

Thurston Conservation District Board of Supervisors

April Board Meeting Agenda

April 22, 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 – Action Item | 5:40 PM
<i>5 minutes</i> |
| A. March 2021 Board Meeting Minutes | |
| B. March 2021 Work Session Minutes | |
| C. April 2021 Financial Report | |
| D. Resolution #2021-02 CERB Planning Grant Application Authorization | |
| 4. Public Comment | 5:45 PM
<i>15 minutes</i> |
| *Three minutes per person | |
| 5. Partner Reports (if present) | 6:00 PM
<i>15 minutes</i> |
| A. Washington State Conservation Commission (WSCC), <i>Jean Fike</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
<i>10 minutes</i> |
| A. May Work Session Topic List | |
| 8. Board of Supervisor Reports, All | 6:35 PM
<i>10 minutes</i> |
| 9. Executive Director Report, Sarah Moorehead | 6:45 PM |

Adjourn

6:55 PM

Time Allotment: 1.25 hrs.

Important Dates

April

8th TCD Board Work Session 3-5pm

Virtual (Go to Meeting)

22nd TCD Board Meeting 5:30-8pm

Virtual (Go to Meeting)

May

4th NACD Pacific Meeting

Virtual (Zoom)

13th TCD Board Work Session 3-5pm

Virtual (Go to Meeting)

27th TCD Board Meeting 5:30-8pm

Virtual (Go to Meeting)

Thurston Conservation District Consent Agenda Decision Sheet April, 2021 Board Meeting



A. March 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. March 2021 Work Session Minutes

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

C. April 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

D. Resolution #2021-02 CERB Planning Grant Application Authorization

- 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
March 25, 2021 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

Regular Board Meeting Minutes

March 25th, 2021



Virtual GoToMeeting

Meeting Time: 5:30- 6:25pm

Originally scheduled: 5:30pm – 7:00pm

Present at Meeting:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Vice Chair

Doug Rushton, TCD Board Supervisor

Helen Wheatley, TCD Board Supervisor

Ben Cushman, TCD Attorney

Alena Reynolds, Department of Ecology

Leah Kellogg, TCD Staff

Sarah Moorehead, TCD Executive Director

Summary of Action Items

- 1 • **ACTION ITEM:** Staff will provide additional information on 2021 janitorial expenses to
- 2 Supervisor DeWreede.
- 3 • **ACTION ITEM:** Supervisor DeWreede will work with staff to trouble shoot the new
- 4 Monthly Staff Report in SmartSheet. A SmartSheet tutorial will also be presented at
- 5 the April Work Session.
- 6 • **ACTION ITEM:** The June, July, August, and September Work Sessions will be re-
- 7 scheduled to occur on the second Tuesday of each month.

Summary of Motions Passed

- 9 • **MOTION:** Supervisor DeWreede moved to adopt the revised Agenda. Supervisor
- 10 Rushton seconded. Motion passed unanimously, (4-0).
- 11 • **MOTION:** Supervisor DeWreede moved to adopt the revised Agenda. Supervisor
- 12 DeWreede moved to adopt the Consent Agenda. Supervisor Wheatley seconded.
- 13 Motion passed unanimously, (4-0).
- 14 • **MOTION:** Supervisor DeWreede moved to adopt the March 2021 Financial Report.
- 15 Supervisor Rushton seconded. Motion passed unanimously, (4-0).
- 16 • **MOTION:** Supervisor Wheatley moved to adjourn. Supervisor DeWreede seconded.
- 17 Motion passed unanimously, (4-0).

Full Version of the Minutes

Welcome & Introductions

At 5:30pm TCD Board Chair Johnson called the March 25th, 2021 Regular Board Meeting to order via the online forum *GoToMeeting*. Thurston CD Board and Staff were introduced by the Board Chair verbally. Chair Johnson will call out Supervisors by name for each vote and he announced that the meeting is video recorded. Supervisor Iyall was not present.

Agenda Review

The March Financial Report was removed from the Consent Agenda and moved for discussion immediately after the Consent Agenda and before Public Comment.

27 ***Supervisor DeWreede moved to adopt the revised Agenda. Supervisor Rushton seconded.***
28 ***Motion passed unanimously, (4-0).***

29 **Consent Agenda**

- 30 • February 2021 Board Meeting Minutes
- 31 • February 2021 Work Session Minutes
- 32 • TCD Policy 1.6: Citizens Advisory Committee
- 33 • WRIA 13 Watershed Restoration and Enhancement Committee Plan
- 34 • RCO 21-1089 Scatter Creek S Tributaries Project Development TCD Authorizing
- 35 Resolution

36 ***Supervisor DeWreede moved to adopt the Consent Agenda. Supervisor Wheatley seconded.***
37 ***Motion passed unanimously, (4-0).***

38 **March 2021 Financial Report**

- 39 • Supervisor DeWreede had questions regarding the 2021 year-to-date janitorial service
- 40 and utility expenses compared to 2020.

41 **ACTION ITEM: ED Moorehead will investigate Supervisors DeWreede's questions and get back**
42 **to her.**

43 ***Supervisor DeWreede moved to adopt the March 2021 Financial Report. Supervisor Rushton***
44 ***seconded. Motion passed unanimously, (4-0).***

45 **Public Comment (Three minutes per person)**

46 No members of the public chose to comment.

47 **Partner Reports**

- 48 **A.** Washington State Conservation Commission (WSCC) Update, *Jean Fike*
 - 49 • Jean Fike was not present and will send a written update.
- 50 **B.** Washington Association of Conservation Districts (WACD) Update, *Supervisor Rushton*
 - 51 • Written update information was provided in the Board Packet.
- 52 **C.** National Association of Conservation Districts (NACD) Update, *Supervisor Rushton*
 - 53 • Written update information was provided in the Board Packet.
 - 54 • NACD is preparing for the summer meeting in Chicago, Illinois from July 24-27
 - 55 2021.
 - 56 • NACD will hold its Joint Pacific and Southwest Region meeting in Jackson,
 - 57 Wyoming from August 30-31 2021.
 - 58 • Both meetings will be held in person. Supervisor Rushton will attend both
 - 59 meetings representing WACD.
- 60 **D.** Department of Ecology (DOE), *Alena Reynolds*
 - 61 • A written report was provided.

- Landowners continue to respond to the joint TCD and DOE outreach letter sent by DOE. Ms. Reynolds has been referring landowners to TCD's Conservation Manager for them to be added to the wait list for technical assistance.
 - There are several staff vacancies at DOE for positions around the Puget Sound region.
- E. Natural Resources Conservation Service (NRCS) Update, *Robin Buckingham*
- Robin Buckingham was not present. He sent a written report.

Covid-19 Update, ED Moorehead

- Washington State is now in Phase 3 of the Safe Start Plan.
- Staff will continue to work remotely and to follow the established Covid-19 protocols in the office and the field.
- Staff may access the office at 50% capacity, if necessary.
- In-person Board Meetings are still not advised and remote access is still required. In the past year, no members of the public have inquired about in-person Board Meetings. The Board will continue to assess the possibility of in-person Board Meetings.

