family & Medical Leave	114.22
3861011 · Vacation & Sick Leave Payable	52,979.62
Total 3861000 · Payroll Liabilities	61,257.55
Total Other Current Liabilities	61,299.25
Total Current Liabilities	68,071.10
Total Liabilities	68,071.10
Equity	
3200000 Opening Bal Equity	287,545.21
3201000 Retained Earnings	-22,660.39
Net Income	59,067.64
Total Equity	323,952.46
TOTAL LIABILITIES & EQUITY	392,023.56

Thurston Conservation District
Restricted Budgets vs Actuals

As of July 31, 2020

New Grants

		Account Number	Grant Number	Grant Period		Total Grant Amount	2020 Budget	2020 Actual	2020 Remaining Budget	% of Total Time	% of Total Budget
RCO	East Fork McLane Project	R030	16-1406	1-Mar-17	31-Dec-20	110,500.00	5,022.13	209.33	4,812.80	89.13%	95.64%
	ESRP Shore Friendly	R035		1-Jul-19	1-Jul-21	227,551.00	120,315.00	26,800.78	93,514.22	52.00%	18.61%
	ASRP Independence	R040	20-1905	1-Jun-20	30-Jun-21	93,600.00	51,580.00	321.18	51,258.82	15.38%	0.34%
	ASRP Riverbend	R050	20-1908	1-Jun-20	30-Jun-21	85,999.00	43,174.00	385.72	42,788.28	15.38%	0.45%
DOE	Deschutes	E100	WQC-2018-Th	1-Jul-19	30-Apr-22	244,401.00	100,133.00	15,554.07	84,578.93	38.24%	10.29%
WSCC	Livestock	W025	20-13-LT	1-Jul-19	30-Jun-21	50,000.00	21,544.00	15,069.65	6,474.35	54.17%	64.40%
	Drought Funding	W040	19-13-DR	1-Jul-19	30-Apr-20	53,050.00	9,005.30	9,005.30	0.00	Closed	
	Skookumchuck	W030		1-Apr-20	1-Jul-25	744,780.25	271,001.00	22,748.73	248,252.27	6.25%	3.05%
	FY20-21 Chehalis Flood Plain	W050	20-13-FL	1-Jul-19	30-Jun-21	177,668.02	91,376.00	55,843.02	35,532.98	54.17%	53.82%
	Shellfish Cost Share TA	W060	20-13-SH	15-Aug-19	30-Jun-21	30,113.46	31,869.00	14,375.93	17,493.07	52.17%	61.46%
	Shellfish Cost Share	W060 CS	20-13-SH	15-Aug-19	30-Jun-21	120,453.84	134,454.00	22,972.03	111,481.97	52.17%	19.07%
	FY19-21 CREP TA	W070	20-13-CE	1-Jul-19	30-Jun-21	33,847.00	20,227.79	6,310.44	13,917.35	54.17%	29.00%
	FY19-21 CREP Cost Share	W070 CS	20-13-CE	1-Jul-19	30-Jun-21	26,811.50	13,044.33	8,482.00	4,562.33	54.17%	58.66%
	NRI TA	W080	20-13-NR	1-Jul-19	30-Jun-21	19,150.00	15,452.00	8,378.46	7,073.54	54.17%	63.06%
	NRI Cost Share	W080	20-13-NR	1-Jul-19	30-Jun-21	76,600.00	77,300.00	0.00	77,300.00	54.17%	0.00%
Misc	Soil Health Grant	M065	16-49-TS	21-Jun-17	15-Aug-20	32,136.34	4,125.46	1,844.44	2,281.02	100.00%	92.90%
	JBLM - SLP	M075		1-Jul-19	30-Jun-21	18,750.00	11,532.00	3,314.03	8,217.97	54.17%	23.07%
	NACD Home Grown Yelm	M090		1-Feb-20	1-Mar-21	50,000.00	38,461.00	12,136.97	26,324.03	42.86%	24.27%
	Orca Recovery Day	M060		1-Sep-19	Until Spent	5,940.00	2,570.19	681.02	1,889.17	NA	68.20%
Thurston County	VSP 2020	TC400	K2024	1-Jul-19	30-Jun-21	105,000.00	64,956.00	59,363.32	5,592.68	54.17%	81.49%
	Shellfish NTA	TC600		1-Jul-19	30-Jun-21	130,525.00	57,171.00	27,971.25	29,199.75	54.17%	48.67%
	Riparian NTA	TC650		1-Jul-19	28-Feb-21	36,875.00	29,553.00	20,910.40	8,642.60	65.00%	63.21%
	NTAqua	TC700		1-Mar-20	31-May-21	68,800.00	61,605.00	7,268.03	54,336.97	33.33%	10.56%
TCD Allocations	Stewardship TA	T080		1-Jan-20	31-Dec-20	13,005.00	13,005.00	158.91	12,846.09	58.33%	1.22%
	General TA	T080		1-Jan-20	31-Dec-20	10,000.00	10,000.00	10,000.00	0.00	Closed	
	Working Lands Initiative	T100		1-Jan-20	31-Dec-20	3,000.00	3,000.00	2,322.51	677.49	58.33%	77.42%
	CTA 2019-2020	W055	20-13-IM	1-Jul-19	30-Jun-20	11,111.00	5,402.67	5,402.67	0.00	Closed	
	CTA 2020-2021	W055	20-13-IM	1-Jul-20	31-Dec-13	5,555.50	5,555.50	0.00	5,555.50	0.00%	0.00%
	TCD VSP	T400		1-Jan-20	31-Dec-20	40,000.00	40,000.00	6,685.16	33,314.84	58.33%	16.71%

Thurston Conservation District
Restricted Budgets vs Actuals

As of July 31, 2020

New Grants

		Account Number	Grant Number	Grant Period		Total Grant Amount	2020 Budget	2020 Actual	2020 Remaining Budget	% of Total Time	% of Total Budget
South Sound Green	Interlocal Agreements	G019-SS		1-Jan-20	31-Dec-20	49,200.00	49,200.00	29,552.84	19,647.16	58.33%	60.07%
	TCC	TCC		1-Jan-12	Until Spent	96,856.00	39,819.00	8,325.47	31,493.53	NA	60.98%
	FY19-20 NOAA B-WET	G019.106		1-Aug-19	31-Jul-20	18,313.76	17,329.21	17,329.21	0.00	Closed	
	FY20-21 NOAA B-WET	G019.106		31-Jul-20	31-Jul-21	12,019.00	12,019.00	1,791.39	10,227.61	7.69%	14.90%
	TCD Nearshore	G019.115		1-Jan-20	31-Dec-20	18,300.00	18,300.00	3,215.51	15,084.49	58.33%	17.57%
	TCD Allocation	G019.110		1-Jan-20	31-Dec-20	28,000.00	28,000.00	27,647.74	352.26	58.33%	98.74%
	ESD 113 Climate Change	G019.104		1-May-20	31-Dec-20	3,000.00	3,000.00	3,000.00	0.00	Closed	
	McLane Salmon Trail	G019.107		1-Jan-20	31-Dec-20	5,000.00	6,695.00	0.00	6,695.00	58.33%	0.00%
	Prairies and Pollinators	G019.27		22-Mar-17	1-Aug-20	33,336.45	14,127.65	14,127.65	0.00	Closed	

