

Thurston Conservation District Board of Supervisors
Board Meeting Agenda
July 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. June 24, 2021 Board Meeting Minutes | |
| B. June 8, 2021 Special Meeting Minutes | |
| C. July Financial Report | |
| D. TCD Resolution #2021-04: WSCC Cost Share Rate | |
| E. TCD Resolution #2021-05: Cooperator Labor Rate | |
| F. WSCC 2021- Funding Addendums (Implementation, CREP, NRI) | |
| G. WSCC 2021-23 Authorized Signers Form | |
| H. Thurston County Voluntary Stewardship Program Agreement | |
| 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. Natural Resources Conservation Service (NRCS), <i>Robin Buckingham</i> | |
| B. Washington State Department of Ecology, <i>Alena Reynolds</i> | |
| C. Washington State Conservation Commission (WSCC), <i>Jean Fike</i> | |
| D. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> | |
| E. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | |
| 6. TCD 2021 Mid-Year Revised Budget, All – Action Item | 6:15 PM
<i>20 Minutes</i> |
| 7. TCD Conservation and Education Center (CEC), All – Action Item | 6:35 PM
<i>25 minutes</i> |
| A. Feasibility Study Contract – Beckwith Consulting Group | |

8. Governance, All	7:00 PM
A. 8-26-21 Board Meeting Agenda Development	<i>5 Minutes</i>
9. Board of Supervisor Reports, All	7:05 PM
	<i>10 minutes</i>
10. Executive Director Report, Sarah Moorehead	7:15 PM
	<i>10 Minutes</i>
Adjourn	7:25 PM
	Time Allotment: 1.55 hrs.

Important Dates

August

16 th	WACD Board Meeting	Virtual
26 nd	TCD Board Meeting 5:30-8pm	Virtual (Go to Meeting)
30-31	NACD SW-Pacific joint regional meeting	Jackson, WY (in person)

September

14 th	TCD Board Work Session 3-5pm	Virtual (Go to Meeting)
23 nd	TCD Board Meeting 5:30-8pm	Virtual (Go to Meeting)

Item

3

Thurston Conservation District Consent Agenda Decision Sheet July 22, 2021 Board Meeting



-
- A. June 24, 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. June 8, 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. July 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 #2021-04: WSCC Cost Share Rate
- a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting
- E. TCD Resolution #2021-05: Cooperator Labor Rate
- a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting
- F. WCSS 2021- Funding Addendums (Implementation, CREP, NRI)
- a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting
- G. WSCC 2021-23 Authorized Signers Form
- a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting
- H. Thurston County Voluntary Stewardship Program Agreement

- 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 JULY 22, 2021 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Helen Wheatley, Vice-Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

ATTEST:

Betsie DeWreede, Board Member

Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

June 24, 2021

Virtual GoToMeeting

Meeting Time: 5:30pm - 7:36pm

Originally scheduled: 5:30pm – 6:55pm



Present at Meeting:

Betsie DeWreede, TCD Vice-Chair

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Helen Wheatley, TCD Board Supervisor

Ben Cushman, TCD Attorney

Sarah Moorehead, TCD Executive Director

Leah Kellogg, TCD Staff

Susan Shelton, TCD Staff

Robin Buckingham, Natural Resource-

Conservation Service

Summary of Action Items

- 1 • **ACTION ITEM:** Staff will ask Ms. Fike to provide a written report via email.
- 2 • **ACTION ITEM:** ED Moorehead will follow-up with Robin Buckingham to schedule a
- 3 NRCS Overview presentation for a future TCD Board Work Session.
- 4 • **ACTION ITEM:** The CEC Board Sub-Committee will meet in the upcoming week.
- 5 • **ACTION ITEM:** ED Moorehead will prepare a letter of support to the Thurston County
- 6 Board of Commissioners on behalf of the TCD Board for the use of American Rescue
- 7 Plan Act funds for the Agricultural Market Reset to support COVID-19 relief and
- 8 recovery for agricultural businesses.

Summary of Motions Passed

- 9 • *Supervisor Wheatley moved to adopt the revised Agenda. Supervisor DeWreede*
- 10 *seconded. Motion passed unanimously, (4-0). Supervisor Iyall was not present.*
- 11 • *Supervisor DeWreede moved to approve the Revised Consent Agenda. Supervisor*
- 12 *Wheatley seconded. Motion passed unanimously, (4-0). Supervisor Iyall was not*
- 13 *present.*
- 14 • *Supervisor DeWreede moved to approve the May 24, 2021 Board Meeting Minutes.*
- 15 *Supervisor Wheatley seconded. Motion passed unanimously, (3-0). Supervisor Johnson*
- 16 *abstained; and Supervisor Iyall was not present.*
- 17 • *Supervisor DeWreede moved to approve the June 2021 Financial Report. Supervisor*
- 18 *Rushton seconded. Motion passed unanimously, (5-0).*
- 19 • *Supervisor DeWreede moved to approve the 2021 TCD In-Person Protocol. Supervisor*
- 20 *Iyall seconded. Motion passed unanimously, (5-0).*
- 21 • *Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed*
- 22 *unanimously, (5-0).*

Full Version of the Minutes

Welcome & Introductions

At 5:30pm TCD Board Chair called the June 24, 2021 Regular Board Meeting to order via the online forum, *GoToMeeting*. Thurston CD Board and Staff were introduced by the Board Chair. For each vote, Chair Johnson called out Supervisors by name. He announced that the meeting is video recorded. TCD Board Supervisor Iyall was not present, but joined later in the meeting.

Agenda Review-1:36

- Items 3A - *May 27, 2021 Board Meeting Minutes* and 3C- *June 2021 Financial Report* will be removed from the consent agenda and discussed after the consent agenda vote.
- Item 7 - *Executive Session: To discuss the performance of the Executive Director*, will be moved to the last item of the Board Meeting after the Executive Report.

Supervisor Wheatley moved to adopt the revised Agenda. Supervisor DeWreede seconded. Motion passed unanimously, (4-0). Supervisor Iyall was not present.

Consent Agenda

- May 11, 2021 Work Session Minutes
- WSCC Master Contract
- Zangle Cover Bulkhead Removal Project

Supervisor DeWreede moved to approve the Revised Consent Agenda. Supervisor Wheatley seconded. Motion passed unanimously, (4-0). Supervisor Iyall was not present.

May 24, 2021 Board Meeting Minutes

- Supervisor Johnson will abstain from the vote to approve the May 24, 2021 Board Meeting Minutes, because he was not present at that meeting.

Supervisor DeWreede moved to approve the May 24, 2021 Board Meeting Minutes. Supervisor Wheatley seconded. Motion passed unanimously, (3-0). Supervisor Johnson abstained; and Supervisor Iyall was not present.

June 2021 Financial Report

- Staff was asked to clarify the \$40,754.36 loss reported in the June Monthly Profit & Loss (P&L) Report of the Financial Report.
- Staff explained that most months the District operates at a loss; in other words, for most months TCD's expenses exceed its revenue. However, overall for Fiscal Year 2021, the District is operating at of surplus of \$68,579.
- The District's Rates and Charges payment schedule causes monthly fluctuations in TCD's cash flow. The district receives large dollar amounts, from Rates and Charges, in the months of November and May and much smaller sums in the other months. The November and May payments carry the District through those months with losses.

57 Supervisor Iyall joined the meeting.

58 ***Supervisor DeWreede moved to approve the June 2021 Financial Report. Supervisor Rushton***
59 ***seconded. Motion passed unanimously, (5-0).***

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

61 No members of the public chose to comment.

62 **Partner Reports**

63 **A. Department of Ecology (DOE), *Alena Reynolds***

- 64
 - Alena Reynolds was not present; a written report was provided.

65 **B. Washington State Conservation Commission (WSCC) Update, *Jean Fike***

- 66
 - Jean Fike was not present.

67 **ACTION ITEM: Staff will ask Ms. Fike to provide a written report via email.**

68 **C. Natural Resources Conservation Service (NRCS) Update, *Robin Buckingham***

- 69
 - Robin Buckingham announced the appointment of a new WA State NRCS Chief, Terry Cosby, and effective May 24, 2021.
 - US Fish and Wildlife will likely partner with NRCS to run a Programmatic Biological Assessment of threatened and endangered prairie species in the South Puget Sound Region. This assessment may offer the potential of new NRCS and TCD partnerships over the next five years.
 - There is a pending deadline for the Healthy Forest Reserve Program (HFRP). HFRP is in partnership with Southwest Washington Forestry, which is a Regional Conservation Partnership Program (RCPP). There are opportunities for forestry land owners who would like to have conservation easements on their properties. These projects will be overseen by both conservation districts and NRCS.
 - The NRCS Conservation Stewardship Program approved one application in Thurston County.

82 **ACTION ITEM: ED Moorehead will follow-up with Robin Buckingham to schedule a NRCS**
83 **Overview presentation for a future TCD Board Work Session.**

84 **D. Washington Association of Conservation Districts (WACD) Update, *Supervisor Rushton***

- 85
 - A written update was provided in the Board Packet.
 - WACD held a meeting on June 21, 2021, where they discussed the budget and the performance evaluation of the Executive Director (ED), Tom Salzer.
 - With its \$1.8 million reserve fund, WACD can lower the cost of its annual dues for conservation districts.

90 **E. National Association of Conservation Districts (NACD) Update, *Supervisor Rushton***

- 91
 - A written update was provided in the Board Packet.

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

- 93 • ED Moorhead presented the 2021 TCD In-Person Protocol for reopening the office to the
94 public, Board, and staff.
95 • The protocol has been by reviewed by staff and TCD's Legal Counsel.
96 • ED Moorhead will add the effective date of July 1, 2021 to the protocol once the Board
97 approves it.

98 ***Supervisor DeWreede moved to approve the 2021 TCD In-Person Protocol. Supervisor Iyall***
99 ***seconded. Motion passed unanimously, (5-0).***

100 **TCD Citizens Advisory Committee (CAC)**

- 101 • Staff received one application for the CAC. Staff and Board will continue to do outreach
102 for this position until the closing date for applications on June 30, 2021.
103 • The Board will discuss the applications received, and possible closing date extensions, at
104 the July 13, 2021 Work Session.

105 **TCD Conservation and Education Center (CEC)**

106 **A. Contract Discussion**

- 107 • ED Moorehead met with Tom Beckwith of Beckwith Consulting Group to discuss
108 the various elements of the CEC proposal in order to ensure that the final budget
109 and project plan meets the Board's requirements.
110 • The Board delegated its CEC sub-committee to refine the scope and budget of the
111 Beckwith proposal and to present their suggested changes to the Board, for
112 discussion, at the July 13, 2021 Work Session.

113 **ACTION ITEM: The CEC Board Sub-Committee will meet in the upcoming week.**

114 **B. Identify Stakeholder and Criteria**

- 115 • The Board created lists of potential CEC partners; site ideas; Board and staff
116 building requirements; possible stakeholder outreach methods; and engagement
117 methods like focus groups. The Sub-Committee will refine these lists to be
118 included in the project plan.

119 **Governance, All**

120 **A. July 13, 2021 draft Topic List**

- 121 • Staff Presentation: 2019-21 Completed Cost Share Projects, Marguerite Abplanalp,
122 Natural Resource Specialist
123 • June 24, 2021 and June 8, 2021 Minutes Review & Revision
124 • Discussion of Resolution #2021-04: WSCC Cost Share Rate and Resolution #2021-05:
125 Cooperator Labor Rate
126 • TCD 2021 Mid-Year Budget Review
127 • TCD Citizen's Advisory Committee

- 128 • Conservation and Education Center
- 129 • Salary Study Update
- 130 • Community Awards Program
- 131 • WACD Resolutions
- 132 • Covid-19 Health Update
- 133 • Important Updates & Announcements
- 134 • July 23, 2021 Board Meeting Agenda Development

135 **Other Reports**

136 A. Board of Supervisors Report, *All*

- 137 • Supervisor Johnson reported that the Olympia Farmland Loss Committee will
- 138 meet for the final time on July 5, 2021. At that meeting, they will discuss
- 139 recommendations, which they will present to the City of Olympia's Land Use
- 140 Committee at its July 15, 2021 meeting.

141 B. Executive Director Report, *ED Moorehead*

- 142 • Staff is on track to complete the FY19-21 projects and deliverables by the end of
- 143 the State's Biennium on June 30, 2021.
- 144 • The WA State Department of Agriculture and the WSCC are working together to
- 145 create a grant program for conservation districts and other organizations. These
- 146 grants address agricultural infrastructure needs – like livestock slaughter and
- 147 processing facilities. The Thurston County Agricultural Advisory Committee and
- 148 TCD have an opportunity to provide input on the resource allocation for farmers.
- 149 • The Thurston County Board of Commissioners is considering ways to allocate
- 150 their Economic Relief and Community Support funding for those groups who
- 151 have been negatively impacted by the Covid-19 pandemic. TCD Staff has drafted
- 152 a letter proposing to allocate \$2 million of the relief funds to farmers for local
- 153 food security and production.

154 **ACTION ITEM: ED Moorehead will prepare a letter of support to the Thurston County Board of**
155 **Commissioners on behalf of the TCD Board for the use of American Rescue Plan Act funds for**
156 **the Agricultural Market Reset to support COVID-19 relief and recovery for agricultural**
157 **businesses.**

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

159 In attendance: TCD Supervisors; Johnson, Wheatley, Iyall, Rushton, and DeWreede, and TCD
160 Staff Susan Shelton.

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

163 *Executive Session opened at 7:16pm for 20 minutes with no action taken, ending at 7:34pm*

164 ***Regular meeting opened at 7:35pm.***

165 **Executive Session Report Out**

- 166 • No actions were taken.