Governance, All

A. 2021 Election Update

- TCD 2021 election ballots were available upon request during the election period.
- All of the ballots have been counted; 506 residents requested ballots and 420 were returned. This is an increase in participation from the 2020 election by 10.5%.
- 402 ballots were casts for Helen Wheatley, who is the projected winner.
- 17 ballots were disqualified because of late return, no signature, or lack of a security envelope.
- No write-in candidates were offered by the public.
- TCD's election forms have been completed and sent to the WSCC. The WSCC will review and possibly certify the election at their May meeting.

ACTION ITEM: Supervisor DeWreede will work with staff to trouble shoot the new Monthly Staff Report in SmartSheet. A SmartSheet tutorial will also be presented at the April Work Session.

B. April Work Session Topic List Development

- SmartSheet Monthly Report Tutorial, Sam Nadell
- Staff Presentation: Soil Health Program, Adam Peterson
- Strategy for Citizen's Advisory Committee (CAC) Outreach
- Review of March Board Meeting Minutes and March Work Session Minutes
- Conservation and Education Center (CEC) / CERB Funding Application

- 100 • Salary Study Update
- 101 • Important Updates: Board & ED
- 102 • April Board Meeting Agenda
- 103 • 2021 Legislative Session Update
- 104

105 **Other Reports**

106 A. Board of Supervisors Report, *All*

- 107 • The BOCC decided to add the Beaver Creek Farm project to the 2021 project
- 108 docket. The BOCC will review if, under state law, it is okay to place a major
- 109 industrial development outside of urban growth areas.
- 110 • WACD and representatives from Natural Resources Conservation Service (NRCS)
- 111 and the WSCC met with the Deputy Under Secretary Gloria Montañó Greene
- 112 from the United States Department of Agriculture (USDA) on March 25 to discuss
- 113 adding more funding for conservation technical assistance to the Conservation
- 114 Reserve Program (CRP), and Conservation Reserve Enhancement Program (CREP)
- 115 and the Sustainable Farms and Fields Program.
- 116 • Supervisor Johnson requested to move the Work Session from the second
- 117 Thursday of the month to the second Tuesday for June, July, August, and
- 118 September; the Board Members agreed to this request.

119 **ACTION ITEM: The June, July, August, and September Work Sessions will be held from 3:00PM**
120 **to 5:00PM on the second Tuesday of each month.**

121 B. Executive Director Report, *ED Moorehead*

- 122 • Board Members and guests are invited to visit the Skookumchuck Restoration
- 123 Project site on either Monday, April 12 at 2:00PM or Tuesday, April 13 at
- 124 2:00PM.
- 125 • A collaborative project between TCD, NRCS, US Fish and Wildlife Service,
- 126 Washington State University (WSU) Extension, the Eco Studies Institute and
- 127 Thurston County has been funded. This project will create a conservation grazing
- 128 management plan, which uses grazing and cattle as a strategy for habitat
- 129 enhancement and invasive plant control implemented on prairies.
- 130 • TransAlta is pulling out of the Chehalis basin and is developing its close-out and
- 131 reclamation plans. The reclamation plan will include a habitat enhancement, an
- 132 economic revitalization and a water rights transfer plan. A large portion of those
- 133 rights will go to permanently protect the stream flow and portion of those rights
- 134 might be used to develop a local agriculture water bank, where water can be
- 135 stored and released for agriculture irrigation during the dry season. The District
- 136 is participating in a project to apply for funding for a feasibility study to see if a
- 137 local water market is feasible and what kind of structure the market might take.

138 ***Supervisor Wheatley moved to adjourn. Supervisor DeWreede seconded. Motion passed***
139 ***unanimously, (4-0).***

Adjourn 6:25pm

Respectfully,

X

TJ Johnson
TCD Board Chair

Thurston Conservation District Board of Supervisors

Work Session Minutes

March 11, 2021

Virtual GoToMeeting

Meeting Time: 3:00- 5:17pm

Originally Scheduled: 3:00pm – 5:00pm



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

Leah Kellogg, TCD Staff

Mara Healy, TCD Staff

Sarah Moorehead, TCD Executive Director

Chris Stearns, TCD Associate Supervisor

1 **Staff Presentation:** Frogs on the Farm Program, *Mara Healy*

2 **Topic Discussed:**

- 3 • Topic List Review
- 4 • Edited February 25, 2020 Board Meeting Minutes
- 5 • Edited February 11, 2020 Work Session Minutes
- 6 • Reviewed Board Meeting Minutes Format
- 7 • TCD Citizen's Advisory Committee
- 8 • Conservation and Education Center Workgroup Update
- 9 • Office Building Update
- 10 • Farmland Preservation Update
- 11 • Farmland Rezoning
- 12 • Olympia Farmland Preservation
- 13 • JEDI Update and Discussion
- 14 • WACD Legislative Week Update
- 15 • Covid-19 Health Update
- 16 • 2021 Election Update
- 17 • Important Updates & Announcements
- 18 • March Board Meeting Agenda Development

19 **No Formal Action was taken**

20 **Adjourn 5:17pm**

21 Respectfully,

X

TJ Johnson
TCD Board Chair

Thurston Conservation District April 2021 Financial Notes



Total (Restricted and Unrestricted) Year-to-Date and March Profit and Loss (Pages 2 & 3)

1. In March 2021, the District actually experienced a positive net income of \$8,457.31 – even before TCD received its large Rates and Charges payment in May. This is a very good sign and may mean that the District's growing grant income has begun to sustain TCD through the dry Rates and Charges months.
2. You will notice that TCD experienced \$382.57 in Late Fees and Penalties this year. These two charges were due to mistakes by the accountant. Procedures have been put in place to prevent these mistakes from happening again.

In August 2020, the accountant initially forgot to make the IRS Payroll Tax deposit; and the payment was made 9 days late. In March 2021, the IRS charged TCD \$320.21 for this late payment. In September 2020, as soon as the accountant released the error, she created the *Accounting Activities and Schedule Checklist*. This checklist requires the accountant to manually check-off tasks when they are complete. The checklist has since been converted to SmartSheet; the accountant now gets automatic reminders to complete required tasks.

In February 2021, the accountant initially forgot to make the payment for the Wells Fargo credit card. Wells Fargo charged TCD \$62.36 for this late payment. At that time, the procedure for the credit card payment was for the accountant to pay the balance on the Wells Fargo card when the statement was received in the mail. Since the pandemic, the accountant does not go into the office regularly; and in February she collected the statement after the payment was due. The Wells Fargo payment activity has since been added to the *Accounting Activities and Schedule Checklist*. The account is reminded to pay the credit card balance well in advance of the due date.