Thurston Conservation District
Unrestricted Profit & Loss Budget vs. Actual
As of July 31, 2020

9:00 AM
08/18/2020
Accrual Basis

July 58.33%

Income	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
3431100 · Retail Sales				
3411140 · TCD Equipment Rentals	1,732.75	2,068	-334.87	83.80%
3431130 · Soil Testing	1,748.33	1,679	68.87	104.10%
3431120 · Rental Income	875.69	1,785	-909.45	49.05%
3611100 · Interest Income	23.08	34	-10.57	68.59%
3431110 · Plant Sales	11,896.50	19,392	-7,495.75	61.35%
3670000 · Contributions Private	1,249.59	1,250	0.00	100.00%
3300000 · Grant Revenue	22,606.43	53,204	-30,597.57	42.49%
3685201 · Rates and Charges	313,988.62	551,475	-237,486.31	56.94%
5314999 · Overhead Allocation	52,953.75	98,288	-45,334.67	53.88%
5966699 · Vehicle Allocation	1,190.62	2,472	-1,281.84	48.16%
Total Income	408,265.36	731,648	-323,382.16	55.80%

Program Allocation	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
SS Green	30,863.25	46,300	-15,436.75	66.66%
VSP	6,685.16	40,000	-33,314.84	16.71%
TCD Cost Share	0.00	5,000	-5,000.00	0.00%
Stewardship TA	158.91	13,005	-12,846.09	1.22%
Program Allocations Total	37,707.32	104,305	-66,597.68	36.15%

Expense	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
5531010 · Salaries & Benefits (Admin)	60,559.32	215,860	-155,300.68	28.05%
5531010 · Salaries & Benefits (District Services)	64,772.09	89,388	-24,615.91	72.46%
5314101 · Legal Services	13,410.00	25,000	-11,590.00	53.64%
5314102 · Audit & Accounting	1,597.99	4,000	-2,402.01	39.95%
5314103 · Computer Services	11,460.21	15,500	-4,039.79	73.94%
5314100 · Professional Services	3,097.50	10,000	-6,902.50	30.98%
5314400 · Advertising	2,199.40	5,500	-3,300.60	39.99%
5314117 · Soil Testing	1,654.60	1,619	35.60	102.20%
5355001 · Election Expense	3,847.13	6,500	-2,652.87	59.19%
5314104 · Janitorial Services	1,476.00	5,000	-3,524.00	29.52%
5314501 · Office Rent	30,056.00	52,000	-21,944.00	57.80%
5314700 · Utilities	3,245.02	6,000	-2,754.98	54.08%
5314503 · Equipment Leases	1,662.24	3,050	-1,387.76	54.50%
5314504 · Vehicles	0.00	15,000	-15,000.00	0.00%
5314200 · Communications	6,158.91	11,000	-4,841.09	55.99%
5313102 · Photocopier Usage	1,076.65	2,500	-1,423.35	43.07%
5354800 · Repairs & Maintenance	21.87	5,000	-4,978.13	0.44%

Expense	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
5966402 · Computer Hardware	8,706.90	10,000	-1,293.10	87.07%
Computer Software	3,163.89	3,400	-236.11	93.06%
5966601 · Office Equipment & Furniture	5,743.09	6,000	-256.91	95.72%
5945361 · Road Signs	0.00	1,000	-1,000.00	0.00%
5945362 · Board Tablets	0.00	4,690	-4,690.00	0.00%
5313101 · Office Supplies	1,822.28	3,500	-1,677.72	52.07%
5314202 · Postage & Shipping	566.30	1,000	-433.70	56.63%
5313401 · Plants for Resale	7,641.47	15,000	-7,358.53	50.94%
5314901 · Meeting & Event	1,084.13	1,000	84.13	108.41%
5314902 · Organizational Dues and Licenses	5,839.89	7,500	-1,660.11	77.87%
Board Meeting Snacks	167.50	500	-332.50	33.50%
5314302 · Staff - Conference & Training	495.00	2,500	-2,005.00	19.80%
5314306 · Board - Conference & Training	36.28	2,500	-2,463.72	1.45%
5314300 · Staff - Travel	760.80	2,500	-1,739.20	30.43%
5314301 · Board Travel	188.03	1,500	-1,311.97	12.54%
5314110 · Bank Fees & Interest Charges	1,104.64	1,000	104.64	110.46%
5314600 · Liability Insurance Premiums	9,391.00	15,336	-5,945.00	61.24%
5314111 · Late Fees & Penalties	400.43	500	-99.57	80.09%
Reserve Fund	0.00	65,000	-65,000.00	0.00%
Conservation Education Center Savings	0.00	10,000	-10,000.00	0.00%
Total Expense	253,406.56	627,343	-373,936.44	40.39%
Net Income	117,151.48	0		

Thurston Conservation District
Payments Detail
July 2020

11:30 AM

08/18/2020

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9282	7/1/2020	Always Safe & Lock	DISTRICT SERVICES:A099 - Equip Rental	5313101 · Office Supplies	39.38
Bill Pmt -Check	EFT	7/1/2020	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	30.80
Credit Card Charge	9266	7/6/2020	JotForm	MISC:M090 - NACD Urban Agriculture	Software Licenses	19.00
Check	EFT	7/6/2020	Regence - Health Care		5312011 · Medical Benefits	5,880.41
Check	EFT	7/6/2020	Wells Fargo		Wells Fargo	1,211.12
Credit Card Charge		7/7/2020	T Sheets	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	118.15
Liability Check	EFT	7/8/2020	Internal Revenue Service		Federal Payroll Taxes	6,430.80
Liability Check	EFT	7/8/2020	WA St Dept of Retirement Systems		PERS DCP	575.00
Bill Pmt -Check	20468	7/9/2020	Comcast	UNRESTRICTED:A010-Overhead	Internet and Telephone	380.18
Bill Pmt -Check	20469	7/9/2020	Leah Kellogg	UNRESTRICTED:A010-Overhead	5314304 · Mileage	59.34
Bill Pmt -Check	20470	7/9/2020	Mara Healy	Various Grants	5314304 · Mileage	109.03
Bill Pmt -Check	20471	7/9/2020	Mason Conservation District	Various Grants	5314100 · Professional Services	2,929.39
Bill Pmt -Check	20472	7/9/2020	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	21.83
Bill Pmt -Check	20473	7/9/2020	Nicole Warren	Various Grants	5314304 · Mileage	62.11
Bill Pmt -Check	20474	7/9/2020	North Thurston Public Schools	GREEN:G019.106 NOAA B-WET	5314113 · Teacher Substitute Stipends	87.44
Bill Pmt -Check	20475	7/9/2020	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	397.00
Bill Pmt -Check	20476	7/9/2020	Pioneer Fire & Security, Inc	UNRESTRICTED:A010-Overhead	5314704 · Security Monitoring	78.77
Bill Pmt -Check	20477	7/9/2020	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity & Gas	262.09
Bill Pmt -Check	20478	7/9/2020	Regence - Life Insurance		5312017 · Life Insurance	41.10
Bill Pmt -Check	20479	7/9/2020	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	185.51
Bill Pmt -Check	20480	7/9/2020	Ricoh, USA Inc - Usage	UNRESTRICTED:A010-Overhead	5313102 · Photocopier Usage	121.34
Bill Pmt -Check	20481	7/9/2020	Sam Nadell	TCD Nearshore & NOAA B-WET	5314304 · Mileage	55.78
Bill Pmt -Check	20482	7/9/2020	Scrubby Corp	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	780.00
Bill Pmt -Check	20483	7/9/2020	United Concordia Insurance Co		5312012 · Dental Benefits	571.64
Bill Pmt -Check	20484	7/9/2020	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	462.36
Bill Pmt -Check	20485	7/9/2020	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	1,725.00
Liability Check	EFT	7/10/2020	QuickBooks Payroll Service		Payroll Service	19,893.38
Credit Card Charge	9293	7/13/2020	Event Bright	UNRESTRICTED:A037 - Staff Training	5314302 · Staff - Conference & Training	45.00
Credit Card Charge	9307	7/13/2020	Target	MISC:M065 - Soil Health	5314202 · Postage & Shipping	6.10
Liability Check	EFT	7/13/2020	WA St Dept of Retirement Systems		PERS Retirement	11,090.93
Liability Check	EFT	7/13/2020	WFSE Union Dues		3861008 · Union Dues	694.67
Credit Card Charge	9298	7/14/2020	Event Bright	UNRESTRICTED:A037 - Staff Training	5314302 · Staff - Conference & Training	45.00
Credit Card Charge	9292	7/15/2020	Napa	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	21.87
Credit Card Charge		7/15/2020	US Postal Service	MISC:M065 - Soil Health	5314202 · Postage & Shipping	36.75
Bill Pmt -Check	EFT	7/17/2020	Postal IA	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	150.00
Credit Card Charge	9296	7/22/2020	Best Buy	Various Grants	5314116 · Project Equipment	79.82
Liability Check	EFT	7/22/2020	WA St Dept of Revenue		25500 · Sales Tax Payable	132.70