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

Adjourn 7:36pm

Respectfully,

X

TJ Johnson
TCD Board Chair

Thurston Conservation District Board of Supervisors

Special Board Meeting Minutes

June 8, 2021

Virtual GoToMeeting

Meeting Time: 3:00pm-5:06pm

Originally scheduled: 3:00pm – 5:00pm



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

Sarah Moorehead, TCD Executive Director

Leah Kellogg, TCD Staff

Susan Shelton, TCD Staff

Kiana Sinner, TCD Staff

Tom Beckwith, Beckwith Consulting Group

Summary of Action Items

- 1 • **ACTION ITEM:** Before the June 24, 2021 Board Meeting, ED Moorehead will meet with
- 2 Beckwith Consulting Group to discuss the plan's next level of detail and to specify the
- 3 questions that must be addressed by the Board to finalize the scope of the Feasibility Study.
- 4 • **ACTION ITEM:** ED Moorehead will draft instructions for "raising a hand" while using
- 5 GoToMeeting.
- 6 • **ACTION ITEM:** Staff will send the Board the list of outreach platforms they have used to
- 7 advertise the advisory committee. The Supervisors will send staff a list of individuals and
- 8 organizations they have invited to apply for a seat on the advisory committee.
- 9 • **ACTION ITEM:** For July 13, Work Session, ED Moorehead will draft a proposed framework to
- 10 re-establish a TCD Community Awards program.
- 11 • **ACTION ITEM:** ED Moorehead will begin to schedule partner organization presentations for
- 12 upcoming work sessions.

Summary of Motions Passed

- 13 • *Supervisor Rushton moved to approve the amended June 8, 2021 Special Meeting Agenda.*
- 14 *Supervisor Wheatley seconded. Motion passed unanimously, (4-0).*
- 15 • *Supervisor Rushton moved to nominate Supervisor Iyall to serve as the TDC Board Auditor.*
- 16 *Supervisor Wheatley seconded. Motion passed unanimously, (4-0).*
- 17 • *Supervisor Rushton moved to nominate Supervisor Johnson to serve as the TDC Board Chair.*
- 18 *Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*
- 19 • *Supervisor DeWreede moved to nominate Supervisor Wheatley to serve as the TDC Board*
- 20 *Vice-Chair. Supervisor Rushton seconded. Motion passed unanimously, (4-0).*
- 21 • *Supervisor DeWreede moved to adjourn. Supervisor Wheatley seconded. Motion passed*
- 22 *unanimously, (4-0).*
- 23 •

Full Version of the Minutes

24 **Welcome & Introductions**

25 At 3:00pm TCD Board Chair Johnson called the June 8, 2021 Special Board Meeting to order via
26 the online forum, *GoToMeeting*. Thurston CD Board and Staff were introduced by the Board
27 Chair verbally. Chair Johnson will call out Supervisors by name for each vote and he announced
28 that the meeting is video recorded. Supervisor Iyall was not present.

29 **Agenda Review**

- 30 • Move the agenda item 6 (Conservation Education Center) to item 2.
- 31 • Remove agenda item 4 (Zangle Cover Bulkhead Removal Project) from the Agenda to
32 the June 24, 2021 Board Meeting.

33 ***Supervisor Rushton moved to approve the amended June 8, 2021 Special Meeting Agenda.***
34 ***Supervisor Wheatley seconded. Motion passed unanimously, (4-0).***

35 **Conservation and Education Center (CEC)**

36 A. Public Comment

- 37 • No members of the public were present.

38 B. Delivery of Letter of Award

- 39 • The Notice of Intent to Award letter for the CEC Feasibility Study – RFQ#2021-06
40 was presented by Executive Director (ED) Moorehead to Tom Beckwith of
41 Beckwith Consulting Group. This letter initiates the contract negotiations
42 process.

43 C. Discussion and Next Steps

- 44 • Mr. Beckwith presented a description of the tasks, schedule and budget in the
45 Beckwith Consulting Group's proposal.
- 46 • Mr. Beckwith requests that the Board address a set of questions in order to
47 finalize the scope of the Feasibility Study.

48 **ACTION ITEM: Before the June 24, 2021 Board Meeting, ED Moorehead will meet with**
49 **Beckwith Consulting Group to discuss the plan's next level of detail and to specify the**
50 **questions that must be addressed by the Board to finalize the scope of the Feasibility Study.**

51 **Staff Presentation:** TCD's Veteran's Conservation Corps Crew, Kiana Sinner (Education & Outreach
52 Coordinator)

53 **Minutes Review & Revision**

- 54 • May 27, 2021 Board Meeting Minutes
- 55 • May 13, 2021 Special Meeting Minutes

56 **Annual Board Officer Elections**

57 ***Supervisor Rushton moved to nominate Supervisor Iyall to serve as the TDC Board Auditor.***
58 ***Supervisor Wheatley seconded. Motion passed unanimously, (4-0).***

59 ***Supervisor Rushton moved to nominate Supervisor Johnson to serve as the TDC Board Chair.***
60 ***Supervisor DeWreede seconded. Motion passed unanimously, (4-0).***

61 ***Supervisor DeWreede moved to nominate Supervisor Wheatley to serve as the TDC Board***
62 ***Vice-Chair. Supervisor Rushton seconded. Motion passed unanimously, (4-0).***

63 **ACTION ITEM: ED Moorehead will draft instructions for “raising a hand” while using**
64 **GoToMeeting.**

65 **Covid-19 Health Update**

66 **A. Review draft office re-opening plan.**

- 67
 - ED Moorehead presented a draft of her proposed Public Access Plan to safely re-
- 68
 - open the office to the public and staff.
- 69
 - The Board asked for staff and legal counsel to review the plan and provide
- 70
 - feedback.
- 71
 - Once the plan is finalized, the Board will adopt it through a board action, which
- 72
 - will include public comment.

73 **Citizens Advisory Committee**

- 74
 - A couple of people have expressed interest in participating on the committee, but the
- 75
 - District has not yet received any applications. TCD will continue to advertise the
- 76
 - opportunity on a variety of platforms. The application deadline is June 30, 2021.

77 **ACTION ITEM: Staff will send the Board the list of outreach platforms they have used to**
78 **advertise the advisory committee. The Supervisors will send staff a list of individuals and**
79 **organizations they have invited to apply for a seat on the advisory committee.**

80 **TCD Community Awards**

- 81
 - Historically, the District had hosted an annual event to award good land stewards; staff
- 82
 - and the Board are interested in re-establishing this program.

83 **ACTION ITEM: For July 13, Work Session, ED Moorehead will draft a proposed framework to**
84 **re-establish a TCD Community Awards program.**

85 **Community Presentations to the Board**

- 86
 - The Board would like to schedule, on an ongoing basis, community partner
- 87
 - presentations at the monthly work sessions.

88 **ACTION ITEM: ED Moorehead will begin to schedule partner organization presentations for**
89 **upcoming work sessions.**

Other Reports

Board of Supervisors Report

- Supervisor Wheatley reported that the Climate Mitigation Plan's steering committee meeting is scheduled for June 28, 2021 3-5:00PM.
- She also reported that the Thurston Regional Planning Council's (TRPC) Buildable Lands Report was accepted.
- Supervisor Rushton reported that the WACD's Board Meeting will be held on June 21, 2021 at 6:00PM.
- Supervisor Johnson reported that the Olympia Farmland Loss Study Project will meet in July to finalize their recommendations and priorities for the Land Use and Environment Committee.

Executive Director Update

- The Board and staff summer picnic has been scheduled for August 10, 2021. The August 10, 2021 Work Session is canceled.

June 24, 2021 Board Meeting Agenda Development

- Agenda Review
- Consent Agenda – Action Item
 - May 27, 2021 Board Meeting Minutes
 - May 11, 2021 Work Session Minutes
 - June 2021 Financial Report
 - WSCC Master Contract
 - Zangle Cover Bulkhead Removal Project
- Partner reports
- Covid-19 Update
 - Reopening Plan
- Executive session: Executive Director Performance Evaluation
- Conservation and Education Center
 - Contract Discussion
 - Identify Stakeholders and Criteria
- July Work Session Topic List
- Important Updates: Board & ED

Executive Session: Executive Director Performance Evaluation was postponed until the June 23, 2021 Board Meeting.

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

Adjourn 5:06pm

Respectively,

X

TJ Johnson
TCD Board Chair

Thurston Conservation District July 2021 Financial Notes



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

1. In June 2021, the District experienced a net income of \$7,213.21. This is due to the extremely high Grant Revenue (\$195,714.30) recorded for the month. TCD's average monthly revenue from grants is \$63,968.98. However, June is an end of quarter month; this means that we voucher/invoice for those grants that make quarterly payments. Also, June 2021 is the end of the state's biennium so we completed, and therefore vouchered for, a number of Cost Share projects.
2. The District's Year to Date (YTD) net income remains healthy at \$72,720.77.

Profit & Loss Prev Year Comparison (Page 4)

3. Compared to last year, TCD's *Repairs & Maintenance* expenses increased dramatically. This increase came from three sources: 1) an increase in vehicle maintenance as TCD's vehicles "age out" and from the purchase of new tires for the donated passenger van; 2) an increase in rental equipment maintenance as equipment rentals increase and as TCD began a regular maintenance schedule for the equipment; 3) an increase in the use of small tools & equipment maintenance as the District completes more restoration projects.

Restricted Budgets vs Actuals (Page 5)

4. Many of the state and county grants expire in June. TCD managed to complete all projects and invest the grant income in the community, with the exception of the Shellfish NTA. For this grant the landowners found less expensive ways to complete their projects; the remaining \$2,861 was returned to the WSCC to be used for other future projects in the state.

Thurston Conservation District

Profit & Loss

January through June 2021

	Jan - Jun 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	14,709.49
3411140 · TCD Equipment Rentals	1,284.60
3431130 · Soil Testing	2,712.51
3431120 · Rental Income	462.93
Total 3431100 · Retail Sales	19,169.53
3611100 · Interest Income	74.43
3300000 · Grant Revenue	613,160.93
3685100 · Partner Fee for Service	300.64
3685201 · Rates and Charges	318,521.41
Total Income	951,226.94
Gross Profit	951,226.94
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	590,499.71
5314101 · Legal Fees & Services	12,141.00
5314102 · Audit & Accounting	1,571.43
5314103 · Computer Services	10,822.47
5314100 · Professional Services	12,830.95
5314400 · Advertising	749.00
5314117 · Soil Testing	1,681.20
5314104 · Janitorial Services	3,333.00
5314501 · Office Rent	26,208.00
5314700 · Utilities	4,264.14
5314503 · Equipment Leases	1,859.89
5314504 · Vehicle Leases	2,404.84
5314200 · Communications	5,122.47
5313102 · Photocopier Usage	229.43
5314505 · Software Licenses	14,685.90
5354800 · Repairs & Maintenance	2,977.47
5313101 · Office Supplies	2,491.78
5314202 · Postage & Shipping	1,629.65
5313401 · Plants for Resale	12,241.53
Project Expenses	11,230.14
5314902 · Organizational Dues & Licenses	5,182.63
5314203 · Printing Services	1,108.77
5314302 · Staff - Conference & Training	374.95
5314300 · Staff - Travel	3,405.20
5314301 · Board Travel	68.32
5314108 · Construction & Landscaping	55,086.59
5314109 · Cost Share	77,269.64
5314600 · Liability Insurance Premiums	9,931.52
5314111 · Late Fees & Penalties	382.57
66300 · Sales Tax Adjustments	40.60
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	65.62
5966402 · Computer Hardware	6,615.76
Total 5945360 · Capital Outlays	6,681.38
Total Expense	878,506.17
Net Ordinary Income	72,720.77
Net Income	72,720.77

Thurston Conservation District

Profit & Loss

June 2021

	Jun 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	501.16
3431130 · Soil Testing	179.63
3431120 · Rental Income	106.23
Total 3431100 · Retail Sales	787.02
3611100 · Interest Income	13.33
3300000 · Grant Revenue	195,714.30
3685100 · Partner Fee for Service	75.16
3685201 · Rates and Charges	3,658.24
Total Income	200,248.05
Gross Profit	200,248.05
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	100,357.06
5314102 · Audit & Accounting	257.53
5314103 · Computer Services	1,808.00
5314100 · Professional Services	6,286.00
5314400 · Advertising	307.00
5314117 · Soil Testing	141.60
5314501 · Office Rent	4,368.00
5314700 · Utilities	536.58
5314503 · Equipment Leases	479.62
5314504 · Vehicle Leases	462.52
5314200 · Communications	566.27
5314505 · Software Licenses	-567.17
5354800 · Repairs & Maintenance	722.04
5313101 · Office Supplies	1,048.23
5314202 · Postage & Shipping	25.30
Project Expenses	3,123.47
5314902 · Organizational Dues & Licenses	3,638.89
5314302 · Staff - Conference & Training	74.95
5314300 · Staff - Travel	639.55
5314301 · Board Travel	26.88
5314108 · Construction & Landscaping	18,926.51
5314109 · Cost Share	48,119.74
5314600 · Liability Insurance Premiums	1,624.92
5945360 · Capital Outlays	
5966402 · Computer Hardware	61.35
Total 5945360 · Capital Outlays	61.35
Total Expense	193,034.84
Net Ordinary Income	7,213.21
Net Income	7,213.21

