



Thurston Conservation District Board of Supervisors September Board Meeting Agenda

Thu, September 24th, 2020 5:30 PM - 8:00 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.

Thu, September 24, 2020 5:30 PM – 8:00 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/241880933>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3311

– One-touch: <tel:+18722403311,,241880933#>

Access Code: 241-880-933

- | | |
|---|-------------------------------------|
| 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. August 28 th , 2020 Board Meeting Minutes | |
| B. August Financial Report | |
| C. WACD Resolution: WSCC Staff Evaluations | |
| 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. Conservation and Education Center Needs Assessment | |
| B. 2021 Elections Discussion | |

- C. Thurston County Interlocal Agreement – Rates & Charges
- D. Attendance at the WACD SW Area Meeting
- E. October Work Session Topic List

- 8. Executive Session,** To discuss pending litigation with legal counsel **6:55 PM**
20 minutes
- “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 or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.”*
- 9. Executive Session Report Out,** TJ Johnson **7:15 PM**
5 minutes
- 10. Other Reports** **7:20 PM**
15 minutes
- A. Board of Supervisor Reports, All
 - B. Executive Director Report, Sarah Moorehead
- Adjourn** **7:35 PM**
Time Allotment: 2hr

Important Dates

September

24th TCD Board Meeting 5:30-8pm Virtual (Go to Meeting)

October

8th TCD Board Work Session 3-5pm Virtual (Go to Meeting)

9th WACD SW AREA Meeting 9am-4pm Virtual (TBA)

22nd TCD Board Meeting 5:30-8pm Virtual (Go to Meeting)

Thurston Conservation District Consent Calendar Decision Sheet September 24, 2020 Board Meeting



A. August 28, 2020 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

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

B. August Financial Report

Proposed action: accept without amendment and approve.

Action taken:

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

C. WACD Resolution: WSCC Staff Evaluations

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 September 24, 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

August 27th, 2020

Regular Meeting Minutes – Virtual GoToMeeting

(5:30- 6:36pm)

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

Jean Fike, WSCC

Summary of Action Items:

-) **ACTION ITEM:** When the official statement regarding the Suspension of Open Public Meetings act is released, Executive Director Sarah Moorehead will inform the Board and send out the details via email.
-) **ACTION ITEM:** 2019 Resolution *CD Input into WSCC Staff Evaluations* will be added to the September Board Meeting Agenda as an Action Item.
-) **ACTION ITEM:** Supervisor Wheatley will send the draft of the Steering Committee's Mitigation Plan to Sarah Moorehead for distribution to the Board.
-) **ACTION ITEM:** Supervisor Wheatley will draft an official comment on the Steering Committee's Mitigation Plan utilizing input from TCD Supervisors and Staff which will be presented by Supervisor Wheatley during the TRPC Steering Committee's upcoming public comment period.
-) **ACTION ITEM:** In October, the TCD Work Sessions will resume being held on the second Thursday of each month from 3-5:30pm.

Summary of Motions Passed:

-) *Supervisor Wheatley moved to adopt the Agenda. Supervisor Iyall seconded. Motion passed unanimously, (4-0).*
-) *Supervisor Rushton moved to adopt the Consent Agenda. Supervisor Wheatley seconded. Motion passed unanimously, (4-0).*
-) *Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed unanimously, (5-0).*

Full Version of the Minutes

Welcome & Introductions

5:30pm TCD Board Chair TJ Johnson called the August 27th, 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. Supervisor DeWreede joined the meeting late, arriving at 6:07pm. Chair Johnson will name out Supervisors on each vote and announced that the meeting is audio recorded.

Agenda Review - Action Item

Supervisor Wheatley moved to adopt the Agenda. Supervisor Iyall seconded. Motion passed unanimously, (4-0).

Consent Agenda – Action Item

-) July 30th, 2020 Board Meeting Minutes
-) July Financial Report
-) WCC-2040 Ecology Crew Contract
-) TCD Standards for Community Member Conduct

Supervisor Rushton moved to adopt the Consent Agenda. Supervisor Wheatley seconded. Motion passed unanimously, (4-0).

Public Comment *Three minutes per person

No members of the public attended via Go to Meeting.

Partner Reports

A. WSCC Update, Jean Fike

-) The public comment period for the election WAC changes will expire September 1st; the September WSCC meeting will address action to be taken regarding this topic.
-) The commission is asking at least two Supervisors from each district to attend the elections workshop, which will be held online October 2nd.
-) The upcoming WSCC Legislation Packages will define implementation allocations to CD's across the state and how the Commission will absorb the 15% cut in their implementation budget.

B. WACD and NACD Update, Supervisor Doug Rushton

-) A written report was provided in the Board Meeting packet.
-) The NACD Pacific Region meeting will be held on September 1st.
-) October 31st is the WACD Strategic Plan meeting.

Covid-19 Update, All

A. Agro-tourism

-) Guidelines have been established for stage 2 counties These guidelines may affect stage 3 counties (Thurston County is in stage 3) in the future.
-) The guidelines affect local farm-based events such as: pumpkin patches, haunted houses, corn mazes, and hay rides.
-) TCD Staff is looking into USDA Crop Relief for support that may be applicable to agro-tourism.
-) The Economic Development Council may provide relief funds for farm-based businesses affected by the state's guidelines.

B. Suspension of Open Public Meeting Act

-) The Governor's decree that all public meetings may be held via online forum is set to end September 1st. It is assumed that the decree will be extended, at least until the next legislative session.

ACTION ITEM: When the official statement regarding the Suspension of Open Public Meetings act is released, Executive Director Sarah Moorehead will inform the Board and send out the details via email.

Governance, All

A. WACD Resolutions- 2019 Resolution Status & New Resolutions to consider.

-) The Board members reviewed WACD resolutions sponsored by the 2019 TCD Board of Supervisors, with the intent of adding approved resolutions to September Board Meeting as action items.
-) No new WACD resolutions were brought forward for discussion.
-) The Board discussed the 2019 Resolution on CD input into WSCC staff evaluations.

ACTION ITEM: 2019 Resolution CD Input into WSCC Staff Evaluations will be added to the September Board Meeting Agenda as an Action Item.