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Liability Check		EFT 7/22/2020	WA St Dept of L&I		3861009 · State L&I Payable	1,351.61
Liability Check		EFT 7/22/2020	WA St Dept of Employment Security		3861007 · State Unemployment	2,435.24
Liability Check		EFT 7/23/2020	QuickBooks Payroll Service		Payroll Service	19,487.22
Liability Check		EFT 7/23/2020	Internal Revenue Service		Federal Payroll Taxes	6,303.82
Liability Check		EFT 7/23/2020	WA St Dept of Retirement Systems		PERS DCP	575.00
Liability Check		EFT 7/23/2020	WA St Dept of Employment Security		3861010 · WA - Family & Medical Leave	405.86
Credit Card Charge		7/24/2020	JotForm	Various Grants	Software Licenses	19.00
Credit Card Charge	9297	7/28/2020	Screencastify	GREEN:G019.106 NOAA B-WET	Software Licenses	29.00
Bill Pmt -Check	20486	7/29/2020	A & L Western Agricultural Labs	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	36.00
Bill Pmt -Check	20487	7/29/2020	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20488	7/29/2020	FP Mailing Solutions	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	121.43
Bill Pmt -Check	20489	7/29/2020	Confidential	WSCC:W060 - Shellfish Cost Share	5314109 · Cost Share	22,972.03
Bill Pmt -Check	20490	7/29/2020	Marguerite Abplanalp	TCD Allocations:T400 - TCD VSP	5314304 · Mileage	25.87
Bill Pmt -Check	20491	7/29/2020	Olympia School District	GREEN:G019.106 NOAA B-WET	5314112 · Bus Transportation	631.52
Bill Pmt -Check	20492	7/29/2020	Thurston County Fairgrounds	DISTRICT SERVICES:A097 - Plant Sale	5314901 · Meeting & Event	250.00
Bill Pmt -Check	20493	7/29/2020	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	466.39
Bill Pmt -Check	20494	7/29/2020	VSP - Vision Care		5312011 · Medical Benefits	89.43
Bill Pmt -Check	20495	7/29/2020	WA Dept of Agriculutre	DISTRICT SERVICES:A097 - Plant Sale	5314902 · Organizational Dues & Licenses	10.00
Check		EFT 7/29/2020	Wells Fargo		Wells Fargo	371.69
Credit Card Charge	9311	7/30/2020	WeVideo	Various Grants	Software Licenses	59.88
Credit Card Charge	9299	7/31/2020	Facebook	Depart of Ecology:E100 - ECY Deschutes	5314400 · Advertising	25.00
Credit Card Charge		7/31/2020	Mail Chimp	DISTRICT SERVICES:A030 - District Comms	Software Licenses	32.81



DEPARTMENT OF
ECOLOGY
State of Washington

AGREEMENT NO. WCC-2040

AGREEMENT
BETWEEN

The State of Washington, Department of ECOLOGY
AND
Thurston Conservation District

THIS AGREEMENT is made and entered into by and between the Department of Ecology, hereinafter referred to as "ECOLOGY", and Thurston Conservation District hereinafter referred to as the "SPONSOR."

IT IS THE PURPOSE OF THIS AGREEMENT to provide Washington Conservation Corps (WCC) members to complete environmental or disaster services projects, pursuant to Chapter 43.220 of the Revised Code of Washington.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

Both parties agree to do all things necessary for or incidental to the performance of the work set forth in Appendix "A" attached hereto and incorporated herein.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on 10/5/2020 and be completed on 9/30/2021, unless terminated sooner as provided herein. The WCC Crew is only available to Sponsor subject to the dates set forth on the calendar in Appendix B attached hereto and incorporated herein.

COMPENSATION

The parties have determined that the cost of accomplishing the work herein will not exceed \$36,580. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. Compensation for service(s) shall be based on the following established rates:

Provided by ECOLOGY	Reimbursed to ECOLOGY by SPONSOR
31 WCC Crew Days (\$1,180/day)	\$36,580
Total SPONSOR COST	\$36,580
	<i>Above cost Not to be Exceeded</i>

The costs reimbursed to ECOLOGY by SPONSOR are a cost-share rate. Estimated value of a WCC crew is \$6,293 weekly per WCC Crew consisting of five WCC/AmeriCorps Members and one Supervisor (excludes food and lodging). Indirect costs are included in SPONSOR share at a standard rate of 5% of direct costs.

BILLING PROCEDURE

ECOLOGY shall submit invoices monthly to the SPONSOR's designated contact person listed under "Agreement Management" section. Payment to ECOLOGY for approved and completed work will be made by warrant or account transfer by SPONSOR within 30 days of receipt of the invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

ASSURANCES

Parties to this Agreement agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

CONFORMANCE

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

DISPUTES

If a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto.

As an alternative to this process, if SPONSOR is a state agency, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

FUNDING AVAILABILITY

The obligation of the SPONSOR to provide reimbursements is contingent upon appropriation of funds by the SPONSOR's governing body for the specific purpose of funding the project, which is the subject of this Agreement. Upon the failure of such appropriation, the SPONSOR may terminate this Agreement.

ECOLOGY's ability to provide cost-share is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the agreement, in whole or part, for convenience or to renegotiate the agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification restrictions.

GOVERNING LAW AND VENUE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

INDEMNIFICATION

To the fullest extent permitted by law, each party shall defend, indemnify, and hold harmless the other party, including officials, agents, and employees from and against all claims of third parties, and all associated losses arising out of or resulting from the performance of the contract. "Claim," as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom. Parties waive their immunities under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the other party and their agencies, officials, agents or employees.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

ORDER OF PRECEDENCE

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal and state of Washington statutes, regulations, and rules.
2. Mutually agreed written amendments to this Agreement
3. This Agreement
4. Statement of Work and Budget.
5. Any other provisions of this Agreement, including materials incorporated by reference.