Thurston Conservation District

Profit & Loss Prev Year Comparison

January through June 2021

	Jan - Jun 21	Jan - Jun 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	14,709.49	11,896.50	2,812.99	23.7%
3411140 · TCD Equipment Rentals	1,284.60	1,284.34	0.26	0.0%
3431130 · Soil Testing	2,712.51	1,748.33	964.18	55.2%
3431120 · Rental Income	462.93	809.75	-346.82	-42.8%
Total 3431100 · Retail Sales	19,169.53	15,738.92	3,430.61	21.8%
3611100 · Interest Income	74.43	18.25	56.18	307.8%
3300000 · Grant Revenue	613,160.93	345,329.72	267,831.21	77.6%
3685100 · Partner Fee for Service	300.64	0.00	300.64	100.0%
3685201 · Rates and Charges	318,521.41	309,221.70	9,299.71	3.0%
3670000 · Contributions Private	0.00	1,249.59	-1,249.59	-100.0%
3600000 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
Total Income	951,226.94	671,558.18	279,668.76	41.6%
Gross Profit	951,226.94	671,558.18	279,668.76	41.6%
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	590,499.71	444,991.13	145,508.58	32.7%
5314101 · Legal Fees & Services	12,141.00	11,410.00	731.00	6.4%
5314102 · Audit & Accounting	1,571.43	1,479.84	91.59	6.2%
5314103 · Computer Services	10,822.47	9,735.21	1,087.26	11.2%
5314100 · Professional Services	12,830.95	7,236.89	5,594.06	77.3%
5314400 · Advertising	749.00	2,484.40	-1,735.40	-69.9%
5314117 · Soil Testing	1,681.20	1,654.60	26.60	1.6%
5314104 · Janitorial Services	3,333.00	696.00	2,637.00	378.9%
5314501 · Office Rent	26,208.00	25,688.00	520.00	2.0%
5314700 · Utilities	4,264.14	2,770.89	1,493.25	53.9%
5314503 · Equipment Leases	1,859.89	1,233.87	626.02	50.7%
5314504 · Vehicle Leases	2,404.84	0.00	2,404.84	100.0%
5314200 · Communications	5,122.47	5,664.91	-542.44	-9.6%
5313102 · Photocopier Usage	229.43	1,015.27	-785.84	-77.4%
5314505 · Software Licenses	14,685.90	3,265.60	11,420.30	349.7%
5354800 · Repairs & Maintenance	2,977.47	81.98	2,895.49	3,532.0%
5313101 · Office Supplies	2,491.78	1,830.62	661.16	36.1%
5314202 · Postage & Shipping	1,629.65	795.68	833.97	104.8%
5313401 · Plants for Resale	12,241.53	7,641.47	4,600.06	60.2%
Project Expenses	11,230.14	4,925.85	6,304.29	128.0%
5314902 · Organizational Dues & Licenses	5,182.63	5,829.89	-647.26	-11.1%
5314310 · Board Meeting Snacks	0.00	167.50	-167.50	-100.0%
5314203 · Printing Services	1,108.77	2,234.21	-1,125.44	-50.4%
5314302 · Staff - Conference & Training	374.95	210.00	164.95	78.6%
5314300 · Staff - Travel	3,405.20	1,246.76	2,158.44	173.1%
5314301 · Board Travel	68.32	188.03	-119.71	-63.7%
5314108 · Construction & Landscaping	55,086.59	14,127.65	40,958.94	289.9%
5314109 · Cost Share	77,269.64	8,482.00	68,787.64	811.0%
5314110 · Bank Fees & Interest Charges	0.00	568.55	-568.55	-100.0%
5314600 · Liability Insurance Premiums	9,931.52	7,668.00	2,263.52	29.5%
5314111 · Late Fees & Penalties	382.57	400.43	-17.86	-4.5%
66300 · Sales Tax Adjustments	40.60	22.24	18.36	82.6%
66900 · Reconciliation Discrepancies	0.00	-2.51	2.51	100.0%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furniture	65.62	5,861.23	-5,795.61	-98.9%
5966402 · Computer Hardware	6,615.76	8,706.90	-2,091.14	-24.0%
Total 5945360 · Capital Outlays	6,681.38	14,568.13	-7,886.75	-54.1%
Total Expense	878,506.17	590,313.09	288,193.08	48.8%
Net Ordinary Income	72,720.77	81,245.09	-8,524.32	-10.5%
Net Income	72,720.77	81,245.09	-8,524.32	-10.5%

Thurston Conservation District

Balance Sheet

As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	247,189.91
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	130,106.73
3082003 · Saving-2410 Education Center	20,006.58
Total 3088020 · Savings Accounts	150,113.31
3088030 · Counter Cash	100.00
3088040 · PayPal Account	142.70
Total Checking/Savings	397,545.92
Accounts Receivable	251,371.66
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	3,717.80
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	7,552.80
3092000 · 309.20.00 Cash on Hand	11,366.32
Total Other Current Assets	18,919.12
Total Current Assets	667,836.70
TOTAL ASSETS	667,836.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	86,202.63
Credit Cards	4,067.73
Other Current Liabilities	
3861100 · Sales Tax Payable	226.11
3861000 · Payroll Liabilities	
3861008 · Union Dues	815.17
3861005 · PERS Deferral Payable	13,358.86
3861007 · State Unemployment Payable	3,288.63
3861009 · State L&I Payable	577.14
3861010 · WA - Family & Medical Leave	335.14
3861011 · Vacation & Sick Leave Payable	74,482.15
Total 3861000 · Payroll Liabilities	92,857.09
Total Other Current Liabilities	93,083.20
Total Current Liabilities	183,353.56
Total Liabilities	183,353.56
Equity	484,483.14
TOTAL LIABILITIES & EQUITY	667,836.70

Restricted Budgets vs Actuals



As of June 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
RCO					439,165	376,364	97,865	278,499		
ESRP Shore Friendly	R035		07/01/19	12/31/21	259,565	198,726	73,602	125,124	79.89%	51.79%
ASRP Independence	R040	20-1905	05/15/20	12/31/21	93,600	92,572	17,871	74,701	69.13%	20.19%
ASRP Riverbend	R050	20-1908	05/15/20	12/31/21	86,000	85,066	6,392	78,674	69.13%	8.52%
DOE					244,401	156,433	5,775	150,607		
Deschutes	E100	WQC-2018-	07/01/19	04/30/22	244,401	156,433	5,775	150,607	70.63%	17.02%
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	17.52%	0.00%
WSCC					1,334,950	340,007	281,302	58,722		
Livestock	W025	20-13-LT	07/01/19	06/30/21	50,000	8,669	8,633	37	100.00%	99.93%
Skookumchuck Planting	W030	20-13-ER	04/01/20	12/31/24	744,780	141,143	108,823	32,335	26.27%	30.31%
Chehalis Flood Plain	W050	20-13-FL	03/01/18	06/30/21	258,183	60,513	60,482	31	100.00%	99.99%
Shellfish Cost Share	W060	20-13-SH	07/01/19	06/30/21	101,062	54,860	51,999	2,861	100.00%	97.17%
CREP	W070	20-13-CE	07/01/19	06/30/21	61,774	24,821	24,820	2	100.00%	100.00%
NRI Cost Share TA	W080	20-13-NR	07/01/19	06/30/21	119,150	50,000	26,544	23,456	100.00%	80.31%
Miscellaneous					78,290	41,436	29,333	12,828		
JBLM - SLP	M075		07/01/19	06/30/21	18,750	10,679	10,679	-0	100.00%	100.00%
WFC Meyer	M100		10/01/20	02/15/22	3,600	3,600	1,182	3,233	54.27%	32.83%
NACD Home Grown Yelm	M090		03/01/20	10/31/21	50,000	26,871	17,437	9,344	79.84%	81.13%
Orca Recovery Day	M060		07/01/19	until spent	5,940	286	35	251	NA	95.77%
Thurston County					467,388	176,630	100,507	79,624		
VSP	TC400	K2024	07/01/19	06/30/21	105,000	18,197	18,175	23	100.00%	99.98%
Shellfish NTA	TC600		07/01/19	09/30/22	130,525	49,680	48,328	1,352	61.53%	98.96%
NTAqua	TC700		07/01/19	09/30/22	196,000	102,922	28,173	74,750	61.53%	19.93%
Riparian NTA	TC650		07/01/19	02/28/21	35,562	5,530	5,531	Closed		
Partner Fee for Service					301	301	301	3,499		
South Puget Sound Salmon	P100		04/01/21	06/30/21	301	301	301	3,499	100.00%	100.00%
South Sound GREEN					125,922	114,207	59,143	55,065		
Interlocal	G019-SS		01/01/21	12/31/21	51,808	51,808	31,173	20,635	49.59%	60.17%
FY20-21 NOAA B-WET	G019.106		08/01/20	07/31/21	24,038	20,549	11,700	8,849	91.51%	63.19%
WCS Mini Grant	G019.50		11/19/20	11/01/21	500	500	150	350	64.37%	30.00%
ESD 113 Climate Education	G019.104		06/01/21	NA	3,000	3,000	3,000	0	NA	100.00%
TCC	TCC		01/01/21	until spent	46,576	38,350	13,119	25,231	NA	57.41%

Unrestricted Profit & Loss Budget vs Actual



June 50.00%

Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
Income	742,834	449,574	-293,260	60.5%
3431100 · Retail Sales	27,550	19,191	-8,359	69.7%
3411140 · TCD Equipment Rentals	3,000	1,285	-1,715	42.8%
3431130 · Soil Testing	3,000	2,713	-287	90.4%
3431120 · Rental Income	1,500	423	-1,077	28.2%
3611100 · Interest Income	50	62	12	123.3%
3431110 · Plant Sales	20,000	14,709	-5,291	73.5%
3670000 · Contributions Private	0	0	0	
3300000 · Grant Revenue	57,511	57,419	-92	99.8%
3340000 · State Grants	57,511	57,419	-92	99.8%
3685201 · Rates and Charges	551,475	318,521	-232,954	57.8%
Overhead	106,298	54,443	-51,855	51.2%
5314999 · Overhead Allocation	103,798	50,231	-53,568	48.4%
5966699 · Vehicle Allocation	2,500	4,213	1,713	168.5%
Cash Surplus	50,000		-50,000	0.0
Program Allocation	300,339	167,271	-133,068	55.7%
South Sound Green	46,300	21,055	-25,245	45.5%
TCD VSP	40,000	20,933	-19,067	52.3%
TCD Cost Share	5,000	0	-5,000	0.0%
Stewardship TA	35,708	16,345	-19,363	45.8%
Working Lands Preservation Initiative	13,000	5,517	-7,483	42.4%
CTA (Orca Recovery)	10,266	10,262	-4	100.0%
Food System Support	5,000	4,979	-21	99.6%
Cost Share Administration	6,527	0	-6,527	0.0%
Outreach, Education and Communications	69,569	21,085	-48,484	30.3%
Plant Sale	27,653	26,019	-1,634	94.1%
Soil Health Program (Testing & Equipment Rental)	34,816	33,053	-1,763	94.9%
Elections	6,500	8,022	1,522	123.4%
Expense and Savings	492,494	176,703	-315,791	35.9%
Administrative Salaries & Benefits	206,241	85,137	-121,104	41.3%
Professional Services	65,553	24,535	-41,018	37.4%
5314101 · Legal Services	25,000	12,141	-12,859	48.6%
5314102 · Audit & Accounting	3,000	1,571	-1,429	52.4%
5314103 · Computer Services	20,000	10,822	-9,178	54.1%
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	48,310	-56,190	46.2%
5314104 · Janitorial Services	3,000	3,333	333	111.1%
5314501 · Office Rent	52,000	24,648	-27,352	47.4%
5314700 · Utilities	6,000	4,264	-1,736	71.1%
5314503 · Equipment Leases	3,000	1,414	-1,586	47.1%
5314504 · Vehicle	15,000	2,405	-12,595	16.0%
5314200 · Communications	11,000	5,090	-5,910	46.3%
5313102 · Photocopier Usage	2,500	229	-2,271	9.2%
5354800 · Repairs & Maintenance	1,500	1,135	-365	75.7%
Computer Hardware Purchases	6,000	2,257	-3,743	37.6%
Computer Software	3,500	3,469	-31	99.1%
Equipment & Office Furniture	1,000	66	-934	6.6%
Supplies	12,700	6,746	-5,954	53.1%
5313101 · Office Supplies	3,000	1,257	-1,743	41.9%

	Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
51	5314202 · Postage & Shipping	1,500	395	-1,105	26.3%
52	5314901 · Meetings & Events	200	62	-138	31.1%
53	5314902 · Organizational Dues & Licenses	7,500	5,033	-2,467	67.1%
54	Board Meeting Snacks	500	0	-500	0.0%
55	 Conferences, Training and Travel	7,000	1,724	-5,276	24.6%
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	1,534	-466	76.7%
59	Board Travel	1,000	0	-1,000	0.0%
60	 Insurance and Banking	21,500	10,252	-11,248	47.7%
61	5314110 · Bank Fees & Interest Charges	1,000	0	-1,000	0.0%
62	5314600 · Liability Insurance Premiums	20,000	9,932	-10,068	49.7%
63	5314111 · Late Fees & Penalties	500	320	-180	64.0%
64	 Savings	75,000	0	-75,000	0.0%
65	Reserve Fund	37,500	0	-37,500	0.0%
66	Conservation Education Center Savings Plan	37,500	0	-37,500	0.0%
67	Net Income (Surplus or Deficit)	0	105,600	105,600	

