

# Thurston Conservation District Board of Supervisors

## May Board Meeting Agenda

May 27, 2021 5:30pm-8pm



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- |  |                              |
|--|------------------------------|
| <b>1. Welcome, Introductions, Audio Recording Announcement</b>   | <b>5:30 PM</b><br>5 minutes  |
| <b>2. Agenda Review</b>  | <b>5:35 PM</b><br>5 minutes  |
| <b>3. Consent Agenda – Action Item</b>   | <b>5:40 PM</b><br>5 minutes  |
| A. April 2021 Board Meeting Minutes  |                              |
| B. April 2021 Work Session Minutes   |                              |
| C. May 2021 Financial Report   |                              |
| D. TCD Resolution #2021-03 Long term Agriculture Designation in Thurston County  |                              |
| <b>4. Public Comment</b>   | <b>5:45 PM</b><br>15 minutes |
| *Three minutes per person  |                              |
| <b>5. Partner Reports (if present)</b>   | <b>6:00 PM</b><br>15 minutes |
| 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. Natural Resources Conservation Service (NRCS), <i>Robin Buckingham</i>  |                              |
| E. Washington State Department of Ecology, <i>Alena Reynolds</i>   |                              |
| <b>6. COVID-19 Update, All</b>   | <b>6:15 PM</b><br>5 minutes  |
| <b>7. Executive Session: To review responses to the Conservation and Education Center Request for Qualifications.</b>  | <b>6:20 PM</b><br>20 minutes |
| <i>RCW 42.30.110 (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs.</i> |                              |
| <b>8. TCD Conservation and Education Center (CEC)</b>  | <b>6:40PM</b>                |

A. Award Notification - **Action Item**

10 minutes

**9. Executive Session: To discuss the performance of the Executive Director.**

**6:50 PM**

20 minutes

*RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.*

**10. Governance, All**

**7:10PM**

A. 2021 Collective Bargaining Process

5 minutes

B. TCD Board Officer Elections – **Action Items**

C. June 8<sup>th</sup>, 2021 Special Meeting Agenda

**11. Board of Supervisor Reports, All**

**7:15 PM**

10 minutes

**12. Executive Director Report, Sarah Moorehead**

**7:25 PM**

10 Minutes

**Adjourn**

**7:35 PM**

Time Allotment: 2.05 hrs.

**Important Dates**

**June**

4<sup>th</sup> NACD Pacific Meeting

Virtual (Zoom)

8<sup>th</sup> TCD Board Work Session 3-5pm

Virtual (Go to Meeting)

24<sup>th</sup> TCD Board Meeting 5:30-8pm

Virtual (Go to Meeting)

**July**

13<sup>th</sup> TCD Board Work Session 3-5pm

Virtual (Go to Meeting)

22<sup>nd</sup> TCD Board Meeting 5:30-8pm

Virtual (Go to Meeting)

24<sup>th</sup>-27<sup>th</sup> NACD Summer Meeting

Chicago, IL



# Thurston Conservation District Consent Agenda Decision Sheet May 2021 Board Meeting



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## A. April 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. April 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. May 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. TCD Resolution #2021-03 Long term Agriculture Destination in Thurston County

- 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 May 27, 2021 AND EFFECTIVE IMMEDIATELY

SIGNED:

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TJ Johnson, Board Chair

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Betsie DeWreede, Vice Chair

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Doug Rushton, Board Member

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David Iyall, Board Auditor

ATTEST:

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Helen Wheatley, Board Member

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Sarah Moorehead, Executive Director

# Item

# 3

# Thurston Conservation District Board of Supervisors

## Regular Board Meeting Minutes

April 22, 2021

Virtual GoToMeeting

Meeting Time: 5:30- 6:22pm

Originally scheduled: 5:30pm – 6:55pm



### 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

Leah Kellogg, TCD Staff

Sarah Moorehead, TCD Executive Director

Jean Fike, WSCC

Robin Buckingham, NRCS

Alena Reynolds, Department of Ecology

### Summary of Action Items

- The Board will add an item to discuss the CBA process to the May Board Meeting Agenda.
- The Board will add an Executive Session to the May Board Meeting to discuss the Executive Director mid- year performance review. No action will be taken.
- The Board will add an item to consider Board officers for the coming year to the May Board Meeting Agenda.

### Summary of Motions Passed

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

### Full Version of the Minutes

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#### 1 Welcome & Introductions

2 At 5:30pm TCD Board Chair Johnson called the April 22, 2021 Regular Board Meeting to order  
3 via the online forum *GoToMeeting*. Thurston CD Board and Staff were introduced by the Board  
4 Chair verbally. Chair Johnson will call out Supervisors by name for each vote and he announced  
5 that the meeting is video recorded. Supervisor Iyall was not present.

#### 6 Agenda Review

7 *Supervisor Wheatley moved to adopt the revised Agenda. Supervisor DeWreede seconded.*  
8 *Motion passed unanimously, (4-0).*

9 **Consent Agenda**

- 10 • March 2021 Board Meeting Minutes
- 11 • March 2021 Work Session Minutes
- 12 • April 2021 Financial Report
- 13 • Resolution #2021-02 CERB Planning Grant Application Authorization

14 ***Supervisor DeWreede moved to adopt the Consent Agenda. Supervisor Wheatley seconded.***

15 ***Motion passed unanimously, (4-0).***

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

17 No members of the public chose to comment.

18 **Partner Reports**

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

- 20 • The WSCC is revising its Natural Resources Investments (NRI) Cost Share
- 21 program; public comment on the revisions closes end of day April 23, 2021.
- 22 • Due to budget cuts, the WSCC cannot offer additional fiscal year-end (June 30,
- 23 2021) operating grants.
- 24 • Through the end of the fiscal year, the WSCC is offering two new trainings for
- 25 Conservation Districts – *Effective Facilitation Techniques* and *Managing Multiple*
- 26 *Priorities, Projects and Deadlines*.

27 **B. Washington Association of Conservation Districts (WACD) Update, *Supervisor Rushton***

- 28 • Written update information was provided in the Board Packet.
- 29 • The WACD Board authorized the allocation of \$10,000 to the Executive Director
- 30 (ED) to begin implementing the 2020 Diversity, Equity and Inclusion (DEI)
- 31 resolution. The existing DEI group will work with the ED to hire a consultant, who
- 32 will help the WACD establish a state-wide DEI committee.

33 **C. National Association of Conservation Districts (NACD) Update, *Supervisor Rushton***

- 34 • Written update information was provided in the Board Packet.

35 **D. Department of Ecology (DOE), *Alena Reynolds***

- 36 • A written report was provided in the Board Packet.
- 37 • Landowners continue to respond to the joint TCD and DOE outreach letter sent
- 38 by DOE. Ms. Reynolds has been referring landowners to TCD's Conservation
- 39 Manager for them to be added to the wait list for technical assistance.
- 40 • There are three non-point staff vacancies at DOE for Southwest Washington.
- 41 These are high-priority hires; and the goal is to fill the positions within two
- 42 months.

