

Thurston Conservation District Board of Supervisors

February Board Meeting Agenda

February 25, 2021 5:30pm-8pm



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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 – <i>Action Item</i> | 5:40 PM |
| A. January 2021 Board Meeting Minutes | <i>5 minutes</i> |
| B. January 2021 Financial Report | |
| C. Agreement: Dept. of Veteran's Affairs – Veteran's Conservation Corps # 305V-21-012 | |
| 4. Public Comment | 5:45 PM |
| *Three minutes per person | <i>15 minutes</i> |
| 5. Partner Reports (<i>if present</i>) | 6:00 PM |
| A. Washington State Conservation Commission (WSCC), <i>Jean Fike</i> | <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> | |
| E. National Resources Conservation Service (NRCS), <i>Robin Buckingham</i> | |
| 6. COVID-19 Update, All | 6:15 PM |
| | <i>10 minutes</i> |
| 7. Governance, All | 6:25PM |
| A. 2021 Election Update | <i>20 minutes</i> |
| B. Citizens Advisory Committee and Associate Supervisors – <i>Action Item</i> | |
| C. March Work Session Topic List | |
| 8. Board of Supervisor Reports, All | 6:45 PM |
| | <i>10 minutes</i> |

9. Executive Director Report, Sarah Moorehead

6:55 PM

10 Minutes

Adjourn

7:05 PM

Time Allotment: 2.35 hrs.

Important Dates

March

4-7th TCD Plant Sale Pre-Order Pick-Up

[2021 Event Details \(thurstoncd.com\)](https://thurstoncd.com)

11th TCD Board Work Session 3-5pm

Virtual (Go to Meeting)

16th TCD Board Supervisor Election

[2021 Regular Election \(thurstoncd.com\)](https://thurstoncd.com)

25th TCD Board Meeting 5:30-8pm

Virtual (Go to Meeting)

April

8th TCD Board Work Session 3-5pm

Virtual (Go to Meeting)

22nd TCD Board Meeting 5:30-8pm

Virtual (Go to Meeting)

Thurston Conservation District Consent Calendar Decision Sheet February 25, 2021 Board Meeting



A. January 28, 2021 Board Meeting Minutes

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

B. February 2021 Financial Report

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

C. Dept. of Veteran's Affairs- Veteran's Conservation Corps #305V-21-012

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON
February 25, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Vice Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

ATTEST:

Helen Wheatley, Board Member

Sarah Moorehead, Executive Director

Item

3

Thurston Conservation District Board of Supervisors

January 28th, 2021

Regular Meeting Minutes – Virtual GoToMeeting

(5:30- 7:29pm)

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

Alena Reynolds, DOE

Robin Buckingham, NRCS

Chris Sterns, TCD Associate Supervisor

Jay Krienitz, TCD Associate Supervisor

Applicant

Summary of Action Items:

- **ACTION ITEM:** Staff will reach out to Robin Buckingham with NRCS to invite him to provide a written monthly update when he is unable to attend meetings.
- **ACTION ITEM:** The Board would like all Supervisors to provide brief written updates back to the full Board for all committees that Supervisors serve on outside of TCD.
- **ACTION ITEM:** Staff will provide the Board a brief update of the Capitol Lake Environmental Impact Statement (EIS).
- **ACTION ITEM:** Staff will send Supervisors Board meeting items as separate documents, rather than a combined PDF.
-

Summary of Motions Passed:

- *Supervisor Rushton moved to adopt the revised Agenda. Supervisor Iyall seconded. Motion passed unanimously, (5-0).*
- *Supervisor DeWreede moved to approve the items on the Consent Agenda. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).*
- *Supervisor Rushton moved to appoint Supervisor Wheatley as the TCD representative to Thurston Regional Planning Council. Supervisor DeWreede seconded. Motion passed unanimously, (5-0).*
- *Supervisor Wheatley moved to elect Supervisor Iyall as the alternate TCD representative to Thurston Regional Planning Council. Supervisor Rushton seconded. Motion passed unanimously, (5-0).*
- *Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed unanimously, (5-0).*

Full Version of the Minutes

29 **Welcome & Introductions**

30 At 5:30pm, TCD Board Chair TJ Johnson called the January 28, 2021 Regular Board Meeting to
31 order via the online forum, *GoToMeeting*. TCD Board, Staff and guests were introduced by the
32 Board Chair verbally. Chair Johnson announced that the meeting was being recorded. For
33 recorded sessions, the Board Chair facilitates a roll-call vote by calling out the name of each
34 Supervisor for each vote.

35 **Agenda Review**

- 36 • An additional ***Agenda Item*** was added to Governance section - *TCD Representation to*
37 *Committee Meetings: Thurston Regional Planning Council*.

38
39 ***Supervisor Rushton moved to adopt the revised Agenda. Supervisor Iyall seconded. Motion***
40 ***passed unanimously, (5-0).***

41
42 **Consent Agenda** –December 2020 Board Meeting Minutes

43 December 2020 & 2020 Year-End Financial Report
44 2021 TCD Annual Plan
45 TCD Policies and Procedures Manual

46 ***Supervisor DeWreede moved to approve the items on the Consent Agenda. Supervisor***
47 ***Wheatley seconded. Motion passed unanimously, (5-0).***

48
49 **Public Comment** *Three minutes per person

50 No members of the public attended the board meeting.
51

52 **Partner Reports**

53 **A. Washington State Conservation Commission (WSCC) Update, Jean Fike**

- 54 • Jean Fike did not attend the meeting and had nothing to report.

55 **B. Washington Association of Conservation Districts (WACD) Update, Supervisor Doug**
56 ***Rushton***

- 57 • A written report was provided in the Board Packet.

58 **C. National Association of Conservation Districts (NACD) Update, Supervisor Doug**
59 ***Rushton***

- 60 • The NACD Pacific Region's 2021 Annual Meeting will be held virtually on Feb. 3rd
61 from 2:30-5:30pm as a part of the NACD's 2021 Annual Meeting, which will be
62 held from Feb. 1 thru Feb. 10.
- 63 • The NACD Spring Fly-In event will be held virtually the week of March 22nd.
- 64 • At the January 5th NACD Pacific Regional meeting, Supervisor Rushton was
65 elected Regional Chair.
- 66 • A written report was provided in the Board Packet.

D. Department of Ecology (DOE), Alena Reynolds

- Due to technical difficulties, Alena Reynolds was not present during this section of the meeting. She gave an update later in the meeting.

E. Natural Resources Conservation Service (NRCS) Update, Robin Buckingham

- Due to technical difficulties, Robin Buckingham was not present during this section of the meeting. He gave an update later in the meeting.

ACTION ITEM: Staff will reach out to Robin Buckingham with NRCS to invite him to provide a written monthly update when he is unable to attend meetings.

Covid-19 Update, Sarah Moorehead

- Staff and legal counsel continue to monitor and follow state legislation and instructions relating to the Open Public Meeting Act (OPMA) and in-person meetings.
- Staff continues to primarily work remotely in order to limit gatherings to below the maximum of 25% of office capacity.
- Staff continues to use SmartSheets to aid remote working and to schedule office access.
- Thurston County is on track to move to Phase 2 of the governor's Healthy Washington Roadmap Plan on Monday, February 1.

Department of Ecology (DOE) Update, Alena Reynolds joined the meeting at 5:43pm

- Alena reported that there is a temporary shortage in DOE staffing of the Coastal Watershed Nonpoint Source program. She also reported on collaborative efforts by the DOE and TCD to communicate TCD's technical assistance opportunities.

2021 WACD Legislative Week, All

- Staff has been working to schedule meetings with all Thurston County legislators for the WACD Legislative Week, which will be held virtually from Feb. 8th thru Feb. 12th. So far, TCD staff is working to pin down dates with the offices of State Representatives Laurie Dolan and Jessica Bateman and with Senator Sam Hunt.
- Staff is preparing "projects and impacts" materials in both a stylized newsletter and a story map format for the WACD Legislative Week meetings and for legislative communications in general.
- The 22nd District legislators are hosting an open-house On Feb. 3rd.
- WACD's Tom Salzer's *Five Things to Know List* is a good source of conservation district legislative priority talking points.
- The Executive Director will attend all meetings with legislators. Sarah will send scheduling updates to board members and coordinate board member participation to ensure that the District is in compliance with the OPMA.
- WACD publishes a weekly "bill tracker" that describes proposed bills that are relevant to conservation districts.