Thurston Conservation District
Check Detail
June 2021

10:36 AM

07/16/2021

Type	Num	Date	Name	Funding Source	Account	Original Amount
Credit Card Charge	9677	06/01/2021	Haggen	UNRESTRICTED:A010-Overhead	5314901 · Meeting & Event	14.97
Credit Card Charge	9679	06/01/2021	Minuteman Press	DISTRICT SERVICES:A030 - District Comms	5313101 · Office Supplies	715.63
Credit Card Charge	9684	06/01/2021	US Foods Chef's Store	GREEN:G019.106 NOAA B-WET	5314107 · Project Supplies	16.49
Credit Card Charge	9733	06/01/2021	Home Depot	RCO:R035 - ESRP Shore Friendly	5314107 · Project Supplies	31.16
Credit Card Charge	9655	06/02/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	9.05
Credit Card Charge	9714	06/02/2021	Tenino Market Fresh	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	9.17
Bill Pmt -Check	EFT	06/03/2021	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	59.54
Check	EFT	06/05/2021	Regence - Health Care		5312011 · Medical Benefits	10,907.14
Credit Card Charge	9685	06/07/2021	Rite in the Rain	GREEN:G019.106 NOAA B-WET	5314107 · Project Supplies	306.10
Credit Card Charge	9686	06/07/2021	Wildco	GREEN:G019.106 NOAA B-WET	5314107 · Project Supplies	215.99
Credit Card Charge	9716	06/07/2021	Home Depot	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	46.99
Credit Card Charge	9719	06/07/2021	Par West Turf	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	26.27
Check	EFT	06/07/2021	Wells Fargo			5,489.66
Credit Card Charge		06/07/2021	QuickBooks Time Support (TS)	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	144.41
Credit Card Charge	9656	06/08/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	7.70
Credit Card Charge	9725	06/08/2021	Wal Mart	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	12.71
Credit Card Charge	9737	06/08/2021	Concrete Recyclers	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	421.20
Liability Check	EFT	06/08/2021	Internal Revenue Service		Payroll Taxes	8,501.58
Liability Check	EFT	06/08/2021	WFSE Union Dues		3861008 · Union Dues	815.55
Liability Check	EFT	06/08/2021	WA St Dept of Retirement Systems		PERS Retirement	15,782.01
Credit Card Charge	9657	06/09/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	141.88
Credit Card Charge	9680	06/09/2021	Taylor Shellfish Farms	GREEN:G019.106 NOAA B-WET	5314107 · Project Supplies	36.00
Credit Card Charge	9728	06/09/2021	Nextdoor	DISTRICT SERVICES:A030 - District Comms	5314400 · Advertising	307.00
Credit Card Charge	9729	06/09/2021	Amazon	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	8.76
Credit Card Credit	9732	06/09/2021	LogMeIn	DISTRICT SERVICES:A030 - District Comms	5314505 · Software Licenses	-1,168.39
Liability Check		06/09/2021	QuickBooks Payroll Service		Payroll	25,633.18
Credit Card Charge	9730	06/10/2021	Home Depot	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	5.98
Credit Card Charge	9731	06/10/2021	Amazon	WSCC:W030 - Skookumchuck	5314116 · Project Equipment	26.71
Credit Card Charge		06/10/2021	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	19.64

Type	Num	Date	Name	Funding Source	Account	Original Amount
Credit Card Charge	9687	06/11/2021	Home Depot	GREEN:G019.106 NOAA B-WET	5314107 · Project Supplies	605.49
Credit Card Charge	9736	06/11/2021	Target	RCO:R050 - ASRP Riverbend	5966402 · Computer Hardware	21.87
Bill Pmt -Check	20803	06/11/2021	A & L Western Agricultural Lab	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	64.80
Bill Pmt -Check	20804	06/11/2021	Antiquity Consulting		5314100 · Professional Services	2,002.00
Bill Pmt -Check	20805	06/11/2021	Community Farmland Trust	DISTRICT SERVICES:A099 - Equip Rental	5314501 · Office Rent	260.00
Bill Pmt -Check	20806	06/11/2021	Goebel Septic Tank Service, Inc	WSCC:W030 - Skookumchuck	5314503 · Equipment Leases	95.00
Bill Pmt -Check	20807	06/11/2021	Leah Kellogg	DISTRICT SERVICES:A099 - Equip Rental	5314304 · Mileage	175.28
Bill Pmt -Check	20808	06/11/2021	Lew Rents	WSCC:W030 - Skookumchuck	5314116 · Project Equipment	593.18
Bill Pmt -Check	20809	06/11/2021	Marguerite Abplanalp	WSCC:W050 - Chehalis Flood Outreach	5314304 · Mileage	48.72
Bill Pmt -Check	20810	06/11/2021	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	32.77
Bill Pmt -Check	20811	06/11/2021	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	250.80
Bill Pmt -Check	20812	06/11/2021	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	157.87
Bill Pmt -Check	20813	06/11/2021	Pierce Conservation District	DISTRICT SERVICES:A030 - District Comms	5314400 · Advertising	441.00
Bill Pmt -Check	20814	06/11/2021	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity & Gas	262.32
Bill Pmt -Check	20815	06/11/2021	Regence - Life Insurance		5312017 · Life Insurance	57.14
Bill Pmt -Check	20816	06/11/2021	Sasha Porter	WSCC:W050 - Chehalis Flood & CREP	5314304 · Mileage	40.32
Bill Pmt -Check	20817	06/11/2021	Tree Management Plus, Inc	WSCC:W070 - CREP	5314109 · Cost Share	5,335.00
Bill Pmt -Check	20818	06/11/2021	United Concordia Insurance Co		5312012 · Dental Benefits	865.19
Bill Pmt -Check	20819	06/11/2021	Valley Agronomics LLC	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	159.72
Bill Pmt -Check	20820	06/11/2021	WA St Conservation Commission	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	462.52
Bill Pmt -Check	20821	06/11/2021	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	1,808.00
Bill Pmt -Check	20822	06/11/2021	Washington Conservation Society	UNRESTRICTED:A010-Overhead	5314902 · Organizational Dues & Licenses	150.00
Bill Pmt -Check	20823	06/11/2021	Whitlock Limited Partnership 1		VOIDED	0.00
Bill Pmt -Check	20824	06/11/2021	Yelm Community Schools	MISC:M090 - NACD Urban Agriculture	5314108 · Construction & Landscaping	1,793.15
Credit Card Charge	9661	06/12/2021	Emergency University	GREEN:G019.106 NOAA B-WET	5314302 · Staff - Conference & Training	74.95
Credit Card Charge	9744	06/12/2021	Gordon's Garden Center	MISC:M090 - NACD Urban Agriculture	5314108 · Construction & Landscaping	26.61
Credit Card Charge	9689	06/13/2021	Taylor Shellfish Farms	GREEN:G019.106 NOAA B-WET	5314107 · Project Supplies	36.00
Credit Card Charge	9690	06/13/2021	Taylor Shellfish Farms	GREEN:G019.106 NOAA B-WET	5314107 · Project Supplies	8.00
Credit Card Charge	9659	06/14/2021	TAGS	UNRESTRICTED:A025 - Board Support	5313101 · Office Supplies	8.75
Credit Card Charge	9665	06/15/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	7.21
Credit Card Charge	9742	06/15/2021	H.D. Fowler	WSCC:W030 - Skookumchuck	5314116 · Project Equipment	21.55
Credit Card Charge	9662	06/16/2021	Amazon	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	22.95

Type	Num	Date	Name	Funding Source	Account	Original Amount
Credit Card Charge	9664	06/16/2021	Ace Hardware	UNRESTRICTED:A120-Vehicles	5313101 · Office Supplies	16.36
Credit Card Charge	9743	06/16/2021	Wal Mart	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	16.38
Credit Card Charge	9750	06/17/2021	Universal Tires & Wheels	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	722.04
Bill Pmt -Check	EFT	06/17/2021	Comcast	UNRESTRICTED:A010-Overhead	Internet & Telephone	380.01
Credit Card Charge	9691	06/18/2021	Olympia Parks, Art, and Recreation	GREEN:G019-SS GREEN Interlocal	5314901 · Meeting & Event	75.00
Bill Pmt -Check	EFT	06/18/2021	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	224.12
Credit Card Charge	9745	06/21/2021	Eagan's Drive In	UNRESTRICTED:A010-Overhead	5314901 · Meeting & Event	11.23
Credit Card Charge	9746	06/21/2021	Wal Mart	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	27.32
Credit Card Charge	9667	06/22/2021	Amazon	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	39.48
Credit Card Charge	9692	06/22/2021	Amazon	GREEN:G019.106 NOAA B-WET	5314107 · Project Supplies	32.80
Credit Card Charge	9751	06/23/2021	US Foods Chef's Store	W086.3 - Food System Support	5314107 · Project Supplies	41.95
Credit Card Charge	9752	06/23/2021	Home Depot	MISC:M090 - NACD Urban Agriculture	5314107 · Project Supplies	315.28
Credit Card Charge	9753	06/23/2021	Ace Hardware	DISTRICT SERVICES:A099 - Equip Rental	5313101 · Office Supplies	33.79
Credit Card Charge	P1-64980	06/23/2021	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	93.48
Credit Card Charge	9759	06/24/2021	Wal Mart	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	27.32
Credit Card Charge	9805	06/24/2021	TAGS	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	11.49
Liability Check	EFT	06/24/2021	Internal Revenue Service		Payroll Taxes	8,470.46
Liability Check	EFT	06/24/2021	WA St Dept of Retirement Systems		PERS DCP	1,055.87
Liability Check		06/24/2021	QuickBooks Payroll Service		Payroll	25,465.67
Credit Card Charge	9757	06/25/2021	Amazon	WSCC:W030 - Skookumchuck	5314116 · Project Equipment	65.63
Credit Card Charge	9764	06/28/2021	Amazon	RCO:R035 - ESRP Shore Friendly	5314107 · Project Supplies	98.45
Credit Card Charge	9669	06/29/2021	Crains Office Supply	DISTRICT SERVICES:A030 - District Comms	5313101 · Office Supplies	12.57
Credit Card Charge	9670	06/29/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	8.55
Credit Card Charge	9671	06/29/2021	Ace Hardware	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	24.39
Credit Card Charge	9765	06/29/2021	Minuteman Press	RCO:R035 - ESRP Shore Friendly	5314107 · Project Supplies	440.47
Credit Card Charge		06/29/2021	Mail Chimp	DISTRICT SERVICES:A030 - District Comms	5314505 · Software Licenses	33.90
Credit Card Charge	9761	06/30/2021	Crains Office Supply	WSCC:W030 - Skookumchuck	5313101 · Office Supplies	17.49
Credit Card Charge	9762	06/30/2021	Rite in the Rain	RCO:R035 - ESRP Shore Friendly	5314107 · Project Supplies	308.18
Credit Card Charge	9763	06/30/2021	Minuteman Press	RCO:R035 - ESRP Shore Friendly	5314107 · Project Supplies	148.96
Credit Card Charge	9769	06/30/2021	Chevron	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	52.89



Thurston Conservation District RESOLUTION

Resolution #2021-04

Subject: Cost Share Assistance – Rate of Reimbursement for Washington State Conservation Commission (WSCC) Funds

A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, SETTING THE RATE OF REIMBURSEMENT FOR COST SHARE ASSISTANCE

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 Thurston Conservation District maintains and follows its District Policies & Procedures in accordance with all applicable rules and laws set forth by the State of Washington; and,

WHEREAS, the Washington State Legislature authorizes the entering into agreements...”to furnish financial or other aid...to any occupier of lands within the district in carrying on of preventative and control measures and works of improvement for the conservation of renewable natural resources”, RCW 89.08.220; and

WHEREAS, the Washington State Conservation Commission Policy, #13-05 Cost Share Assistance Policy, authorizes local conservation district board to establish annual cost share ratios and landowner labor rates within policy parameters; and,

WHEREAS, the Thurston Conservation District Board of Supervisors determines entering into such agreements will likely increase participation of land occupiers to implement best management practices which will benefit natural resources and the public; and

WHEREAS, the Washington State Conservation Commission (WSCC) requires all conservation districts submit an approved board resolution stating the rate of reimbursement for all allowable practices paid by WSCC funds not exceed 100%.

THEREFORE, BE IT RESOLVED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, AS FOLLOWS:

The establishment and authorization of the following cost share rates for the 2021 – 2023 biennium:

Cost Share Assistance Rate of Reimbursement

- a) Implementation of best management practices (BMPs) according to USDA NRCS standards and specifications, or alternative practice designs approved by a professional engineer licensed by the State of Washington, or a WSCC

approved practice per *13-05 Cost Share Assistance Policy, March 21, 2013* at 85% of eligible expenses with additive cost share from all sources not to exceed 100% of total project eligible expenses.

- b) Implementation of demonstration, education and pilot projects/practices at 90% of eligible expenses, not to exceed 100% of the total project costs.

**PASSED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON
JULY 22ND, 2021 AND EFFECTIVE IMMEDIATELY.**

SIGNED:

TJ Johnson, Board Chair

Helen Wheatley, Vice Chair

David Iyall, Board Auditor

Betsie DeWreede, Board Member

Doug Rushton, Board Member

ATTEST:

Sarah Moorehead, Executive Director



Thurston Conservation District **RESOLUTION**

Resolution #2021-05
Subject: Cooperator Labor Rate

A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, SETTING COOPERATOR LABOR RATES

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 Thurston Conservation District maintains and follows its District Policies & Procedures in accordance with all applicable rules and laws set forth by the State of Washington; and,

WHEREAS, the Washington State Conservation Commission requires each conservation district to submit an approved board resolution setting the cooperator labor rate.

THEREFORE, BE IT RESOLVED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, AS FOLLOWS:

As of July 1, 2021, the Thurston Conservation District’s cooperator labor rate is set at \$22.00 per hour. Minor labor (17 years of age and younger) shall be consistent with Washington’s established minimum wage.

**PASSED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON
JULY 22ND, 2021 AND EFFECTIVE IMMEDIATELY.**

SIGNED:

TJ Johnson, Board Chair

Helen Wheatley, Vice Chair

David Iyall, Board Auditor

Betsie DeWreede, Board Member

Doug Rushton, Board Member

ATTEST:

Sarah Moorehead, Executive Director



Washington State Conservation Commission

June 22, 2021

TO: Washington Conservation Districts

FROM: Sarah Groth, Fiscal Manager

SUBJECT: Budget Authorization to Incur Expenses

SCC is extending the authority to your conservation district to incur expenses effective **July 1, 2021**.