Profit & Loss Prev Year Comparison (Page 4)

3. You'll notice a 364.2% increase in Profession Services expenses compared to last year. This is due to an increase in on-the-ground technical assistance and design work performed by outside firms.
4. The District experienced a 98.7% increase in Janitorial Service expenses compared to last year. This is mostly due to an increase in service for more frequent and additional sanitized cleaning of the TCD offices to protect staff and visitors from COVID-19.
5. If you compare the March and the April Profit & Loss Prev Year Comparison reports, you'll notice that the Janitorial Services and Utilities increases have dropped significantly - from a 198.1% increase to a 98.7% increase over the previous year for Janitorial Services and a 104.3% increase to a 52.6% increase over the previous year for Utilities. In general, these changes can be explained by the additional month's data. Early in the year, with only 2 months to go on, a relatively small spike increase in a particular expense can exaggerate the increase for the year. As the year goes on, these spikes will level out.
6. The District experienced a 270.8% increase in Software Licenses expenses compared to last year. This increase can be explained by the phenomenon described in number 5.

7. You'll notice a 939.2% increase in Repairs & Maintenance. This increase can be explained by an greater focus on maintenance for the District's vehicles and rental equipment, as well as, maintenance on the equipment purchased for the Skookumchuck project.

Unrestricted Budgets vs Actuals (Pages 7 and 8)

8. TCD exceeded its Elections budget by \$1,522. The Board can make adjustments to the budget as part of the mid-year budget revision process.

Other Financial News

At no additional cost to the District, TCD enrolled all staff in the QuickBooks cloud payroll service. This means that staff can access their paystubs and tax documents on-line at their convenience. It also means that TCD no longer needs to print staff paystubs, saving the District and the environment nearly one ream of paper per year.

Thurston Conservation District
Profit & Loss
January through March 2021

	Jan - Mar 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	14,672.43
3411140 · TCD Equipment Rentals	92.82
3431130 · Soil Testing	1,510.19
3431120 · Rental Income	197.82
Total 3431100 · Retail Sales	16,473.26
3611100 · Interest Income	35.55
3300000 · Grant Revenue	300,385.58
3685201 · Rates and Charges	53,116.81
Total Income	370,011.20
Gross Profit	370,011.20
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	285,433.23
5314101 · Legal Fees & Services	6,141.00
5314102 · Audit & Accounting	781.34
5314103 · Computer Services	5,733.00
5314100 · Professional Services	6,544.95
5314400 · Advertising	1.00
5314117 · Soil Testing	793.20
5314104 · Janitorial Services	1,383.00
5314501 · Office Rent	13,104.00
5314700 · Utilities	2,317.81
5314503 · Equipment Leases	615.19
5314504 · Vehicle Leases	1,145.55
5314200 · Communications	2,618.12
5313102 · Photocopier Usage	146.12
5314505 · Software Licenses	226.94
5354800 · Repairs & Maintenance	851.90
5313101 · Office Supplies	1,534.74
5314202 · Postage & Shipping	1,017.65
5313401 · Plants for Resale	12,241.53
Project Expenses	4,932.72
5314902 · Organizational Dues & Licenses	1,100.15
5314203 · Printing Services	582.96
5314302 · Staff - Conference & Training	270.00
5314300 · Staff - Travel	795.68
5314108 · Construction & Landscaping	33,960.24
5314109 · Cost Share	20,282.90
5314600 · Liability Insurance Premiums	4,874.76
5314111 · Late Fees & Penalties	382.57
66300 · Sales Tax Adjustments	24.32
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	65.62
5966402 · Computer Hardware	6,447.20
Total 5945360 · Capital Outlays	6,512.82
Total Expense	416,349.39
Net Ordinary Income	-46,338.19
Net Income	-46,338.19

Thurston Conservation District
Profit & Loss
March 2021

	Mar 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	92.82
3431130 · Soil Testing	965.70
3431120 · Rental Income	65.94
	<hr/>
Total 3431100 · Retail Sales	1,124.46
3611100 · Interest Income	12.05
3300000 · Grant Revenue	114,972.63
3685201 · Rates and Charges	32,874.33
	<hr/>
Total Income	148,983.47
	<hr/>
Gross Profit	148,983.47
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	102,288.54
5314101 · Legal Fees & Services	141.00
5314102 · Audit & Accounting	266.28
5314103 · Computer Services	1,955.00
5314100 · Professional Services	5,329.52
5314117 · Soil Testing	460.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	1,042.49
5314503 · Equipment Leases	223.45
5314504 · Vehicle Leases	392.30
5314200 · Communications	944.08
5313102 · Photocopier Usage	8.02
5314505 · Software Licenses	67.80
5354800 · Repairs & Maintenance	838.81
5313101 · Office Supplies	201.27
5314202 · Postage & Shipping	73.51
5313401 · Plants for Resale	12,241.53
Project Expenses	2,730.43
5314302 · Staff - Conference & Training	220.00
5314300 · Staff - Travel	253.72
5314108 · Construction & Landscaping	192.32
5314109 · Cost Share	25.00
5314600 · Liability Insurance Premiums	1,624.92
5314111 · Late Fees & Penalties	320.21
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	65.62
5966402 · Computer Hardware	4,252.34
	<hr/>
Total 5945360 · Capital Outlays	4,317.96
	<hr/>
Total Expense	140,526.16
	<hr/>
Net Ordinary Income	8,457.31
	<hr/>
Net Income	<u><u>8,457.31</u></u>