B. Thurston Climate Mitigation Plan Update & Discussion

-) The update for Thurston Regional Planning Commission's Climate Mitigation plan will be available August 29, 2020.
-) TCD's involvement in the Mitigation Plan includes: Supervisor Iyall as council member, TCD Staff as participants on the Advisory Committee, and Supervisor Wheatley who will begin working with the Steering Committee.
-) This Mitigation Plan is focused on the complete carbon cycle, not simply the reduction of greenhouse gasses with the goal of being carbon neutral by 2050. Other elements are being discussed with the possibility of expanding the scope of the plan over the coming months.

ACTION ITEM: Supervisor Wheatley will send the draft of the Steering Committee's Mitigation Plan to Sarah Moorehead for distribution to the Board.

Supervisor DeWreede joined the meeting at 6:07 during Governance - Item B discussion.

ACTION ITEM: Supervisor Wheatley will draft an official comment on the Steering Committee's Mitigation Plan utilizing input from TCD Supervisors and Staff which will be presented by Supervisor Wheatley during the TRPC Steering Committee's upcoming public comment period.

C. September Work Session Topic List

-) Topic Review List
-) Staff presentation by Adam Peterson
-) Edit and Review of the August 27th BM Minutes
-) Covid-19 Health Update
-) Incorporation of the 1947 boundaries of Yelm, Rochester, and Tenino into TCD service area.

- 124) Conservation and Education Center
- 125) TCD Resolution Development
 - 126 o TCD Board Comments on Climate Adaptation and Mitigation Plan
- 127) 2021 Election Discussion
- 128) September BM Agenda development
- 129) Updates and Announcements for Board and ED
- 130

131 **ACTION ITEM: In October, the TCD Work Sessions will resume being held on the second**
132 **Thursday of each month from 3-5:30pm.**
133

134 **Other Reports**

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

- 136) The Farmland Mitigation Group has an upcoming meeting in September.
- 137 Supervisor Johnson and Staff have worked on collecting data and specific
- 138 language to cover policies with City of Olympia officials.

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

- 140) Due to Covid-19, TCD has developed virtual workshops which have been very
- 141 successful. The last workshop had 250 attendees and had to turn away at least 50
- 142 people due to reaching the online occupancy limit. The workshops are recorded
- 143 and made available to the public to watch at a later time.
- 144) Staff has been reaching out to other partners for funding sources regarding
- 145 farmland preservation work.
- 146

147 ***Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed***
148 ***unanimously, (5-0).***
149

150 **Adjourn 6:36pm**

151 Respectfully,

X

TJ Johnson
TCD Board Chair

153

Thurston Conservation District

September 2020 Financial Notes

The Finance Department has been drafting the Proposed 2021 Budget and hopes to share its proposal to the Board on October 1.

The checking account balance is sufficient to carry the District to November when we expect to receive the next big Rates and Charges installment.

Overall, the District is expected to finish the year well within the 2020 budget.

Thurston Conservation District

Profit & Loss

January through August 2020

	Jan - Aug 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	11,896.50
3411140 · TCD Equipment Rentals	2,245.75
3431130 · Soil Testing	1,748.33
3431120 · Rental Income	941.63
Total 3431100 · Retail Sales	16,832.21
3611100 · Interest Income	27.21
3300000 · Grant Revenue	483,668.58
3685201 · Rates and Charges	317,973.43
3670000 · Contributions Private	1,249.59
3600000 · Miscellaneous Revenue	0.00
Total Income	819,751.02
Gross Profit	819,751.02
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	595,819.02
5314101 · Legal Fees & Services	17,290.00
5314102 · Audit & Accounting	1,716.14
5314103 · Computer Services	12,163.21
5314100 · Professional Services	7,431.87
5314400 · Advertising	2,534.40
5314117 · Soil Testing	2,519.40
5314104 · Janitorial Services	1,940.00
5314501 · Office Rent	34,424.00
5314700 · Utilities	3,569.68
5314503 · Equipment Leases	1,847.75
5314200 · Communications	7,357.50
5313102 · Photocopier Usage	1,076.65
Software Licenses	3,787.63
5354800 · Repairs & Maintenance	579.14
5313101 · Office Supplies	1,913.66
5314202 · Postage & Shipping	988.53
5313401 · Plants for Resale	11,761.22
Project Expenses	6,247.31
5314902 · Organizational Dues & Licenses	5,839.89
5314310 · Board Meeting Snacks	167.50
5314203 · Printing Services	2,234.21
5314302 · Staff - Conference & Training	560.00
5314300 · Staff - Travel	1,960.44
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	10,669.00
5314111 · Late Fees & Penalties	400.43
Sales Tax Adjustments	22.24
66900 · Reconciliation Discrepancies	-2.51
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	5,861.23
5966402 · Computer Hardware	8,817.37
Total 5945360 · Capital Outlays	14,678.60

Thurston Conservation District
Profit & Loss
January through August 2020

	Jan - Aug 20
Total Expense	798,402.15
Net Ordinary Income	21,348.87
Net Income	<u>21,348.87</u>

Thurston Conservation District

Profit & Loss

August 2020

	Aug 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	513.00
3431120 · Rental Income	65.94
Total 3431100 · Retail Sales	578.94
3611100 · Interest Income	4.13
3300000 · Grant Revenue	52,827.66
3685201 · Rates and Charges	3,984.81
Total Income	57,395.54
Gross Profit	57,395.54
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	75,981.90
5314101 · Legal Fees & Services	3,880.00
5314102 · Audit & Accounting	118.15
5314103 · Computer Services	703.00
5314100 · Professional Services	194.98
5314400 · Advertising	25.00
5314117 · Soil Testing	864.80
5314104 · Janitorial Services	464.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	324.66
5314503 · Equipment Leases	185.51
5314200 · Communications	851.33
Software Licenses	308.35
5354800 · Repairs & Maintenance	475.29
5313101 · Office Supplies	21.83
5313401 · Plants for Resale	4,119.75
Project Expenses	
5314116 · Project Equipment	447.68
Total Project Expenses	447.68
5314302 · Staff - Conference & Training	65.00
5314300 · Staff - Travel	433.31
5314600 · Liability Insurance Premiums	1,278.00
5945360 · Capital Outlays	
5966402 · Computer Hardware	110.47
Total 5945360 · Capital Outlays	110.47
Total Expense	95,221.01
Net Ordinary Income	-37,825.47
Net Income	-37,825.47