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

- 44 • Going forward, Mr. Buckingham will not attend TCD's board meetings monthly;
- 45 instead he will provide monthly email updates and attend TCD board meetings
- 46 quarterly.

- As part of NRCS's Environmental Quality Incentive Program (EQIP), 11 projects, for a total of \$400,000, have been pre-approved for Thurston County. One of these projects will likely partner with TCD's Frogs on the Farm program and another project will likely be awarded to a long-time TCD client.

#### **Covid-19 Update, ED Moorehead**

- Thurston County remains 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.

#### **Governance, All**

##### **A. Collective Bargaining Agreement (CBA)**

- Negotiations for the District's CBA will begin in the summer. The Board will need to select a bargaining team to represent the employer.

**ACTION ITEM: The Board will add an item to discuss the CBA process to the May Board Meeting Agenda.**

##### **B. May Work Session Topic List Development**

- Staff Presentation: Soil Health Program, Adam Peterson
- Review of April Board Meeting Minutes and April Work Session Minutes
- Covid-19 Update
- Conservation and Education Center (CEC)
- Expanding Long Term Agriculture Designation in Thurston County
- TCD Policy Update Schedule
- Important Updates: Board & ED
- May Board Meeting Agenda

**ACTION ITEM: The Board will add an Executive Session to the May Board Meeting to discuss the Executive Director mid- year performance review. No action will be taken.**

#### **Other Reports**

##### **A. Board of Supervisors Report, All**

- Supervisor Rushton completed his interview with the WSCC for one of the TCD Board Supervisor appointed positions. The WSCC will decide on state-wide Board Supervisor appointments on May 20, 2021.
- On May 20, 2021, the WSCC will also certify the 2021 Board of Supervisor's elections.

**ACTION ITEM: The Board will add an item to consider Board officers for the coming year to the May Board Meeting Agenda.**



- Supervisor Wheatley volunteered for the Thurston Regional Planning Council (TRPC) Retreat Sub-Committee. The TRCP will present its Buildable Land Report at the next Steering Committee Meeting on May 7, 2021.
- Supervisor Johnson and ED Moorehead will attend the Olympia Farmland Loss Study Project the first week of May.

B. Executive Director Report, *ED Moorehead*

- TCD staff compiled a list of processes and practices that they have already implemented, and that they can implement in the future, to easily further the District's Justice Equity Diversity and Inclusion (JEDI) goals.
- Water Resource Inventory Area (WRIA) Area 13 Watershed Recreation and Enhancement Committee met and agreed to use a consensus-based decision making process for the adoption of its plan. The Committee voted on the plan and did not reach a consensus; so the plan was not adopted. If a plan is adopted, it will be submitted to the TCD Board for approval. If a plan is not adopted by June 30, 2021, the committee may submit the document as reference for DOE's rule-making process.

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

**Adjourn 6:22pm**

Respectfully,

X

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TJ Johnson  
TCD Board Chair

# Thurston Conservation District Board of Supervisors

## Work Session Minutes

April 8, 2021



Virtual GoToMeeting

Meeting Time: 3:00- 4:34pm

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

Stephanie Bishop, TCD Staff

Sarah Moorehead, TCD Executive Director

Chris Stearns, TCD Associate Supervisor

1 **Staff Presentation:** 2021 Virtual GREEN Congress and South Sound GREEN, *Stephanie Bishop*

### 2 **Topic Discussed:**

- 3 • Edited March 25, 2021 Board Meeting Minutes
- 4 • Edited March 11, 2020 Work Session Minutes
- 5 • Strategy for TCD Citizen's Advisory Committee Outreach
- 6 • Conservation and Education Center
- 7 • Community Economic Revitalization Board (CERB) Funding Application
- 8 • Salary Study Update
- 9 • WACD Legislative Week Update
- 10 • Covid-19 Health Update
- 11 • Board of Supervisors Update
- 12 • Executive Director Update
- 13 • April Board Meeting Agenda Development

14 **No Formal Action was taken**

15 **Adjourn 4:34pm**

16 Respectfully,

17

18

X

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TJ Johnson  
TCD Board Chair

## Thurston Conservation District

### May 2021 Financial Notes



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

1. You will notice a new income stream in the Income section of the Profit and Loss Report – *Partner Fee for Service*. Here we record the income we receive from engineering service we provide for local partners.
2. In April, the District received its 1<sup>st</sup> big installment from *2021 Rates and Charges* - \$288,672. We expect the monthly Rates and Charges payments to be reduced until November, when TCD will receive the 2<sup>nd</sup> big installment.
3. The District made a number of *Software* purchases in April for \$12,410.20. These include our annual fees for DocuSign, SmartSheet and 2 new GoToMeeting seats, as well as, \$8,831 for our new Auto Computer Aided Design (CAD) software. All but \$3,125 of these expenses were charged to grants.

#### Profit & Loss Prev Year Comparison (Page 4)

4. Compared to last year, you'll notice a big increase in *Repairs and Maintenance* expenses. In March, and going forward, TCD began our new practice to conduct quarterly maintenance on its rental equipment. The March maintenance cost the District was \$478; we don't expect future quarterly maintenance expenses to run that high. In April, we also had to tow one of our older vehicles into the repair shop.
5. *Staff Travel* for site visits also increased this year compared to last year. You'll remember that this time last year travel screeched to a halt due to the pandemic shutdown.
6. *Construction & Landscaping* and *Cost Share* investments in the community remain high compared to last year.

#### Unrestricted Budgets vs Actuals (Pages 7 and 8)

7. You'll see that the District is doing many more soil tests (line 4) than we anticipated. These means that TCD's *Soil Health Program* (line 27) is spending down its budget quicker than we expected. The Board can make adjustments to this budget item as part of the Mid-Year Budget Revision process.
8. The *Utility* (line 40) expenses remain high. In 2020, the District's landlord neglected to charge TCD for its share of the common utilities. We are making up for those payments this year.
9. TCD's *Computer Software* (line 47) actuals are high compared to the annual budget. However, we don't anticipate any additional software expenses for this year.