Thurston Conservation District

Profit & Loss Prev Year Comparison

January through March 2021

	Jan - Mar 21	Jan - Mar 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	14,672.43	11,896.50	2,775.93	23.3%
3411140 · TCD Equipment Rentals	92.82	114.35	-21.53	-18.8%
3431130 · Soil Testing	1,510.19	1,704.46	-194.27	-11.4%
3431120 · Rental Income	197.82	611.93	-414.11	-67.7%
Total 3431100 · Retail Sales	16,473.26	14,327.24	2,146.02	15.0%
3611100 · Interest Income	35.55	7.91	27.64	349.4%
3300000 · Grant Revenue	300,385.58	153,034.10	147,351.48	96.3%
3685201 · Rates and Charges	53,116.81	45,156.24	7,960.57	17.6%
3670000 · Contributions Private	0.00	1,249.59	-1,249.59	-100.0%
Total Income	370,011.20	213,775.08	156,236.12	73.1%
Gross Profit	370,011.20	213,775.08	156,236.12	73.1%
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	285,433.23	216,872.78	68,560.45	31.6%
5314101 · Legal Fees & Services	6,141.00	6,634.50	-493.50	-7.4%
5314102 · Audit & Accounting	781.34	1,134.14	-352.80	-31.1%
5314103 · Computer Services	5,733.00	4,804.00	929.00	19.3%
5314100 · Professional Services	6,544.95	1,410.00	5,134.95	364.2%
5314400 · Advertising	1.00	545.73	-544.73	-99.8%
5314117 · Soil Testing	793.20	1,537.00	-743.80	-48.4%
5314104 · Janitorial Services	1,383.00	696.00	687.00	98.7%
5314501 · Office Rent	13,104.00	16,432.00	-3,328.00	-20.3%
5314700 · Utilities	2,317.81	1,519.06	798.75	52.6%
5314503 · Equipment Leases	615.19	677.34	-62.15	-9.2%
5314504 · Vehicle Leases	1,145.55	0.00	1,145.55	100.0%
5314200 · Communications	2,618.12	2,499.09	119.03	4.8%
5313102 · Photocopier Usage	146.12	785.15	-639.03	-81.4%
5314505 · Software Licenses	226.94	61.20	165.74	270.8%
5354800 · Repairs & Maintenance	851.90	81.98	769.92	939.2%
5313101 · Office Supplies	1,534.74	1,243.31	291.43	23.4%
5314202 · Postage & Shipping	1,017.65	570.77	446.88	78.3%
5313401 · Plants for Resale	12,241.53	7,641.47	4,600.06	60.2%
Project Expenses	4,932.72	3,705.70	1,227.02	33.1%
5314902 · Organizational Dues & Licenses	1,100.15	1,806.00	-705.85	-39.1%
5314310 · Board Meeting Snacks	0.00	167.50	-167.50	-100.0%
5314203 · Printing Services	582.96	552.45	30.51	5.5%
5314302 · Staff - Conference & Training	270.00	1,015.00	-745.00	-73.4%
5314300 · Staff - Travel	795.68	735.22	60.46	8.2%
5314301 · Board Travel	0.00	188.03	-188.03	-100.0%
5314108 · Construction & Landscaping	33,960.24	14,127.65	19,832.59	140.4%
5314109 · Cost Share	20,282.90	941.00	19,341.90	2,055.5%
5314110 · Bank Fees & Interest Charges	0.00	440.43	-440.43	-100.0%
5314600 · Liability Insurance Premiums	4,874.76	3,834.00	1,040.76	27.2%
5314111 · Late Fees & Penalties	382.57	286.43	96.14	33.6%
66300 · Sales Tax Adjustments	24.32	-0.03	24.35	81,166.7%
66900 · Reconciliation Discrepancies	0.00	-2.51	2.51	100.0%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furniture	65.62	345.21	-279.59	-81.0%
5966402 · Computer Hardware	6,447.20	8,706.90	-2,259.70	-26.0%
Total 5945360 · Capital Outlays	6,512.82	9,052.11	-2,539.29	-28.1%
Total Expense	416,349.39	301,994.50	114,354.89	37.9%
Net Ordinary Income	-46,338.19	-88,219.42	41,881.23	47.5%
Net Income	-46,338.19	-88,219.42	41,881.23	47.5%

Thurston Conservation District

Balance Sheet

As of March 31, 2021

	Mar 31, 21
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	64,173.60
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	130,074.29
3082003 · Saving-2410 Education Center	20,005.08
Total 3088020 · Savings Accounts	150,079.37
3088030 · Counter Cash	100.00
3088040 · PayPal Account	881.49
Total Checking/Savings	215,234.46
Accounts Receivable	199,037.72
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	8,592.56
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	12,427.56
3092000 · 309.20.00 Cash on Hand	32,821.33
Total Other Current Assets	45,248.89
Total Current Assets	459,521.07
TOTAL ASSETS	459,521.07
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	2,314.58
Credit Cards	8,060.16
Other Current Liabilities	
3861100 · Sales Tax Payable	1,513.61
3861000 · Payroll Liabilities	
3861008 · Union Dues	827.32
3861005 · PERS Deferral Payable	12,758.44
3861007 · State Unemployment Payable	3,089.96
3861009 · State L&I Payable	293.40
3861010 · WA - Family & Medical Leave	333.47
3861011 · Vacation & Sick Leave Payable	64,905.95
Total 3861000 · Payroll Liabilities	82,208.54
Total Other Current Liabilities	83,722.15
Total Current Liabilities	94,096.89
Total Liabilities	94,096.89
Equity	365,424.18
TOTAL LIABILITIES & EQUITY	459,521.07

Restricted Budgets vs Actuals



As of March 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	29,371	346,992		
ESRP Shore Friendly	R035		07/01/19	12/31/21	259,565	198,727	22,984	175,741	69.95%	32.29%
ASRP Independence	R040	20-1905	05/15/20	12/31/21	93,600	92,572	4,058	88,514	53.86%	5.43%
ASRP Riverbend	R050	20-1908	05/15/20	12/31/21	86,000	85,066	2,330	82,736	53.86%	3.79%
DOE					244,401	156,433	2,707	153,675		
Deschutes	E100	WQC-2018-	07/01/19	04/30/22	244,401	156,433	2,707	153,675	61.84%	15.76%
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	12.53%	0.00%
WSCC					1,378,345	383,402	125,450	305,269		
Livestock	W025	20-13-LT	07/01/19	06/30/21	50,000	8,669	8,633	37	87.55%	99.93%
Skookumchuck Planting	W030		04/01/20	12/31/24	744,780	141,143	52,852	135,607	21.03%	22.80%
Chehalis Flood Plain	W050	20-13-FL	03/01/18	06/30/21	258,183	60,513	23,898	36,615	92.53%	85.82%
Shellfish Cost Share	W060	20-13-SH	07/01/19	06/30/21	148,832	102,630	26,662	75,968	87.55%	48.96%
CREP	W070	20-13-CE	07/01/19	06/30/21	57,399	20,446	13,405	7,041	87.55%	87.73%
NRI Cost Share TA	W080	20-13-NR	07/01/19	06/30/21	119,150	50,000	0	50,000	87.55%	58.04%
Miscellaneous					78,290	41,436	19,306	22,589		
JBLM - SLP	M075		07/01/19	06/30/21	18,750	10,679	8,666	2,013	87.55%	89.26%
WFC Meyer	M100		10/01/20	02/15/22	3,600	3,600	459	3,600	36.18%	12.74%
NACD Home Grown Yelm	M090		03/01/20	06/30/21	50,000	26,871	10,181	16,690	81.31%	66.62%
Orca Recovery Day	M060		07/01/19	until spent	5,940	286	0	286	NA	95.19%
Thurston County					468,400	177,642	58,922	118,722		
VSP	TC400	K2024	07/01/19	06/30/21	105,000	18,197	14,826	3,372	87.55%	96.79%
Shellfish NTA	TC600		07/01/19	06/30/21	130,525	49,680	27,448	22,232	87.55%	55.73%
NTAqua	TC700		07/01/19	09/30/22	196,000	102,922	11,118	91,805	53.87%	11.23%
Riparian NTA	TC650		07/01/19	02/28/21	36,875	6,843	5,531	1,313	105.09%	96.44%
South Sound GREEN					122,922	111,207	25,436	85,771		
Interlocal	G019-SS		01/01/21	12/31/21	51,808	51,808	21,284	30,524	24.66%	41.08%
FY20-21 NOAA B-WET	G019.106		08/01/20	07/31/21	24,038	20,549	2,555	17,994	66.58%	25.14%
WCS Mini Grant	G019.50		11/19/20	11/01/21	500	500	150	350	38.22%	30.00%
TCC	TCC		01/01/21	until spent	46,576	38,350	1,447	36,903	NA	32.35%