Thurston Conservation District

Profit & Loss Prev Year Comparison

January through August 2020

	Jan - Aug 20	Jan - Aug 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	2,245.75	464.91	1,780.84	383.1%
3431130 · Soil Testing	1,748.33	3,704.59	-1,956.26	-52.8%
3431120 · Rental Income	941.63	533.27	408.36	76.6%
3411150 · Miscellaneous Sales	0.00	6.50	-6.50	-100.0%
Total 3431100 · Retail Sales	16,832.21	4,709.27	12,122.94	257.4%
3611100 · Interest Income	27.21	14.81	12.40	83.7%
3300000 · Grant Revenue	483,668.58	298,729.73	184,938.85	61.9%
3685201 · Rates and Charges	317,973.43	314,418.28	3,555.15	1.1%
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	819,751.02	620,372.09	199,378.93	32.1%
Gross Profit	819,751.02	620,372.09	199,378.93	32.1%
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	595,819.02	303,970.49	291,848.53	96.0%
5314000 · Stipends	0.00	1,000.00	-1,000.00	-100.0%
5314101 · Legal Fees & Services	17,290.00	47,020.08	-29,730.08	-63.2%
5314102 · Audit & Accounting	1,716.14	10,726.61	-9,010.47	-84.0%
5314103 · Computer Services	12,163.21	7,627.86	4,535.35	59.5%
5314106 · PDR Expense	0.00	99.00	-99.00	-100.0%
5314100 · Professional Services	7,431.87	14,585.55	-7,153.68	-49.1%
5355001 · Election Expense	0.00	32,428.70	-32,428.70	-100.0%
5314400 · Advertising	2,534.40	4,119.23	-1,584.83	-38.5%
5314117 · Soil Testing	2,519.40	2,903.40	-384.00	-13.2%
Hiring Costs	0.00	90.00	-90.00	-100.0%
5314104 · Janitorial Services	1,940.00	1,800.00	140.00	7.8%
5314501 · Office Rent	34,424.00	31,600.00	2,824.00	8.9%
5314700 · Utilities	3,569.68	4,795.93	-1,226.25	-25.6%
5314503 · Equipment Leases	1,847.75	2,028.23	-180.48	-8.9%
5314200 · Communications	7,357.50	4,057.62	3,299.88	81.3%
5313102 · Photocopier Usage	1,076.65	1,526.47	-449.82	-29.5%
Software Licenses	3,787.63	0.00	3,787.63	100.0%
5354800 · Repairs & Maintenance	579.14	2,754.75	-2,175.61	-79.0%
5313101 · Office Supplies	1,913.66	3,594.17	-1,680.51	-46.8%
5314202 · Postage & Shipping	988.53	3,280.60	-2,292.07	-69.9%
5313401 · Plants for Resale	11,761.22	1,156.95	10,604.27	916.6%
Project Expenses				
5314901 · Meeting & Event	1,206.60	1,205.27	1.33	0.1%
5314107 · Project Supplies	2,117.98	9,614.85	-7,496.87	-78.0%
5314116 · Project Equipment	527.50	9,669.56	-9,142.06	-94.5%
5314113 · Teacher Substitute Stipends	1,215.57	9,788.22	-8,572.65	-87.6%
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%
Total Project Expenses	6,247.31	43,564.54	-37,317.23	-85.7%
5314902 · Organizational Dues & Licenses	5,839.89	6,250.00	-410.11	-6.6%
5314310 · Board Meeting Snacks	167.50	287.78	-120.28	-41.8%
5314203 · Printing Services	2,234.21	5,008.01	-2,773.80	-55.4%
5314307 · Licenses and Permits	0.00	261.00	-261.00	-100.0%
5314302 · Staff - Conference & Training	560.00	723.69	-163.69	-22.6%
5314300 · Staff - Travel	1,960.44	3,576.05	-1,615.61	-45.2%
5314301 · Board Travel	188.03	399.64	-211.61	-53.0%
5314108 · Construction & Landscaping	14,127.65	147.02	13,980.63	9,509.3%
5314109 · Cost Share	31,454.03	9,330.00	22,124.03	237.1%
5314110 · Bank Fees & Interest Charges	1,135.53	1,741.15	-605.62	-34.8%
5314600 · Liability Insurance Premiums	10,669.00	9,162.00	1,507.00	16.5%
5314111 · Late Fees & Penalties	400.43	231.00	169.43	73.4%
Sales Tax Adjustments	22.24	39.55	-17.31	-43.8%
Outstanding Debt	0.00	8,763.79	-8,763.79	-100.0%
5314998 · Sponsor Match Allocation	0.00	0.00	0.00	0.0%

11:26 AM

09/18/20

Accrual Basis

Thurston Conservation District
Profit & Loss Prev Year Comparison
January through August 2020

	Jan - Aug 20	Jan - Aug 19	\$ Change	% Change
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	8,817.37	2,529.00	6,288.37	248.7%
5966400 · Machinery and Tools	0.00	6,558.19	-6,558.19	-100.0%
Total 5945360 · Capital Outlays	14,678.60	9,779.04	4,899.56	50.1%
Total Expense	798,402.15	580,430.85	217,971.30	37.6%
Net Ordinary Income	21,348.87	39,941.24	-18,592.37	-46.6%
Net Income	21,348.87	39,941.24	-18,592.37	-46.6%

Thurston Conservation District

Balance Sheet

As of August 31, 2020

	Aug 31, 20
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	127,373.82
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	65,024.72
3082003 · Saving-2410 Education Center	10,002.40
Total 3088020 · Savings Accounts	75,027.12
3088030 · Counter Cash	100.00
3088040 · PayPal Account	580.70
Total Checking/Savings	203,081.64
Accounts Receivable	134,217.36
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	468.00
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	4,303.00
3092000 · 309.20.00 Cash on Hand	11,371.63
Total Other Current Assets	15,674.63
Total Current Assets	352,973.63
TOTAL ASSETS	352,973.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,775.14
Credit Cards	
Wells Fargo	161.46
Total Credit Cards	161.46
Other Current Liabilities	
25500 · Sales Tax Payable	89.40
3861000 · Payroll Liabilities	
3861008 · Union Dues	701.09
3861005 · PERS Deferral Payable	5,508.37
3861007 · State Unemployment Payable	1,588.71
3861009 · State L&I Payable	1,410.74
3861010 · WA - Family & Medical Leave	232.58
3861011 · Vacation & Sick Leave Payable	54,272.45
Total 3861000 · Payroll Liabilities	63,713.94
Total Other Current Liabilities	63,803.34
Total Current Liabilities	66,739.94
Total Liabilities	66,739.94
Equity	
3200000 Opening Bal Equity	287,545.21
3201000 Retained Earnings	-22,660.39
Net Income	21,348.87
Total Equity	286,233.69
TOTAL LIABILITIES & EQUITY	352,973.63