Authorization is limited to the following eligible grants/programs:

- Implementation
- Engineering
- CREP Technical Assistance/Project Management
- Irrigation Efficiencies Technical Assistance

Authorization includes the attached grant award amounts for Implementation, Engineering, Irrigation Efficiencies TA and CREP TA.

This memo serves as your official notice to incur expenses, as long as the expenses are allowable under the Master Contract.

All Fiscal Year 2022 Implementation, Engineering, CREP Technical Assistance/Project Management and Irrigation Efficiencies Technical Assistance grant addendums are due July 31, 2021. All grant addendum forms are located on our webpage at: [Grant Forms and Templates](#).

Washington State Conservation Commission

FORM 4: ADDENDUM

Conservation District: Thurston

GRANT PROGRAM: Implementation (Must account for Basic Allocation Request below)

Overhead Rate: 25%

Submitted By: Sarah Moorehead
Email: smoorehead@thurstoncd.com

Total Grant Award: 117823.00

Intermediate Outcome #1: 117823.00

District Operations: Finance and Administration Department salaries and benefits, district communications staff salaries and benefits

Total of Intermediate Outcomes: 117823.00

Washington State Conservation Commission

FORM 4: ADDENDUM

Conservation District: Thurston

GRANT PROGRAM: CREP

Overhead Rate: 25%

Submitted By: Sarah Moorehead
Email: smoorehead@thurstoncd.com

Total Grant Award: 16923.50

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 16923.50

Intermediate Outcome #1: 16923.50

CREP Coordination: staff salaries and benefits to coordinate the CREP Program - supporting landowner contract enrollment, implementation and maintenance

Total of Intermediate Outcomes: 16923.50

Washington State Conservation Commission

FORM 4: ADDENDUM

Conservation District: Thurston

GRANT PROGRAM: Natural Resource Investments

Overhead Rate: 25%

Submitted By: Sarah Moorehead
Email: smoorehead@thurstoncd.com

Total Grant Award: 78666.00

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 78666.00

Intermediate Outcome #1: 12666.00

Technical Assistance: Funding for technical assistance for the following cost share projects.

Intermediate Outcome #2: 66000.00

Mills Cost Share

BMPs: Heavy Use Area Protection for the paddocks, Roof and Covers over the WSF Area

Townsend Cost Share:

BMPs: 342 - Critical Area Planting, 575 – Trails and Walkways

Total of Intermediate Outcomes: 78666.00

**WASHINGTON STATE CONSERVATION COMMISSION
GRANTS PROGRAM
BI 21-23 AUTHORIZED SIGNATURES FORM**

This form needs to be updated when there is a change in supervisors or staff authorized to sign the documents below and send a copy to the Conservation Commission. Keep the original in the district files.

Instructions: Vouchers, Contracts, Amendments, Cost Share Application/Agreements and Partial Payment Request forms signed by unauthorized persons will be returned and voucher payments may be delayed.

Date: _____
To: Conservation Commission
From: _____ Conservation District
Subject: Authorized District Representatives

Only the Chair and Vice Chair are authorized to sign the Master Contract and SCC Contracts.

Name, Position:	Signature:
<u>TJ Johnson</u>	<u>Chair</u>
<u>Helen Wheatley</u>	<u>Vice-Chair</u>

The following Board Members are authorized by the Board of Supervisors to sign district manager's time sheet and travel vouchers.

<u>TJ Johnson</u>	
<u>Helen Wheatley</u>	
<u>David Iyall</u>	
<u>Doug Rushton</u>	
<u>Betsie DeWreede</u>	

The following persons are authorized by the Board of Supervisors to sign or submit online forms for travel vouchers, addendums, invoice vouchers, grant documents, timesheets and grant close out forms. *(The representatives must be bonded by the District).*

Name, Position:	Signature:
<u>Sarah Moorehead, Executive Director</u>	
<u>Susan Shelton, Finance & Administration Manager</u>	
<u>Karin Strelloff, Conservation Program Manager</u>	

The following persons are authorized by the Board of Supervisors to sign Cost Share Application/Agreement and/or submit online Partial Payment Request forms to certify application approval, project implementation checked, and project completion.

Name, Position:	Signature:
<u>Sarah Moorehead, Executive Director</u>	
<u>Susan Shelton, Finance & Administration Manager</u>	
<u>Karin Strelloff, Conservation Program Manager</u>	

**INTERLOCAL AGREEMENT
BETWEEN
THURSTON CONSERVATION DISTRICT
AND
THURSTON COUNTY
TO IMPLEMENT THE VOLUNTARY STEWARDSHIP PROGRAM**

This Agreement is made and entered into effective the 1st day of July 2021, by and between the THURSTON CONSERVATION DISTRICT, (hereinafter DISTRICT) and THURSTON COUNTY, a municipal corporation, through its Department of Community Planning and Economic Development Department, (hereinafter COUNTY), (hereinafter collectively referred to as the PARTIES) or individually PARTY).

WHEREAS, RCW 39.34.080 authorizes a public agency to contract with another public agency to perform any governmental service, activity, or undertaking that each public agency is authorized by law to perform;

NOW THEREFORE, by virtue of RCW 39.34.080 and in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made part of, IT IS MUTUALLY AGREED AS FOLLOWS:

1. PURPOSE

It is the purpose of this Agreement for the COUNTY to meet its requirements for implementation of the Voluntary Stewardship Program (VSP) through this Agreement with the DISTRICT. The scope of work implemented under this Agreement shall be consistent with RCW 36.70A.700-760 and related statutes and shall be consistent with the agreement between the COMMISSION and COUNTY for VSP implementation, incorporated herein by reference.

2. DURATION

This agreement shall commence on July 1, 2021 and shall terminate on June 30, 2023, unless extended later or terminated sooner as provided herein. Prior to commencement, this Agreement shall be filed in accordance with RCW 39.34.040.

3. SCOPE OF WORK

In exchange for consideration under the Agreement, the DISTRICT shall provide landowner assistance for the VSP including, but not limited to, outreach and technical assistance in the various watersheds of the County. The DISTRICT shall also substantially perform the work listed in APPENDIX A – SCOPE OF WORK, herein.

The DISTRICT shall notify the COUNTY in writing within 30 days of any known problems, delays or adverse conditions that will materially affect their ability to meet project objectives or time schedules stated herein. Such notice shall be accompanied by a statement of the action taken or proposed and any assistance needed to resolve the situation.

4. COMPENSATION

a. Financing for activities under this agreement will be provided by the COUNTY with funds received from the Washington State Conservation Commission (hereinafter referred to as "COMMISSION"). The maximum total amount payable by the COUNTY to the DISTRICT under this agreement shall not exceed \$150,000 for the 2021-2023 biennium. The breakdown of the amounts payable are noted in Appendix "B". Should the duration of the agreement be extended under Section 11 (b) of this Agreement, additional compensation will be determined by mutual agreement of both parties and generally consistent with the figures detailed in Appendix B.

b. The DISTRICT will be paid only for work expressly authorized in the agreement as specified in the Attachments.

c. Payment shall be made on a reimbursable basis for costs or obligations. Eligible costs incurred by the CONSERVATION DISTRICT will be considered to have been paid by the CONSERVATION DISTRICT under this contract at the time the CONSERVATION DISTRICT seeks reimbursement from the COUNTY. No payments in advance of or in anticipation of goods or services to be provided under this agreement shall be made by the COUNTY.

d. Subject to available funding, and subject to state contracting requirements, the CONSERVATION DISTRICT will be reimbursed by the COUNTY for expenses incurred carrying out the responsibilities of this agreement.

e. The COUNTY'S ability to make payments is contingent on availability of funding from the COMMISSION. In the event funding from the state is withdrawn, reduced, limited or otherwise determined by the COMMISSION to be inadequate in any way after the effective date and prior to completion or expiration date of this agreement, the COUNTY, at its sole discretion, may elect to terminate the agreement with the CONSERVATION DISTRICT, in whole or part, for convenience or to renegotiate the agreement subject to new funding limitations and conditions. The COUNTY may also elect to suspend performance of the agreement until the COMMISSION determines the funding insufficiency is resolved.

f. The CONSERVATION DISTRICT is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors (such as consultants), and Assignees. If the CONSERVATION DISTRICT expends more than the amount of the COUNTY funding in this agreement in anticipation of receiving additional funds from the COUNTY, it does so at its own risk. The COUNTY is not legally obligated to reimburse the CONSERVATION DISTRICT for costs incurred beyond the terms of this Agreement.

- g. Eligible costs are limited to those listed below:
 - i. Salaries and benefits, 25% indirect of salaries and benefits is allowed on personnel.
 - ii. Travel, including mileage and per diem for program staff, consistent with state law.
 - iii. Travel and expenses paid directly to work group participants is not allowed.
 - iv. Meeting rooms and light refreshments for working meetings. Light refreshments are defined as: an edible item that may be served between meals, for example, doughnuts, sweet rolls, and pieces of fruit or cheese. A list of meeting attendees and an agenda are also required. Prior to purchase of coffee and light refreshments, a formally adopted written internal policy and procedure for approval is required
 - v. Reports, studies, research, and document preparation.
 - vi. Copy and printing costs.
 - vii. Equipment. The DISTRICT agrees and understands that pre-approval by the COUNTY and COMMISSION is required for equipment purchases. All equipment should be directly related to the activities listed in Appendix A - scope of work. Equipment may include, but is not limited to, computers, data base software, and GIS software.

5. BILLING PROCEDURES

- a. Monthly billing invoices shall be submitted to the COUNTY within 15 days following the end of each month. An invoice shall be submitted regardless if work has been performed on the project. This considered a “No Activity” invoice.
- b. Each invoice shall clearly reflect: 1) the total budget, 2) total billed to date by hours 3) description of the work completed for the billing period.

6. COST-SHARE PROGRAMS

- a. DISTRICT agrees and understand if a cost-share program is offered as part of VSP implementation, in order achieve the goals and objectives of the COUNTY work plan and RCW Chapter 36.70A, COMMISSION cost-share policies and procedures as the entity providing the funding shall be abided by.
- b. DISTRICT agrees if a cost-share program is offered utilizing COMMISSION funding, the DISTRICT agrees to receive training regarding COMMISSION cost-share policies and procedures, from COMMISSION staff, prior to using VSP funds for a cost-share program. If cost share funding is provided without COMMISSION training on the use of cost share funding, there is no guarantee that reimbursement for the cost share will occur.

7. ASSIGNMENT

The CONSERVATION DISTRICT may not assign this contract. The DISTRICT may however, delegate the work to be completed under this agreement to an Agent. Any such Agent shall comply with the requirements of this agreement. Within any such delegation the DISTRICT shall remain liable for any claim arising thereunder, and the DISTRICT shall remain responsible for compliance with this agreement and RCW 36.70A.700-735, and with all applicable Federal, State and local laws, orders, regulations and permits.

8. THIRD PARTY BENEFICIARY

Both COUNTY and the DISTRICT agree that they intend for the Conservation Commission to be a third-party beneficiary of this agreement. The parties agree that this agreement implements the VSP, in whole or in part, under the COUNTY'S agreement with the Commission and so obligations under this agreement run directly to the Commission as a third-party beneficiary.

9. CONTRACT REPRESENTATIVE

Each party shall have a contract representative. Each party may change its representative upon written notice to the other. The party's representatives are as follows:

a. For DISTRICT:

NAME: Sarah Moorehead
TITLE: Executive Director
MAIL ADDRESS: 2918 Ferguson St SW, STE A
CITY, STATE ZIP: Tumwater, WA 98512
PHONE: 360-999-0078
EMAIL: smoorehead@thurstoncd.com

b. For COUNTY:

NAME: Christina Chaput
TITLE: Senior Planner
MAIL ADDRESS: 2000 Lakeridge Dr. SW
CITY, STATE ZIP: Olympia, WA 98502
PHONE: 360-786-5486
EMAIL: Christina.chaput@co.thurston.wa.us

10. TERMINATION

a. The COUNTY or the CONSERVATION DISTRICT may terminate this agreement upon 30-days' prior written notification for convenience, without any showing of cause.

b. The parties right to termination is in addition to any other rights the parties may have, including but not limited to, breach of contract actions or suits for damages.

c. The obligation of the COUNTY to make payments is contingent on the availability of state and federal funds through legislative appropriation and state allotment. When this contract crosses over state fiscal years the obligation of the COUNTY is contingent upon the appropriation of funds during the next fiscal year. The failure of the legislature or federal agencies to appropriate or allot such funds to the program shall be good cause to terminate this contract. Termination under this paragraph shall be effective upon the date specified in the written notice of termination sent by the COUNTY to the DISTRICT. After the effective date, no charges incurred under this Contract are allowable.

d. The DISTRICT shall not be relieved of any liability to the COUNTY for damages sustained by the COUNTY because of any breach of contract by the DISTRICT. The COUNTY may withhold payments for the purpose of setoff until such time as the exact amount of damages due the COUNTY from the DISTRICT is determined. In the event the DISTRICT fails to commence work on the project funded herein within the timelines established under RCW Chapter 36.70A.,

11. CHANGES, MODIFICATIONS, AND AMENDMENTS

a. In the event of any errors or omissions by the CONSERVATION DISTRICT in the performance of any work required under the Contract, the CONSERVATION DISTRICT will make all necessary corrections without additional compensation. All work submitted by the CONSERVATION DISTRICT will be certified by the CONSERVATION DISTRICT and checked by the CONSERVATION DISTRICT for errors and omissions. The CONSERVATION DISTRICT will continue to be responsible for the accuracy of work even after the work is accepted by the COUNTY.

b. Both parties agree to meet on a quarterly basis to review this agreement and if necessary, amend it. To be effective, any amendment or modification must be in writing, be agreed on by both parties and be attached to the Agreement. Work under an amendment or a modification may not commence until the amendment or modification has been approved by both parties and has become effective.

c. This agreement and the attached appendices contain the entire integrated agreement of the parties may be changed, modified, or amended by written agreement executed by both parties.