Unrestricted Profit & Loss Budget vs. Actual



As of March 31, 2021

March 25.00%

Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
Income	738,124	140,173	-597,951	19.0%
3431100 · Retail Sales	27,550	16,509	-11,041	59.9%
3411140 · TCD Equipment Rentals	3,000	93	-2,907	3.1%
3431130 · Soil Testing	3,000	1,510	-1,490	50.3%
3431120 · Rental Income	1,500	198	-1,302	13.2%
3611100 · Interest Income	50	36	-14	71.1%
3431110 · Plant Sales	20,000	14,672	-5,328	73.4%
3670000 · Contributions Private	0	0	0	
3300000 · Grant Revenue	52,801	43,201	-9,600	81.8%
3340000 · State Grants	52,801	43,201	-9,600	81.8%
3685201 · Rates and Charges	551,475	53,117	-498,358	9.6%
Overhead	106,298	27,346	-78,952	25.7%
5314999 · Overhead Allocation	103,798	26,500	-77,298	25.5%
5966699 · Vehicle Allocation	2,500	847	-1,653	33.9%
Cash Surplus	50,000			
Program Allocation	295,629	81,045	-214,584	27.4%
South Sound Green	46,300	13,562	-32,738	29.3%
TCD VSP	40,000	0	-40,000	0.0%
TCD Cost Share	5,000	0	-5,000	0.0%
Stewardship TA	35,708	6,557	-29,151	18.4%
Working Lands Preservation Initiative	13,000	772	-12,228	5.9%
CTA (Orca Recovery)	5,556	25	-5,531	0.4%
Food System Support	5,000	998	-4,002	20.0%
Cost Share Administration	6,527	0	-6,527	0.0%
Outreach, Education and Communications	69,569	7,003	-62,566	10.1%
Plant Sale	27,653	26,019	-1,634	94.1%
Soil Health Program (Testing & Equipment Rental)	34,816	18,087	-16,729	51.9%
Elections	6,500	8,022	1,522	123.4%
Expense and Savings	492,494	84,287	-408,207	17.1%
Administrative Salaries & Benefits	206,241	41,034	-165,207	19.9%
Professional Services	65,553	12,655	-52,898	19.3%
5314101 · Legal Services	25,000	6,141	-18,859	24.6%
5314102 · Audit & Accounting	3,000	781	-2,219	26.0%
5314103 · Computer Services	20,000	5,733	-14,267	28.7%
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	23,077	-81,423	22.1%
5314104 · Janitorial Services	3,000	1,383	-1,617	46.1%
5314501 · Office Rent	52,000	12,324	-39,676	23.7%
5314700 · Utilities	6,000	2,318	-3,682	38.6%
5314503 · Equipment Leases	3,000	615	-2,385	20.5%
5314504 · Vehicles	15,000	1,146	-13,854	7.6%
5314200 · Communications	11,000	2,618	-8,382	23.8%
5313102 · Photocopier Usage	2,500	146	-2,354	5.8%
5354800 · Repairs & Maintenance	1,500	142	-1,358	9.5%

Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
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	66	-934	6.6%
[-] Supplies	12,700	1,993	-10,707	15.7%
5313101 · Office Supplies	3,000	706	-2,294	23.5%
5314202 · Postage & Shipping	1,500	187	-1,313	12.4%
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	333	-6,667	4.8%
5314302 · Staff Conference & Training Fees	2,000	190	-1,810	9.5%
Board Conference and Training Fees	2,000	0	-2,000	0.0%
5314300 · Staff Travel	2,000	143	-1,857	7.1%
Board Travel	1,000	0	-1,000	0.0%
[-] Insurance and Banking	21,500	5,195	-16,305	24.2%
5314110 · Bank Fees & Interest Charges	1,000	0	-1,000	0.0%
5314600 · Liability Insurance Premiums	20,000	4,875	-15,125	24.4%
5314111 · Late Fees & Penalties	500	320	-180	64.0%
[-] 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	-25,160		

Thurston Conservation District
Payment Detail
March 2021

9:29 AM

04/16/2021

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9377	03/01/2021	Office Depot	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	696.88
Credit Card Charge	9378	03/01/2021	Office Depot	GREEN:TCC:G019.28 Dawkins	5313101 · Office Supplies	42.76
Credit Card Charge	9514	03/01/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	32.57
Credit Card Charge	9613	03/01/2021	MRSC	UNRESTRICTED:A037 - Staff Training	5314302 · Staff - Conference & Training	140.00
Credit Card Charge	MC1021	03/01/2021	Mail Chimp	DISTRICT SERVICES:A030 - District Comm	5314505 · Software Licenses	33.90
Credit Card Charge	9516	03/02/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	18.59
Bill Pmt -Check	EFT	03/03/2021	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	59.54
Credit Card Charge	9517	03/04/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	36.75
Credit Card Charge	9603	03/04/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	36.75
Check	EFT	03/05/2021	Regence - Health Care		5312011 · Medical Benefits	9,973.85
Credit Card Charge		03/07/2021	QuickBooks Time Suppor (TSheets)	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	153.16
Credit Card Charge	9520	03/08/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	62.45
Credit Card Charge	9521	03/08/2021	Ace Hardware	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	5.45
Credit Card Charge	9522	03/08/2021	WA St University	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	22.46
Bill Pmt -Check	20714	03/08/2021	A & L Western Agricultural Laboratorie	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	333.20
Bill Pmt -Check	20715	03/08/2021	All City Cleaning Services	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	600.00
Bill Pmt -Check	20716	03/08/2021	Community Farmland Trust	DISTRICT SERVICES:A099 - Equip Rental	5314501 · Office Rent	260.00
Bill Pmt -Check	20717	03/08/2021	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20718	03/08/2021	FP Mailing Solutions	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	127.51
Bill Pmt -Check	20719	03/08/2021	Freimund Tardif, PLLC	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	141.00
Bill Pmt -Check	20720	03/08/2021	Lewis County Conservation District	WSCC:W050 - Chehalis Flood Outreach	5314100 · Professional Services	1,215.43
Bill Pmt -Check	20721	03/08/2021	Marguerite Abplanalp	Various	5314304 · Mileage	92.96
Bill Pmt -Check	20722	03/08/2021	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	32.77
Bill Pmt -Check	20723	03/08/2021	Northwest Meadowsclapes, LLC	DISTRICT SERVICES:A097 - Plant Sale	5314107 · Project Supplies	1,712.50
Bill Pmt -Check	20724	03/08/2021	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity & Gas	367.26
Bill Pmt -Check	20725	03/08/2021	Regence - Life Insurance		5312017 · Life Insurance	106.32
Bill Pmt -Check	20726	03/08/2021	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	224.12
Bill Pmt -Check	20727	03/08/2021	Sasha Porter	Various	5314304 · Mileage	44.69