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of this Agreement and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties subject to state public disclosure laws.

RESPONSIBILITIES OF THE PARTIES

Each party of this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party will be considered the agent of the other party to this Agreement.

RIGHTS IN DATA

Unless otherwise provided, data, which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be jointly owned by ECOLOGY and SPONSOR. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

AGREEMENT MANAGEMENT

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Contract/Program Manager for ECOLOGY is:

Travis Weller
PO Box 47600
Olympia, WA 98504
(360) 742-8760
travis.weller@ecy.wa.gov

The Contract/Program Manager for SPONSOR is:

Karin Strelloff
2918 Ferguson St. SW, Ste A
Tumwater, WA 98512
Karin@thurstoncd.com

IN WITNESS WHEREOF, the parties have executed this Agreement.

State of Washington
Department of ECOLOGY

SPONSOR
Thurston Conservation District

Signature

Date

Signature

Date

Bridget Talebi, WCC Section Supervisor

Printed Name, Title

Printed Name, Title

STATEMENT OF WORK Appendix A

Work summary:

Under direction of SPONSOR, crew(s) will perform restoration activities. Specific tasks could include invasive control, native species installation, plant nursery care, scientific monitoring, and fence installation or repair.

Special terms and conditions:

1. WCC resources (members, supervisors, tools and trucks) will not be utilized to clear active or abandoned homeless encampments and/or to clean up hazardous materials including hypodermic needles. If a significant amount of hazardous or unidentifiable material is discovered on a project site, activity will cease until SPONSOR mitigates potential hazards or finds an alternate project site.
2. WCC vehicle is not to be used for heavy hauling; the primary use is for transportation of crew, tools, and safety equipment. In the event that WCC vehicles are requested to tow SPONSOR-provided equipment (including rentals), it will only be on a limited basis and SPONSOR is solely responsible for accidental damages, unless damages are caused by WCC negligence.
3. WCC is not responsible for normal wear and tear when project requires the use of SPONSOR-provided tools, equipment, or safety gear.
4. The assignment of members shall not result in the displacement of currently employed workers, including partial displacement such as reduction in hours of non-overtime work, wages, or other employment benefits. Agencies that participate in the program may not terminate, lay-off, or reduce working hours of any employee for the purpose of using a member with available funds. In circumstances where substantial efficiencies or a public purpose may result, participating agencies may use members to carry out essential agency work or contractual functions without displacing current employees.
5. All state holidays and shutdown weeks are non-working days for members. Shutdown weeks are to be used by WCC staff/supervisors for planning purposes. The WCC standard 40-hour schedule is Monday through Thursday from 7:00am to 5:30pm. An alternate schedule may be arranged with prior approval from the WCC.
6. WCC's cost-share rate is calculated using the full costs of supporting WCC crews, including time spent training, required community service events, shutdowns, etc. Indirect costs are included in SPONSOR share at a standard rate of 5% of direct costs.
7. If inclement weather makes a project site inaccessible, then the sponsor should reassign the WCC crew to alternative projects in an accessible location.

In inclement weather, WCC crews follow the weather-related guidance (e.g. shut-down, delayed start, early end, etc.) from the regional Ecology office closest to the crew lock-up. If the member's assigned location is more than one hour from an Ecology regional office, then WCC follows weather-related guidance of federal, state and local governments. Only WCC can instruct a crew to shut-down due to weather. Sponsors are not charged for WCC-initiated, weather related shut-downs or delays.

If a shut-down is requested by a sponsor for any reason, then the sponsor is responsible for crew costs.

ECOLOGY shall:

1. Provide WCC members for the number of weeks specified in this agreement.
2. Enroll members to begin service no sooner than October 5, 2020 and no later than October 19, 2020 to attain a full AmeriCorps scholarship. Member vacancies may be filled with a 900 hour, half-term AmeriCorps Education Award beginning March 24, 2021. Any further member enrollment for the remainder of the program year is at the discretion of ECOLOGY and based on availability.
3. In the event of a disaster response deployment, ECOLOGY will make every effort to fulfill SPONSOR needs, including sending additional members, whenever possible. Unless disaster response activities are requested by the sponsor, sponsors are not charged for WCC's emergency and disaster responses.

4. Provide training and development specified in Appendix B: four (4) days of formal WCC training, a two to four day Orientation Training, one day dedicated to MLK Community Service, and one day for a debrief meeting near the conclusion of the term. Beyond dates included in Appendix B, Ecology will schedule up to 6 additional days of Supervisor training during the term. WCC members and supervisors are logging hours on the dates identified for WCC-sanctioned events, but are unavailable to SPONSOR. ECOLOGY will provide a 4-day Assistant Supervisor training to the designated Assistant Supervisor.

5. For crews, ECOLOGY agrees to provide a crew of 5 members, a crew supervisor, vehicle, and basic hand tools. Invoices will be adjusted for crew attendance. Invoices will be reduced for member absences by \$112/member/day and supervisor absence by \$280/supervisor/day.

SPONSOR shall:

1. Guide completion of appropriate projects for number of weeks specified in this agreement by providing logistical, technical and safety-related support necessary for project completion. Provide site orientation for WCC members, site-specific training, and materials beyond basic hand tools to complete tasks. Obtain and ensure adherence to applicable permits as set by local, state, tribal or federal laws and regulations.

2. Help promote the AmeriCorps and WCC brands, logo, slogans and phrases. WCC will provide camera-ready logo. AmeriCorps is a registered service mark of the Corporation for National and Community Service.

AmeriCorps Prohibited Activities:

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- A. Attempting to influence legislation;
- B. Organizing or engaging in protests, petitions, boycotts, or strikes;
- C. Assisting, promoting, or deterring union organizing;
- D. Impairing existing contracts for services or collective bargaining agreements;
- E. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- G. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- H. Providing a direct benefit to—
 - I. A business organized for profit;
 - II. A labor union;
 - III. A partisan political organization;
 - IV. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - V. An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
- I. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- J. Providing abortion services or referrals for receipt of such services; and
- K. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.



Standards of Community Member Conduct

Our mission is to educate and assist community members of Thurston County in the management of natural resources for the benefit of present and future generations, inspiring voluntary, incentive-based conservation practices. In order to do so effectively, we ask that all participants, including employees and community members follow these *Standards of Community Member Conduct*:

1. Engage with good faith and respect in all of District activities and relationships.
2. Promptly report any concerns you have to leadership.

How to Engage in Good Faith:

-) Treat all individuals in a respectful, courteous, and professional manner. Do not ask others to exceed their authority or breach any laws.
-) Work collaboratively with others. Employees work hard to serve their community and strive to do so in the best possible way.
-) Display loyalty, honesty, courtesy, reliability and helpfulness.
-) Create and maintain positive relationships by seeking solutions and offering suggestions for improvement to TCD leadership, when appropriate.
-) Obey applicable laws and regulations.