106
107 **Governance, All**

108 **1. 2021 Election Update**

- 109 • The candidate filing deadline has passed and one candidate has filed for the position –
110 Helen Wheatley.
111 • There has been a change to the election process and write-in candidates are now
112 eligible to receive votes. Qualification standards would apply.
113 • TCD has hired two temporary election polling officers.
114 • Ballot materials will be ready by Feb. 8th. The email address, phone line and voicemail
115 for ballot requests have been set-up.
116 • Staff is working on outreach to communicate voting procedures and pertinent dates.
117 TCD Representation to Thurston Regional Planning Council (TRPC)
118 • Supervisor Wheatley volunteered to represent TCD representative at TRPC.
119

120 Chris Sterns, TCD Associate Supervisor; Jay Krienitz (who has applied to become an Associate
121 Supervisor), and Robin Buckingham from NRCS joined the meeting.
122

123 ***Supervisor Rushton moved to appoint Supervisor Wheatley as the TCD representative to***
124 ***Thurston Regional Planning Council. Supervisor DeWreede seconded. Motion passed***
125 ***unanimously, (5-0).***
126
127

128 **ACTION ITEM: The Board would like all Supervisors to provide brief written updates back to**
129 **the full Board for all committees that Supervisors serve on outside of TCD.**
130

131 ***Supervisor Wheatley moved to elect Supervisor Iyall as the alternate TCD representative to***
132 ***Thurston Regional Planning Council. Supervisor Rushton seconded. Motion passed***
133 ***unanimously, (5-0).***
134

135 **2. February Work Session Topic List**

- 136 • Staff Presentation
137 • January Board Meeting Minutes review
138 • Covid-19 Health Update
139 • Election Update
140 • Conservation and Education Center Update
141 • Agriculture Advisory Committee
142 • Citizens Advisory Council and Associate Supervisor Policy Review
143 • Legislative Update and Legislative Week Debrief
144
145

ACTION ITEM: Staff will provide the Board a brief update of the Capitol Lake Environmental Impact Statement (EIS).

Natural Resources Conservation Service (NRCS) Update, *Robin Buckingham joined the meeting at 5:30pm*

- Robin gave updates on NRCS soil conservation staffing, NRCS's current Environmental Quality Incentives Program (EQIP) round, and the NRCS's Conservation Stewardship Program.

Executive Session: To discuss TCD's Associate Supervisors Policy

In Attendance: TCD Board Members, Executive Director Sarah Moorehead, and TCD Legal Counsel Ben Cushman.

"RCW 42.30.110 (h) To evaluate the qualifications of a candidate for appointment to elective office."

Executive Session opened at 6:23pm to last 10 minutes, and it concluded at 6:37pm

Executive Session Report Out

No action was taken. The Board will revisit this topic at the February Work Session.

Executive Session: To discuss ongoing litigation with legal counsel

In Attendance: TCD Board Members, Executive Director Sarah Moorehead, and TCD Legal 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 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."

The Executive Session opened at 6:38pm to last for 10 minutes, and it concluded at 6:44pm

Regular meeting opened at 6:45pm.

Executive Session Report Out, *TJ Johnson*

No action was taken.

Other Reports

A. Board of Supervisors Report, All

- The Olympia Farmland Loss meeting will be held on Feb. 8. Staffs from partner organizations have been asked to draft a work plan and timeline.
- Supervisor Johnson and Executive Director Moorehead met with the new Thurston County Commissioner Carolina Mejia. A second meeting has been scheduled to answer additional questions.

ACTION ITEM: Staff will send Supervisors Board meeting items as separate documents, rather than a combined PDF.

B. Executive Director Report, Sarah Moorehead

- The Skookumchuck Project site will be developing a temporary access road for project access. This road will also allow guests, including board members, to visit the site.
- TCD has started recruiting for the TCD engineer position. The priority review deadline is February 18th, but the position will remain open until a qualified candidate is selected.
- The Board Meeting Item Coversheet has been revised and is ready to be used by Staff.
- Strategic Plan metric reporting will be moved to the SmartSheets format to improve clarity and to allow live access of goal progress.
- The District has made progress on its technical assistance request wait-list and is excited about the growing demand for District services.

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

Adjourn 7:06pm

Respectfully,

X

TJ Johnson
TCD Board Chair

Thurston Conservation District February 2021 Financial Notes



Total (Restricted and Unrestricted) Year-to-Date Profit and Loss (Page 2)

1. In January 2021, the District's expenses exceeded its income by \$20,897.53. This is to be expected each month until May when TCD will receive one of the two major *Rates and Charges* payments; the other large payment is in November.
2. In January, between the Skookumchuck and Shellfish Cost Share projects, the District invested \$54,025.82 in on the ground construction projects.

Balance Sheet (Page 4)

3. As you can see on the Balance Sheet, the District ended January with \$114,063.49 in its checking account. Still TCD should avoid large discretionary purchases until cash flow stabilizes in May. We will be monitoring cash flow very closely until then.

Restricted Budgets vs Actuals (Page 5)

4. Please note the new SmartSheet format for this report. Thank you, Yan! Soon, the Board will have access to this report through their SmartSheet Dashboard.

Unrestricted Budgets vs Actuals (Pages 6 and 7)

5. Again, please note the new SmartSheet format for this report.
6. This report is based on the 2021 Unrestricted Budget approved by the board in October.
7. Notice the expanded Program Allocation section. In this section, you will see total year-to-date expenses for each District Program rather than the expenses being embedded in with the Districts general administrative expenses.
8. Our new janitorial service is more expense than the one we used last year. We will have to adjust that budget figure during the Mid-Year Budget Revision process in the spring.

Thurston Conservation District

Profit & Loss

January 2021

	Jan 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	13,921.95
3431120 · Rental Income	65.94
Total 3431100 · Retail Sales	13,987.89
3611100 · Interest Income	12.37
3300000 · Grant Revenue	122,600.92
3685201 · Rates and Charges	1,460.40
Total Income	138,061.58
Gross Profit	138,061.58
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	87,575.82
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	248.78
5314103 · Computer Services	1,647.00
5314104 · Janitorial Services	750.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	592.63
5314503 · Equipment Leases	178.21
5314504 · Vehicle Leases	361.85
5314200 · Communications	434.69
5314505 · Software Licenses	159.14
5354800 · Repairs & Maintenance	13.09
5313101 · Office Supplies	484.97
5314202 · Postage & Shipping	15.45
Project Expenses	169.43
5314902 · Organizational Dues & Licenses	1,100.15
5314203 · Printing Services	582.96
5314302 · Staff - Conference & Training	50.00
5314300 · Staff - Travel	357.02
5314108 · Construction & Landscaping	33,767.92
5314109 · Cost Share	20,257.90
5314600 · Liability Insurance Premiums	1,624.92
66300 · Sales Tax Adjustments	24.32
5945360 · Capital Outlays	
5966402 · Computer Hardware	2,194.86
Total 5945360 · Capital Outlays	2,194.86
Total Expense	158,959.11
Net Ordinary Income	-20,897.53
Net Income	-20,897.53