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	20728	03/08/2021	United Concordia Insurance Co		5312012 · Dental Benefits	872.31
Bill Pmt -Check	20729	03/08/2021	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	484.69
Bill Pmt -Check	20730	03/08/2021	VSP - Vision Care		5312011 · Medical Benefits	110.57
Bill Pmt -Check	20731	03/08/2021	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	4,086.00
Bill Pmt -Check	20732	03/08/2021	White, Nora	Various	5314304 · Mileage	34.94
Bill Pmt -Check	20733	03/08/2021	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Check	EFT	03/08/2021	Wells Fargo			1,716.48
Credit Card Charge	9560	03/09/2021	Zoom	GREEN:TCC:G019.28 Dawkins	5314901 · Meeting & Event	1.96
Liability Check		03/09/2021	QuickBooks Payroll Service		Payroll	22,965.70
Credit Card Credit	9543	03/10/2021	US Postal Service	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	-36.75
Credit Card Charge	9556	03/10/2021	Zoom	GREEN:TCC:G019.28 Dawkins	5314901 · Meeting & Event	54.70
Liability Check	EFT	03/10/2021	Internal Revenue Service		Payroll Taxes	7,628.78
Liability Check	EFT	03/10/2021	WA St Dept of Retirement Systems		DCP	980.87
Liability Check	EFT	03/10/2021	WA St Dept of Retirement Systems		PERS Retirement	13,393.17
Credit Card Charge		03/10/2021	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	19.64
Credit Card Charge	9523	03/11/2021	US Postal Service	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	19.00
Credit Card Charge	9525	03/11/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	12.13
Credit Card Credit	9542	03/11/2021	US Postal Service	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	-41.00
Bill Pmt -Check	EFT	03/11/2021	Comcast	UNRESTRICTED:A010-Overhead	Telephone & Internet	377.33
Credit Card Charge	9528	03/12/2021	Package Express	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	13.01
Credit Card Charge	9526	03/15/2021	Target	UNRESTRICTED:A010-Overhead	5966601 · Equipment & Office Furniture	43.75
Credit Card Charge	9527	03/15/2021	Target	UNRESTRICTED:A010-Overhead	5966601 · Equipment & Office Furniture	21.87
Liability Check	EFT	03/15/2021	WFSE Union Dues		3861008 · Union Dues	820.85
Credit Card Charge	9531	03/17/2021	Kiperts Trailer Sales	DISTRICT SERVICES:A099 - Equip Rental	5354802 · Repairs and Maintenance	210.58
Credit Card Charge	9545	03/17/2021	WA St Dept of Licensing	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	97.34
Credit Card Charge	9546	03/17/2021	Ace Hardware	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	27.31
Credit Card Charge	9547	03/17/2021	7-11	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	11.00
Credit Card Charge	9548	03/17/2021	J & I Power Equipment	WSCC:W030 - Skookumchuck	5314116 · Project Equipment	107.59
Credit Card Charge	9529	03/18/2021	Salmon Recovery Conference	WSCC:W050 - Chehalis Flood Outreach	5314302 · Staff - Conference & Training	80.00
Credit Card Charge	9549	03/18/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	17.90
Credit Card Charge	9530	03/22/2021	Forestry Supplies	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	640.60
Credit Card Charge	9532	03/22/2021	Forestry Supplies	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	31.85

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9533	03/23/2021	Amazon	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	73.24
Credit Card Charge	9534	03/23/2021	Ace Hardware	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	148.77
Credit Card Charge	9588	03/23/2021	Woodbrook Nursery	MISC:M090 - NACD Urban Agriculture	5314108 · Construction & Landscaping	159.28
Liability Check	EFT	03/23/2021	Internal Revenue Service		Payroll Taxes	8,116.36
Liability Check	EFT	03/23/2021	WA St Dept of Retirement Systems		DCP	980.87
Credit Card Charge	P1-6304	03/23/2021	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	93.48
Credit Card Credit	9534	03/24/2021	Ace Hardware	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	-45.90
Credit Card Charge	9554	03/24/2021	Kiperts Trailer Sales	DISTRICT SERVICES:A099 - Equip Rental	5354802 · Repairs and Maintenance	166.84
Credit Card Charge	9589	03/24/2021	Ace Hardware	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	23.54
Credit Card Charge	9590	03/24/2021	Ace Hardware	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	2.40
Bill Pmt -Check	20734	03/24/2021	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20735	03/24/2021	Fourth Corner Nurseries	DISTRICT SERVICES:A097 - Plant Sale	5313401 · Plants for Resale	1,823.73
Bill Pmt -Check	20736	03/24/2021	Laura Alfani	UNRESTRICTED: Implementation - CTA	5314109 · Cost Share	25.00
Bill Pmt -Check	20737	03/24/2021	Leah Kellogg	Various	5314304 · Mileage	86.04
Bill Pmt -Check	20738	03/24/2021	Lewis County Conservation District	WSCC:W050 - Chehalis Flood Outreach	5314100 · Professional Services	1,357.30
Bill Pmt -Check	20739	03/24/2021	Minuteman Press	Thurston County:TC700 - NTAqua	5314203 · Printing Services	111.57
Bill Pmt -Check	20740	03/24/2021	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	810.30
Bill Pmt -Check	20741	03/24/2021	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity & Gas	458.29
Bill Pmt -Check	20742	03/24/2021	Qwg Applied Geology	RCO:R035 - ESRP Shore Friendly	5314100 · Professional Services	3,972.22
Bill Pmt -Check	20743	03/24/2021	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	Equipment Leases & Photocopier Usage	231.47
Bill Pmt -Check	20744	03/24/2021	Sharp Business System	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	240.68
Bill Pmt -Check	20745	03/24/2021	The Bark Store	DISTRICT SERVICES:A097 - Plant Sale	5314107 · Project Supplies	35.00
Bill Pmt -Check	20746	03/24/2021	VSP - Vision Care		5312011 · Medical Benefits	110.57
Bill Pmt -Check	20747	03/24/2021	WA St Conservation Commission	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	392.30
Bill Pmt -Check	20748	03/24/2021	WACD	DISTRICT SERVICES:A097 - Plant Sale	5313401 · Plants for Resale	10,417.80
Bill Pmt -Check	20749	03/24/2021	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314700 · Utilities	255.89
Liability Check		03/24/2021	QuickBooks Payroll Service		Payroll	24,284.12
Credit Card Charge	9553	03/25/2021	Par West Turf	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	77.68
Credit Card Charge	9558	03/26/2021	Gordon's Garden Center	MISC:M090 - NACD Urban Agriculture	5314107 · Project Supplies	28.37
Credit Card Charge	9591	03/26/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	27.85
Credit Card Charge	9592	03/26/2021	Dell	WSCC:W050 - Chehalis Flood Outreach	5966402 · Computer Hardware	4,252.34
Credit Card Charge	9594	03/26/2021	Amazon	UNRESTRICTED:A010-Overhead	5313500 · Small Tools & Equipment	26.11