How to Raise Concerns:

-) Seek to learn and understand. Bring concerns up immediately to ensure that they can be resolved in a timely manner. If you have an issue while working with any member of our staff, please share this with them directly first so that everyone has an opportunity to find a solution.
-) Contact District leadership directly. Both the Executive Director and Board Chair are points of contact. For concerns about employees or daily operations, please contact the Executive Director. For concerns about the organization or policies, please contact the Board Chair.

Contact information:

Sarah Moorehead, Executive Director
smoorehead@thurstoncd.com
360.999.0078 (mobile)
360.754.3588 (office)

TJ Johnson, Board Chair
olyurbanagrarian@gmail.com

Item

5

WACD and NACD Update for the
Thurston Conservation District August 27, 2020 virtual meeting

NACD

DEI Statement

NACD **statement on diversity, equity and inclusivity** was adopted in July, 2020. Full statement is [here](#).

2021 NACD Annual Meeting

NACD 2021 and 75th Annual Meeting will be held in New Orleans, Louisiana Feb. 6-10, 2021. NACD will continue to monitor local, state and federal guidelines related to COVID-19 (corona virus). Our top priority is providing a safe and healthy environment for all participants, and we will continue to share information as it becomes available. Sign up for email updates about the meeting on this [page](#).

Annual Meeting Breakout Session Solicited

NACD is [soliciting applications for breakout sessions](#) for the 2021 Annual Meeting. Applications due Sept. 4, 2020. This year, NACD is seeking proposals that fit within five themes:

1. District Operations and Partnerships
2. Natural Resources Policy and Protection
3. Stewardship and Education
4. Communications and Outreach; and
5. Diversity, Equity and Inclusion in Conservation

Webinars

The [NACD Forestry Resource Policy Group](#) hosted seven webinars on August 11, 2020. Each 50-minute Zoom session covered topics on conservation district forestry. Session descriptions and a link to view the webinars are posted [here](#).

WACD

WACD Area Meetings

Five of six area associations set dates for their annual meetings (host CD for each meeting is in parentheses):

- October 15:** Southwest Area Association of Conservation Districts (Cowlitz CD)
- October 20:** Northeast Area Association of Conservation Districts (Stevens County CD)
- October 21:** Northwest Area Association of Conservation Districts (Whatcom CD)
- October 28:** Southeast Area Association of Conservation Districts (Pine Creek CD)
- October 29:** South-Central Area Association of Conservation Districts (North Yakima CD)

September 15: WACD board of directors will hold an online-only meeting

Annual Meeting. Planning continues with decisions to be made at 9/15 board meeting.

Status of 2019 Thurston CD Resolutions

2019-14	WACC Criteria for Allegations Against Supervisors	Thurston CD	Legislative, Bylaws, and District Policies
PROPOSED RESOLUTION LANGUAGE: WACD work with WACC to draft a policy for consideration by the WACC establishing criteria and process to timely address allegations brought to WACC about supervisors, both spurious and non-spurious, in order to address them quickly and equitably.			
2019-15	Sustainable funding for State Conservation Commission	Thurston CD	Legislative, Bylaws, and District Policies
PROPOSED RESOLUTION LANGUAGE: WACD shall work with WACC and the Long-term Sustainable Funding Committee to recommend a sustainable funding option for the Conservation Commission and the Legislature to support CD services, such as revenue from a dedicated fee or direct authority for Rates and Charges.			

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Item

7

Update on 2019 WACD Resolutions – Sponsored by Thurston CD

	TITLE	STATUS
1	CD Input into WSCC Staff Evaluations	Did not pass – SW Area
2	Conservation District Election Reform	Did not pass – SW Area
3	WSCC Criteria for Allegations Against Supervisors <i>Discussion: Members would like WSCC to have a clear position statewide on District Supervisor conduct. Discussion included members wanting rules and procedures streamlined, so the investigative process into issues associated with Supervisor conduct issues had a clear concise path.</i>	Passed SW Area & 2019 WACD Annual Meeting
4	Sustainable funding for the State Conservation Commission <i>Discussion: Members would like WSCC to have a sustainable funding provided by the State Legislature.</i>	Passed SW Area & 2019 WACD Annual Meeting
5	OPMA Whistleblower Protection <i>SW Area Discussion: Members have concerns and want a path to remedy the costs associated with litigation. And, an avenue to report issues on proper process or inappropriate executive sessions. Currently there is no clear way to resolve conflicts.</i>	Passed SW Area
6	NACD Policy issue paper on Climate Change <i>SW Area Discussion: Members would like more support on a national level to address climate change.</i>	Passed SW Area Did not pass – 2019 WACD Annual Meeting
7	Identifying on-farm renewable energy development / use & soil health as high priority goals	Did not pass – SW Area **Passed NW Area & 2019 WACD Annual Meeting

Note: Shaded resolutions (1,2,5,6) may be considered for adoption in 2020.

All passed WACD resolutions can be found here: <https://www.wadistricts.org/about-wacd/resolutions/>

2019 RESOLUTION

SHORT TITLE

CD Input Into WSCC Staff Evaluations

SPONSOR CD:

Thurston

AREA: ☐NW ☒SW ☐NC ☐SC ☐NE ☐SE

RESOLUTION TYPE:

- ☐ Policy
- ☐ Position Statement
- ☐ Recognition
- ☒ Study

RESOLUTION ACTION AGENCY (check any option that applies):

- ☒ WACD
- ☒ WSCC
- ☐ OTHER STATE AGENCY _____
- ☐ NRCS
- ☐ NACD
- ☐ NON-STATE/FEDERAL PARTNER _____

BACKGROUND/PROBLEM STATEMENT:

Conservation district staff work closely with WSCC staff, particularly their regional managers. Regional managers have a large influence on how and what districts do. The WSCC needs to know how their staff is working with districts - effectiveness, issues, service delivery, and general performance (and probably others) – from a CDs point of view so that when, for example, a WSCC regional manager's evaluation is due input would be sought from the district with whom that regional manager works.

At present there is no formal mechanism for CDs to have input into WSCC staff performance and this is especially important for regional manager-local CDs in order to gauge effectiveness of those employees. This has been mentioned in the past, but as yet there is no action.

PROPOSED RESOLUTION LANGUAGE:

WACD work with WSCC to develop a pilot program for CD input into regional manager annual evaluations for the 2020 calendar year. They would then report back to both WACD and WSCC on results of that pilot and with recommendation(s) for future actions.

TYPE OF TEXT OF RESOLUTION (check all boxes that apply):

- ☐ Technical (changes address grammar, punctuation, sentence flow and makes **NO** substantive change(s) to the existing policy.
- ☐ Substantive change to existing policy. If in doubt, check the box.
- ☒ New policy.

IS THERE A BUDGET IMPLICATION TO IMPLEMENT THE POLICY?

- ☒ **NO**
- ☐ **YES** (briefly explain):

2019 RESOLUTION

SHORT TITLE

Conservation District Election Reform

SPONSOR CD:

Thurston Conservation District

AREA: ☐ NW ☒ SW ☐ NC ☐ SC ☐ NE ☐ SE

RESOLUTION TYPE:

- ☐ Policy
- ☐ Position Statement
- ☐ Recognition
- ☒ Study

RESOLUTION ACTION AGENCY (check any option that applies):

- ☒ WACD
- ☒ WSCC
- ☐ OTHER STAGE AGENCY _____
- ☐ NRCS
- ☐ NACD
- ☐ NON-STATE/FEDERAL PARTNER _____

BACKGROUND/PROBLEM STATEMENT:

District elections have come under scrutiny recently for their small voter turnout and perceived lack of accountability to voters. The WACD and WSCC should take the initiative in proposing reforms that will increase voter participation, transparency, and accountability.