# Thurston Conservation District

## Profit & Loss

### January through April 2021

	Jan - Apr 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	14,672.43
3411140 · TCD Equipment Rentals	361.14
3431130 · Soil Testing	2,251.16
3431120 · Rental Income	356.70
Total 3431100 · Retail Sales	17,641.43
3611100 · Interest Income	48.33
3300000 · Grant Revenue	352,932.64
3685100 · Partner Fee for Service	225.48
3685201 · Rates and Charges	288,672.04
Total Income	659,519.92
Gross Profit	659,519.92
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	385,318.73
5314101 · Legal Fees & Services	6,141.00
5314102 · Audit & Accounting	1,056.37
5314103 · Computer Services	7,453.00
5314100 · Professional Services	6,544.95
5314400 · Advertising	1.00
5314117 · Soil Testing	1,417.20
5314104 · Janitorial Services	1,383.00
5314501 · Office Rent	17,472.00
5314700 · Utilities	3,319.86
5314503 · Equipment Leases	966.15
5314504 · Vehicle Leases	1,515.80
5314200 · Communications	3,577.12
5313102 · Photocopier Usage	229.43
5314505 · Software Licenses	12,637.14
5354800 · Repairs & Maintenance	872.86
5313101 · Office Supplies	1,316.46
5314202 · Postage & Shipping	1,143.35
5313401 · Plants for Resale	12,241.53
Project Expenses	5,905.87
5314902 · Organizational Dues & Licenses	1,543.74
5314203 · Printing Services	1,108.77
5314302 · Staff - Conference & Training	270.00
5314300 · Staff - Travel	1,835.98
5314108 · Construction & Landscaping	33,988.24
5314109 · Cost Share	21,812.90
5314600 · Liability Insurance Premiums	6,681.68
5314111 · Late Fees & Penalties	382.57
66300 · Sales Tax Adjustments	40.60
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	65.62
5966402 · Computer Hardware	6,531.56
Total 5945360 · Capital Outlays	6,597.18
Total Expense	544,774.48
Net Ordinary Income	114,745.44
Net Income	114,745.44

# Thurston Conservation District

## Profit & Loss

April 2021

	Apr 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	268.32
3431130 · Soil Testing	740.97
3431120 · Rental Income	131.88
Total 3431100 · Retail Sales	1,141.17
3611100 · Interest Income	12.78
3300000 · Grant Revenue	66,073.72
3685100 · Partner Fee for Service	225.48
3685201 · Rates and Charges	235,555.23
Total Income	303,008.38
Gross Profit	303,008.38
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	99,910.50
5314102 · Audit & Accounting	275.03
5314103 · Computer Services	1,720.00
5314117 · Soil Testing	624.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	534.24
5314503 · Equipment Leases	350.96
5314504 · Vehicle Leases	370.25
5314200 · Communications	959.00
5313102 · Photocopier Usage	83.31
5314505 · Software Licenses	12,410.20
5354800 · Repairs & Maintenance	144.41
5313101 · Office Supplies	169.85
5314202 · Postage & Shipping	125.70
Project Expenses	1,084.72
5314902 · Organizational Dues & Licenses	346.25
5314300 · Staff - Travel	1,040.30
5314108 · Construction & Landscaping	28.00
5314109 · Cost Share	1,530.00
5314600 · Liability Insurance Premiums	1,806.92
66300 · Sales Tax Adjustments	16.28
5945360 · Capital Outlays	
5966402 · Computer Hardware	84.36
Total 5945360 · Capital Outlays	84.36
Total Expense	127,982.28
Net Ordinary Income	175,026.10
Net Income	175,026.10

# Thurston Conservation District

## Profit & Loss Prev Year Comparison

### January through April 2021

	Jan - Apr 21	Jan - Apr 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3431100 · Retail Sales				
3431110 · Plant Sales	14,672.43	11,896.50	2,775.93	23.3%
3411140 · TCD Equipment Rentals	361.14	321.71	39.43	12.3%
3431130 · Soil Testing	2,251.16	1,704.46	546.70	32.1%
3431120 · Rental Income	356.70	677.87	-321.17	-47.4%
<b>Total 3431100 · Retail Sales</b>	<b>17,641.43</b>	<b>14,600.54</b>	<b>3,040.89</b>	<b>20.8%</b>
3611100 · Interest Income	48.33	10.64	37.69	354.2%
3300000 · Grant Revenue	352,932.64	193,577.93	159,354.71	82.3%
3685100 · Partner Fee for Service	225.48	0.00	225.48	100.0%
3685201 · Rates and Charges	288,672.04	240,855.75	47,816.29	19.9%
3670000 · Contributions Private	0.00	1,249.59	-1,249.59	-100.0%
3600000 · Miscellaneous Revenue	0.00	2,350.00	-2,350.00	-100.0%
<b>Total Income</b>	<b>659,519.92</b>	<b>452,644.45</b>	<b>206,875.47</b>	<b>45.7%</b>
<b>Gross Profit</b>	<b>659,519.92</b>	<b>452,644.45</b>	<b>206,875.47</b>	<b>45.7%</b>
<b>Expense</b>				
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	385,318.73	296,436.61	88,882.12	30.0%
5314101 · Legal Fees & Services	6,141.00	9,410.00	-3,269.00	-34.7%
5314102 · Audit & Accounting	1,056.37	1,243.54	-187.17	-15.1%
5314103 · Computer Services	7,453.00	7,407.21	45.79	0.6%
5314100 · Professional Services	6,544.95	4,307.50	2,237.45	51.9%
5314400 · Advertising	1.00	2,115.08	-2,114.08	-100.0%
5314117 · Soil Testing	1,417.20	1,618.60	-201.40	-12.4%
5314104 · Janitorial Services	1,383.00	696.00	687.00	98.7%
5314501 · Office Rent	17,472.00	21,060.00	-3,588.00	-17.0%
5314700 · Utilities	3,319.86	2,243.92	1,075.94	48.0%
5314503 · Equipment Leases	966.15	862.85	103.30	12.0%
5314504 · Vehicle Leases	1,515.80	0.00	1,515.80	100.0%
5314200 · Communications	3,577.12	3,643.11	-65.99	-1.8%
5313102 · Photocopier Usage	229.43	840.91	-611.48	-72.7%
5314505 · Software Licenses	12,637.14	3,171.54	9,465.60	298.5%
5354800 · Repairs & Maintenance	872.86	81.98	790.88	964.7%
5313101 · Office Supplies	1,316.46	1,332.33	-15.87	-1.2%
5314202 · Postage & Shipping	1,143.35	744.02	399.33	53.7%
5313401 · Plants for Resale	12,241.53	7,641.47	4,600.06	60.2%
Project Expenses	5,905.87	3,794.44	2,111.43	55.7%
5314902 · Organizational Dues & Licenses	1,543.74	1,941.00	-397.26	-20.5%
5314310 · Board Meeting Snacks	0.00	167.50	-167.50	-100.0%
5314203 · Printing Services	1,108.77	1,826.00	-717.23	-39.3%
5314302 · Staff - Conference & Training	270.00	210.00	60.00	28.6%
5314300 · Staff - Travel	1,835.98	819.86	1,016.12	123.9%
5314301 · Board Travel	0.00	188.03	-188.03	-100.0%
5314108 · Construction & Landscaping	33,988.24	14,127.65	19,860.59	140.6%
5314109 · Cost Share	21,812.90	3,147.00	18,665.90	593.1%
5314110 · Bank Fees & Interest Charges	0.00	490.43	-490.43	-100.0%
5314600 · Liability Insurance Premiums	6,681.68	5,112.00	1,569.68	30.7%
5314111 · Late Fees & Penalties	382.57	325.43	57.14	17.6%
66300 · Sales Tax Adjustments	40.60	-0.03	40.63	135,433.3%
66900 · Reconciliation Discrepancies	0.00	-2.51	2.51	100.0%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furniture	65.62	5,696.01	-5,630.39	-98.9%
5966402 · Computer Hardware	6,531.56	8,706.90	-2,175.34	-25.0%
<b>Total 5945360 · Capital Outlays</b>	<b>6,597.18</b>	<b>14,402.91</b>	<b>-7,805.73</b>	<b>-54.2%</b>
<b>Total Expense</b>	<b>544,774.48</b>	<b>411,406.38</b>	<b>133,368.10</b>	<b>32.4%</b>
<b>Net Ordinary Income</b>	<b>114,745.44</b>	<b>41,238.07</b>	<b>73,507.37</b>	<b>178.3%</b>
<b>Net Income</b>	<b>114,745.44</b>	<b>41,238.07</b>	<b>73,507.37</b>	<b>178.3%</b>