12. ASSURANCES

The CONSERVATION DISTRICT and its subcontractors, employees, agents, and representatives will comply with all applicable federal, state, and local laws, rules and regulations in their performance under the Agreement.

13. DISPUTES

In the event a dispute arises between the CONSERVATION DISTRICT and the COUNTY relating to this agreement, a meeting regarding the dispute shall be held by the Parties, to be attended by representatives with decision-making authority, to attempt in good faith to negotiate a mutually acceptable resolution of the dispute. If the dispute cannot be resolved within a reasonable time not to exceed sixty (60) days, which time may be extended by mutual consent of the Parties, then the Parties may seek resolution through dispute resolution or formal arbitration.

14. GOVERNANCE

The Agreement will be construed as having been made and delivered within the State of Washington and it is agreed by each party that the Agreement will be governed by the laws of the State of Washington, both as to its interpretation and performance. Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Thurston County, Washington.

15. INELIGIBILITY

The CONSERVATION DISTRICT certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or state agency.

16. INDEPENDENT RELATIONSHIP

The DISTRICT or DISTRICT's Agent(s) performing under this contract are not employees or agents of the COUNTY. The DISTRICT shall not hold themselves out as nor claim to be an officer or employee of the COUNTY or of the State of Washington by reason hereof, nor will the DISTRICT make any claim of right, privilege or benefit which would accrue to such employee under law. Conduct and control of the work outlined in the scope of work shall be solely with the DISTRICT.

17. HOLD HARMLESS AND INDEMNIFICATION

a. The DISTRICT shall hold harmless, indemnify and defend the COUNTY, its officers, officials, employees and agents, from and against any and all claims, actions, suits, liability, losses, expenses, damages, and judgments of any nature whatsoever, including costs and attorney's fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or

business, caused by or arising out of the DISTRICT'S acts, errors or omissions or the acts, errors or omissions of its employees, agents, subcontractors or anyone for whose acts any of them may be liable, in the performance of this Contract, only to the extent the employee or agent was acting within the scope of their employment or agency. Claims shall include, but not be limited to, assertions that information supplied or used by the DISTRICT or subcontractor infringes any patent, copyright, trademark, trade name, or otherwise results in an unfair trade practice. PROVIDED HOWEVER, that the DISTRICT'S obligations hereunder shall not extend to injury, sickness, death or damage caused by or arising out of the sole negligence of the COUNTY, its officers, officials, employees or agents. PROVIDED FURTHER, that in the event of the concurrent negligence of the parties, the DISTRICT'S obligations hereunder shall apply only to the percentage of fault attributable to the DISTRICT, its employees, agents or subcontractors.

b. In any and all claims against the COUNTY, its officers, officials, employees and agents by any employee of the DISTRICT, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the DISTRICT or subcontractor under Worker's Compensation acts, disability benefits acts, or other employee benefits acts, it being clearly agreed and understood by the parties hereto that the DISTRICT expressly waives any immunity the DISTRICT might have had under Title 51 RCW. By executing the Contract, the DISTRICT acknowledges that the foregoing waiver has been mutually negotiated by the parties and that the provisions of this Section shall be incorporated, as relevant, into any contract the DISTRICT makes with any subcontractor or agent performing work hereunder.

c. The DISTRICT'S obligations hereunder shall include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach of any common law, statutory or other delegated duty by the DISTRICT, the DISTRICT'S employees, agents or subcontractors.

18. Commercial General Liability

a. The DISTRICT shall maintain Commercial General Liability coverage for bodily injury, personal injury and property damage, subject to limits of not less than \$1,000,000 per loss. The general aggregate limit shall apply separately to this Contract and be no less than \$1,000,000.

i. The DISTRICT shall provide Commercial General Liability coverage which does not exclude any activity to be performed in fulfillment of this Contract. Specialized forms specific to the industry of the DISTRICT will be deemed equivalent provided coverage is no more restrictive than would be provided under a standard Commercial General Liability policy, including contractual liability coverage.

ii. The DISTRICT'S Commercial General Liability insurance shall include the COUNTY, its officers, officials, employees and agents with respect to performance of services, and shall contain no special limitations on the scope of protection afforded to the COUNTY as additional insured.

- iii. The DISTRICT shall furnish the COUNTY with evidence that the additional insured provision required above has been met. An acceptable form of evidence is the endorsement pages of the policy showing the COUNTY as an additional insured.
- iv. If the DISTRICT'S liability coverage is written as a claims made policy, then the DISTRICT must evidence the purchase of an extended reporting period or "tail" coverage for a three-year period after project completion, or otherwise maintain the coverage for the three-year period.
- v. If the Contract is over \$50,000 then the DISTRICT shall also maintain Employers Liability Coverage with a limit of not less than \$1 million.

b. Automobile Liability: The DISTRICT shall maintain Business Automobile Liability insurance with a limit of not less than \$1,000,000 each accident combined Bodily Injury and Property Damages. Coverage shall include owned, hired and non-owned automobiles.

c. Other Insurance Provisions:

- i. The DISTRICT'S liability insurance provisions shall be primary with respect to any insurance or self-insurance programs covering the COUNTY, its elected and appointed officers, officials, employees and agents.
- ii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the COUNTY, its officers, officials, employees or agents.
- iii. The DISTRICT'S insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- iv. The DISTRICT shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.
- v. The insurance limits mandated for any insurance coverage required by this Contract are not intended to be an indication of exposure nor are they limitations on indemnification.
- vi. The DISTRICT shall maintain all required policies in force from the time services commence until services are completed. Certificates, policies, and endorsements expiring before completion of services shall be promptly replaced.

d. Verification of Coverage and Acceptability of Insurers: The DISTRICT shall place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.

- i. Certificates of Insurance shall show the Certificate Holder as Thurston County and include c/o of the Office or Department issuing the Contract. The address of the Certificate Holder shall be shown as the current address of the Office or Department.

ii. Written notice of cancellation or change shall be mailed to the COUNTY at the following address:

Attn: Risk Analyst
Human Resources
2000 Lakeridge Drive S.W.
Olympia, Washington 98502

iii. *In the alternative, either party to this agreement may fulfill the insurance obligations contained herein by maintaining membership in a joint self-insurance program authorized by RCW 48.62. In this regard, the parties understand that the party to this agreement who is a member of such a program is not able to name the other party as an "additional insured" under the liability coverage provided by the joint self-insurance program.*

iv. *The DISTRICT shall furnish the COUNTY with properly executed certificated of insurance or a signed policy endorsement which shall clearly evidence all insurance required in this section prior to commencement of services. The certificate will, at a minimum, list limits of liability and coverage. The certificate will provide that the underlying insurance contract will not be canceled or allowed to expire except on thirty (30) days prior written notice to the COUNTY.*

v. *The DISTRICT or its broker shall provide a copy of any and all insurance policies specified in this Contract upon request of the Thurston County Risk Management Division.*

19 KICKBACKS

a. The DISTRICT and its employees and authorized representatives are prohibited from inducing by any means any person employed or otherwise involved in this project to give up any part of the compensation to which he/she is otherwise entitled or, receive any fee, commission or gift in return for award of a subcontract hereunder.

20 INTELLECTUAL PROPERTY

a. Copyrights and Patents. Should the DISTRICT or DISTRICT's Agent(s) create any copyrightable materials or invent any patentable property in the course of the scope of work governed by this agreement, the CONSERVATION DISTRICT may copyright or patent the same but shall grant the COUNTY a royalty-free, nonexclusive and irrevocable license to reproduce, publish, recover or otherwise use the material(s) or property and to authorize others to use the same for federal, state or local government purposes. Where federal funding is involved, the federal government may have a proprietary interest in patent rights to any inventions developed by the CONSERVATION DISTRICT as provided in 35 U.S.C. §§ 200–212

b. Publications. When the DISTRICT, DISTRICT's Agent(s), or persons employed by the DISTRICT use or publish information of the COUNTY; present papers, lectures, or seminars involving information supplied by the COUNTY; use logos, reports, maps or other data, in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to the COUNTY.

21 PROPERTY AND RECORD MANAGEMENT

a. The COUNTY'S Property and Records Management Policy, hereby incorporated by reference, and any updates thereto, shall control the use and disposition of all real and personal property purchases wholly or in part with funds furnished by the COUNTY in the absence of state, federal statute(s), regulations(s), or policy(s) to the contrary or upon specific instructions with respect thereto in the scope of work.

b. The parties to this agreement shall each maintain books, records, documents and other information which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be kept in accordance with the provisions contained on the Secretary of State archives website, for records retention, hereby incorporated by reference, and any updates thereto. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, federal officials so authorized by law, and as provided by the state Public Records Act, RCW 42.56. All books, records, documents, and other material relevant to this agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

22 ACCESSIBILITY REQUIREMENTS

The DISTRICT and the COUNTY will remain current with Federal and Washington State accessibility standards and comply with OCIO Policy 188 – Accessibility located at <https://ocio.wa.gov/policy/accessibility>.

23 SEVERABILITY

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

24 WAIVER

A failure by either party to exercise its rights under this agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights

under this agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original agreement.

25 BREACH

The CONSERVATION DISTRICT shall not be relieved of any liability to the COUNTY for damages sustained by the COUNTY because of any breach of contract by the CONSERVATION DISTRICT. The COUNTY may withhold payments for the purpose of setoff until such time as the exact amount of damages due the COUNTY from the CONSERVATION DISTRICT is determined. In the event the CONSERVATION DISTRICT fails to commence work on the project funded herein within the timelines established under RCW Chapter 36.70A., the CONSERVATION DISTRICT shall be subject to the requirements of RCW 36.70A.735.

26 ENTIRE AGREEMENT

This agreement and the attached appendices contain the entire integrated agreement of the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement.

THURSTON CONSERVATION DISTRICT

THURSTON COUNTY

Signature

Signature

Title

Date

Title

Date

Approved as to form:

Conservation District Legal Counsel

Approved as to form:

County Prosecuting Attorney

Date

Date

Interlocal Agreement
Voluntary Stewardship Program (VSP)
Thurston County/Thurston Conservation District

Appendix A
SCOPE OF WORK

The services to be performed by the DISTRICT under this agreement. The primary goals of the scope of work, under RCW36.70A715 (1)(b) is to assist the County and VSP Work Group in implementation of the approved VSP Work Plan. Scope of work tasks are set forth as follows:

Task 1: Meetings and Communication

- a. The District will provide quarterly progress updates, on a form to be provided by the COUNTY, to staff that summarizes project progress and identifies, if any, issues to meeting the deliverables in the scope of work.
- b. The DISTRICT will provide updates to VSP Work Group regarding VSP education and outreach, as well as technical assistance and monitoring activities on an as needed basis.

Deliverables:

1. Quarterly progress update.
2. Updates to VSP Work Group, as needed.

Task 2: Education and Outreach

- a. Create a public outreach plan to contact landowners that meets the VSP Work Plan requirements and obtain input from the County and VSP Work Group prior to finalizing the plan.
- b. Use existing and new outreach tools to the extent practicable to keep landowners and the public informed about VSP and emerging opportunities.
- c. Maintain an on-line Individual Stewardship Plan tool for qualifying landowners to complete and submit.

d. Host outreach and educational events that explains the Thurston County Voluntary Stewardship Program for landowners.

Deliverables:

1. Robust public outreach using existing and/or new outreach tools.
2. Maintain on-line access to Individual Stewardship Plan for VSP implementation.
3. Public informational meetings as needed/required.

Task 3: Technical Assistance

- a. Facilitate Individual Stewardship Plan (ISP) checklist completion for operators/producers with intersection of critical areas and agriculture activity.
- b. Provide technical assistance with conservation practices to producers and operators in the various watersheds through the:
 - c. Development of goals for participation by agricultural operators conducting commercial and noncommercial agricultural activities in the watershed necessary to meet the protection or enhancement benchmarks of the Thurston County VSP work plan.
 - d. Identify potential additional incentive programs for which VSP enrolled landowners may be eligible.
 - e. Inform landowners completing ISP checklist and stewardship plans of potential additional incentive programs and when possible, assist landowners in enrolling into additional conservation incentive programs.

Deliverables:

1. Map agricultural activities and critical areas by watershed.
2. Quarterly report on Individual Stewardship Plan activity.