PROPOSED RESOLUTION LANGUAGE:

WACD work with WSCC to conduct a study of alternative election procedures that will increase voter turnout, transparency, and accountability. Options to consider could include:

- A tiered approach where larger Districts fall under Title 29A, with dedicated funding to support costs.
- Electronic voting methods that can increase voter access to CD elections.
- Other alternative methods that have been successfully used by other Districts nationally.

TYPE OF TEXT OF RESOLUTION (check all boxes that apply):

- ☐ Technical (changes address grammar, punctuation, sentence flow and makes **NO** substantive change(s) to the existing policy.
- ☐ Substantive change to existing policy. If in doubt, check the box.
- ☐ New policy.

IS THERE A BUDGET IMPLICATION TO IMPLEMENT THE POLICY?

☐ **NO**

☒ **YES** (briefly explain): Funds will need to be identified to cover staff time and resources for this study.



WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

Resolution 2019-14 WSCC Criteria for Allegations Against Supervisors

SPONSOR CD: Thurston Conservation District

AREA: ☐ NW ☒ SW ☐ NC ☐ SC ☐ NE ☐ SE

RESOLUTION TYPE:

- ☐ Policy
- ☒ Position Statement
- ☐ Recognition
- ☐ Study

RESOLUTION ACTION AGENCY (check any option that applies):

- ☒ WACD
- ☒ WSCC
- ☐ OTHER STAGE AGENCY _____
- ☐ NRCS
- ☐ NACD
- ☐ NON-STATE/FEDERAL PARTNER _____

BACKGROUND/PROBLEM STATEMENT:

WSCC needs a clear process and criteria for evaluating and responding to allegations against supervisors.

The WSCC is charged with investigating and possibly removing supervisors of conservation districts. However, the WSCC does not have published rules or procedures for conducting such investigations. As a result, recent investigations have been confusing and have appeared ad hoc. Because of this, the Thurston County Superior Court has ruled that the post-investigation hearing process used by WSCC in such investigations was not the proper process. The WSCC should provide published rules and procedures governing how such investigations and following hearings are conducted. These published rules and procedures should provide for a clear and understandable process both in investigation and in any hearing following the investigation so that WSCC staff, supervisors under investigation, and the conservation districts served by such supervisors can have a clear understanding of the process and so that the process can be conducted as efficiently and cost effectively as possible.

RESOLUTION LANGUAGE:

WACD shall work with WSCC to draft a policy for consideration by the WSCC establishing criteria and process to timely address allegations brought to WSCC about supervisors, both spurious and non-spurious, in order to address them quickly and equitably.



WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

TYPE OF TEXT OF RESOLUTION (check all boxes that apply):

- ☐ Technical (changes address grammar, punctuation, sentence flow and makes **NO** substantive change(s) to the existing policy.
- ☐ Substantive change to existing policy. If in doubt, check the box.
- ☒ New policy.

IS THERE A BUDGET IMPLICATION TO IMPLEMENT THE POLICY?

- ☐ **NO**
- ☒ **YES** (briefly explain): Likely budget implication for WACD and WSCC staff to develop draft WSCC policy. Budget implication not likely to implement policy once established.



WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

Resolution 2019-15 Sustainable funding for State Conservation Commission

SPONSOR CD: Thurston Conservation District

AREA: ☐ NW ☒ SW ☐ NC ☐ SC ☐ NE ☐ SE

RESOLUTION TYPE:

- ☐ Policy
- ☐ Position Statement
- ☐ Recognition
- ☒ Study

RESOLUTION ACTION AGENCY (check any option that applies):

- ☒ WACD
- ☒ WSCC
- ☐ OTHER STAGE AGENCY _____
- ☐ NRCS
- ☐ NACD
- ☐ NON-STATE/FEDERAL PARTNER _____

BACKGROUND/PROBLEM STATEMENT:

Every legislative session the WSCC struggles to obtain funding, despite being a long-standing agency with a mission that receives bipartisan support. The amount to support WSCC functions is "budget dust". In addition, needs for CD actions continue to mount, including Orca recovery and elections.

RESOLUTION LANGUAGE:

WACD shall work with WSCC and the Long-term Sustainable Funding Committee to recommend a sustainable funding option for the Conservation Commission and the Legislature to support CD services, such as revenue from a dedicated fee or direct authority for Rates and Charges.

TYPE OF TEXT OF RESOLUTION (check all boxes that apply):

- ☐ Technical (changes address grammar, punctuation, sentence flow and makes **NO** substantive change(s) to the existing policy.
- ☐ Substantive change to existing policy. If in doubt, check the box.
- ☐ New policy.

IS THERE A BUDGET IMPLICATION TO IMPLEMENT THE POLICY?

- ☐ NO
- ☒ YES (briefly explain): Study will require staff time and resources

2019 RESOLUTION

SHORT TITLE

OPMA "Whistleblower" Protection

SPONSOR CD:

Thurston

AREA: ☐NW ☒SW ☐NC ☐SC ☐NE ☐SE

RESOLUTION TYPE:

- ☒ Policy
- ☐ Position Statement
- ☐ Recognition
- ☐ Study

RESOLUTION ACTION AGENCY (check any option that applies):

- ☒ WACD
- ☒ WSCC
- ☒ OTHER STAGE AGENCY State Legislature
- ☐ NRCS
- ☐ NACD
- ☐ NON-STATE/FEDERAL PARTNER _____

BACKGROUND/PROBLEM STATEMENT:

No protection for a supervisor to daylight an illegal executive session.

Under the Open Public Meetings Act (Chapter 42.30 RCW)(OPMA), in section 110, Executive sessions, there are descriptions of what those sessions should cover.

There is no process by which an official can address actions by others in an executive session that fall outside the allowed parameters. If a board member feels executive session discussion is not what was cited in the agenda, they have limited recourses – make their displeasure known and/or leave the executive session.

PROPOSED RESOLUTION LANGUAGE:

WACD and WSCC work with legislature (and potential partners) to develop a process for supervisors (and others) who feel an executive session is illegitimate, based on the criteria under §110 of the OPMA, to report this violation without violating OPMA rules for confidentiality.

TYPE OF TEXT OF RESOLUTION (check all boxes that apply):

- ☐ Technical (changes address grammar, punctuation, sentence flow and makes **NO** substantive change(s) to the existing policy.
- ☐ Substantive change to existing policy. If in doubt, check the box.
- ☒ New policy.

IS THERE A BUDGET IMPLICATION TO IMPLEMENT THE POLICY?

☐ **NO**

☒ **YES** (briefly explain): Likely budget implication for WACD and WSCC staff to work with legislature to develop process. Budget implication not likely to implement the process once developed.