## Thurston Conservation District

## Balance Sheet

As of April 30, 2021

	Apr 30, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
3081001 · Checking-7444 Timberland	75,780.33
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	130,085.70
3082003 · Saving-2410 Education Center	20,005.61
<b>Total 3088020 · Savings Accounts</b>	<b>150,091.31</b>
3088030 · Counter Cash	100.00
3088040 · PayPal Account	1,154.65
<b>Total Checking/Savings</b>	<b>227,126.29</b>
<b>Accounts Receivable</b>	<b>130,568.47</b>
<b>Other Current Assets</b>	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	6,967.64
3090506 · Security Deposit - Ferguson ST	3,835.00
<b>Total 3090500 Prepaid Accounts</b>	<b>10,802.64</b>
3092000 · 309.20.00 Cash on Hand	259,082.36
<b>Total Other Current Assets</b>	<b>269,885.00</b>
<b>Total Current Assets</b>	<b>627,579.76</b>
<b>TOTAL ASSETS</b>	<b>627,579.76</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	<b>14,867.20</b>
<b>Credit Cards</b>	<b>2,704.99</b>
<b>Other Current Liabilities</b>	
3861100 · Sales Tax Payable	93.87
3861000 · Payroll Liabilities	
3861008 · Union Dues	831.35
3861005 · PERS Deferral Payable	13,348.66
3861007 · State Unemployment Payable	1,034.58
3861009 · State L&I Payable	-359.15
3861010 · WA - Family & Medical Leave	112.63
3861011 · Vacation & Sick Leave Payable	68,437.82
<b>Total 3861000 · Payroll Liabilities</b>	<b>83,405.89</b>
<b>Total Other Current Liabilities</b>	<b>83,499.76</b>
<b>Total Current Liabilities</b>	<b>101,071.95</b>
<b>Total Liabilities</b>	<b>101,071.95</b>
<b>Equity</b>	<b>526,507.81</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>627,579.76</b>

# Restricted Budgets vs Actuals



As of April 30, 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
1	<b>RCO</b>					<b>439,165</b>	<b>376,365</b>	<b>49,408</b>	<b>326,956</b>		
2	ESRP Shore Friendly	R035		07/01/19	12/31/21	259,565	198,727	37,705	161,020	73.22%	37.96%
3	ASRP Independence	R040	20-1905	05/15/20	12/31/21	93,600	92,572	7,938	84,634	58.89%	9.58%
4	ASRP Riverbend	R050	20-1908	05/15/20	12/31/21	86,000	85,066	3,765	81,301	58.89%	5.46%
5	<b>DOE</b>					<b>244,401</b>	<b>156,433</b>	<b>3,665</b>	<b>152,717</b>		
6	Deschutes	E100	WQC-2018-	07/01/19	04/30/22	244,401	156,433	3,665	152,717	64.73%	16.16%
7	<b>Federal</b>					<b>93,135</b>	<b>20,137</b>	<b>0</b>	<b>20,137</b>		
8	Frogs on Farm	US080		08/15/20	08/15/25	93,135	20,137	0	20,137	14.18%	0.00%
9	<b>WSCC</b>					<b>1,330,575</b>	<b>335,632</b>	<b>164,697</b>	<b>227,836</b>		
10	Livestock	W025	20-13-LT	07/01/19	06/30/21	50,000	8,669	8,633	37	91.66%	99.93%
11	Skookumchuck Planting	W030		04/01/20	12/31/24	744,780	141,143	67,114	130,930	22.75%	24.71%
12	Chehalis Flood Plain	W050	20-13-FL	03/01/18	06/30/21	258,183	60,513	41,720	18,793	94.99%	92.72%
13	Shellfish Cost Share	W060	20-13-SH	07/01/19	06/30/21	101,062	54,860	28,462	26,399	91.66%	73.88%
14	CREP	W070	20-13-CE	07/01/19	06/30/21	57,399	20,446	18,769	1,677	91.66%	97.08%
15	NRI Cost Share TA	W080	20-13-NR	07/01/19	06/30/21	119,150	50,000	0	50,000	91.66%	58.04%
16	<b>Miscellaneous</b>					<b>78,290</b>	<b>41,436</b>	<b>21,728</b>	<b>20,167</b>		
17	JBLM - SLP	M075		07/01/19	06/30/21	18,750	10,679	8,999	1,680	91.66%	91.04%
18	WFC Meyer	M100		10/01/20	02/15/22	3,600	3,600	825	3,233	42.15%	22.93%
19	NACD Home Grown Yelm	M090		03/01/20	06/30/21	50,000	26,871	11,869	15,002	87.47%	70.00%
20	Orca Recovery Day	M060		07/01/19	until spent	5,940	286	35	251	NA	95.77%
21	<b>Thurston County</b>					<b>467,087</b>	<b>176,329</b>	<b>74,877</b>	<b>101,454</b>		
22	VSP	TC400	K2024	07/01/19	06/30/21	105,000	18,197	17,751	447	91.66%	99.57%
23	Shellfish NTA	TC600		07/01/19	06/30/21	130,525	49,680	37,546	12,134	91.66%	63.46%
24	NTAqua	TC700		07/01/19	09/30/22	196,000	102,922	14,050	88,873	56.40%	12.72%
25	Riparian NTA	TC650		07/01/19	02/28/21	35,562	5,530	5,531	Closed		
26	<b>South Sound GREEN</b>					<b>122,922</b>	<b>111,207</b>	<b>33,458</b>	<b>77,749</b>		
27	Interlocal	G019-SS		01/01/21	12/31/21	51,808	51,808	28,304	23,504	32.88%	54.63%
28	FY20-21 NOAA B-WET	G019.106		08/01/20	07/31/21	24,038	20,549	3,446	17,103	74.79%	28.85%
29	WCS Mini Grant	G019.50		11/19/20	11/01/21	500	500	150	350	46.84%	30.00%
30	TCC	TCC		01/01/21	until spent	46,576	38,350	1,559	36,791	NA	32.59%
31	<b>Partners</b>										
32	South Puget Sound Salmon	P100		04/01/21	06/30/21	3,800	3,800	225	3,575	32.97%	5.93%