Thurston Conservation District

Profit & Loss Prev Year Comparison

January 2021

	Jan 21	Jan 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	13,921.95	6,944.96	6,976.99	100.5%
3411140 · TCD Equipment Rentals	0.00	9.15	-9.15	-100.0%
3431130 · Soil Testing	0.00	272.64	-272.64	-100.0%
3431120 · Rental Income	65.94	481.88	-415.94	-86.3%
Total 3431100 · Retail Sales	13,987.89	7,708.63	6,279.26	81.5%
3611100 · Interest Income	12.37	1.21	11.16	922.3%
3300000 · Grant Revenue	122,600.92	36,844.65	85,756.27	232.8%
3685201 · Rates and Charges	1,460.40	1,609.34	-148.94	-9.3%
3670000 · Contributions Private	0.00	240.00	-240.00	-100.0%
Total Income	138,061.58	46,403.83	91,657.75	197.5%
Gross Profit	138,061.58	46,403.83	91,657.75	197.5%
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	87,575.82	82,037.86	5,537.96	6.8%
5314101 · Legal Fees & Services	2,000.00	2,564.00	-564.00	-22.0%
5314102 · Audit & Accounting	248.78	142.95	105.83	74.0%
5314103 · Computer Services	1,647.00	2,309.00	-662.00	-28.7%
5314100 · Professional Services	0.00	100.00	-100.00	-100.0%
5314400 · Advertising	0.00	31.73	-31.73	-100.0%
5314117 · Soil Testing	0.00	557.80	-557.80	-100.0%
5314104 · Janitorial Services	750.00	232.00	518.00	223.3%
5314501 · Office Rent	4,368.00	3,950.00	418.00	10.6%
5314700 · Utilities	592.63	143.61	449.02	312.7%
5314503 · Equipment Leases	178.21	492.00	-313.79	-63.8%
5314504 · Vehicle Leases	361.85	0.00	361.85	100.0%
5314200 · Communications	434.69	833.03	-398.34	-47.8%
5313102 · Photocopier Usage	0.00	181.82	-181.82	-100.0%
5314505 · Software Licenses	159.14	0.00	159.14	100.0%
5354800 · Repairs & Maintenance	13.09	0.00	13.09	100.0%
5313101 · Office Supplies	484.97	245.23	239.74	97.8%
5314202 · Postage & Shipping	15.45	184.07	-168.62	-91.6%
Project Expenses	169.43	1,254.29	-1,084.86	-86.5%
5314902 · Organizational Dues & Licenses	1,100.15	806.00	294.15	36.5%
5314310 · Board Meeting Snacks	0.00	75.43	-75.43	-100.0%
5314203 · Printing Services	582.96	0.00	582.96	100.0%
5314302 · Staff - Conference & Training	50.00	455.00	-405.00	-89.0%
5314300 · Staff - Travel	357.02	58.06	298.96	514.9%
5314108 · Construction & Landscaping	33,767.92	0.00	33,767.92	100.0%
5314109 · Cost Share	20,257.90	0.00	20,257.90	100.0%
5314110 · Bank Fees & Interest Charges	0.00	313.51	-313.51	-100.0%
5314600 · Liability Insurance Premiums	1,624.92	1,278.00	346.92	27.2%
66300 · Sales Tax Adjustments	24.32	0.00	24.32	100.0%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furniture	0.00	156.30	-156.30	-100.0%
5966402 · Computer Hardware	2,194.86	6,623.69	-4,428.83	-66.9%
Total 5945360 · Capital Outlays	2,194.86	6,779.99	-4,585.13	-67.6%
Total Expense	158,959.11	105,025.38	53,933.73	51.4%
Net Ordinary Income	-20,897.53	-58,621.55	37,724.02	64.4%
Net Income	-20,897.53	-58,621.55	37,724.02	64.4%

Thurston Conservation District

Balance Sheet

As of January 31, 2021

	Jan 31, 21
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	114,063.49
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	130,053.27
3082003 · Saving-2410 Education Center	20,004.11
Total 3088020 · Savings Accounts	150,057.38
3088030 · Counter Cash	100.00
3088040 · PayPal Account	1,314.13
Total Checking/Savings	265,535.00
Accounts Receivable	156,684.38
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	11,842.40
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	15,677.40
3092000 · 309.20.00 Cash on Hand	42,366.01
Total Other Current Assets	58,043.41
Total Current Assets	480,262.79
TOTAL ASSETS	480,262.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	46,313.34
Credit Cards	3,238.70
Other Current Liabilities	
3861100 · Sales Tax Payable	1,294.74
3861000 · Payroll Liabilities	
3861008 · Union Dues	690.17
3861005 · PERS Deferral Payable	6,388.82
3861007 · State Unemployment Payable	1,302.50
3861009 · State L&I Payable	-545.52
3861010 · WA - Family & Medical Leave	109.65
3861011 · Vacation & Sick Leave Payable	55,508.63
Total 3861000 · Payroll Liabilities	63,454.25
Total Other Current Liabilities	64,748.99
Total Current Liabilities	114,301.03
Total Liabilities	114,301.03
Equity	365,961.76
TOTAL LIABILITIES & EQUITY	480,262.79

Restricted Budgets vs Actuals



As of January 31, 2021

Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	2021 Budget	2021 Actual	2021 Remaining Budget	% of Total Time	% of Total Budget
RCO					439,165	376,365	6,976	369,389		
ESRP Shore Friendly	R035		07/01/19	12/31/21	259,565	198,727	6,081	192,645	63.50%	25.78%
ASRP Independence	R040	20-1905	05/15/20	12/31/21	93,600	92,572	357	92,215	43.96%	1.48%
ASRP Riverbend	R050	20-1908	05/15/20	12/31/21	86,000	85,066	537	84,529	43.96%	1.71%
DOE					244,401	156,218	668	155,534		
Deschutes	E100	WQC-2018-	07/01/19	04/30/22	244,401	156,218	668	155,534	56.14%	15.05%
Federal					93,135	20,137	0	20,137		
Frogs on Farm	US080		08/15/20	08/15/25	93,135	20,137	0	20,137	9.30%	0.00%
WSCC					1,397,580	392,632	74,401	355,284		
Livestock	W025	20-13-LT	07/01/19	06/30/21	50,000	8,665	1,907	6,758	79.48%	86.48%
Skookumchuck Planting	W030		04/01/20	12/31/24	744,780	131,142	39,113	129,083	17.63%	20.95%
Chehalis Flood Plain	W050	20-13-FL	03/01/18	06/30/21	258,183	60,513	5,296	55,217	87.68%	78.61%
Shellfish Cost Share	W060	20-13-SH	07/01/19	06/30/21	168,068	121,866	24,034	97,831	79.48%	41.79%
CREP	W070	20-13-CE	07/01/19	06/30/21	57,399	20,446	4,051	16,395	79.48%	71.44%
NRI Cost Share TA	W080	20-13-NR	07/01/19	06/30/21	119,150	50,000	0	50,000	79.48%	58.04%
Miscellaneous					78,290	43,283	5,355	38,269		
JBLM - SLP	M075		07/01/19	06/30/21	18,750	12,526	1,270	11,256	79.48%	39.97%
WFC Meyer	M100		10/01/20	02/15/22	3,600	3,600	341	3,600	24.45%	9.46%
NACD Home Grown Yelm	M090		03/01/20	06/30/21	50,000	26,871	3,744	23,127	69.20%	53.75%
Orca Recovery Day	M060		07/01/19	until spent	5,940	286	0	286	NA	95.19%
Thurston County					468,400	179,741	20,292	159,405		
VSP	TC400	K2024	07/01/19	06/30/21	105,000	18,198	8,479	9,719	79.48%	90.74%
Shellfish NTA	TC600		07/01/19	06/30/21	130,525	49,680	5,577	44,102	79.48%	38.97%
NTAqua	TC700		07/01/19	09/30/22	196,000	102,923	3,485	99,438	48.91%	7.33%
Riparian NTA	TC650		07/01/19	02/28/21	36,875	8,941	2,751	6,146	95.40%	83.21%
South Sound GREEN					122,922	110,714	7,655	103,059		
Interlocal	G019-SS		01/01/21	12/31/21	51,808	51,808	6,951	44,857	8.49%	13.42%
FY20-21 NOAA B-WET	G019.106		08/01/20	07/31/21	24,038	20,549	535	20,014	50.41%	16.74%
WCS Mini Grant	G019.50		11/19/20	11/01/21	500	500	150	350	21.26%	30.00%
TCC	TCC		01/01/21	until spent	46,576	37,857	19	37,837	NA	29.28%