2019 RESOLUTION

SHORT TITLE

NACD Policy issue paper on Climate Change

SPONSOR CD:

Thurston Conservation District

AREA: ☐ NW ☒ SW ☐ NC ☐ SC ☐ NE ☐ SE

RESOLUTION TYPE:

- ☒ Policy
- ☐ Position Statement
- ☐ Recognition
- ☐ Study

RESOLUTION ACTION AGENCY (check any option that applies):

- ☐ WACD
- ☐ WSCC
- ☐ OTHER STAGE AGENCY _____
- ☐ NRCS
- ☒ NACD
- ☐ NON-STATE/FEDERAL PARTNER _____

BACKGROUND/PROBLEM STATEMENT:

Climate change demands immediate action to prevent catastrophic future effects. NACD currently has not distinct and effective policy on climate change.

PROPOSED RESOLUTION LANGUAGE:

WACD to call upon the NACD to develop an Issue Paper on Climate Change that outlines and aggressive and effective program to integrate carbon emissions reduction, carbon sequestration, and climate change adaptation into its programs and into its advocacy with the federal government.

TYPE OF TEXT OF RESOLUTION (check all boxes that apply):

- ☐ Technical (changes address grammar, punctuation, sentence flow and makes **NO** substantive change(s) to the existing policy.
- ☐ Substantive change to existing policy. If in doubt, check the box.
- ☒ New policy.

IS THERE A BUDGET IMPLICATION TO IMPLEMENT THE POLICY?

- ☐ NO
- ☒ YES (briefly explain): NACD funding needed to research and write the Issue Paper.



WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

Resolution 2019-04 Identifying on-farm renewable energy development/use & soil health practice adoption as high priority goals

SPONSOR CD: Whatcom and Spokane Conservation Districts

AREA: ☒ NW ☐ SW ☐ NC ☐ SC ☒ NE ☐ SE

RESOLUTION TYPE:

- ☐ Policy
- ☒ Position Statement
- ☐ Recognition
- ☐ Study

RESOLUTION ACTION AGENCY

- ☒ WACD
- ☒ WSCC
- ☐ OTHER STAGE AGENCY _____
- ☐ NRCS
- ☐ NACD
- ☐ NON-STATE/FEDERAL PARTNER _____

BACKGROUND/PROBLEM STATEMENT: To successfully conserve renewable natural resources as is our statutory directive under RCW 89.08.220, there must be good stewards of the land with a profitable business model that sustains them into the future. A multi-pronged solution is needed that will help farmers improve their bottom-line by reducing their costs, increase their productivity, or both.

The on-farm development and use of renewable resources such as wind, solar, biogas, biofuels can help the farmer's bottom line by reducing reliance upon costly fossil fuels. Productivity has been shown to improve as the level of organic matter (carbon-based) increases in the soil. There are also valuable environmental benefits to be gained from farmers producing and using renewable energy and building soil health. These could become valuable in a future environmental services marketplace so long as the practices remain voluntary.

WACD does not presently have a clear position regarding on-farm energy development and use or for the sequestration of carbon through improved soil health. It must have one as it must be at the table advancing voluntary, incentive-based solutions including the provision of technical and financial support for the development and use on-farm renewable energy source and improving soil health.



WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

RESOLUTION LANGUAGE

The Washington Association of Conservation Districts supports increased adoption of soil health systems as well as the development and use of renewable energy sources by farmers and other landowners within the State of Washington. The WACD Board, Executive Director and Lobbyist shall participate in discussions likely to lead to legislation or WSCC funding packages to ensure that conservation districts are integral to the delivery of technical and financial assistance, on a voluntary basis, implement soil health practices; and develop and use on-farm renewable energy sources.

TYPE OF TEXT OF RESOLUTION

- ☐ Technical (changes address grammar, punctuation, sentence flow and makes **NO** substantive change(s) to the existing policy.
- ☒ Substantive change to existing policy. If in doubt, check the box.
- ☐ New policy.

IS THERE A BUDGET IMPLICATION TO IMPLEMENT THE POLICY?

- ☒ **NO**
- ☐ **YES** (briefly explain):



**Thurston Conservation District Board Supervisors
Work Session Topic List
September 10th, 2020 (3:00-5:30pm)**

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- 1. Topic List Review, All**
 - 2. Staff Presentation: Climate Toolkit, Adam Peterson – Natural Resource Specialist**
 - 3. August 27th, 2020 Minutes Review & Revision, All**
 - 4. Covid-19 Health Update, All**
 - 5. 2021 Annual Budget Development, All**
 - a. Incorporating 1947 boundaries of Yelm, Rainier and Tenino into TCD service area
 - 6. Conservation and Education Center Discussion, All**
 - 7. WACD Resolutions, All**
 - 8. 2021 Elections Discussion, All**
 - 9. Important Updates & Announcements**
 - a. Board of Supervisors
 - b. Executive Director
 - 10. September Board Meeting Agenda Development**

Item

8

To: TCD Board of Supervisors
From: Sarah Moorehead (*Executive Director*)
Date: August 27th, 2020
Subject: Executive Director's Report



Priority Initiative Updates

Conservation Easement Success!

Recently, our partners at Capitol at Capitol Land Trust finalized a conservation easement with long-term cooperators Geoff and Lorna Mueller, who own nearly 80 acres along the Skookumchuck River. The restoration of their property has been an ongoing project for several years – including restoration through the Natural Resources Conservation Service's (NRCS) Environmental Quality Incentives Program (EQIP) program and riparian plantings through TCD's Conservation Reserve Enhancement Program (CREP). Moving forward, the Muellers will continue to partner with TCD and the Washington Department of Fish and Wildlife to improve this stretch of the Skookumchuck River. The partnership will work together to install large woody debris, improve floodplain connectivity, and replace invasive riparian vegetation with native species. Some of the aquatic wildlife benefitting from this restoration project include spring and fall chinook salmon, coho salmon, and winter steelhead.



Skookumchuck River restoration site. Photo: Mike Melton

Community Education

TCD has been offering frequent and regular virtual education opportunities to our community this year with tremendous success. Attendees range from 50 to 150+ participants. Adding virtual workshops to TCD has allowed us to build our static online video and electronic resource library (available here:

<https://www.thurstoncd.com/education/workshops-tours/>), along with connect to more people from more places!

Upcoming education opportunities include:

Planning a PNW Winter Garden

Thursday, August 27th, 2020 at 5:30-7:00 pm

Looking for ways to grow veggies at home year round? Wondering about what grows in the PNW during the Winter? Join us for this participatory workshop on planning out your Winter garden. Participants will be asked to actively put their new knowledge to use and plan out their dream (or actual) winter planter, raised bed, or full garden.

Workshop Series for Livestock Owners

Addressing Mud & Designing a Heavy Use Area

Tuesday, August 25, 2020 at 5:30-7:00 pm

Do you have mud and dust in your pasture or paddock areas? This presentation will show different ways that you can address mud issues and how to set up an intentional 'heavy use area' for your livestock – from footing choice to drainage systems. All of this can be done while protecting water quality and minimizing runoff. This is a great opportunity for anyone interested in learning more about developing a heavy use area as part of your pasture and manure management systems – great for horse and livestock owners. Get ahead of your mud!

How to Get Started Implementing a Project with TCD

Monday, September 28, 2020 at 5:30-7:00 pm

Thurston Conservation District works with directly residents to put projects on the ground! This presentation will go through some of the steps involved in designing, permitting, and constructing your goal such as a manure management structure, heavy use area, or fencing to exclude livestock from waterways. The goal is to provide you with tips on what to expect while going through the implementation process and help you learn about different cost share opportunities that may be available for your project. These projects have a direct positive impact on our shared watersheds and the ecosystems that support fish and wildlife habitat. This workshop is specifically for folks living in the Deschutes Watershed – ask if you're not sure!