# Unrestricted Profit & Loss Budget vs. Actual



April 33.33%

	Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
1	<b>Income</b>	<b>738,124</b>	<b>390,940</b>	<b>-347,184</b>	<b>53.0%</b>
2	<b>3431100 · Retail Sales</b>	<b>27,550</b>	<b>17,690</b>	<b>-9,860</b>	<b>64.2%</b>
3	3411140 · TCD Equipment Rentals	3,000	361	-2,639	12.0%
4	3431130 · Soil Testing	3,000	2,251	-749	75.0%
5	3431120 · Rental Income	1,500	357	-1,143	23.8%
6	3611100 · Interest Income	50	48	-2	96.7%
7	3431110 · Plant Sales	20,000	14,672	-5,328	73.4%
8	3670000 · Contributions Private	0	0	0	
9	<b>3300000 · Grant Revenue</b>	<b>52,801</b>	<b>46,393</b>	<b>-6,409</b>	<b>87.9%</b>
10	3340000 · State Grants	52,801	46,393	-6,409	87.9%
11	<b>3685201 · Rates and Charges</b>	<b>551,475</b>	<b>288,672</b>	<b>-262,803</b>	<b>52.3%</b>
12	<b>Overhead</b>	<b>106,298</b>	<b>38,186</b>	<b>-68,112</b>	<b>35.9%</b>
13	5314999 · Overhead Allocation	103,798	36,320	-67,478	35.0%
14	5966699 · Vehicle Allocation	2,500	1,866	-634	74.6%
15	<b>Cash Surplus</b>	<b>50,000</b>			
16	<b>Program Allocation</b>	<b>295,629</b>	<b>110,343</b>	<b>-185,286</b>	<b>37.3%</b>
17	South Sound Green	46,300	18,283	-28,017	39.5%
18	TCD VSP	40,000	5,604	-34,396	14.0%
19	TCD Cost Share	5,000	0	-5,000	0.0%
20	Stewardship TA	35,708	8,107	-27,601	22.7%
21	Working Lands Preservation Initiative	13,000	2,522	-10,478	19.4%
22	CTA (Orca Recovery)	5,556	2,730	-2,826	49.1%
23	Food System Support	5,000	1,485	-3,515	29.7%
24	Cost Share Administration	6,527	0	-6,527	0.0%
25	Outreach, Education and Communications	69,569	11,546	-58,023	16.6%
26	Plant Sale	27,653	26,019	-1,634	94.1%
27	Soil Health Program (Testing & Equipment Rental)	34,816	26,024	-8,792	74.7%
28	Elections	6,500	8,022	1,522	123.4%
29	<b>Expense and Savings</b>	<b>492,494</b>	<b>106,597</b>	<b>-385,897</b>	<b>21.6%</b>
30	<b>Administrative Salaries &amp; Benefits</b>	<b>206,241</b>	<b>48,385</b>	<b>-157,856</b>	<b>23.5%</b>
31	<b>Professional Services</b>	<b>65,553</b>	<b>14,650</b>	<b>-50,903</b>	<b>22.3%</b>
32	5314101 · Legal Services	25,000	6,141	-18,859	24.6%
33	5314102 · Audit & Accounting	3,000	1,056	-1,944	35.2%
34	5314103 · Computer Services	20,000	7,453	-12,547	37.3%
35	5314100 · Professional Services	7,000	0	-7,000	0.0%
36	JEDI Work	10,553	0	-10,553	0.0%
37	<b>Facility, Vehicles and Maintenance</b>	<b>104,500</b>	<b>33,220</b>	<b>-71,280</b>	<b>31.8%</b>
38	5314104 · Janitorial Services	3,000	1,383	-1,617	46.1%
39	5314501 · Office Rent	52,000	16,432	-35,568	31.6%
40	5314700 · Utilities	6,000	3,320	-2,680	55.3%
41	5314503 · Equipment Leases	3,000	966	-2,034	32.2%
42	5314504 · Vehicles	15,000	1,516	-13,484	10.1%
43	5314200 · Communications	11,000	3,577	-7,423	32.5%
44	5313102 · Photocopier Usage	2,500	229	-2,271	9.2%
45	5354800 · Repairs & Maintenance	1,500	286	-1,214	19.1%
46	Computer Hardware Purchases	6,000	2,195	-3,805	36.6%
47	Computer Software	3,500	3,250	-250	92.9%
48	Equipment & Office Furniture	1,000	66	-934	6.6%
49	<b>Supplies</b>	<b>12,700</b>	<b>2,367</b>	<b>-10,333</b>	<b>18.6%</b>
50	5313101 · Office Supplies	3,000	876	-2,124	29.2%

	Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
51	5314202 · Postage & Shipping	1,500	195	-1,305	13.0%
52	5314901 · Meetings & Events	200	0	-200	0.0%
53	5314902 · Organizational Dues & Licenses	7,500	1,296	-6,204	17.3%
54	Board Meeting Snacks	500	0	-500	0.0%
55	 <b>Conferences, Training and Travel</b>	<b>7,000</b>	<b>973</b>	<b>-6,027</b>	<b>13.9%</b>
56	5314302 · Staff Conference & Training Fees	2,000	190	-1,810	9.5%
57	Board Conference and Training Fees	2,000	0	-2,000	0.0%
58	5314300 · Staff Travel	2,000	783	-1,217	39.1%
59	Board Travel	1,000	0	-1,000	0.0%
60	 <b>Insurance and Banking</b>	<b>21,500</b>	<b>7,002</b>	<b>-14,498</b>	<b>32.6%</b>
61	5314110 · Bank Fees & Interest Charges	1,000	0	-1,000	0.0%
62	5314600 · Liability Insurance Premiums	20,000	6,682	-13,318	33.4%
63	5314111 · Late Fees & Penalties	500	320	-180	64.0%
64	 <b>Savings</b>	<b>75,000</b>	<b>0</b>	<b>-75,000</b>	<b>0.0%</b>
65	Reserve Fund	37,500	0	-37,500	0.0%
66	Conservation Education Center Savings Plan	37,500	0	-37,500	0.0%
67	<b>Net Income (Surplus or Deficit)</b>	<b>0</b>	<b>174,001</b>		