Unrestricted Profit & Loss Budget vs Actual

As of January 31, 2021



January 8.33%

Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
Income	733,124	49,531	-683,593	6.8%
3431100 · Retail Sales	27,550	14,000	-13,550	50.8%
3411140 · TCD Equipment Rentals	3,000	0	-3,000	0.0%
3431130 · Soil Testing	3,000	0	-3,000	0.0%
3431120 · Rental Income	1,500	66	-1,434	4.4%
3611100 · Interest Income	50	12	-38	24.7%
3431110 · Plant Sales	20,000	13,922	-6,078	69.6%
3670000 · Contributions Private	0	0	0	
3300000 · Grant Revenue	47,801	25,189	-22,612	52.7%
3340000 · State Grants	47,801	25,189	-22,612	52.7%
3685201 · Rates and Charges	551,475	1,460	-550,015	0.3%
Overhead	106,298	8,882	-97,416	8.4%
5314999 · Overhead Allocation	103,798	8,638	-95,160	8.3%
5966699 · Vehicle Allocation	2,500	244	-2,256	9.7%
Cash Surplus	50,000			
Program Allocation	290,629	14,443	-276,186	5.0%
South Sound Green	46,300	4,203	-42,097	9.1%
TCD VSP	40,000	0	-40,000	0.0%
TCD Cost Share	5,000	0	-5,000	0.0%
Stewardship TA	35,708	2,225	-33,483	6.2%
Working Lands Preservation Initiative	13,000	294	-12,706	2.3%
CTA (Orca Recovery)	5,556	0	-5,556	0.0%
Cost Share Administration	6,527	0	-6,527	0.0%
Outreach, Education and Communications	69,569	1,937	-67,632	2.8%
Plant Sale	27,653	781	-26,872	2.8%
Soil Health Program (Testing & Equipment)	34,816	3,005	-31,811	8.6%
Elections	6,500	1,997	-4,503	30.7%
Expense and Savings	492,494	34,857	-457,637	7.1%
Administrative Salaries & Benefits	206,241	19,183	-187,058	9.3%
Professional Services	65,553	3,896	-61,657	5.9%
5314101 · Legal Services	25,000	2,000	-23,000	8.0%
5314102 · Audit & Accounting	3,000	249	-2,751	8.3%
5314103 · Computer Services	20,000	1,647	-18,353	8.2%
5314100 · Professional Services	7,000	0	-7,000	0.0%
JEDI Work	10,553	0	-10,553	0.0%
Facility, Vehicles and Maintenance	104,500	8,759	-95,741	8.4%
5314104 · Janitorial Services	3,000	750	-2,250	25.0%
5314501 · Office Rent	52,000	4,108	-47,892	7.9%
5314700 · Utilities	6,000	593	-5,407	9.9%
5314503 · Equipment Leases	3,000	178	-2,822	5.9%
5314504 · Vehicles	15,000	362	-14,638	2.4%
5314200 · Communications	11,000	435	-10,565	4.0%

Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
5313102 · Photocopier Usage	2,500	0	-2,500	0.0%
5354800 · Repairs & Maintenance	1,500	13	-1,487	0.9%
Computer Hardware Purchases	6,000	2,195	-3,805	36.6%
Computer Software	3,500	125	-3,375	3.6%
Equipment & Office Furniture	1,000	0	-1,000	0.0%
Supplies	12,700	1,345	-11,355	10.6%
5313101 · Office Supplies	3,000	220	-2,780	7.3%
5314202 · Postage & Shipping	1,500	24	-1,476	1.6%
5314901 · Meetings & Events	200	0	-200	0.0%
5314902 · Organizational Dues & Licenses	7,500	1,100	-6,400	14.7%
Board Meeting Snacks	500	0	-500	0.0%
Conferences, Training and Travel	7,000	50	-6,950	0.7%
5314302 · Staff Conference & Training Fees	2,000	50	-1,950	2.5%
Board Conference and Training Fees	2,000	0	-2,000	0.0%
5314300 · Staff Travel	2,000	0	-2,000	0.0%
Board Travel	1,000	0	-1,000	0.0%
Insurance and Banking	21,500	1,625	-19,875	7.6%
5314110 · Bank Fees & Interest Charges	1,000	0	-1,000	0.0%
5314600 · Liability Insurance Premiums	20,000	1,625	-18,375	8.1%
5314111 · Late Fees & Penalties	500	0	-500	0.0%
Savings	75,000	0	-75,000	0.0%
Reserve Fund	37,500	0	-37,500	0.0%
Conservation Education Center Savings Plan	37,500	0	-37,500	0.0%
Net Income (Surplus or Deficit)	0	231		

Thurston Conservation District
Payment Detail
January 2021

12:34 PM

02/19/2021

Type	Num	Date	Name	Fundind Source	Account	Paid Amount
Check	EFT	01/01/2021	Regence - Health Care		5312011 · Medical Benefits	8,603.13
Credit Card Charge	9459	01/01/2021	Olympia Supply	GREEN:TCC:General	5314107 · Project Supplies	69.15
Bill Pmt -Check	20672	01/05/2021	All City Cleaning Services	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	600.00
Bill Pmt -Check	20673	01/05/2021	Community Farmland Trust	DISTRICT SERVICES:A099 - Equipment Rental	Office Rent & Advertising	460.00
Bill Pmt -Check	20674	01/05/2021	Leah Kellogg	DISTRICT SERVICES:A099 - Equipment Rental	5314304 · Mileage	85.26
Bill Pmt -Check	20675	01/05/2021	Marguerite Abplanalp	WSCC:W025 - Livestock:W025.2	5314304 · Mileage	85.26
Bill Pmt -Check	20676	01/05/2021	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	32.77
Bill Pmt -Check	20677	01/05/2021	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	1,627.52
Bill Pmt -Check	20678	01/05/2021	Petrocard	UNRESTRICTED:A010-Overhead	5313201 · Vehicle Fuel	37.34
Bill Pmt -Check	20679	01/05/2021	Regence - Life Insurance		5312017 · Life Insurance	43.02
Bill Pmt -Check	20680	01/05/2021	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	512.79
Bill Pmt -Check	20681	01/05/2021	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	20682	01/05/2021	Yan Dong_V	UNRESTRICTED:A010-Overhead	5314304 · Mileage	25.52
Credit Card Charge	9480	01/05/2021	Best Buy	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	2,045.76
Credit Card Charge	9483	01/05/2021	Mixed Role Productions	WSCC:W050 - Chehalis Flood Outreach	5313101 · Office Supplies	23.95
Bill Pmt -Check	EFT	01/06/2021	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	58.71
Credit Card Charge		01/07/2021	T Sheets	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	135.66
Liability Check	EFT	01/07/2021	QuickBooks Payroll Service		Payroll	20,729.36
Liability Check	EFT	01/07/2021	Internal Revenue Service		Payroll Taxes	6,948.52
Liability Check	EFT	01/07/2021	WA St Dept of Retirement Systems		PERS Retirement & DCP	13,189.05
Check	EFT	01/08/2021	Wells Fargo			1,859.29
Liability Check	EFT	01/08/2021	WFSE Union Dues		3861008 · Union Dues	668.37
Credit Card Charge		01/10/2021	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	19.64
Credit Card Credit	9460	01/11/2021	Olympia Supply	GREEN:TCC:General	5314107 · Project Supplies	-49.71
Credit Card Charge	9425	01/15/2021	Always Safe & Lock	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	13.13
Credit Card Charge	9487	01/15/2021	Ace Hardware	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	13.07
Bill Pmt -Check	EFT	01/18/2021	Comcast	UNRESTRICTED:A010-Overhead	Internet Services & Telephone	385.17
Bill Pmt -Check	20683	01/19/2021	Olympian, The	DISTRICT SERVICES:A036 - Elections	5314400 · Advertising	116.38
Bill Pmt -Check	20684	01/19/2021	Pioneer Fire & Security, Inc	UNRESTRICTED:A010-Overhead	5314704 · Security Monitoring	78.77
Bill Pmt -Check	20685	01/19/2021	Puget Sound Energy	UNRESTRICTED:A010-Overhead	5314701 · Electricity	82.54
Bill Pmt -Check	20686	01/19/2021	United Concordia Insurance Co		5312012 · Dental Benefits	652.46

Type	Num	Date	Name	Fundind Source	Account	Paid Amount
Bill Pmt -Check	20687	01/19/2021	WA St Conservation Commission	UNRESTRICTED:A010-Overhead	5314504 · Vehicle Leases	361.85
Bill Pmt -Check	20688	01/19/2021	WA St Dept of Ecology	WSCC:W030 - Skookumchuck:W030.3	5314108 · Construction & Landscaping	14,164.00
Bill Pmt -Check	20689	01/19/2021	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	1,647.00
Bill Pmt -Check	20690	01/19/2021	WACD	WSCC:W030 - Skookumchuck:W030.3	5314108 · Construction & Landscaping	43.92
Credit Card Charge	9488	01/19/2021	Ace Hardware	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	13.09
Credit Card Charge	9490	01/20/2021	Vortex Optics	GREEN:G019.50 WCS Mini Grant	5314107 · Project Supplies	149.99
Liability Check	EFT	01/21/2021	Internal Revenue Service		Payroll Taxes	7,248.92
Credit Card Charge	9491	01/22/2021	US Postal Service	UNRESTRICTED:A025 - Board Support	5314202 · Postage & Shipping	24.15
Liability Check	EFT	01/22/2021	QuickBooks Payroll Service		Payroll	21,669.62
Credit Card Charge	P1-6175	01/23/2021	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	93.48
Credit Card Charge	9492	01/25/2021	Amazon	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	39.71
Credit Card Charge	9493	01/25/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	151.76
Credit Card Charge	9500	01/25/2021	Amazon	DISTRICT SERVICES:A036 - Elections	5313101 · Office Supplies	240.68
Credit Card Charge	9501	01/25/2021	Best Buy	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	109.39
Credit Card Charge	9536	01/25/2021	Nitro	UNRESTRICTED:A010-Overhead	5314505 · Software Licenses	125.24
Liability Check	EFT	01/25/2021	WA St Dept of Retirement Systems		PERS DCP	980.87
Check	EFT	01/26/2021	WA St Dept of Revenue	UNRESTRICTED:A010-Overhead	5314902 · Organizational Dues & Licenses	30.00
Liability Check	EFT	01/26/2021	WA St Dept of L&I		3861009 · State L&I Payable	1,648.87
Sales Tax Payment	EFT	01/26/2021	WA St Dept of Revenue		3861100 · Sales Tax Payable	1,629.98
Credit Card Charge	9494	01/27/2021	Target	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	9.61
Liability Check	EFT	01/28/2021	WA St Dept of Employment Security		3861007 · State Unemployment Payable	1,596.90
Credit Card Charge		01/29/2021	City of Tumwater	UNRESTRICTED:A010-Overhead	5314902 · Organizational Dues & Licenses	70.15
Liability Check	EFT	01/29/2021	WA St Dept of Employment Security		3861010 · WA - Family & Medical Leave	434.59
Credit Card Charge	MC1011	01/30/2021	Mail Chimp	DISTRICT SERVICES:A030 - District Comms	5314505 · Software Licenses	33.90