Thurston Conservation District
Restricted Budgets vs Actuals
As of August 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	91.30%	95.64%
	ESRP Shore Friendly	R035		1-Jul-19	1-Jul-21	227,551.00	120,315.00	30,404.03	89,910.97	56.00%	20.19%
	ASRP Independence	R040	20-1905	1-Jun-20	30-Jun-21	93,600.00	51,580.00	496.98	51,083.02	23.08%	0.53%
	ASRP Riverbend	R050	20-1908	1-Jun-20	30-Jun-21	85,999.00	43,174.00	692.26	42,481.74	23.08%	0.80%
DOE	Deschutes	E100	WQC-2018-Th	1-Jul-19	30-Apr-22	244,401.00	100,133.00	18,526.19	81,606.81	41.18%	11.50%
WSCC	Livestock	W025	20-13-LT	1-Jul-19	30-Jun-21	50,000.00	21,544.00	17,019.20	4,524.80	58.33%	68.30%
	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	31,987.28	239,013.72	7.81%	4.29%
	FY20-21 Chehalis Flood Plain	W050	20-13-FL	1-Jul-19	30-Jun-21	177,668.02	91,376.00	62,236.04	29,139.96	58.33%	57.41%
	Shellfish Cost Share TA	W060	20-13-SH	15-Aug-19	30-Jun-21	30,113.46	31,869.00	16,008.21	15,860.79	56.52%	66.88%
	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	56.52%	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	58.33%	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	58.33%	58.66%
	NRI TA	W080	20-13-NR	1-Jul-19	30-Jun-21	19,150.00	15,452.00	8,990.82	6,461.18	58.33%	66.26%
	NRI Cost Share	W080	20-13-NR	1-Jul-19	30-Jun-21	76,600.00	77,300.00	0.00	77,300.00	58.33%	0.00%
Misc	Soil Health Grant	M065	16-49-TS	21-Jun-17	15-Aug-20	32,163.08	4,152.20	4,152.20	0.00	Closed	
	JBLM - SLP	M075		1-Jul-19	30-Jun-21	18,750.00	11,532.00	3,600.07	7,931.93	58.33%	24.59%
	NACD Home Grown Yelm	M090		1-Feb-20	1-Mar-21	50,000.00	38,461.00	15,605.55	22,855.45	50.00%	31.21%
	Orca Recovery Day	M060		1-Sep-19	Until Spent	5,940.00	2,570.19	725.85	1,844.34	NA	68.95%
Thurston County	VSP 2020	TC400	K2024	1-Jul-19	30-Jun-21	105,000.00	64,956.00	59,363.32	5,592.68	58.33%	81.49%
	Shellfish NTA	TC600		1-Jul-19	30-Jun-21	130,525.00	57,171.00	32,046.11	25,124.89	58.33%	51.79%
	Riparian NTA	TC650		1-Jul-19	28-Feb-21	36,875.00	29,553.00	21,649.15	7,903.85	70.00%	65.21%
	NTAqua	TC700		1-Mar-20	31-May-21	68,800.00	61,605.00	7,622.41	53,982.59	40.00%	11.08%
TCD Allocations	Stewardship TA	T080		1-Jan-20	31-Dec-20	13,005.00	13,005.00	186.73	12,818.27	66.67%	1.44%
	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	3,000.00	0.00	Closed	
	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	16,226.22	23,773.78	66.67%	40.57%

Thurston Conservation District
Restricted Budgets vs Actuals

As of August 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	32,874.04	16,325.96	66.67%	66.82%
	TCC	TCC		1-Jan-12	Until Spent	96,856.00	39,819.00	13,099.08	26,719.92	NA	65.91%
	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		1-Aug-20	31-Jul-21	12,019.00	12,019.00	4,773.61	7,245.39	8.33%	39.72%
	TCD Allocation	G019.110		1-Jan-20	31-Dec-20	46,300.00	46,300.00	35,180.68	11,119.32	66.67%	75.98%
	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		31-Aug-20	31-Dec-20	5,000.00	6,695.00	0.00	6,695.00	20.00%	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 August 31, 2020

9:00 AM
09/18/2020
Accrual Basis

August 66.67%

Income	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
3431100 · Retail Sales				
3411140 · TCD Equipment Rentals	2,245.75	2,068	178.13	108.62%
3431130 · Soil Testing	1,748.33	1,679	68.87	104.10%
3431120 · Rental Income	941.63	1,785	-843.51	52.75%
3611100 · Interest Income	27.21	34	-6.44	80.86%
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	42,627.34	53,204	-10,576.66	80.12%
3685201 · Rates and Charges	317,973.43	551,475	-233,501.50	57.66%
5314999 · Overhead Allocation	58,798.24	98,288	-39,490.18	59.82%
5966699 · Vehicle Allocation	1,357.24	2,472	-1,115.22	54.89%
Total Income	438,865.26	731,648	-292,782.26	59.98%

Program Allocation	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
SS Green	35,180.68	46,300	-11,119.32	75.98%
VSP	16,226.22	40,000	-23,773.78	40.57%
TCD Cost Share	0.00	5,000	-5,000.00	0.00%
Stewardship TA	186.73	13,005	-12,818.27	1.44%
Program Allocations Total	51,593.63	104,305	-52,711.37	49.46%