**Thurston Conservation District**  
**Check Detail**  
**April 2021**

**1:01 PM**  
**05/21/2021**

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9606	04/01/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	26.95
Credit Card Charge	9555	04/02/2021	Amazon	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	328.20
Credit Card Charge	9616	04/02/2021	Amazon	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	32.80
Check	EFT	04/02/2021	Wells Fargo		Wells Fargo	8,118.47
Credit Card Charge	9615	04/03/2021	Amazon	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	45.93
Credit Card Charge	9607	04/05/2021	Tenino Market Fresh	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	39.60
Credit Card Charge	9608	04/05/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	8.88
Check	EFT	04/05/2021	Regence - Health Care		5312011 · Medical Benefits	9,425.57
Bill Pmt -Check	EFT	04/05/2021	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	59.54
Credit Card Charge	9561	04/06/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	21.87
Credit Card Charge	9562	04/06/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	57.19
Credit Card Charge	9611	04/06/2021	DocuSign	UNRESTRICTED:A010-Overhead	5314505 · Software Licenses	240.00
Credit Card Charge	9612	04/06/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	14.95
Credit Card Charge	9614	04/07/2021	MRSC	UNRESTRICTED:A010-Overhead	5314902 · Organizational Dues & Licenses	135.00
Credit Card Charge		04/07/2021	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	161.91
Credit Card Charge	9559	04/08/2021	Amazon	WSCC:W050 - Chehalis Flood	5966402 · Computer Hardware	84.36
Credit Card Charge	9563	04/08/2021	J & I Power Equipment	WSCC:W030 - Skookumchuck	5314116 · Project Equipment	52.42
Credit Card Charge	9580	04/08/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	31.70
Credit Card Charge	9618	04/08/2021	TC Solid Waste	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	28.00
Liability Check	EFT	04/08/2021	Internal Revenue Service		3861004 · Federal Income Tax Payable	7,889.36
Liability Check	EFT	04/08/2021	WA St Dept of Retirement Systems		3861005 · PERS DCP	980.87
Liability Check		04/08/2021	QuickBooks Payroll Service		QuickBooks Payroll Service	23,788.37
Credit Card Charge	9573	04/09/2021	Vortex Optics	GREEN:G019.50 WCS Mini Grant	5314107 · Project Supplies	299.99
Bill Pmt -Check	20750	04/09/2021	A & L Western Agricultural Laboratories	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	373.60
Bill Pmt -Check	20751	04/09/2021	Enduris	UNRESTRICTED:A010-Overhead	5314600 · Liability Insurance Premiums	182.00
Bill Pmt -Check	20752	04/09/2021	Leah Kellogg	DISTRICT SERVICES:A099 - Equip Rent	5354802 · Rental Equipment Repairs	24.04
Bill Pmt -Check	20753	04/09/2021	Marguerite Abplanalp	NTAqua & Shellfish NTA	5314304 · Mileage	37.52
Bill Pmt -Check	20754	04/09/2021	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	32.77

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	20755	04/09/2021	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	61.29
Bill Pmt -Check	20756	04/09/2021	Pioneer Fire & Security, Inc	UNRESTRICTED:A010-Overhead	5314704 · Security Monitoring	78.77
Bill Pmt -Check	20757	04/09/2021	Sasha Porter	Various	5314304 · Mileage	103.65
Bill Pmt -Check	20758	04/09/2021	Sound Native Plants	MISC:M090 - NACD Urban Agriculture	5314108 · Construction & Landscaping	17.20
Bill Pmt -Check	20759	04/09/2021	United Concordia Insurance Co		5312012 · Dental Benefits	1,436.83
Bill Pmt -Check	20760	04/09/2021	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	566.75
Bill Pmt -Check	20761	04/09/2021	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	1,720.00
Liability Check	EFT	04/09/2021	WA St Dept of Retirement Systems		3861005 · PERS Retirement	13,735.42
Liability Check	EFT	04/09/2021	WFSE Union Dues		3861008 · Union Dues	840.88
Credit Card Charge		04/10/2021	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	19.64
Credit Card Charge	9617	04/12/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	17.55
Credit Card Charge	9564	04/13/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	8.75
Credit Card Charge	9619	04/13/2021	Harbor Freight	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	65.60
Bill Pmt -Check	EFT	04/13/2021	Comcast	UNRESTRICTED:A010-Overhead	Internet and Telephone	377.33
Credit Card Charge	9565	04/14/2021	Premier Media Group	DISTRICT SERVICES:A030 - District Con	5314902 · Organizational Dues & Licenses	150.00
Credit Card Charge	9620	04/14/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	16.60
Credit Card Charge	9580	04/15/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	33.00
Credit Card Charge	9566	04/16/2021	LogMeIn	Chehalis & TCD VSP	5314505 · Software Licenses	420.10
Credit Card Charge	9574	04/19/2021	Walgreens	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	32.80
Credit Card Charge	9621	04/19/2021	Amazon	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	54.70
Credit Card Credit	9622	04/19/2021	Amazon	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	-54.70
Liability Check	EFT	04/19/2021	WA St Dept of Employment Security		3861007 · State Unemployment Payable	3,036.23
Liability Check	EFT	04/19/2021	WA St Dept of L&I		3861009 · State L&I Payable	2,137.14
Liability Check	EFT	04/19/2021	WA St Dept of Revenue		3861100 · Sales Tax Payable	1,529.89
Credit Card Charge	9567	04/20/2021	H & H Towing	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	144.41
Liability Check	EFT	04/20/2021	WA St Dept of Employment Security		3861010 · WA - Family & Medical Leave	489.90
Credit Card Charge	9569	04/22/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	41.56
Credit Card Charge	9570	04/22/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	12.80
Credit Card Charge	9623	04/22/2021	US Postal Service	UNRESTRICTED:A120-Vehicles	5314202 · Postage & Shipping	7.95
Liability Check		04/22/2021	QuickBooks Payroll Service		QuickBooks Payroll Service	25,477.02
Liability Check	EFT	04/23/2021	Internal Revenue Service		3861004 · Federal Income Tax Payable	8,454.70
Liability Check	EFT	04/23/2021	WA St Dept of Retirement Systems		3861005 · PERS DCP	980.87

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	P1-63707	04/23/2021	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	93.48
Credit Card Charge	9624	04/26/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	8.25
Credit Card Charge	9571	04/27/2021	Ace Hardware	DISTRICT SERVICES:A098 - Soil Tests	5314107 · Project Supplies	6.51
Bill Pmt -Check	20762	04/27/2021	A & L Western Agricultural Laboratorie	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	319.20
Bill Pmt -Check	20763	04/27/2021	Community Farmland Trust	DISTRICT SERVICES:A099 - Equip Rent	5314501 · Office Rent	260.00
Bill Pmt -Check	20764	04/27/2021	Karin Strelhoff	UNRESTRICTED:A120-Vehicles	Mileage & Per Diems	496.64
Bill Pmt -Check	20765	04/27/2021	Marguerite Abplanalp	Various	5314304 · Mileage	128.24
Bill Pmt -Check	20766	04/27/2021	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	563.99
Bill Pmt -Check	20767	04/27/2021	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	143.21
Bill Pmt -Check	20768	04/27/2021	Pioneer Fire & Security, Inc	UNRESTRICTED:A010-Overhead	5314704 · Security Monitoring	134.29
Bill Pmt -Check	20769	04/27/2021	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity & Gas	467.81
Bill Pmt -Check	20770	04/27/2021	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	579.04
Bill Pmt -Check	20771	04/27/2021	VSP - Vision Care		5312011 · Medical Benefits	110.57
Bill Pmt -Check	20772	04/27/2021	WA St Conservation Commission	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	370.25
Bill Pmt -Check	20773	04/27/2021	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	EFT	04/27/2021	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	Photocopier Lease & Usage	306.76
Credit Card Charge	9571	04/28/2021	Ace Hardware	DISTRICT SERVICES:A098 - Soil Tests	5314107 · Project Supplies	19.64
Credit Card Charge	9572	04/28/2021	Dollar Tree	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	7.71
Credit Card Charge	9625	04/29/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	13.30
Credit Card Charge	MC10446	04/29/2021	Mail Chimp	DISTRICT SERVICES:A030 - District Con	5314505 · Software Licenses	33.90