AGREEMENT
THURSTON CONSERVATION DISTRICT
AND
WASHINGTON DEPARTMENT OF VETERAN'S AFFAIRS
VETERANS CONSERVATION CORPS CREW INTERNSHIP
CONTRACT NUMBER: 305V-21-012

This agreement is entered into between the **Thurston Conservation District** (TCD/Grantor) and the **Washington Department of Veteran's Affairs** (WDVA/Grantee) in order to provide funding for Veterans Conservation Corps member veterans to provide field crew support to Grantor by working on meaningful habitat restoration projects in rural areas within Thurston County to serve their community by improving water quality, enhancing wildlife habitat, and prevent the spread of invasive weeds.

ARTICLE I: STATEMENT OF WORK

WDVA shall complete the tasks and activities described in the Statement of Work (Exhibit A) that is attached and incorporated herein.

ARTICLE II: PERFORMANCE PERIOD

The performance period for this work shall begin on April 1, 2021 and shall be completed by March 31, 2022, unless extended by mutual written agreement. Requests to extend the performance period shall be submitted to TCD at least 45 days prior to the expiration of the award to provide minimum time needed to review. Any extension request submitted to TCD after expiration of this grant shall be denied.

ARTICLE III: COSTS AND TERMS OF PAYMENT

Upon receipt and approval of invoices for services satisfactorily rendered, TCD agrees to reimburse WDVA for actual expenses incurred in the performance of the work described in Exhibit A and in accordance to the rates specified in the budget found therein. Travel expenses shall be reimbursed at rates not to exceed the current state travel reimbursement rates paid to Washington State employees under travel reimbursement guidelines. The initial total cost for this award shall not exceed \$102,129.00.

ARTICLE IV: INVOICING

Invoices must include the WDVA address, invoice date, description of products delivered or work performed, the name and address of the party to whom payment will be made, and name, title, phone number, and mailing address of person to be notified in event of a defective invoice. Failure to submit a proper invoice may result in a delay in payment.

Invoices shall be submitted to:

Susan Shelton, Finance & Administration Manager

Thurston Conservation District
Email: accounting@thurstoncd.com
Phone: 360.754.3588 x120
Address: 2918 Ferguson St SW STE A
Tumwater, WA 98512

Invoices shall be itemized in the following categories:

- (1) Salaries (including labor hours per person and salary rate)
- (2) Benefits
- (3) Services and supplies
- (4) Travel and transportation (including per diem)
- (5) Non expendable equipment and materials (greater than \$5,000 per item) - attach supporting documentation, including description, date of purchase, purchase cost, model number, and serial number.
- (6) Overhead
- (7) The currently approved budget
- (8) Cumulative expenditures to date

With each invoice submitted, Grantee shall also include a report that provides a summary of the work performed during the invoiced period, as outlined in Article VI.

Payment shall be sent to:

Washington State Department of Veterans Affairs
Attn: Accounts Receivable
PO Box 41150
Olympia, WA 98504-1150
E-mail: DVADLCOAR@DVA.WA.GOV

ARTICLE V: TCD CONTRACT MONITOR

The TCD Contract Monitor for this project is Sarah Moorehead and may be reached at the following address:

Sarah Moorehead, Executive Director
Thurston Conservation District
SMoorehead@thurstoncd.com
(360) 999-0078
2918 Ferguson St SW
Tumwater, WA 98512

Grantee is required to obtain approval from the TCD Contract Monitor for:

1. making any substantial changes in the project scope, objectives, budget or schedule;
2. change in key project staff;
3. providing financial assistance to another party other than approved in the budget;
4. transferring programmatic work to another party (except for the procurement of equipment, supplies, and general support services);
5. extensions to the project period; and
6. absence (>3 months) or reduction in time (25% or more) on a project by project director or principal investigator.

Requests for changes shall be made to the Contract Monitor. Final approval will be issued in writing by the TCD Contracts office. The WDVA is not authorized to proceed with any changes until approval is received from the TCD Contracts office.

ARTICLE VI: REPORTS

The WDVA shall prepare and provide progress reports to TCD according to the following schedule:

- 1) A report for the May 15, 2020 through June 30, 2020 period is due July 5, 2020.
- 2) A report for the July 1, 2020 through September 30, 2020 period is due October 5, 2020.
- 3) A final report for the October 1, 2020 through November 30, 2020 period is due December 15, 2020.

Reports must be in MS Word format and submitted as attachments via email to the Contract Monitor, Sarah Moorehead. Grantee shall also include a report that provides a summary of the work performed during the invoiced period. The report must include any major goals accomplished, work performed on the project, obstacles faced that may cause delays in the program/project, and any feedback for the Grantor to improve upon their management of the interns.

If any of the reports described above are not submitted to TCD by the specified due date, payments to WDVA for any outstanding invoices will be suspended until the delinquent report is submitted.

ARTICLE VII: TERMINATION

This agreement may be terminated by either party upon thirty (30) days written notice to the other party. In the event of termination, Grantee shall be entitled to receive payment for work completed and materials purchased up to the point of termination. TCD shall be responsible for paying the Grantee final payment for services under this grant within 30 (thirty) days after receipt and acceptance of the final invoice.

ARTICLE VIII: GENERAL PROVISIONS

SELF-INSURANCE The TCD understands and acknowledges that the WDVA and its directors, officers, employees, and/or volunteers (i.e., interns), are covered by the State of Washington Self-Insurance Liability Program (RCW 43.19.766 et seq) and the Tort Claims Act (RCW 4.92.060 et seq). As such, the State of Washington Self-Insurance Liability Program provides the equivalent of these coverages normally found under a commercial lines policy or policies.

PROOF OF INSURANCE – The WDVA shall provide a “Self-Insured Liability Program (SILP) Certificate of Insurance” which would cover CGL (incl. contractual liability), WC, Auto Liability” to the AGENCY regarding the COUNTY’S insurance coverage for this Agreement. The SILP COI shall add additional Insured to the CGL, but only in regard to negligence by the WDVA and its directors, officers, employees, and/or volunteers (i.e., interns).

ARTICLE VIII: HOLD HARMLESS

To the fullest extent permitted by law, the parties agree to defend, indemnify and hold harmless each other from any and all claims, demands, losses, and liabilities to or by Property Owner, by any public agency, or by any other third parties arising from, resulting from, or connected with work performed or to be performed under this Contract to the fullest extent permitted by law and subject to the limitations provided below.

To the fullest extent permitted by law, each party's duty to indemnify the other shall not apply to liability caused by or resulting from the sole negligence of the other party. Each party's duty to indemnify the other party for liability caused by or resulting from concurrent negligence shall apply only to the extent of negligence of the indemnifying party, its agents, employees and sub-tier subcontractor and suppliers of any tier.

IN WITNESS HEREOF, the parties hereby execute this agreement and agree to abide by the terms and conditions set forth.