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9595	03/26/2021	Proshred Security	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	190.00
Credit Card Charge	9597	03/26/2021	Wal Mart	MISC:M090 - NACD Urban Agriculture	5314108 · Construction & Landscaping	15.84
Bill Pmt -Check	EFT	03/26/2021	WA St Dept of Retirement Systems	UNRESTRICTED:A010-Overhead	PERS Insurance	25.00
Credit Card Charge	9609	03/29/2021	Shell Gas	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	108.99
Bill Pmt -Check	EFT	03/29/2021	Internal Revenue Service	UNRESTRICTED:A010-Overhead	5314111 · Late Fees & Penalties	320.21
Credit Card Charge	9593	03/30/2021	Kiperts Trailer Sales	DISTRICT SERVICES:A099 - Equip Rental	5354802 · Repairs and Maintenance	76.58
Credit Card Charge	9596	03/30/2021	Service Saw Workwears	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	143.69
Credit Card Charge	9598	03/31/2021	Pape Machinery	WSCC:W030 - Skookumchuck	5314116 · Project Equipment	418.73
Credit Card Charge	9599	03/31/2021	J & I Power Equipment	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	179.36
Credit Card Charge	9600	03/31/2021	J & I Power Equipment	WSCC:W030 - Skookumchuck	5313500 · Repairs & Maintenance	231.87
Credit Card Charge	9604	03/31/2021	Amazon	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	51.20
Credit Card Charge	MC1033	03/31/2021	Mail Chimp	DISTRICT SERVICES:A030 - District Comm	5314505 · Software Licenses	33.90



Thurston Conservation District **RESOLUTION**

Resolution #2021-02

Subject: CERB Planning Grant Application Authorization

**A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT
TO AUTHORIZE A PLANNING GRANT APPLICATION
TO THE CENTER FOR ECONOMIC REVITALIZATION BOARD**

WHEREAS, the Board of Supervisors of the Thurston Conservation District ("District") operates under the laws of the State of Washington applicable to conservation districts; and,

WHEREAS, the District is governed by a five-member board, as set out in Chapter 89.08 RCW; and,

WHEREAS, the District is preparing to conduct a feasibility study in planning for the development of a Conservation and Education Center in Thurston County;

THEREFORE, the **Thurston Conservation District Board of Supervisors** authorizes an application to the Center for Economic Revitalization Board planning program.

ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON APRIL 22ND, 2021.

TJ Johnson, Board Chair

Helen Wheatley, Board Member

Betsie DeWreede, Vice Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

ATTEST:

Sarah Moorehead, Executive Director

Item

5

Nonpoint Activity Update

Southwest Region

April 2021



Program Updates

EPA confirms Puget Sound No Discharge Zone

The U.S. Environmental Protection Agency (EPA) has completed their economic analysis of the Puget Sound No Discharge Zone. EPA did this economic analysis because of a lawsuit filed in 2018 by the American Waterways Operators (AWO), challenging EPA's determination that there are adequate pumpout facilities in Puget Sound to support a No Discharge Zone.

The NDZ was established by Ecology and approved by EPA in 2018 to stop the discharge of treated and untreated sewage from boats. Sewage can contain harmful bacteria and viruses, which are harmful to water quality, economic and recreational ventures such as shellfish harvesting. By preventing sewage from entering waters of the state, we prevent exposure to these harmful pathogens and shellfish growing area closures and protect a regional treasure that is the Puget Sound. There are over 100 recreational and commercial pumpouts to safely dispose of vessel sewage and Ecology is working with the WA State Parks and other partners to establish more in convenient locations. For more information, visit our blog post [No Discharge Zone continues to protect Puget Sound](#) for more information.

Tools available to you-GIS data and online applications

Natural Resource Conservation Service (NRCS) provides a Web Soil Survey (WSS), a web-based GIS tool in which you can explore soil data and information produced by the National Cooperative Soil Survey. You can access soil maps and data for general farm, local and other area planning and assessment purposes. The WSS has outlined 4 Basic Steps on the [homepage](#) to guide you in using this tool. These will allow you view to compile data on suitability and limitations for use, soil properties and qualities, soil reports and more for your area of interest and access them on a later date. The NRCS also has soil education materials for general soil knowledge and their soil surveys, which can be accessed through the WSS [homepage](#).

Recent Environmental Report Tracking System (ERTS) – Nonpoint Complaints

Ecology's Southwest Regional Office receives over 2,500 complaints each year. Typically, only 3-5% of these are related to farms or agricultural activities. Our Nonpoint staff work on a wide variety of different concerns that may cause water pollution. The table below lists the number of complaints our regional Nonpoint staff are actively working on in each county. The number listed in parentheses is the number of new complaints regional Nonpoint staff are actively working on since March 1, 2021.

County	Number of ERTS	County	Number of ERTS
Clallam	3	Mason	5(1)
Clark	4	Pacific	2
Cowlitz	2	Pierce	4
Grays Harbor	3	Skamania	0
Jefferson	3	Thurston	2
Lewis	9(1)	Wahkiakum	0

Meetings and Events

During the current response to the COVID-19 pandemic, Ecology staff will not be attending meetings or events in person. We are available to join meetings by phone or video conference, and will continue working with you in any way we can. For now, most Ecology employees are still working from home. Please contact us by email or cell phone, which are listed below.

Ecology Nonpoint Staff – Southwest Region

Coastal Watersheds

Vacant

Puget Sound Watersheds

Anne Baxter

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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

7



**Thurston Conservation District Board Supervisors
Work Session Topic List
May 13, 2021 (3:00-5:00pm)
Thurston Conservation District Work Session**

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- 1. Topic List Review, All**
 - 2. Staff Presentation: Soil Health Program, Adam Peterson**
 - 3. Minutes Review & Revision, All**
 - a. April 22th, 2021 Board Meeting Minutes
 - b. April 8th, 2020 Work Session Minutes
 - 4. Conservation and Education Center, All**
 - 5. Covid-19 Health Update, Sarah Moorehead**
 - 6. Discussion: Expanding Long Term Ag Designation in Thurston County, TJ Johnson**
 - 7. Discussion: Executive Director Mid-Year Performance Check-in, TJ Johnson**
 - 8. TCD Policy Update Schedule, All**
 - 9. Important Updates & Announcements**
 - a. Board of Supervisors
 - b. Executive Director
 - 10. May Board Meeting Agenda Development**

Item

9

To: TCD Board of Supervisors
From: Sarah Moorehead, *TCD Executive Director*
Date: April 22nd, 2021
Subject: Executive Director's Report



Priority Initiative Updates

COVID-19 Update

The Healthy Washington: Roadmap to Recovery phased reopening plan is a county-by-county evaluation process implemented by Governor Jay Inslee on March 11, 2021.

Thurston County remains in Phase 3 after first evaluation.

The Washington State COVID-19 - reopening phases and current county-by-county information: <https://coronavirus.wa.gov/what-you-need-know/roadmap-recovery-metrics>

Skookumchuck Project Tour

Earlier this month, members of the TCD Board and the Washington State Conservation Commission participated in a tour of an ongoing multi-phase restoration project along the Skookumchuck River. This is one of many tours, past and present, of this great restoration project site. Participants learned about the [Chehalis Basin Strategy](#) and the multiple funding programs and partners involved in this site, along with plans for future restoration by TCD and others throughout the basin.



Mara Healy, TCD Habitat Specialist, shows the impact of engineered log jams implemented by the Washington Department of Fish and Wildlife and the habitat that has readily been created just within the last year.