# Thurston Conservation District RESOLUTION

Resolution #2021-03

Subject: Long Term Agriculture Zoning

## A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT TO SUPPORT THE INCREASE OF LAND IN THURSTON COUNTY ZONED AS AGRICULTURAL LANDS OF LONG-TERM SIGNIFICANCE

**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 has identified farmland preservation as a key goal in its 2020-2025; and,

**WHEREAS**, the Sustainable Thurston plan developed by the Thurston Regional Planning Council adopted a no net loss of farmland policy; and,

**WHEREAS**, Thurston County continues to lose agricultural land to development, including losing 19% of its agricultural land between 2012 and 2017,

**WHEREAS**, a county or a city may use a variety of innovative zoning techniques in areas designated as agricultural lands of long-term commercial significance under RCW 36.70A.170; and,

**WHEREAS**, the innovative zoning techniques should be designed to conserve agricultural lands and encourage the agricultural economy, and

**WHEREAS**, a county or city should encourage nonagricultural uses to be limited to lands with poor soils or otherwise not suitable for agricultural purposes, now

**THEREFORE**, the Board of Supervisors of the Thurston Conservation District hereby resolves and requests that the Thurston County Commission increase the amount of land zoned as agricultural lands of long-term commercial significance in Thurston County.

**ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON  
CONSERVATION DISTRICT ON MAY 27<sup>TH</sup>, 2021.**

\_\_\_\_\_  
TJ Johnson, Board Chair

\_\_\_\_\_  
Helen Wheatley, Board Member

Betsie DeWreede, Vice Chair

Doug Rushton, Board Member

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David Iyall, Board Auditor

ATTEST:

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Sarah Moorehead, Executive Director

DRAFT

# Item

# 5



WACD and NACD Update\*  
5/27/21 Thurston Conservation District Board Meeting

<b>NACD Items</b>
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**May 4, 2021; Pacific Bi-Monthly Meeting:** Discussed advocacy efforts, proposed new groups: Diversity, Equity and Inclusion; Funding for Districts/Region Grants. Group decision to develop an NACD Pacific Region strategic plan.

**NACD Winds, Water and Wildfires Virtual Summits.** Zoom calls for West, SE and NE - May 6; May 11-12 and, May 25-26; respectively. Conservation districts assisting communities with planning and preparedness before, during and after disasters. Sessions demonstrated how CDs work with all communities. West was mostly on wildfires while other two had more wind (read hurricanes) and water.

[May 4 edition of eResource](#) for **Q&A with NACD groundwater-aquifer** task force member Harold Crose. There is particular interest in the Odessa aquifer.

**NACD TA grant deadline is June 6.** Apply at [NACD](#) Technical Assistance Grants.

July 24-27 – [NACD Summer Conservation Forum and Tour](#). **IN PERSON** in Chicago. Information in 5/4 edition of [eResource](#). [Registration is open](#).

Aug. 30-31 - **PAC/SW Joint meeting** planning underway. Jackson Hole, WY. **IN PERSON**

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**NACD Issues of Interest**

**Climate Action Task Force**

April 22<sup>nd</sup>, NACD announced the formation of a Climate Action Task Force to assess current and emerging climate policy opportunities and make recommendations to NACD's leadership. NACD Immediate Past President Tim Palmer will lead the task force.

**Pacific Islands Group**

Because of the geographic extent of the Pacific Region, a special group is being established to address the particular issues for the Pacific Islands, including the state of Hawaii.

**Diversity, Equity, Inclusion – 2/21**, Task Force launched [NACD Diversity Equity and Inclusion Toolkit](#).

<b>WACD Items</b>
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**WACD's Plant Materials Center (PMC)** – Cooler to be shut off week of May 17 concluding the PMC's largest sales year on record. As of April 30, plant sales totaled \$1,024,201; with more orders since then.

**Committee Updates**

- ♦ [Elections](#) – The full committee met on Wednesday discussing individual responses to using a matrix in evaluating different options for election changes.
- ♦ Diversity, Equity, and Inclusion (DEI) – Executive director and president negotiating contract details with DEI Management.
- ♦ [WACD Finance Committee](#) – Met on 5/17: WACD's financial institutions, a comprehensive investment policy, and take a first look at draft budgets.

**WACD Board Meeting on May 17, 2021.** Focused primarily on WACD's FY 21-22 budget. More at <https://wadistricts.org/board-of-directors>.

- As of May 15, 2021. Note highlighted hyperlinks.

WACD and NACD Update\*  
5/27/21 Thurston Conservation District Board Meeting

- As of May 15, 2021. Note highlighted hyperlinks.

# Nonpoint Activity Update

Southwest Region  
May 2021



## Program Updates

### Grant Funding Opportunities

One of our regional goals is to help local jurisdictions develop competitive applications for Ecology Water Quality grants. To encourage communication earlier in the process and provide more time for project proposal development, Ecology is asking interested applicants to complete a short “Notice of Intent” form by **June 15, 2021**. Ecology will still host statewide application workshops in August and the final applications are due October 12, 2021. For more details please visit <https://tinyurl.com/ECY-SWRO-WQGrants>, or contact Leanne Whitesell, Regional Fund Coordinator, *Nonpoint Activity Projects*, (360) 407-6295 or [Leaw461@ecy.wa.gov](mailto:Leaw461@ecy.wa.gov).

### Partner Highlight --- Poop Smart (PS) Skagit and PS Clark

The diffuse nature of nonpoint pollution presents all of us with a multitude of challenges which are continual, iterative, or both. The scope of these challenges highlight the need for partner communication and collaboration across watersheds throughout the region, and Pollution Identification and Correction (PIC) groups have formed to do just that. We want to highlight two groups, PS Skagit and PS Clark, which have each taken advantage of WA State administered grant funds from Dept. of Health and Ecology to help establish a coordinated and targeted effort towards outreach, data sharing, and financial assistance for pollution correction.

Outreach materials on PS Skagit’s [poopsmart.org](http://poopsmart.org) website are available for partners to download, edit and redistribute (contact [kdubose@co.skagit.wa.us](mailto:kdubose@co.skagit.wa.us)). Please also take the time to explore this example of cross-county data sharing in a story map designed to bring water quality monitoring partners and community members together to address bacteria pollution: <https://arcg.is/1iifS>. We continue to be inspired by the work of all of our partners and encourage everyone to pursue funding to help with regional PIC efforts. More about funding next time....

## 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.

County	Number of ERTS	County	Number of ERTS
Clallam	3	Mason	5
Clark	3	Pacific	0
Cowlitz	2	Pierce	4
Grays Harbor	3	Skamania	1
Jefferson	3	Thurston	1
King (WRIA 10)	1 (1)	Wahkiakum	0
Lewis	8		

## 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

We are in the process of filling our General and Senior Nonpoint Water Quality Specialist positions. We look forward to being fully staffed once again.