THURSTON CONSERVATION DISTRICT

**WASHINGTON DEPARTMENT OF VETERAN'S
AFFAIRS**

By: _____

Sarah Moorehead
Executive Director

By: _____

Terry Westhoff
Chief Financial Officer

Date: _____

Date: _____

EXHIBIT A TCD STATEMENT OF WORK

This agreement creates the Veteran Conservation Corps Habitat Restoration Crew Pilot Program between the Thurston Conservation District (TCD) and the Washington State Department of Veterans Affairs (WDVA) to implement community-based habitat restoration projects in rural areas within Thurston County to serve their community by improving water quality, enhancing wildlife habitat, and prevent the spread of invasive weeds, while providing valuable ecotherapy and professional development experiences for military veterans transitioning back to civilian life. Through these internships, TCD will serve their partners and residents with on-the-ground project support. Meanwhile, the veterans will experience the transformative quality of working outdoors on meaningful environmental projects while they diversify their skillsets, obtain technical training and coaching for job placement, receive mentorship from conservation professionals, and earn a stipend.

Grantee: The WDVA will lead implementation of the following tasks:

- 1) Program Promotion and Participant Recruitment. Grantee will promote the availability of the program components through various announcements/flyers, presentations, and discussions with natural resource leads and potential participants. Potential pools of participants include the Veterans Conservation Corps, student veterans and soldiers transitioning off active duty to use the GI Bill in Washington State. Grantee will specifically recruit individuals to fill position descriptions developed in collaboration with TCD. Grantee will pre-screen potential participants and will collaborate with TCD on interviews and participant selection.
- 2) Manage Participants and Coordinate Program. Grantee will manage the overall program, providing administrative and programmatic support for individual participants and communicating the expectations of program participation. Grantee will determine and implement the appropriate compensation mechanism (e.g., stipend, rate-based) and will manage and process timesheets or other mechanism to document time worked and impact made. Grantee will collaborate with TCD to develop position descriptions to fill up to the equivalent of -12 intern months, with an introductory period of -4 months. *Should internship positions remain unfilled past the desired start time, TCD will notify WDVA that the funding to support those positions would become unavailable. Internships may also be extended upon agreement by both parties.*
- 3) Grantee shall provide interns that will perform the following:
 - a.) The intern will work on a 3-person field crew under the supervision of the Thurston Conservation District (TCD). The crew will primarily on public and private properties such as farms and conservation lands, to achieve individual, local and regional resource conservation and restoration goals in Thurston County.
 - b.) The intern will also conduct field work activities that will include planting native trees and shrubs along rivers and streams, controlling or removing invasive vegetation, implementing erosion control techniques, and participating in salmon recovery projects.
- 4) Preferred Knowledge, Skills, and Abilities

The intern should have the following skills, knowledge, and abilities:

- Experience working on a crew to complete time-sensitive projects on private or public property
- Experience implementing safety practices in the field with and without supervision
- Experience operating hand tools and power tools
- Experience operating heavy equipment (mini-excavator, backhoe, etc.)
- Able to lift up to 50-lbs
- Able to operate a motor vehicle and haul a trailer
- Comfortable working with chemicals like pesticides and fertilizers
- Possession of or interest in obtaining a Pesticide Applicators License
- Comfortable speaking to landowners and other members of the public about projects
- Motivated and enthusiastic to work and learn

5) Training

All necessary training required to perform the essential functions/duties is provided on the job by the "TCD".

The intern may be required to participate in the following formal trainings and certifications to aid in professional development and job training:

- Plant identification
- Habitat restoration and vegetation management techniques
- Resume/cover letter/job interview coaching
- Veterans Cultural Competency Training
- CPR/First Aid
- Posttraumatic Growth Training
- PTSD/TBI/Mental Health/ Suicide Awareness & Prevention
- WDVA Veteran Peer Corps Certification
- VCC Annual Training (every August)
- Environmental conservation conferences/symposiums/workshops
- Growing your veteran-owned small business
- Whole Farm Planning and Agricultural Entrepreneurship
- Other trainings/certifications as available and desired by intern

Grantee and TCD are committed to providing a meaningful experience for veterans entering the TCD program as the primary outcome. Grantee and TCD will identify and provide support for any veteran-specific needs that are appropriate to each individual's capabilities and condition during enrollment in program.

Grantor: TCD will be responsible for the following tasks:

- 1) Enable all TCD staff to attend a cultural competency training facilitated by the WDVA.
- 2) Communicate closely with Grantee project coordinators to ensure the well-being and progression of interns.
- 3) Share promotional material including photographs, donor reports, and associated media to the Grantee.

**Exhibit B
Budget**

Period of Performance

04/01/2021-03/31/2022

Deliverables:

- 1) Progress reports

Budget:

Personnel (3 Crew Members @ \$2,204/month ⁽¹⁾ for 4 months each)	\$ 79,344.00
Intern Coordination (9 interns @ \$1000/intern)	\$9,000.00
Supplies (\$250/intern) ⁽²⁾	\$ 2,250.00
Training (\$250/intern) ⁽³⁾	\$ 2,250.00
Indirect 10% ⁽⁴⁾	\$ 9,285.00
Total	\$ 102,129.00

Notes:

- (1) Monthly personnel cost per intern includes stipend (\$2000) and associated Social Security, Medicare, and L&I taxes (\$204)
- (2) As needed for intern to accomplish internship duties
- (3) For training related to internship duties, as well as personal and professional development
- (4) Overhead costs to operate VCC program within WA State Department of Veterans Affairs Veterans Services Division

Item

5

You can go to the [NACD 2021 Annual Meeting agenda website](#) and listen to recordings of the general and breakout sessions for February 8-10, 2021. Sessions will be available through the 24th of February.

1. NACD FINANCES

- a. Money saved from having virtual meetings rather than in person.
- b. Currently 22 employees.
- c. 2020 audit had NO findings.
- d. Total 2020 revenues were \$14,381,159.
- e. \$205,000 cash needed each month

2. NACD LEADERSHIP – ONLY ONE CANDIDATE FOR EACH POSITION.

- a. President-elect – Michael Crowder (already in place)
- b. 1st VP – Kim LaFleur (MA)
- c. 2nd VP – Ian Cunningham (MN)
- d. Sec/Treas – Gary Blair (MS)

3. NRCS ITEMS

- a. Former acting chief Norton is now acting deputy undersecretary of Agriculture.
- b. Terry Cosby (OH) is acting NRCS chief on week-to-week basis.

4. NACD PACIFIC REGION

- a. Ideas, among others, for what to address in Pacific Region: climate change, water and fire, improve communications, use our collective power, brag about what we do, share between districts, mentor future leaders, ID resources availability by state/territory, increase communications between islands, get to know new legislators/congress.
- b. *PROBABLE* joint NACD SW/Pacific meeting 8/30-31/21 in Jackson, WY.
- c. Pacific region was only region where % of members paying dues went up. Dues are \$775/year. **North Yakima CD** was noted as paying way more than just their dues. (You did WA state proud, Thank you.)

5. NACD BUSINESS MEETING

- a. Reports from partners (NRCS, National Conservation District Employees Association, National Association of Resource Conservation Districts, National Association of State Conservation Agencies), NACD president and CEO.
- b. Our two [WA resolutions](#) were approved:
 - 1. Improved rural broadband internet and cell phone access (2020-04, Benton)
 - 2. Extending electronic training resources (2020-03, Okanogan)

6. GENERAL SESSIONS

- a. Friends of NACD grants to: FL, GA, CT, OK.
- b. Ebony Webber, Chief Officer of Operations of **Minorities in Agriculture, Natural Resources and Related Sciences (MANRRS)**, spoke on empowering underrepresented groups; being intentional in your approaches (e.g. in recruiting); have someone accountable to move the needle; develop actionable steps.
- c. Landin Stadnyk, [Scott County CD](#) (KY) – at 17, the youngest elected official in the US as a CD supervisor, encourages working with youth and getting them involved.
- d. Vicki Christiansen, Forest Service chief: focused on 1) Working with partners, 2) Accelerate landscape resiliency, and 3) Help communities be more fire adapted. CDs are a catalyst in firewise communities. Connecting people to the land is critical and CDs are uniquely positioned for that.
- e. Diversity, Equity, and Inclusion in Conservation panel moderated by Dale Threatt Taylor ([Nature Conservancy, South Carolina](#)): It's not just about gender and race. Victor Harris (Publisher, [Minority Landowner magazine](#)): research higher education institutions in your state who support under-represented groups – maybe set up a scholarship. At meetings look around and note the diversity (or lack) in that group and your organization. Janie Hipp (CEO-[Native American Agriculture Fund](#)): Find and support the next generation. Think about where we will be in 20 years if we do not change. Michael

O’Gorman ([Farmer Veteran Coalition](#)): Provide entry ways for under-represented groups. Show opportunities and help the young be realistic.