District Operations

July 27th, 2020 Board Meeting Action Items

1. **Add the DOE Deschutes TMDL to a future Work Session topic** *In Progress.*
TCD staff will coordinate this presentation as directed by the TCD Board.
2. **Supervisor Iyall will look into a budget for upgrading electronic devices for the Board.**
Completed.
3. **Staff and Supervisors will brief the Board on Thurston Climate Mitigation Plan at the August Work Session followed by a discussion.**
Completed.
4. **The topic of Incorporating 1947 boundaries of Yelm, Rochester, and Tenino into TCD service area will be moved to the September Work Session.**
Completed.
5. **Staff will send the Soil Health video conference information to WACD and NACD for distribution and advertising.**
In Progress. This video was just completed and presented on 8/20/2020 and can now be shared. All TCD videos are available here:
<https://www.thurstoncd.com/education/workshops-tours/>

Southwest Area Meeting

SW Area virtual meeting: Thursday October 15, 2020.

(video conference connection information to come)

<https://www.wadistricts.org/event/southwest-area-association-of-conservation-districts/>

A link to documents: agenda, prior minutes, financial information, and resolution templates will be included here:

<https://www.wadistricts.org/wp-content/uploads/2020/08/Conference-Resolution-Template.doc>

Agency partners and Districts need to provide a link or thumb drive with a 10 minute Power Point briefing on their past years summaries, upcoming forecast or current news updates. Please send to my email ccdadmin@ccdandwcd.com or mail thumb drive to Cowlitz CD 2125 8th Ave., Longview WA 98632.

2021 Elections

It's the time of year to start planning for TCD's 2021 Election. Depending on when the TCD Board would like to hold the election, a resolution should be adopted between October and November 2020 via advertised resolution. This election will also name the Elections Supervisor. I am requesting a discussion at the September work session to plan for the upcoming election season, review last year's election administration experience, develop a timeline, and prepare for required advertising. A short presentation on the process and pros and cons of varying administration options will be ready for the September work session.

August 2020 Staff Report

Progress on Annual Plan

Goals Worked On	Work Done
1	<ul style="list-style-type: none"> 8 Recommended BMPs 1 Implemented BMPs
3A	<ul style="list-style-type: none"> Connected 1 Chehalis resident with information about Ecology's Community Flood Assistance and Resilience program to explore resources for raising a home.
6D	<ul style="list-style-type: none"> Goal for 2020 met.
7B	<ul style="list-style-type: none"> Collaborative site visit for Yelm Community Garden project with Bounty for Families, City of Yelm, and GRuB
8	<ul style="list-style-type: none"> 11 students participated from Northwest Youth Corps
9	<ul style="list-style-type: none"> 1 Individual Stewardship Plan given to participant
10B	<ul style="list-style-type: none"> Checked in with all farmers participating in the 'Farmer's Basket' to make sure their listing was correct
12A	<ul style="list-style-type: none"> 3no-contact site visit 2 out of 3 in the Shellfish Protection District 1 out of 3 charged to Shellfish NTA TC600.3
13C	<ul style="list-style-type: none"> Enrolled new famers in FarmLink and offered match support/sharing to existing farmers in program
15A	<ul style="list-style-type: none"> Helped 15 People rent equipment
16B	<ul style="list-style-type: none"> Provided information on conservation easements to 2 landowners interested in permanent land conservation for habitat.
17 A/E	<ul style="list-style-type: none"> Provided technical assistance and a site visit/guidance to 1 landowner to develop a pollinator habitat enhancement and hedgerow project.
18C	<ul style="list-style-type: none"> 1 Site visit with WDFW biologist to bulkhead removal project site to discuss ideas to restore degraded marine nearshore habitat.
21B	<ul style="list-style-type: none"> Planned for 'Soil Health Participant Showcase' workshop
27A	<ul style="list-style-type: none"> Develop relevant multi-lingual resources- During our summer workshop series we posted live Spanish translations. Ensure TCD website meets current accessibility standards- I spent time during the month of August making our website more accessible. I added Alt Text to photos, added and Accessibility Plug-In and a language translation option
31A	<ul style="list-style-type: none"> 14 out of 30 complete Gave 1 online workshop (webinar) on Manure Management
34A	<ul style="list-style-type: none"> 1 online webinar attended towards requirements for planner certification Received CTD Farm Planner Certification for Level 1
37	<ul style="list-style-type: none"> we drafted a proposed 2021 Budget and Staffing Plan.

Staff Highlights

-) One of the highlights of this month was giving a workshop on an introduction to manure management. It was well attended, both by landowners in our own county, but also from folks in neighboring counties and even states. I enjoyed providing accessible resources, including a manure volume calculator and I'm excited to have a recording of it which we can share as a resource to landowners who have questions in this area.
-) In the month of July I had the opportunity to work alongside Nora and Adam on a workshop about managing mud and manure. We tried to incorporate new online education practices. I think this workshop was very engaging for our audience and it ended up being a very successful event.
-) In July, we had our first site visit with Bounties for Families and the city of Yelm to provide technical and educational assistance for a project to build demonstration community garden beds in Yelm City Park. This will be a site that can host a variety of educational opportunities and will be accessible to everyone visiting the park. We held a Pasture Management workshop online on June 30th. There were 40 live attendees, but the reach of the workshop in its recorded format has been much broader! 113 people to date have directly requested and received a copy of the recording. We are finding this to be a great advantage of online workshops and the ability to record them.
-) First cost share Waste Storage Facility construction was finished and is in use!
-) TCD Partners and Collaboration
 - o Attended (or coordinated) meetings including Floodplains By Design (proposal since withdrawn due to Tribal support complications); WRIA 13 WREC projects subgroup; Shore Friendly South Sound Team; Ecology-Thurston County PIC; Green Cove Basin Project Development Planning
 - o Participating as a Shoreline Advisory Committee Member on a WA Sea Grant project to identify training priorities for the marine shoreline construction & consulting community.
 - o Working with a variety of community partners on project exploration and development in the WRIA 13 & 22 WREC focus areas, including restoration and storm water-focused projects for local schools/communities.
-) TCD Technical Team Support
 - o 9 remote meetings with tech team members to support District activities.
 - o Developing RFQs, RFPs, Contracts for consulting and contractor support of ongoing restoration projects
-) Thurston Talk Articles:
 - o Plankton Snowflakes: 5 views
 - o Mason Bees: 32 views

- Climate Controllers: 5 views
 - Website Views: 176
-) Sam: Prepared for distance learning by: 1) developing videos of water quality monitoring and 2) working with Adam to develop a Storymap for SSG monitoring sites. Worked with staff to develop more Smartsheets resources
-) Stephanie: Provided TA for Shore Friendly, managed DOE Centennial grant, worked to develop resources for new school year
-) In July I facilitated a collaborative site visit between Bounty for Families, TCD, City of Yelm, and GRuB to begin planning of the Yelm Community Demonstration Garden. This garden will be a teaching garden in Yelm City Park. Our site visit really helped the project move forward with design and planning, visioning, and connecting partners. We are also working with the Nisqually Indian Tribe to provide cultural literacy signage and translation on signs for native plants and their uses.