Expense	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
5531010 · Salaries & Benefits (Admin)	79,670.13	215,860	-136,189.87	36.91%
5531010 · Salaries & Benefits (District Services)	66,028.13	89,388	-23,359.87	73.87%
5314101 · Legal Services	17,290.00	25,000	-7,710.00	69.16%
5314102 · Audit & Accounting	1,716.14	4,000	-2,283.86	42.90%
5314103 · Computer Services	12,163.21	15,500	-3,336.79	78.47%
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	2,133.64	1,619	514.64	131.79%
5355001 · Election Expense	3,847.13	6,500	-2,652.87	59.19%
5314104 · Janitorial Services	1,940.00	5,000	-3,060.00	38.80%
5314501 · Office Rent	34,424.00	52,000	-17,576.00	66.20%
5314700 · Utilities	3,569.68	6,000	-2,430.32	59.49%
5314503 · Equipment Leases	1,847.75	3,050	-1,202.25	60.58%
5314504 · Vehicles	0.00	15,000	-15,000.00	0.00%
5314200 · Communications	7,010.24	11,000	-3,989.76	63.73%
5313102 · Photocopier Usage	1,076.65	2,500	-1,423.35	43.07%
5354800 · Repairs & Maintenance	497.16	5,000	-4,502.84	9.94%

Expense	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
5966402 · Computer Hardware	8,767.06	10,000	-1,232.94	87.67%
Computer Software	3,330.40	3,400	-69.60	97.95%
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	1,844.11	3,500	-1,655.89	52.69%
5314202 · Postage & Shipping	566.30	1,000	-433.70	56.63%
5313401 · Plants for Resale	11,761.22	15,000	-3,238.78	78.41%
5314901 · Meeting & Event	909.13	1,000	-90.87	90.91%
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	600.28	2,500	-1,899.72	24.01%
5314306 · Board - Conference & Training	0.00	2,500	-2,500.00	0.00%
5314300 · Staff - Travel	907.14	2,500	-1,592.86	36.29%
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	10,669.00	15,336	-4,667.00	69.57%
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	291,308.98	627,343	-336,034.02	46.44%
Net Income	95,962.65	0		

Thurston Conservation District
Payments Detail
July 2020

11:30 AM

09/18/2020

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	EFT	8/1/2020	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	58.62
Credit Card Charge	9319	8/3/2020	Event Bright	GREEN:G019-SS GREEN Interlocal	5314302 · Staff - Conference & Training	32.45
Credit Card Charge	9315	8/4/2020	Event Bright	GREEN:G019.110 TCD SS Green Allocation	5314302 · Staff - Conference & Training	32.55
Check	EFT	8/5/2020	Regence - Health Care		5312011 · Medical Benefits	5,880.41
Liability Check	EFT	8/6/2020	WA St Dept of Retirement Systems		PERS DCP	575.00
Liability Check	EFT	8/6/2020	WA St Dept of Retirement Systems		PERS Retirement	11,282.03
Liability Check	EFT	8/6/2020	Internal Revenue Service		Federal Payroll Taxes	6,924.26
Liability Check	EFT	8/6/2020	WFSE Union Dues		3861008 · Union Dues	702.93
Liability Check		8/7/2020	QuickBooks Payroll Service		Payroll	20,727.75
Credit Card Charge		8/7/2020	T Sheets	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	118.15
Credit Card Charge	9310	8/7/2020	Chehalis Farm Store	DISTRICT SERVICES:A099 - Equipment Rental	5354802 · Rental Equipment	38.63
Credit Card Charge	9313	8/10/2020	WeVideo	TCD Allocations:T400 - TCD VSP	Software Licenses	34.91
Credit Card Charge	9312	8/10/2020	Amazon	TCD Allocations:T400 - TCD VSP	5966402 · Computer Hardware	50.31
Bill Pmt -Check	20496	8/13/2020	Comcast	UNRESTRICTED:A010-Overhead	Internet and Telephone	374.87
Bill Pmt -Check	20497	8/13/2020	Community Farmland Trust	DISTRICT SERVICES:A099 - Equipment Rental	5314501 · Office Rent	520.00
Bill Pmt -Check	20498	8/13/2020	Enduris	UNRESTRICTED:A010-Overhead	5314600 · Liability Insurance Premiums	445.00
Bill Pmt -Check	20499	8/13/2020	FP Mailing Solutions	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	121.43
Bill Pmt -Check	20500	8/13/2020	Freimund Jackson & Tardif, PLLC	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	1,880.00
Bill Pmt -Check	20501	8/13/2020	Kiana Sinner_V	Skookumchuck and District Comms	5314304 · Mileage	141.45
Bill Pmt -Check	20502	8/13/2020	Mara Healy	Skookumchuck and Chehalis	5314304 · Mileage	82.24
Bill Pmt -Check	20503	8/13/2020	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	21.83
Bill Pmt -Check	20504	8/13/2020	Nicole Warren	Shellfish NTA and Livestock	5314304 · Mileage	47.16
Bill Pmt -Check	20505	8/13/2020	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	104.00
Bill Pmt -Check	20506	8/13/2020	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity and Gas	271.58
Bill Pmt -Check	20507	8/13/2020	Regence - Life Insurance		5312017 · Life Insurance	41.10
Bill Pmt -Check	20508	8/13/2020	Ricoh, USA Inc - Usage	UNRESTRICTED:A010-Overhead	5313102 · Photocopier Usage	61.38
Bill Pmt -Check	20509	8/13/2020	Susan Shelton	UNRESTRICTED:A010-Overhead	Software Licenses	53.99
Bill Pmt -Check	20510	8/13/2020	Thurston County Treasurer	UNRESTRICTED:A010-Overhead	5314110 · Bank Fees & Interest Charges	566.98