### Coastal Watersheds

#### **Vacant**

Soon to be filled!

#### **Vacant**

Soon to be filled!

### Puget Sound Watersheds

#### **Anne Baxter**

Nonpoint Water Quality Specialist  
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#### **Alena Reynolds**

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(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](https://ecology.wa.gov/ReportAnIssue)

Email: [swroerts@ecy.wa.gov](mailto:swroerts@ecy.wa.gov)

Phone: 360-407-6300



Item

10



**Thurston Conservation District Board Supervisors  
Special Meeting Agenda  
June 8, 2021 (3:00-5:00pm)  
Thurston Conservation District Work Session**

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

<https://global.gotomeeting.com/join/509769373>

You can also dial in using your phone.

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

United States: +1 (408) 650-3123

- One-touch: <tel:+14086503123,,509769373#>

Access Code: 509-769-373

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/509769373>

- 
1. **Agenda Review, All**
  2. **Staff Presentation: TBD**
  3. **Minutes Review & Revision, All**
    - a. May 13, 2021 Board Meeting Minutes
    - b. May 27, 2020 Work Session Minutes
  4. **Zangle Cove Bulkhead Removal Contract, All – Action Item**
  5. **Conservation and Education Center, All – Potential Action Item**
  6. **Covid-19 Health Update, Sarah Moorehead**
  7. **Important Updates & Announcements**
    - a. Board of Supervisors
    - b. Executive Director
  8. **June Board Meeting Agenda Development**

# Item

# 12

**To: TCD Board of Supervisors**  
**From: Sarah Moorehead (Executive Director)**  
**Date: May 27<sup>th</sup>, 2021**  
**Subject: Executive Director's Report**



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## **Priority Initiative Updates**

### **COVID-19 Update**

May 21, 2021 - Governor Jay Inslee issued an extension of the Healthy Washington – Roadmap to Recovery emergency proclamation, Proclamation 20-25.13.

This extension provides that all counties are in Phase 3 as of May 18, 2021. It also incorporates the new CDC face covering guidance, adopted by the Governor on May 13, 2021, which generally provides that fully vaccinated individuals are not required to wear a mask inside or outside, except in certain locations (health care settings, correctional facilities, homeless shelters, schools and public transportation).

The proclamation clarifies that business owners may adopt an “honor system” and may assume that any customer who is not wearing a face covering has been fully vaccinated. It further clarifies that business owners and local authorities have the option to require that customers wear a face covering, and that local authorities may not prohibit business owners from requiring that their customers wear a face covering.

The proclamation also addresses the application of this new rule to employees and employers, and requires that employers must obtain proof of vaccination or obtain a self-attestation from the employee, attesting to their fully vaccinated status, before an employee may work at a worksite without wearing a mask. It further permits employers to continue to require that employees wear a face covering, regardless of vaccination status. A link to additional and more detailed employer guidance from the Department of Labor & Industries is included in the proclamation.

Full proclamation here: <https://www.governor.wa.gov/news-media/inslee-updates-healthy-washington-proclamation-announces-safe-workers-proclamation>

### **NRCS Local Working Group Meeting**

Farmers and producers in Thurston, Kitsap, Mason, Pierce, and King Counties are invited for a 1 hour virtual lunchtime Local Working Group meeting. Join us to share needs and any barriers you're experiencing in your work.

June 3<sup>rd</sup> @ 12pm – 1pm

Register for this meeting at <https://bit.ly/3uwf0IX>

Local Working Groups are composed of agricultural producers, owners/operators of nonindustrial private forest land, professionals representing agricultural and natural resource interests, and individuals representing a variety of disciplines in the soil, water, wetland, plant, forestry, and wildlife sciences who are familiar with agricultural and



natural resource issues in the local community.

This meeting is hosted by Thurston Conservation District, in partnership with the Natural Resources Conservation Service (NRCS). Please share attached flyer!

### **Voluntary Stewardship Program (VSP) Update**

The Thurston County VSP Workgroup met on Thursday, May 20<sup>th</sup> for the first time since early 2020 to receive updates on the program and discuss metric reporting. TCD was pleased to highlight some successes of the program, including that of the 70 total program participants, TCD staff have finalized 30 total Individual Stewardship Plans (ISPs) with landowners, with another 16 ISPs in development. In addition, there are 13 participants on the waiting list to begin their plan development process.

In addition, staff highlighted success stories from VSP participants who received WSCC cost share and technical assistance through TCD to implement a variety of farm and habitat improvement projects on their properties. Stay tuned for more in depth articles and photos to highlight the success of this program locally!

**Planting, Compost Facility, and Fencing BMPs Implemented Voluntarily Post 2011**



### **District Operations**

#### **April 2021 Board Meeting Action Items**

1. **The Board will add an item to discuss the CBA process to the May Board Meeting Agenda.**  
*Completed.*
2. **The Board will add an Executive Session to the May Board Meeting to discuss the Executive Director mid- year performance review. No action will be taken.**  
*Completed.*
3. **The Board will add an item to consider Board officers for the coming year to the May Board Meeting Agenda.**  
*Completed.*

**TCD Salary Study Update**

TCD is currently in progress on salary study with Public Sector Personnel Consultants to provide findings and recommendations to TCD on the salaries, structures and job classifications of the organization in order to inform appropriate and competitive employee retention and recruitment strategies. TCD has not completed a salary study in recent history and with a growing demand for professionals in natural resources fields, this data will help inform how the current landscape impacts TCD employment opportunities.

An initial introductory meeting occurred on May 18<sup>th</sup>, 2021 to initiate and inform internal data collection processes. Additional meetings and progress updates will be available throughout the coming months.

**WSCC Master Contract**

The 2021-23 Biennium Master Contract for the Washington State Conservation Commission has been sent out to all CDs for review, approval, signature and return no later than July 20<sup>th</sup>, 2021. This contract allows CDs to receive the various grant funds awarded by the WSCC, such as Shellfish and Natural Resources Investment cost share, Implementation and others. The contract must be hardcopy signed by both the Board Chair and Vice Chair after Board approval.

**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.



# Calling Puget Sound Producers

**JUNE**

**3RD**

**12 - 1 PM**

Register for this  
meeting at  
<https://bit.ly/3uwfOIX>

- Farmers and producers in
- Thurston, Kitsap, Mason, Pierce,
- and King Counties are invited for
- a 1 hour virtual lunchtime Local
- Working Group meeting. Join us
- to share needs and any barriers
- you're experiencing in your
- work.
- Your feedback is important for
- informing future programs and
- creating innovative solutions.

*Local Working Groups are composed of agricultural producers, owners/operators of nonindustrial private forest land, professionals representing agricultural and natural resource interests, and individuals representing a variety of disciplines in the soil, water, wetland, plant, forestry, and wildlife sciences who are familiar with agricultural and natural resource issues in the local community.*