Task 3: Monitoring and Reporting

- a. Store, track, and collate ISP information. Including, property acreage, watershed, critical area type and acreage onsite; type, extent or size, and description of the BMPS maintained, BMPs recommended, and BMPs implemented after completion of a stewardship plan; and where practicable quantitative affected of BMP implementation.
- b. Track number of VSP landowners by watershed who participate in additional incentive programs offered or implemented by the DISTRICT. Provide a description of the type and size of project, name of program, and acreage affected.

c. Close out report that provides a summary of work completed. Description of any collaborative efforts and leveraging of existing resources and list of organizations involved, practices implemented and how they help to maintain and improve critical area and agricultural viability. Additionally, adaptive management on metric collection

Deliverables:

1. Close out report with data and accomplishment summary.

Interlocal Agreement
Voluntary Stewardship Program
Thurston County/Thurston Conservation District
Appendix B
COMPENSATION

1. The DISTRICTS compensation under this Agreement, which is described in Section 4 of the Agreement (COMPENSATION), is set forth as follows:

COUNTY shall pay DISTRICTS the amounts described below and shall reimburse DISTRICT for the reasonable costs and expenses directly incurred by DISTRICT in performing DISTRICT 's services. COUNTY shall reimburse DISTRICT at cost for all costs and expenses not to exceed the total COMPENSATION. If DISTRICT's costs for individual tasks are below estimates, funds may be shifted to other tasks as agreed to in writing by the COUNTY and the DISTRICT. The estimated hours and budget below are for guidance purposes; exceeding individual line items is not intended to and is not breach of the Scope of Work. However, DISTRICT will notify COUNTY if the budget for the task will be exceeded. The COUNTY reserves the right to withhold up to 15% of the payment per task pending completion of the particular task deliverable. COUNTY's total COMPENSATION to DISTRICT, including cost and expense reimbursements, shall not exceed \$150,000

Budget per Task

Task	FY 2021	FY 2022	FY 2023	Total Budget
Contract Administration	\$ 1,125.00	\$ 2,250.00	\$ 1,125.00	\$ 4,500.00
Education and Outreach	\$ 8,250.00	\$ 16,500.00	\$ 8,250.00	\$ 33,000.00
Technical Assistance	\$ 15,750.00	\$ 31,500.00	\$ 15,750.00	\$ 63,000.00
Monitoring and Reporting	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 12,000.00
<i>Subtotal</i>	<i>\$ 28,125.00</i>	<i>\$ 56,250.00</i>	<i>\$ 28,125.00</i>	<i>\$ 112,500.00</i>
Overhead/Indirect (25%)	\$ 9,375.00	\$ 18,750.00	\$ 9,375.00	\$ 37,500.00
Total Budget	\$ 37,500.00	\$ 75,000.00	\$ 37,500.00	\$ 150,000.00

Item

5

Nonpoint Activity Update

Southwest Region
July 2021



Program Updates

EPA Request for Grant Applications

EPA has released a new Request for Grant Applications (RFA) and posted on their [Office of Wetlands, Oceans, and Watersheds website](#): *Fiscal Year (FY) 2021 Building Partner Capacity and Promoting Resiliency and Equity under Clean Water Act Wetlands, Nonpoint Source, Monitoring, Assessment and Listing Programs*. Two to four awards for the Nonpoint Source Agricultural Conservation Benefit Assessment and Partner Training (National Priority Area I) will be incrementally funded for a range of \$110,000 to \$200,000 per award with a four-year project period. Additional priorities are outlined in the RFA. All applications must be received by electronic submission through Grants.gov by **August 10, 2021**.

WDFW Watchable Wildlife Grant Program

"The Washington Department of Fish and Wildlife is excited to announce its inaugural Watchable Wildlife Grant program for individuals, non-profits, schools, and local and county governments. WDFW will accept grant applications for projects that create, improve, increase, and/or promote opportunities for communities to view wildlife. WDFW encourages initiatives brought forward by/co-developed with underserved communities to address stated community needs and that are imbued with equity and justice values. They will benefit or address barriers of underrepresented communities and/or apply diverse, equitable, and inclusive concepts in their projects. **The application period opens on May 31 and closes July 25. Follow this [link](#) to learn more about the grant and how to apply.**"

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	2	Mason	7
Clark	3	Pacific	0
Cowlitz	2	Pierce	8
Grays Harbor	3	Skamania	1
Jefferson	3	Thurston	1
King (WRIA 10)	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!

Puget Sound Watersheds

Anne Baxter

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

Vacant

Soon to be filled!

Alena Reynolds

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

To Report Environmental Concerns:

Southwest Regional Office

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

Online: [Southwest region reporting form](#)

Email: swroerts@ecy.wa.gov

Phone: 360-407-6300



UPDATE
Washington Association of Conservation Districts
and National Association of Conservation Districts*
7/22/21 Thurston Conservation District Board Meeting

NACD

The 2021 **NACD Summer Conservation Forum** is in Chicago, July 24-27. More information [here](#).

NACD Pacific Region

- Pacific region has embarked development of a **STRATEGIC PLAN**. Pacific is the first and only region to initiate such an effort. Having sideboards and targets for our activities will help us move the dial in getting more conservation on the ground.
- Our joint **NACD REGIONAL MEETING OF SOUTHWEST AND PACIFIC** is an in-person meeting on August 30-31 at the Snow King Resort in Jackson, Wyoming. The agenda and logistics are under development, so watch for future information. Visit www.conservewy.com for updates. As this will be the first in-person in a long time for many of us, it'll be a grand opportunity to re-engage, talk face-to-face with colleagues, and see some spectacular scenery.

NACD Forestry Resource Policy Group – The [NACD Forestry Resource Policy Group's \(RPG\)](#) hosted a joint webinar series with the National Association of State Foresters, June 22, 2021. Fifty minute sessions covered: marketing, engaging underserved groups, carbon sequestration, and characteristics of woodland owners and links are below:

- <https://youtu.be/aRh3krf0xJ8>
- <https://youtu.be/YvTqxRpUeP4>
- <https://youtu.be/Hr4GLPU14z4>
- <https://youtu.be/oXUvMEWzAvA>

Playlist link: <https://www.youtube.com/watch?v=Hr4GLPU14z4&list=PL1zOUTEjoqu-XAZW3R3zbGKmYW7FtlPhM>

WACD

- WACD Board of Directors work session at 6 PM on July 19th. The agenda with a Zoom link is at <https://wadistricts.org/board-of-directors>
- WSCC executive director Carol Smith has announced her retirement effective October 22, 2021.
- NACD's [Next Generation Leadership Institute](#) - future leaders please apply. As yet, there have been no applicants from Washington State. Currently conservation district officials are encourage to apply.
- WACD annual conference and business meeting planning is starting. Join the Annual Conference Planning team - contact Ryan Baye at rbaye@wadistricts.org to reserve a place on the ACPT. The first meeting is likely to be in early August.
- WACD's information "Hub" – <https://hub/wadistricts.org> For information on WACD and Washington's conservation districts.

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

Submitted by Doug Rushton, WACD representative on NACD board

Item


6

Proposed 2021 Mid-Year Revised Unrestricted Budget



	Account Name	2021 Approved Budget	Revised Budget	Difference from Approved and Revised	Notes
1	Income	733,124	870,471	137,347	
2	3431100 · Retail Sales	27,550	38,234	10,684	
3	3411140 · TCD Equipment Rentals	3,000	3,000	0	
4	3431130 · Soil Testing	3,000	3,500	500	Increased demand for soil testing
5	3431120 · Rental Income	1,500	900	-600	Overestimated 2021 rental income
6	3611100 · Interest Income	50	125	75	
7	3431110 · Plant Sales	20,000	30,709	10,709	Includes anticipated income for the last quarter of 2021
8	3670000 · Contributions Private	0	0	0	
9	3300000 · Grant Revenue	47,801	170,569	122,768	
10	3340000 · State Grants	47,801	170,569	122,768	Using the entire FY22 Implementation budget in 2021.
11	3685201 · Rates and Charges	551,475	554,668	3,193	Updated with Treasurer's final roll total
12	Overhead	106,298	107,000	702	
13	5314999 · Overhead Allocation	103,798	100,000	-3,798	
14	5966699 · Vehicle Allocation	2,500	7,000	4,500	
15	Cash Surplus	50,000	60,000	10,000	
16	Program Allocation	290,629	342,160	51,531	
17	South Sound Green	46,300	46,300	0	
18	TCD VSP	40,000	40,000	0	
19	TCD Cost Share	5,000	0	-5,000	
20	Stewardship TA	35,708	36,708	1,000	
21	Working Lands Preservation Initiative	13,000	13,000	0	
22	CTA (Orca Recovery)	5,556	5,556	0	CTA allocation requirement removed from Implementation grant.
23	Food System Support	0	5,000	5,000	New grant for first half of 2021
24	Restoration Projects		13,097	13,097	Off-Road Vehicle (ORV)
25	Community Awards Program		1,500	1,500	
26	Conservation Project Administration	6,527	6,527	0	
27	Outreach, Education and Communications	69,569	69,569	0	
28	Plant Sale	27,653	30,653	3,000	Includes anticipated costs for the last quarter of 2021
29	Soil Health Program (Testing & Equipment Rental)	34,816	40,000	5,184	Increased demand for soil testing
30	Elections	6,500	9,000	2,500	Underestimated costs for 2021 elections and includes anticipated costs for the last quarter of 2021
31	Engineering Program	0	25,250	25,250	Added expenses for new in-house engineer: \$6,250 for license; \$10,000 for equipment and \$5,000 for supplies

	Account Name	2021 Approved Budget	Revised Budget	Difference from Approved and Revised	Notes
32	[-] Expense and Savings	492,494	588,311	95,817	
33	Administrative Salaries & Benefits	206,241	206,241	0	
34	[-] Professional Services	65,553	133,553	68,000	
35	5314101 · Legal Services	25,000	25,000	0	
36	5314102 · Audit & Accounting	3,000	10,000	7,000	New cost for 2019-2020 Audit
37	5314103 · Computer Services	20,000	22,000	2,000	
38	5314100 · Professional Services	7,000	10,000	3,000	Includes FCS and underestimated the cost of the Salaries Study
39	CEC Feasibility Study		56,000	56,000	
40	JEDI Work	10,553	10,553	0	Based on Pierce JEDI investment
41	[-] Facility, Vehicles and Maintenance	104,500	133,317	28,817	
42	5314104 · Janitorial Services	3,000	8,000	5,000	Increased janitorial costs
43	5314501 · Office Rent	52,000	50,000	-2,000	
44	5314700 · Utilities	6,000	10,000	4,000	Late Shared Utilities invoices from 2020 payments and utility cost increase.
45	5314503 · Equipment Leases	3,000	3,000	0	
46	5314504 · Vehicles	15,000	35,000	20,000	Vehicle lease is \$5,000, and new vehicle \$30,000
47	5314200 · Communications	11,000	11,000	0	
48	5313102 · Photocopier Usage	2,500	1,500	-1,000	Reduction in photocopier usage and paper processes
49	5354800 · Repairs & Maintenance	1,500	2,500	1,000	
50	Computer Hardware Purchases	6,000	4,817	-1,183	
51	Computer Software	3,500	4,000	500	
52	Equipment & Office Furniture	1,000	3,500	2,500	We anticipate to purchase office furniture when staff go back the office.
53	[-] Supplies	12,700	12,200	-500	
54	5313101 · Office Supplies	3,000	3,000	0	
55	5314202 · Postage & Shipping	1,500	1,000	-500	
56	5314901 · Meetings & Events	200	200	0	
57	5314902 · Organizational Dues & Licenses	7,500	7,500	0	NACD, WACD, TRPC, WCS, MRSC, WACD SW, Vehicle Licenses
58	Board Meeting Snacks	500	500	0	
59	[-] Conferences, Training and Travel	7,000	7,000	0	
60	5314302 · Staff Conference & Training Fees	2,000	3,000	1,000	
61	Board Conference and Training Fees	2,000	1,500	-500	
62	5314300 · Staff Travel	2,000	2,000	0	
63	Board Travel	1,000	500	-500	
64	[-] Insurance and Banking	21,500	21,000	-500	

	Account Name	2021 Approved Budget	Revised Budget	Difference from Approved and Revised	Notes
65	5314110 · Bank Fees & Interest Charges	1,000	500	-500	
66	5314600 · Liability Insurance Premiums	20,000	20,000	0	
67	5314111 · Late Fees & Penalties	500	500	0	
68	 Savings	75,000	75,000	0	
69	Reserve Fund	37,500	37,500	0	
70	Conservation Education Center Savings Plan	37,500	37,500	0	
71	Net Income (Surplus or Deficit)	0	0	-0	

Item

7

MEMO



To: TCD Board of Supervisors

From: Sarah Moorehead, *Executive Director*

Date: July 22, 2021

Subject: Conservation and Education Center Feasibility Study Contract: Beckwith Consulting Group

ITEM TO BE PROVIDED ELECTRONICALLY.

Revision of the proposed scope of work and budget for the Conservation and Education Center Feasibility Study is underway with Beckwith Consulting Group to generate the final contract.

This item is on the regular July 22nd meeting agenda for review, discussion and public comment. Electronic meeting packets will be updated and published on the TCD website upon receipt of this item for public review. This item will be mailed directly to the Board for review prior to the July 22nd, 2021 Board meeting.

Item

8

Thurston Conservation District Board of Supervisors

Board Meeting Agenda

August 26, 2021 5:30pm-8pm



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

<https://global.gotomeeting.com/join/324464565>

You can also dial in using your phone.

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

United States: +1 (872) 240-3212- One-touch: tel:+18722403212,,324464565#

Access Code: 324-464-565

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

<https://global.gotomeeting.com/install/324464565>

- | | |
|---|------------------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 5:30 PM
5 minutes |
| 2. Agenda Review | 5:35 PM
5 minutes |
| 3. Consent Agenda – Action Item | 5:40 PM
5 minutes |
| A. July 13, 2021 Work Session Minutes | |
| B. July 22, 2021 Board Meeting Minutes | |
| C. August Financial Report | |
| 4. Public Comment | 5:45 PM
15 minutes |
| *Three minutes per person | |
| 5. Partner Reports (if present) | 6:00 PM
15 minutes |
| A. Natural Resources Conservation Service (NRCS), <i>Robin Buckingham</i> | |
| B. Washington State Department of Ecology, <i>Alena Reynolds</i> | |
| C. Washington State Conservation Commission (WSCC), <i>Jean Fike</i> | |
| D. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> | |
| E. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | |
| 6. WACD Resolutions, All | |
| A. Cultural Resources and Restoration | |
| 7. Governance, All | |
| A. Conservation and Education Center Update | |
| B. September 2021 Work Session Topic List Development | |
| 8. Board of Supervisor Reports, All | |

9. Executive Director Report, *Sarah Moorehead*

Adjourn

.