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	20511	8/13/2020	WA St Dept of Enterprise Services	UNRESTRICTED:A037 - Staff Training (Unfunded	5314302 · Staff - Conference & Training	195.00
Bill Pmt -Check	20512	8/13/2020	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	703.00
Bill Pmt -Check	20513	8/13/2020	WACD	DISTRICT SERVICES:A097 - Plant Sale	5313401 · Plants for Resale	3,521.00
Bill Pmt -Check	20514	8/13/2020	White, Nora	Urban Agriculture and Soil Health	5314304 · Mileage	55.44
Bill Pmt -Check	20515	8/13/2020	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	8,216.00
Credit Card Charge	9314	8/14/2020	Microsoft	GREEN:G019-SS GREEN Interlocal	Software Licenses	106.93
Credit Card Charge	9320	8/14/2020	Amazon	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	60.16
Credit Card Charge	8316	8/17/2020	Cornell Soil Health Lab	Soil Tests & Soil Health	-SPLIT-	680.00
Credit Card Charge	9322	8/20/2020	GoToMeeting	UNRESTRICTED:A010-Overhead	Software Licenses	136.98
Liability Check	EFT	8/21/2020	Internal Revenue Service		Federal Payroll Taxes	6,404.12
Liability Check	EFT	8/21/2020	WA St Dept of Retirement Systems		PERS DCP	575.00
Liability Check		8/24/2020	QuickBooks Payroll Service		Payroll	19,661.84
Credit Card Charge	9327	8/24/2020	Service Saw Workwears	WSCC:W030 - Skookumchuck	5314116 · Project Equipment	447.68
Credit Card Charge	9328	8/26/2020	United Pacific	UNRESTRICTED:A010-Overhead	5313201 · Vehicle Fuel	32.62
Check	EFT	8/28/2020	Wells Fargo			1,811.13
Bill Pmt -Check	20517	8/28/2020	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20518	8/28/2020	Jan-Pro Cleaning Systems	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	464.00
Bill Pmt -Check	20519	8/28/2020	Northwest Marketing Resources, Inc	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	90.00
Bill Pmt -Check	20520	8/28/2020	Petrocard	UNRESTRICTED:A010-Overhead	5313201 · Vehicle Fuel	24.02
Bill Pmt -Check	20521	8/28/2020	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	185.51
Bill Pmt -Check	20522	8/28/2020	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	466.39
Bill Pmt -Check	20523	8/28/2020	VSP - Vision Care		5312011 · Medical Benefits	89.43
Credit Card Charge		8/31/2020	Mail Chimp	DISTRICT SERVICES:A030 - District Comms	Software Licenses	29.53
Credit Card Charge	9321	8/31/2020	Facebook	Depart of Ecology:E100 - ECY Deschutes	5314400 · Advertising	25.00



WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

Resolution No. 2020-XX

Title: CD input into WSCC staff evaluations.

Problem: 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 districts 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.

Recommendation:

WACD work with WSCC to develop a pilot program for CD input into regional manager annual evaluations for the 2021 calendar year. They would then report back to both WACD and WSCC on results of that pilot and with recommendation(s) for future actions.

Presented by:

Thurston Conservation District

Item

5

NACD

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](#).

NACD Pacific Zoom meeting on September 1.

First ever call with 28 participants, with 4 of 6 NACD leaders present.

Next NACD Pacific Zoom meeting on November 3. These meetings will be a regular event.

NACD Pacific Region webpage - <https://nacdnet.z2systems.com/np/clients/nacdnet/neonPage.jsp?pageId=24&>

Posting vacancies

Conservation Districts can post vacancy announcements to the NACD webpage by going to the “[Members Only](#)” section.

NACD Summer Meeting is July 24-27, 2021 in Chicago.

WACD

WACD Area Meetings

Link at : <https://www.wadistricts.org/events/2020-10>

October 13: North Central Area Association of Conservation Districts (Grant CD)

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)

WACD Tidbits

- **Annual Meeting.** Conference starting Monday, November 30 and ending on Wednesday, December 2. Ideas emerging - thinking \$150/district (which will basically cover costs). Topics being considered: emerging issues, CD successes, working with non-traditional communities, legislation, how we operate NOW.
- **Strategic Plan progressing.** Mission and values agreed and working on “Principles” and goals/scorecard.

Item

7

Thurston Conservation District

Conservation and Education Center

Mission of the Thurston Conservation District

We educate and assist the citizens of Thurston County in the management of natural resources for the benefit of present and future generations, inspiring voluntary, incentive-based conservation practices.

Function of the Thurston Conservation District

To obtain and coordinate technical, financial, and educational resources, supporting the people of Thurston County in their efforts to conserve and restore soil, water, and other natural resources.

Vision for the Thurston Conservation District

-) A culture of voluntary stewardship of our natural resources built through relationships with individuals, organizations, and governments.
 -) A resilient community responding to a changing climate.
 -) People of Thurston County enjoy healthy soils, water, air, and ecosystems.
 -) Sustainable community-based conservation and restoration of natural resources.
 -) Prosperous and sustainable working lands.
 -) Sustainable and consistent funding to achieve our mission.
-

Conservation and Education Center Needs

	Minimum Need	Ideal Need
Office Building	6,200 sq.ft. (approx.)	8,000 sq.ft. (approx.)
Employee offices	2,600 sq.ft. Individual and small shared office spaces for 20 employees.	
Kitchen	300 sq.ft. Full kitchen to function as breakroom and for community event prep.	
Soil Lab/Biosecurity Mudroom	300 sq.ft. Soil and chemical lab space with utility sink, counter space, refrigeration, oven and cleaning equipment. Dual function as mud room for field team.	
Project/Mail Workroom	300 sq.ft. Standing height workspace, copy machine, mail sorting, office supply storage, fax machine, etc.	
Conference Room(s)	1,000 sq.ft. Public meeting space	600 sq.ft. Smaller public meeting

	to accommodate community access for workshops, events, meetings, etc. To include: sink, cabinets and dishwasher.	space for simultaneous meetings, executive sessions, small group meetings, etc.
Mail Room		300 sq.ft. Separate locking room for server equipment with good circulation/cooling for added security.
Lobby	500 sq.ft. Front desk, publication displays, community seating area.	
Restrooms	400 sq.ft. Three unisex family and accessible single occupancy restrooms. Two in lobby area, one located elsewhere in building with shower.	200 sq.ft. Additional restrooms to accommodate larger events and field trips.
Storage	800 sq.ft. Storage for equipment, tools, supplies, publications, public documents and custodial. This overall space calculation may be broken up into smaller closets/storage areas.	
Long-term Project Workspace/Map Room		500 sq.ft. Reference library, shared map space, frequently used file technical file storage, workspace for long-term projects that does not interfere with public meeting spaces.
Breakout Meeting Spaces		100 sq.ft. Small alcove/hallway breakout meeting spaces to promote team collaboration and accommodate meetings with community members.