- f. Kevin Norton (Former acting chief of NRCS and now Acting Deputy Undersecretary for Farm Production and Conservation: NRCS mentoring program established and Rules from the 2018 Farm Bill are mostly done. NRCS is hiring about 1,500 new, entry-level positions. “Lead locally to lead successfully.”

CLOSING SESSION and MISCELLANEOUS NOTES

1. President Tim Palmer noted there were ~1,853 attendees at this annual meeting. Presented President’s Award to Michael Crowder. Tim advises, “Leave no regrets”.
2. Just under \$65,000 raised in the auction for National Conservation Foundation.
3. Robert Bonnie (Deputy Chief of Staff, USDA)
 - a. Looking for ways for USDA to help in covid vaccination efforts.
 - b. Will include equity in application of programs.
4. Michael Crowder (WA) Thanked CDs and related organizations, partners, sponsors, and mentors at all levels – from local to national. Think big and expect big. If you can get President Biden to mention the NACD’s 75th anniversary, Michael will crawl to the White House.
 - a. **Emphasis** (will seek more influence on policy and legislation):
 - 1) Food security. Covid showed holes in food chain.
 - 2) Equity. Be pro-active engaging under-represented groups. Will bring back DEI task force.
 - 3) Climate change.
 - b. Groups to be re-established or set-up:
 - 1) Re-establish: DEI task force, Farm Bill task force, Policy Book task force
 - 2) Establish task forces or committees: Climate change (To be chaired by Tim Palmer, IA); Aquifer/ground water task force; Pacific Islands committee (To be chaired by Roland Quitugua, GU).
 - 3) Informal groups:
 - a) Presidential advisory group – calls a couple of times a year. Composition to be determined.
 - b) Informal social hour with the President.

UPCOMING EVENTS

- March 22-10, 2021: [NACD Virtual Advocacy Week](#) (in lieu of Fly-In)
- July 24-27, 2021: [NACD Summer Conservation Forum and Tour](#); Chicago, Ill.
- February 12-16, 2022: 2022 Annual Meeting at Hilton Lake Buena Vista: Orlando, Florida

Respectfully submitted: Doug Rushton; WACD National Director. NOTE: These are my summary notes and are not exhaustive. They are based on what I heard and my paraphrasing – no one else is responsible for errors or omissions. I was unable to attend many of the concurrent sessions listed in the program so have not provided comment on them. Additionally, with an unstable and disconnected internet connection, some conversations were undoubtedly missed.

Nonpoint Activity Update

Southwest Region
February 2021



Program Updates

Funding Updates

Below are the anticipated funding offers for SWRO Nonpoint Activity Projects. Please keep in mind that these funding amounts won't be finalized until a new budget is approved by the legislature, which should be done by June 2021. For additional information, please contact Leanne Whitesell, Regional Fund Coordinator at (360) 407-6295 or Leaw461@ecy.wa.gov

Applicant	Project	Grant	Loan
Pierce County PUD	Rody Creek Stabilization	\$500,000	
City of Tumwater	Pioneer Park Restoration	\$338,086	
Clark Conservation District	Poop Smart Clark PIC	\$496,977	
City of Ilwaco	Bear Ridge Watershed Protection	\$500,000	\$1,995,000
Tacoma-Pierce Co Health	Minter Bay Water Quality Project	\$158,946	

Recent EPA Settlement Agreement

The federal Clean Water Act requires that each state develop a program to control sources of water pollution. These programs have to be approved by the Environmental Protection Agency before a state can get federal funding for their program, and each state has to demonstrate they are making satisfactory progress in controlling water pollution to keep getting funding.

Based on concerns that Washington's program had not been effective in protecting water quality, Northwest Environmental Advocates (NWEA) filed a lawsuit in 2016. Last month a settlement was reached between NWEA and federal agencies related to Ecology's nonpoint pollution program. The settlement agreement formalizes Ecology's ongoing commitment to address nonpoint pollution by developing guidance on best management practices (BMP) for agriculture that are effective at protecting and restoring water quality and practical to implement.

The agreement also stabilizes funding for these programs, requires that the first chapters of BMP guidance be completed by 2022, and our state Nonpoint Plan be updated by 2025. It also provides flexibility to coordinate with the Governor's Riparian Initiative to improve habitat restoration across the state. For more information please contact Ben Rau, Watershed Planning Unit Supervisor, at (360) 742-6529 or benr461@ECY.WA.GOV.

Environmental Report Tracking System (ERTS) – Active Nonpoint Complaints

County	Number of ERTS	County	Number of ERTS
Clallam	3	Mason	3
Clark	4	Pacific	2
Cowlitz	2	Pierce	4
Grays Harbor	3	Skamania	0
Jefferson	3	Thurston	3
Lewis	8	Wahkiakum	0

Staff Updates

Soon we'll have two vacancies in our Southwest Nonpoint team for the Coastal Watersheds since Jennifer Riedmayer took a different position at Ecology last month and Shawn Ultican is moving to another job within Ecology on February 22. With the current state hiring freeze, it is unknown when these positions will be filled; therefore, there will be a delay in ERTS report response and technical assistance requests. For more information, please contact Unit Supervisor, Sheila Marcoe, at (360) 522-2987 or sheila.marcoe@ECY.WA.GOV.

Ecology Nonpoint Staff – Southwest Region

Coastal Watersheds

Shawn Ultican

Nonpoint Water Quality and Shellfish Specialist
WA Department of Ecology
Water Quality Program, Southwest Region
P.O. Box 47775 Olympia WA 98504-7775
shawn.ultican@ecy.wa.gov
(360) 407-6697 Office
(360) 701-8373 Mobile

Vacant

Puget Sound Watersheds

Anne Baxter

Nonpoint Water Quality Specialist
WA Department of Ecology
Water Quality Program, Southwest Region
P.O. Box 47775 Olympia WA 98504-7775
anne.baxter@ecy.wa.gov
(360) 407-6329 Office
(360) 742-9704 Mobile

Alena Reynolds

Nonpoint Water Quality Specialist
WA Department of Ecology
Water Quality Program, Southwest Region
P.O. Box 47775 Olympia WA 98504-7775
alena.reynolds@ecy.wa.gov
(360) 407-7633 Office
(360) 480-6099 Mobile

To Report Environmental Concerns:

Southwest Regional Office

Counties: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum

Online: ecology.wa.gov/ReportAnIssue

Email: swroerts@ecy.wa.gov

Phone: 360-407-6300



Item

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1.6 Citizens Advisory Committee Policy

Established/Adopted: January 30th, 2020

Purpose: To specify the structure and role of a Citizen’s Advisory Committee (CAC), established by the District Board of Supervisors to provide assistance and advice to the District. This includes duties of CAC members, as well as the process for selecting and terminating CAC members.

The mission of Thurston Conservation District (TCD) is to conserve and sustain the beneficial use and protection of natural resources in our local communities. The District strives to make available technical, financial and education resources to all land users and citizens of the District. To fulfill this mission effectively and efficiently the District must coordinate and collaborate with numerous agencies and organizations and reach out to the citizens of the District.

The Board of Supervisors should be adequately informed about natural resource conservation concerns and opportunities and land user needs. There is a tremendous diversity of land users and citizens in the District, representing varied interests, objectives and needs. It is impractical for a five-member Board of Supervisors to adequately represent such diversity and thoroughly understand the variety of needs and concerns that exist. Therefore, the Board relies on paid staff, volunteer Associate Supervisors, and a volunteer Citizens Advisory Committee for input and to help inform their decisions and disseminate information to the citizens of the District.

A CAC is a key component of the District’s interactions and communication with the community it serves.

Policy: **Structure and Organization of CAC**

A potential candidate may apply for a vacant CAC position at any time. Supervisors are encouraged to identify and recruit potential CAC candidates. An application approved by the Board will be available for interested candidates on the District website or upon request.

The CAC will consist of 12 positions. Each position will fill a two-year term. Even-numbered positions will begin in January of even-numbered years, and odd-numbered positions will begin in January of odd-numbered years.

The District Board of Supervisors will appoint by majority vote the Committee members to fill all positions for the terms beginning in January at their last meeting in the year the term ends. The District Board may fill unexpired terms at any time.