These engineered log jams are carefully designed to withstand high flow events and allow for safe recreational river use!

“It is impressive to see how the district has maximized the use of many different funding sources to accomplish this complex restoration that will support salmon and many other species in the generations ahead.”

– Carol Smith, Executive Director, Washington Conservation Commission

TCD in South Sound Business Magazine!

Thurston Conservation District was featured in South Sound Business Magazine, where leadership, climate change and critical natural resource management needs were highlighted. See the cover photo and read the feature below:





Conservation



Sarah Moorehead has been serving as executive director for the Thurston Conservation District for two of the 10 years she's dedicated to the organization. Her passion for outdoor conservation started when she was a child running barefoot through her grandpa's backyard and attending outdoor camps.

Soon after graduating from The Evergreen State College, Moorehead interned with the district, performing community outreach for conservation programs and supporting educational events. "I fell in love with the hands-on, on-the-ground model of stewardship that conservation districts deliver," she said. "This, coupled with my personal and familial interests in agriculture, aligned (with) my passion for caring for kids with tangible work to improve the landscape. I found my niche, where I could use my skill set in communications to make the biggest impact conserving our precious resources for generations to come."

Over the course of her tenure with the Thurston Conservation District, Moorehead said she's observed several changes in the conservation industry and has learned some valuable lessons, which she shared with us. —ML

What skills are necessary for success in the outdoor conservation and education industry?

For me, it's all about communication and building relationships. With hard work and dedication, you can learn the technical knowledge needed to be successful in outdoor conservation and education. What I have found to be most valuable is the ability to listen and communicate effectively—especially with people or populations of differing perspectives. Embracing

this ethic in all aspects of life—both personally and professionally—builds trust and lasting relationships. Once you've established trust between individuals or communities, real, valuable conversations can happen, and that is where real change is made. This is certainly true in industries as diverse as natural resources conservation, where communicating across differences can be a real challenge. However, when relationships are built, people start looking out for each other and creating solutions collaboratively.

How have you developed over the course of your career?

In the last 10-plus years that I have been working in this field, some of the most important traits that have developed are my comfort in taking calculated risks, confidence in my professional judgment, and recognition in the value of fighting for what you believe in.

What is the best piece of business advice you've ever received?

When things are hard, just taking it one day at a time. I know that phrase is used often—but it can be really helpful when you're in the middle of a challenge that persists over a period of time. Keep telling yourself, "Just one more day," and before you know, it's been one week, one month, or one year, and you've persevered. Don't give up if it's something worth fighting for.

What changes have you observed in the conservation industry?

Everything changes. The landscape is dynamic, and so are the communities that steward them. There are always

new pressures and differing perspectives. The objective is to find synergy and remain adaptable. Thurston Conservation District functions as the meeting pot of ideas among stakeholders, striving for balance and win-win solutions. Taking each situation as it comes and crafting innovative solutions and customized approaches allow for the flexibility to benefit everyone.

This is inherent in the work we do with partners and private citizens. We listen, keep the pipeline of communication and perspectives flowing between the parties, and think creatively about how we can achieve everyone's goals. How can we keep farming operations economically viable, while enhancing critical habitat? How can we restore salmon habitat, while producing food for our local communities?

Some of the biggest changes have been our climate and the impact our changes have had on the landscape and the way that conservation work is funded.

Climate change impacts all sectors of our lives, from industry to transportation to public health. One of the most visible signs of a changing climate is on our shared resources.

We've noticed new agricultural pest and disease pressures move into our region, an increase in invasive plants and animals—which outcompete native ones—more floods, more drought, more wildfire, the list goes on. Our role is twofold: Help our area prepare, and help slow the rate of change. For example, wildfire is often thought of as an issue that impacts the drier eastern side of our state—not anymore. We're seeing more and more fires on the west side, and as we experience the die-off of some native tree species due to changing conditions and new pests, the fuel load increases. We strive to first, help educate our community and, second, develop strategies to manage their landscape in a changing climate.

Funding for conservation work has also changed. As there are more competing needs in education, health care, and infrastructure, natural resources dollars become rather precious at both the state and federal levels. Conservation districts, in partnership with private citizens, can make a huge difference in addressing conservation issues, especially since more than 50 percent of

the land in Washington state is privately owned. It's time for more industry funding support, and more prioritization of managing our local landscapes if we want to preserve what makes our area so wonderful to live, work, and play in.

What aspect of this job do you find most personally rewarding?

Caring for people is the most personally rewarding part of my job. Knowing that I am supporting a brilliant staff team to follow their passions, serving a truly committed volunteer board, and ultimately helping our community thrive and become great land stewards. This job is a unique opportunity to bring a lot of strategic vision down to the local landscape level—where you can see real change being made every day. The work we do makes a visible impact quickly, and we have the ability to take these needs directly from the community and transform them into projects and programs that make real change in a relative short amount of time.

What advice can you offer to someone interested in pursuing this career path?

The best advice I can offer is to relentlessly follow your passion, and get out there and connect with others who share it. Get involved, meet people, and engage in what's happening in your local community. Whether that means volunteering for an organization, attending local meetings, joining a governing board, doing an internship, or taking a class—just get out there, and immerse yourself in the conservation community. Be a good listener, and engage positively with people who don't share your viewpoint often. It's important to understand an issue from all sides so that you can create a solution that is more likely to be welcomed and beneficial for everyone. Conservation, by nature, is the wise use of natural resources, and with that comes a lot of different ideas about how communities should manage them. Be creative, be innovative, and never be afraid to look for a new way to do things. We need to be confident, adaptable, and humble. Embrace change, and always strive to make the world a better place for generations to come.



District Operations

March 2021 Board Meeting Action Items

1. Staff will provide additional information on 2021 janitorial expenses to Supervisor DeWreede.

Completed. Information sent electronically March 26th, 2021.

2. Supervisor DeWreede will work with staff to trouble shoot the new Monthly Staff Report in SmartSheet. A SmartSheet tutorial will also be presented at the April Work Session.

Completed. An administrative oversight occurred in producing the SmartSheet access link. Access issues were resolved and resulted in no need for further tutorials at the April Work Session.

3. The June, July, August, and September Work Sessions will be re-scheduled to occur on the second Tuesday of each month.

Completed. Public information and Board calendars have been updated to reflect this change.

Board Member Appointment

The application window for Appointed Position 1 closed on March 31st, 2021. Applicants applied directly to the Washington State Conservation Commission. Two applications were received for this position.

Next, WSCC will conduct their standard Board applicant interview process.

Appointments will be made at the Commission's May 2021 meeting. To learn more, visit their website: <https://www.scc.wa.gov/elections-and-appointments>

Upcoming: Mid-Year 2021 Budget Review

Annually in mid-spring staff begin preparing for the mid-year budget review process where we take a look at actual expenses and income that have occurred in the beginning of the year and present any necessary or desired adjustments to the Board for consideration.

Next month, staff will present a timeline for this process, to ensure that we incorporate this into our regular Board work sessions and monthly meetings.

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.