Other office Space Needs (no space requirement):

-)] HVAC System: includes heating and cooling
-)] ADA Accessibility
-)] Outdoor

	Minimum Need	Ideal Need
Office Grounds	~5 acres	~10 acres
Equipment Storage	1,500 sq.ft. Three-bay shop/warehouse large enough for housing expanding	2,500 sq.ft. To increase accessibility and account for further expansion.

	equipment rental program: tractor, implements, seed drill, manure spreaders, fertilizer spreaders, poultry trailers, etc. In addition, other outdoor tools and program equipment.	
Cold Storage		300 sq.ft. Cold storage for bare root plant stock for both restoration projects and plant sale.
Holding Beds		250 sq. ft. Outdoor holding beds for plant stock with irrigation system.
Demonstration Sites	4 acres (scalable) Demonstration sites for active and passive community education. To include: pollinator strips, hedgerows, green stormwater infrastructure (pervious pavement, rain gardens), hoop house, cistern, BMPS (drainage, footing, irrigation, fencing), field space for farm equipment demonstration).	7 acres to accommodate larger demonstration sites, more BMPs, walking trails, interpretive sites.
Outdoor Teaching/Meeting Space	700 sq.ft. Covered open-air meeting outdoor teaching/meeting space for ~50 people for workshops, plant sale, and field trips.	
Parking & Accessibility	<p>Parking for 35 vehicles. Including: TCD owned vehicles, TCD staff, community members, etc.</p> <p>EV charging station.</p> <p>Access to public transportation/on bus line.</p>	<p>5 covered parking space for TCD owned vehicles to increase longevity.</p> <p>Access to parking for 50 vehicles for events, workshops and plant sale. (More needed for plant sale.)</p> <p>Large parking/pull through spaces for school busses.</p>

Other Outdoor Needs (no space requirement):

-)] Roadside electronic reader board to promote events, programs, etc.
-)] Outdoor equipment cleaning station with water and drain
-)] Ag Weather Net Tier 2 Station – for irrigation recommendations and youth education (Whatcom CD) <https://weather.wsu.edu/>

-) Solar
-) Make use of natural landscape and resources present to promote CD services.

DRAFT

Item

10

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



Priority Initiative Updates

Working Lands Preservation

Supervisors and Staff continue to work on farmland preservation on a variety of fronts:

-) Efforts to support the City of Olympia in developing policy to mitigate the loss of farmland as development occurs throughout the city are continuing in partnership with the Community Farmland Trust. TCD staff is supporting this process through spatial analysis and estimated valuation of farmland in and around the City of Olympia and its Urban Growth Area. This data will help inform priority areas, values and potential needs for mitigation dollars and mechanisms for the City of Olympia to consider.
-) The JBLM Sentinel Landscape Partnership group has adopted a strategic plan aligning goals that support military readiness, endangered species conservation and agricultural viability. This partnership is a unique arrangement of partners that maximizes the ability to allocate and share resources, especially from federal partners. TCD staff participates in both – the Planning and Implementation Committee that focuses on implementation of the strategic plan, community outreach and landowner assistance – and, the Executive Leadership Group which oversees the partnership's activities, identifies strategic goals within the landscape, and establishes effective partnerships to share resources.
-) The South Sound FarmLink program continues to receive community interest and attention at the regional level from partners such as American Farmland Trust. Despite the lack of current grant funding to provide outreach or further develop of the program, landowners and producers continue to enroll in the program and find support to create linkages. This program is a high priority to fund through future grant applications to maximize the benefits of its services to the community – including beginning farmer education, successional planning support, land linkages, infrastructure development, marketing support and active involvement in identifying current land uses.

Orca Recovery Day

Save the date!

The 3rd annual Orca Recovery Day is happening on Saturday, October 17th, 2020.

Orca Recovery Day is an opportunity for you to work with your local Conservation District and other partner organizations to make a difference for our endangered Southern Resident orca whales. One of the biggest threats to our orcas is that their primary food source, salmon, are also endangered. 80% of the Southern Resident orca diet is salmon. Due to habitat loss, climate change, and increased pollution, local salmon populations are a fraction of what they used to be.

There is strength in numbers. With all of us working together, there's still time to save our orcas and the vital salmon that feed them. You can be a part of the solution by restoring critical habitat, planting native shrubs and trees, collecting trash along roads and beaches, or anything that makes the environment better than how you found it. You can also bring awareness to by using the hashtag #OrcaRecoveryDay on social media.

To learn more about Orca Recovery Day in our region and to find an Orca Recovery Day event near you visit www.betterground.org.

Event details can be found here: <https://www.thurstoncd.com/stewardship/ord/>

Thurston Climate Mitigation Plan

The Thurston Climate Mitigation Plan is a collaborative framework for reducing local contributions to climate change. The governments of Thurston County, Lacey, Olympia, and Tumwater partnered with Thurston Regional Planning Council (TRPC) to develop the plan. <https://www.trpc.org/909/Thurston-Climate-Mitigation-Plan>

-) An Online Open House with information about the plan is open through Thursday, October 15. There is a survey as part of the open house to collect public feedback.
-) Thurston Regional Planning Council is hosting two virtual community meetings on Monday, October 5th, 4–5pm and Wednesday, October 14th, 5:30–7pm. People can register to attend on the website.
-) Comments on the draft plan can be sent to climate@trpc.org. Comments must be received by 5:00 pm, Friday, October 16, 2020.

District Operations

August 27th, 2020 Board Meeting Action Items

- 1. E.D. will keep Board informed of OPMA guidance from the Governor's office.**
Completed.
- 2. 2019 Resolution CD Input into WSCC Staff Evaluations will be added to the September Board Meeting Agenda as an Action Item.**
Completed.
- 3. Supervisor Wheatley will send the draft of the Steering Committee's Mitigation Plan to Sarah Moorehead for distribution to the Board.**
Completed.
- 4. Supervisor Wheatley will draft an official comment on the Steering Committee's Mitigation Plan utilizing input from TCD Supervisors and Staff which will be presented by Supervisor Wheatley during the TRPC Steering Committee's upcoming public comment period**
In progress.

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.

TCD Communications Buddies

In order to enhance the accuracy and professionalism of TCD's communications, in addition to participating in formal proofreading trainings, the TCD staff is trialing a new concept of peer review in outgoing communications, reports, social media, public documents, etc. These partnerships are intended to be a regular step in the publishing process to review written communications for errors, clarity and tone. Overall, it allows for a second set of eyes and staff is very excited to try out this new process. We look forward to seeing how this supports future CD communications!