All Committee members must be residents within the District. Positions on the CAC are designated as follows:

Position #	Qualifications of position
1	Nominated by Thurston County Commissioners
2	Landowner in South County ¹
3	Commercial farmer in South County ²
4	Landowner in Lacey, Olympia, or Tumwater UGAs ³
5	Landowner in Lacey, Olympia, or Tumwater UGAs ³
6	Landowner in Northeast County ^{3,4}
7	Commercial farmer in Northeast County ^{2,4}
8	Landowner in Northwest County ^{3,5}
9	Commercial farmer in Northwest County ^{2,5}
10	Member of Nisqually, Squaxin Island, or Chehalis Tribe
11	Under-represented community member ⁶
12	Nominated by a Thurston County-based land trust

Notes of “Qualifications”

1. South County is roughly defined as south of Black Lake; the Olympia, Tumwater and Lacey UGA boundaries, and north of Yelm. (The District Board retains the discretion to determine geographic qualifications for residents living near this boundary.)
2. Commercial farmer is a resident who can demonstrate gross sales of greater than \$10,000 in agricultural or forest products produced on their property. Recruitment of different types of farmers (e.g. produce, livestock, tree fruit, forest products) is encouraged.
3. A marine shoreline owner and a freshwater shoreline owner would be desirable for two of these positions
4. Northeast County is north of “south county”, outside of UGAs and east of Budd Inlet
5. Northwest County is north of “south county”, outside of UGAs and west of Budd Inlet
6. The District Board will define under-represented communities prior to appointing this position. Generally the definition will be based on demographic communities that represent a percentage of County agricultural producers or workers that is lower than their percentage of County population. This is likely to include, but is not limited to, people of Hispanic, African-American, or Middle-eastern heritage. The Board may also apply this designation to a low-income resident of the County.

Powers and Duties of the CAC

The CAC and its members serve the District as an important liaison and a forum for communication between the District and the Community it serves. The CAC will provide recommendations and advice to the District for consideration. However, final policy decisions are the responsibility of the District Board of Directors, and operational decisions are the delegated responsibility of the Executive Director.

CAC members serve without compensation; however, with prior permission from the Executive Director, they may be reimbursed for expenses incurred conducting District business such as travel or meeting refreshments.

The District Board will establish CAC Operating Rules. In addition, as part of annual planning the Board will review the structure and function of the CAC, and establish an annual workplan for the CAC, which will include: a schedule for CAC meetings, issues the CAC should routinely review, and mechanisms for communication with the Board. In addition, the Board may pose a particular issue or question to the CAC, and ask for a special meeting to provide review and advice.

The following is a list of some of the common duties performed by the CAC:

- Provide feedback on District programs, services, and service delivery methods.
- Review the District's budget and annual plan, and prioritize actions in the 5-year strategic plan;
- Review Rates and Charges reporting to the County;
- Review annual elections and District appointments;
- Review policies and suggest areas and priorities for policy revision;
- Represent the community by knowing their concerns and accomplishments and use this information to help direct District policies;
- Advise on outreach and education programs;
- Collect information and feedback from citizens and recipients regarding District services and programs

Minimum Job Requirements

CAC members bring unique perspectives to the discussions, and it is hoped that members will become informed about the issues, participate constructively in discussions, and serve as an accurate and objective information conduit with others outside the meetings who should be aware of Council discussions.

Specifically, Council members will:

- Attend CAC meetings regularly (more than half of the meetings each calendar year);
- Review materials in advance of meetings, including policy and planning documents, meeting summaries, and financial analyses to understand the scope of the issues and potential approaches.
- Bring a valuable and informed perspective, and contribute useful information to the process.
- Work collaboratively, constructively and creatively to support the CAC to effectively advise the District by aligning with the District's mission, performing designated duties, and communicating with the Board;
- Communicate actively with the community to bring back information and viewpoints to the CA;
- Participate in other CAC roles or activities as needed that the Board requests or agrees to.
- Abide by the Operating Rules.

Qualifications & Skills

CAC members shall identify and demonstrate the knowledge, experience, and expertise that they will employ. Specific skills are less important than a demonstrated commitment to work actively on CAC activities and communicate with the community and the Board.



**Thurston Conservation District Board Supervisors
Work Session Topic List
March 11, 2020 (3:00-5:30pm)
December Thurston Conservation District Work Session**

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- 1. Topic List Review, All**
- 2. Staff Presentation: TBD**
- 3. February 25, 2020 Minutes Review & Revision, All**
 - a. February 11, 2020 Work Session Minutes
 - b. Meeting Minutes Format Review
- 4. Covid-19 Health Update, Sarah Moorehead**
- 5. 2021 Election Update, Nora White**
- 6. Conservation and Education Center, All**
 - a. Workgroup Update
- 7. WACD Legislative Week Update, All**
- 8. Important Updates & Announcements**
 - a. Board of Supervisors
 - b. Executive Director
- 9. March Board Meeting Agenda Development**

Item

9

To: TCD Board of Supervisors
From: Sarah Moorehead (*Executive Director*)
Date: February 25th, 2021
Subject: Executive Director's Report



Priority Initiative Updates

2021 Native Plant Sale

TCD received 299 pre-orders for this year's plant sale and has sold out of nearly all plant stock!

TCD will not be holding a walk-up in person sale on Saturday (March 6th), due to COVID-19 restrictions and community safety. Instead, we will hold a week of scheduled pre-order pick-ups at the Thurston County Fairgrounds. All pre-order customers will sign up for contactless pick-up timeslots throughout the week (Wednesday, March 3rd – Saturday, March 6th). By spreading out pick-up times it will allow us keep both volunteer group sizes and customers picking up their orders small.

We are scheduling volunteers in specific timeslots, where participation will be capped. If you are interested in volunteering to package orders, please sign up here: [Thurston Conservation District Staff: Plant Sale - Packaging Orders \(signupgenius.com\)](https://signupgenius.com/signup/thurstoncd-staff-plant-sale)

For more information about our plant sale, please visit: [2021 Event Details \(thurstoncd.com\)](https://thurstoncd.com/2021-event-details)

TCD Legislative Appointments

Earlier this month, TCD met with the following legislators in our area:

2nd Legislative District: Sen. McCune NEW, Rep. Wilcox

20th Legislative District: Rep. Abbarno NEW, Rep. Orcutt

22nd Legislative District: Sen. Hunt (staff), Rep. Bateman

35th Legislative District: Sen. Sheldon (staff)

TCD is very grateful for the time our local elected officials took to meet with us during a critical week for fiscal deadlines! While a different year, one of the best legislative weeks we've experienced in the last several years.

TCD carried forward messages such as: our farmers need help – especially now during the pandemic, non-regulatory support mechanisms are in place and can adapt and assist, land stewardship is complex – people need technical help and support navigating regulations and government programs, and more.

In addition, we were pleased to share our successes, such as: TCD has increased our cost share opportunities to landowners by 150% this last biennium, along with increasing our much needed staffing by 130%, we created The Farmer's Basket – a pandemic response for producers to reach a direct sales market during shutdowns, restoration and conservation project highlights, and more.

We received an overwhelmingly positive response from all of our elected officials, who were pleased with our efforts on the ground and asking for deeper follow up conversations after session. Many also offered support for continuing our work, including participating in tours, meetings and advocating for our local community!

TCD staff provided follow up information, links and more to answer questions, share WACD and WSCC materials, and engage our elected officials in TCD news channels.

District Operations

January 2021 Board Meeting Action Items

- 1. Staff will reach out to Robin Buckingham with NRCS to invite him to provide a written monthly update when he is unable to attend meetings.**
Completed. A written report will be submitted prior to the February Board Meeting.
- 2. Staff will provide the Board a brief update of the Capitol Lake Environmental Impact Statement (EIS).**
Completed. Sent electronically 1/29/2021.
- 3. Staff will send Supervisors Board meeting items as separate documents, rather than a combined PDF.**
Completed. February 25, 2021 Board Meeting items sent to Supervisors electronically as individual meeting item documents, in addition the mailed paper packet.

Staffing Update

New Temporary Employees:

TCD has hired two (2) temporary employees to serve as polling officers that will conduct TCD's 2021 Election. We are pleased to welcome aboard Kelly Quiroz and Vered Serotta. Both candidates came highly recommended and bring experience in working with local elections. In addition, we would like to thank the Thurston County Auditor's Office for offering our polling officers additional training in preparation for this year's election.

Hiring:

Engineer – The application period of this position has now closed. Application review and interviews will take place in the coming weeks, with an intended start date in late March to early April.

Monthly Staff Reports

Reminder – Monthly staff reports can now be viewed electronically! The link to view monthly staff reports has been sent to all Supervisors via email.