Hiring Update

Accounting Assistant – This position is now closed. Interviews will take place throughout the remainder of September, with an estimated start date of October 15th, 2020.

Habitat Specialist – This position's recruitment materials are being finalized, with a goal to be posted publicly by September 25th, 2020. Recruitment will be open through mid-October (depending on applicant response), with start date anticipated around November 5th, 2020.

Engineer – This position's recruitment materials are still in development. Recruitment for this position will begin in late October, with a goal of bringing this position on starting by early December.

Timelines are subject to adjustment as the development of recruitment materials progresses, applications are reviewed and interview scheduling is conducted.

2021 Budget Development Update

Staff are making great progress to have the initial draft of the 2021 Budget ready for Supervisor review and discussion at the October 8th Board Work Session. Staff will be sending the draft budget documents out electronically to Supervisors the week prior to the work session to allow Supervisors time to review the initial draft and connect with

staff regarding any questions that may arise. Similar to our 2020 mid-year budget revision process, staff will review and make live-edits to the draft budget document during the work session, depending on direction from the Board.

If there are any questions that arise regarding this process, or the budget documents, please don't hesitate to contact us.

September 2020 Staff Report

Progress on Annual Plan

Goals Worked On	Work Done
1	<ul style="list-style-type: none"> 5 Recommended BMPs (2 - 512 3 – 590) 4 Implemented BMPs
2	<ul style="list-style-type: none"> Provided support for development of Community Garden in Yelm.
3A	<ul style="list-style-type: none"> Continued to coordinate response to Requests for assistance to support sustainable farms; 10 new cooperators this month. Total of 112 people assisted in the last year, 94 active cooperators (both ag & habitat)
6A	<ul style="list-style-type: none"> Provided support for development of Community Garden in Yelm.
6D	<ul style="list-style-type: none"> Held PNW winter gardening workshop – goal met for 2020
7B	<ul style="list-style-type: none"> Continued partnership growth with Bounty for Families and GRuB in City of Yelm projects
7C	<ul style="list-style-type: none"> Continued partnership growth with Bounty for Families and GRuB in City of Yelm projects
9	<ul style="list-style-type: none"> 1 Individual Stewardship Plan given to participant, 3 new VSP checklist, & 4 VSP site visits
12A	<ul style="list-style-type: none"> Maintained Farmers Basket buyer's guide 1 no-contact site visit to deliver ISP (including Irrigation Water Management guidance resources) 7 Site Visits (4 VSP visits and 3 cost share related visits)
13C	<ul style="list-style-type: none"> Enrolled 4 new farmers in FarmLink as land seekers
15A	<ul style="list-style-type: none"> Helped 13 People rent equipment
15C	<ul style="list-style-type: none"> Working on outreach materials for revised manure spreader usage practices Planning outreach videos for how to use manure spreader
23	<ul style="list-style-type: none"> Waste Storage Facility construction complete and landowners were provided reimbursement for their BMP
21B	<ul style="list-style-type: none"> Goal met – held soil health showcase and pasture management soil health workshops
27A	<ul style="list-style-type: none"> Develop relevant multi-lingual resources- During our summer workshop series we posted live Spanish translations.
28E	<ul style="list-style-type: none"> Worked on a google map that highlights individual showcase videos and story maps of projects
31A	<ul style="list-style-type: none"> 18 out of 30 complete
34B	<ul style="list-style-type: none"> 4 employees Participated in DEI committee
35	<ul style="list-style-type: none"> Uploading all past agreements and contact to the drive
36B	<ul style="list-style-type: none"> Ordered Shore Friendly mailing through Minute Man
37	<ul style="list-style-type: none"> We drafted a proposed 2021 Budget and Staffing Plan.

Staff Highlights

-) Drafted the 2021 TCD Budget.
-) This August we held a workshop titled 'Planning a PNW Winter Garden' which had well over 300 interested RSVPs. We had 100 people attend the live event with a lot of engagement, enthusiasm, and follow up - it felt like a great online education success and we're excited to build off of it.
-) In the month of August I worked with Nicole and Nora on multiple workshops. I really enjoyed developing and teaching 'Planning a PNW Winter Garden'. We had a huge community response, with over 300 RSVPs and over 100 attendees. The community was very excited about this virtual event, after the fact we had many request access to the recording. It was delightful to see our community respond in such an exciting manner. I look forward to continuing this Homegrown Yelm workshop series!
-) I met with other Staff to develop a new soil testing protocol. In addition I continued to help the accounting department collect on grants by organizing the voucher packets. The equipment rental program is thriving. Organizing the mass of paperwork that needs to be filed and shred is a task that is ongoing.
-) TCD Partners and Collaboration
 - o Attended meetings including WRIA 13 and 22/23 WREC projects subgroup; Shore Friendly Program Leads and Regional Shore Friendly Initiative Partners; Ecology-Thurston County PIC; Green Cove Basin Project Development Planning, Puget Sound Shoreline Advisory Committee, ASRP Project Partners etc.
 - o Continue collaboration with a variety of community partners on project exploration and development in the WRIA 13 & 22/23 WREC focus areas, including restoration and storm water-focused projects for local schools/communities.
 - o Provided technical guidance to Shore Friendly Pierce program staff.
-) TCD Technical Team Support
 - o 12 remote meetings with tech team members to support District activities.
 - o Issued 1 RFQ for consulting support for Shore Friendly Thurston.
 - o Provided training to one staff member on Technical Assistance process.
-) A highlight for this month was the successful passing of the JBLM SLP's Implementation Plan; I've been a part of the group for over a year, and it's an exciting accomplishment that offers great opportunity for preservation of prairie habitat and working lands. If I could add one more, I also really enjoyed drawing on weather station data to help calibrate the rental schedule for our manure spreaders, to match the average number of sufficiently dry periods each month.
-) In August, I developed and presented 3 online workshops:
 -) Advanced Pasture Management on August 6, 2020
 -) Virtual Soil Health Showcase on August 20, 2020
 -) Mud Management and Designing Heavy Use Areas on August 25, 2020

-) The first two workshops were the final workshop deliverables for our 3 year soil health grant from the WA Soil Health Committee. Recordings and resource folders for all three workshops can be found on our website.