Important Dates

August

16 th	WACD Board Meeting	Virtual
26 nd	TCD Board Meeting 5:30-8pm	Virtual (Go to Meeting)
30-31	NACD SW-Pacific joint regional meeting	Jackson, WY (in person)

September

14 th	TCD Board Work Session 3-5pm	Virtual (Go to Meeting)
23 nd	TCD Board Meeting 5:30-8pm	Virtual (Go to Meeting)

Item

10

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



Priority Initiative Updates

Thurston Agricultural Market Reset

Washington State University Thurston County Extension is working to aggregate needs and ideas to put together a work plan for Thurston County's \$2.1 million dollar investment in the Thurston Agricultural Market Reset. Among the currently identified outcomes for this funding are:

- 100 grants of \$10,000 directly to agricultural businesses (similar to 2020 grants)
- \$100,000 for food assistance to serve people in need and expand markets for the Southwest Washington Growers Cooperative
- \$1 million dollars reserved for ideas to resolve labor shortage
 - Potential ideas include: Veteran's work crews, equipment purchases for labor savings and job training opportunities

Other ideas under discussion include:

- Water and sewer infrastructure development at the Agricultural Business Park and potentially other sites
- Broadband development
- Marketing support
- Purchasing incentives for institutions

Additional available updates will be provided to the Board at the July 22nd, 2021 Board Meeting.

To offer thoughts and feedback directly, feel free to contact:

Stephen Bramwell, *Director*

WSU Extension Thurston County

Office: 360-867-2161 | bramwell@wsu.edu

Independence Valley Aquatic Species Restoration Plan – Project Development

TCD technical staff members Karin (Conservation Program Manager), Katrinka (District Engineer) and Sasha (Habitat Specialist) are working collaboratively on a project focused on the Independence Valley, in the Chehalis River Basin.

The goal of this effort is to identify and begin to develop projects that will benefit sustainable agriculture and wildlife habitat along this reach of the Chehalis River and in the adjacent floodplain. The project is funded as part of the Chehalis Basin's Aquatic Species Restoration Plan (ASRP) effort. Attached is a factsheet to learn more about this plan.

The TCD staff team has been conducting site visits with interested land owners to talk about opportunities, challenges, and goals. A field assessment and landowner site visits

with a consulting Natural Systems Design person, both on the ground and on the river have been recently completed. In partnership with the Chehalis Tribe, staff surveyed the Chehalis River to look at opportunities to address bank erosion, riparian condition, flooding, and aquatic habitat, along with Board Member and community member Betsie DeWreede!

Early ideas that continue to evolve include reforestation of upland acreage, installation of hedgerows adjacent to farm fields, wetland habitat enhancement, invasive control and riparian planting projects, and wood installation along the river. Exploration of flood-response infrastructure is also part of the discussion, as is development of potential side channels for salmon habitat, and expansion of habitat areas where community members are interested. More ideas are likely to emerge in the coming days. The next phase of the project involves summarizing opportunities and ideas to share back to community members, while the consulting team explores river-based actions. Stay tuned for future updates!



Photo of river survey team on the Chehalis River.

District Operations

June 8th 2021 Special Meeting Action Items

- 1. Before the June 24, 2021 Board Meeting, ED Moorehead will meet with Beckwith Consulting Group to discuss the plan's next level of detail and to specify the questions that must be addressed by the Board to finalize the scope of the Feasibility Study.**
Completed.
- 2. Staff will draft instructions for "raising a hand" while using GoToMeeting.**
Unfortunately, there is no 'hand raise' feature in Go To Meeting. The chat function can be used by entering the work 'comment' or 'next' to signify a participant would like to speak next. Staff are working on a transition to Zoom for Board and public meetings to allow for more useful features and better connections for Board members.
- 3. Staff will send the Board the list of outreach platforms they have used to advertise the advisory committee. The Supervisors will send staff a list of**

individuals and organizations they have invited to apply for a seat on the advisory committee.

Completed.

- 4. For July 13, Work Session, ED Moorehead will draft a proposed framework to re-establish a TCD Community Awards program.**

Completed.

- 5. ED Moorehead will begin to schedule partner organization presentations for upcoming work sessions.**

Completed. Partner organizations are scheduled for work session presentations beginning in September 2021.

June 24th 2021 Board Meeting Action Items

- 1. Staff will ask Jean Fike to provide a written WSCC report via email if applicable.**

Completed. No new update to report from WSCC. Jean will ensure that important business is sent to the Board both during and outside of Board meetings. Jean also welcomed the Board to contact her anytime with questions, concerns or comments: Cell: 360-764-0533 | JFike@scc.wa.gov

- 2. ED Moorehead will follow-up with Robin Buckingham to schedule a NRCS Overview presentation for a future TCD Board Work Session.**

Completed. Robin will present at the September 2021 TCD Board Work Session.

- 3. The CEC Board Sub-Committee will meet in the upcoming week.**

Completed.

- 4. ED Moorehead will prepare a letter of support to the Thurston County Board of Commissioners on behalf of the TCD Board for the use of American Rescue Plan Act funds for the Agricultural Market Reset to support COVID-19 relief and recovery for agricultural businesses.**

Completed.

2021 Annual Plan Progress Reporting

Consistent with the Rates and Charges interlocal agreement with Thurston County, TCD submitted our 2021 Annual Plan Progress Report to Thurston County by the July 15th deadline. This report features a high-level, easy to review overview of completed and in progress actions and goals at TCD. Detailed data is always accessible to the Board via the monthly staff reports link, including specific metrics. This information is displayed at a detailed level to partners and our community in our end of year Annual Plan report. Attached you will find the 2021 Mid-Year Annual Plan Progress Report.

Overall, TCD is on track or exceeding our 2021 Annual Plan goals! Of the 108 actions found within the 37 stated strategic goals, 55% them have been met and many of our in progress deliverables are nearing completion. Of the 59 completed goals, TCD has exceeded expectations on 36% of these important actions that impact climate change, local food production and consumption, producer support and preservation of working lands, protection and restoration of ecosystems, soil conservation and health, water quality and quantity, community outreach and engagement, adult and youth conservation education, and district operations.

Monthly Staff Reports

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

Chehalis Basin Strategy

Aquatic Species Restoration Plan (ASRP)

The Chehalis Basin ASRP: part of an ambitious strategy for a resilient future

The ASRP is a key element of the Chehalis Basin Strategy, which was launched in 2010 to meet two of the Basin's greatest challenges:

1. The precipitous decline of salmon and other aquatic species
2. The certainty that catastrophic flooding will once again devastate the Basin

The ASRP offers a detailed roadmap for restoring habitat and protecting ecosystems along the rivers and streams of the Chehalis Basin. The ASRP prioritizes ecosystems and actions that will have the greatest impact, creating a more resilient future for aquatic species while also protecting communities and reinvigorating local economies. Together with other parts of the Chehalis Basin Strategy, these actions present an historic opportunity to create a safer, more resilient, and prosperous region for current residents and future generations.

Why do we need it?

TO REVERSE ALARMING DECLINES

Aquatic species face a grave future under the status quo, with estimates that salmon populations are already less than half their historic run sizes. Climate change impacts are a major driver in projected future declines. Without meaningful action, some important species could be extinct by the end of the century.

TO FULFILL THE BASIN'S PROMISE

The Chehalis Basin holds great promise to increase ecosystem resiliency when compared to other regions in the state where more widespread degradation and endangered species listings have already happened, and where human population and development pressures are greater.

What kind of issues will be addressed?



Degraded **stream habitats** could be enhanced by in-stream wood placement, replanting stream-side areas, reconnecting side channels, and other actions.



Correcting barriers to **fish passage** can improve access to quality habitats that support multiple species and increase connectivity among aquatic habitats.



Headwater wetlands and cold water springs are likely to be resilient to climate change effects on stream temperature, making these areas **important refuges** to protect.



Restoring the upper parts of the basin first promotes resilient habitats downstream by providing **ample cold water** throughout the year.

Interested in participating in a project? Get in touch with a local implementation coordinator:

Lewis Conservation District
nikki.atkins@lewiscdwa.com
(360) 996-4560

Thurston Conservation District
ASRP@thurstoncd.com
(360) 754-3588

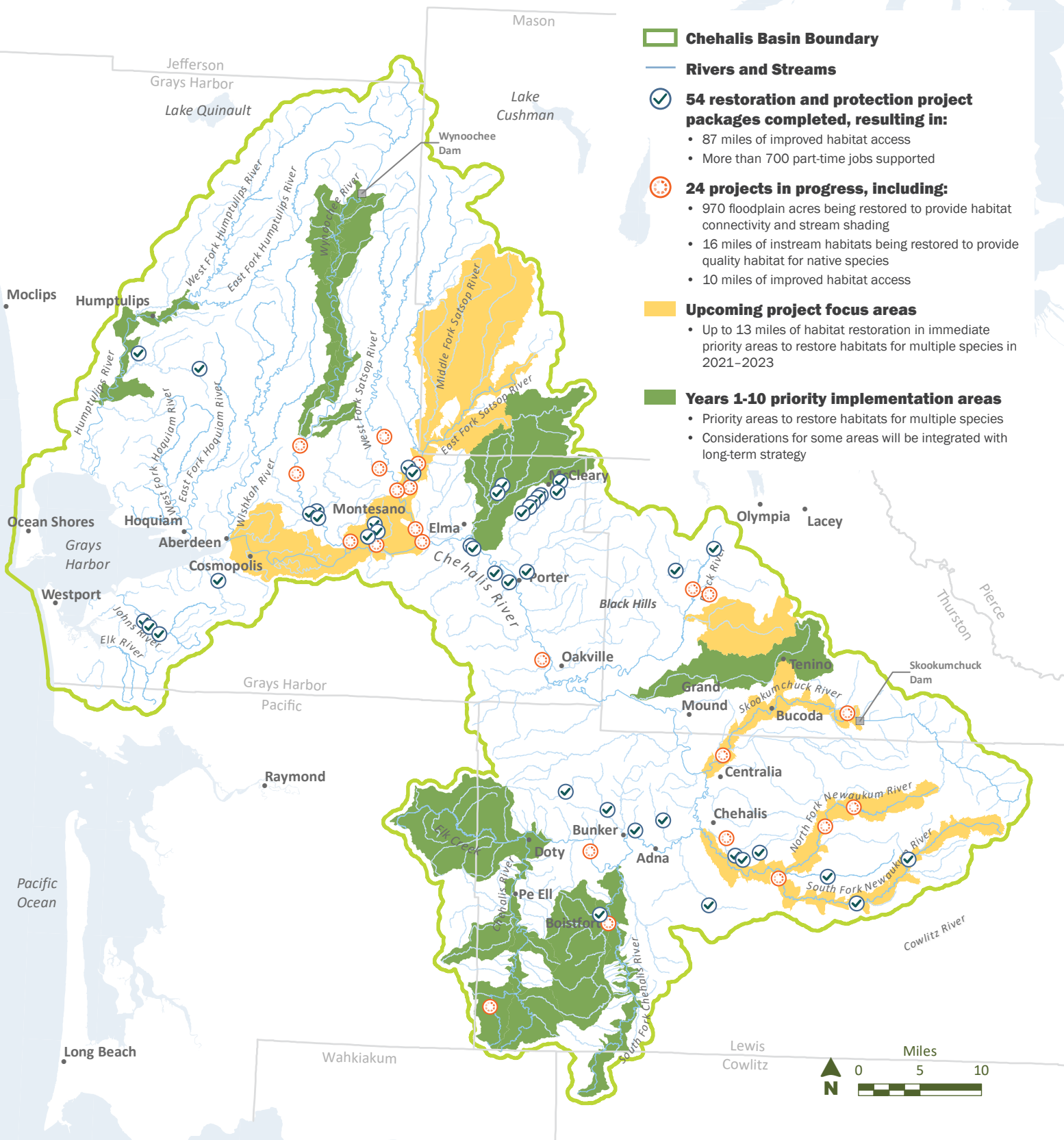
Mason Conservation District
mcd@masoncd.com
(360) 427-9436

Grays Harbor Conservation District
ghcdwater@gmail.com
(360) 249-8532

Chehalis Basin Strategy

Aquatic Species Restoration Plan (ASRP)

Strategy-Funded Accomplishments: 2015–Spring 2021





2021 Annual Plan Mid-Year Progress Report

Climate Change Adaptation and Mitigation

1) Assist with drought mitigation

- A. Provide water use technical recommendations to 10 urban and suburban community members *In progress*

2) Enhance fire safety for land and homeowners

- A. Develop fire safety strategies and recommendations at 10 sites *In progress*

3) Mitigate flood impacts on residents in the Chehalis Basin

- A. Host 2 community meetings focused on the Chehalis Basin Strategy to keep residents informed *In progress*
- B. Develop 1 floodplain restoration guidance documents for landowners **COMPLETED**
- C. Participate in Chehalis Basin Strategy and protect landowner involvement in the process **COMPLETED/ONGOING**

Highlight TCD continues to advocate for landowner interests and involvement, including fair incentive programs, flexible program standards and more through ongoing participation in Chehalis Basin activities.

4) Assist farms in mitigating and adapting to climate change

- A. Host 4 workshops to help farmers adapt to climate change *In progress*
- B. Facilitate the installation of 1 alternative on-farm energy project *In progress*
- C. Work on 2 farms to implement carbon sequestration practices *In progress*
- D. Improve emergency readiness for community members **COMPLETED/ONGOING**

Highlight Community education about fire preparedness presented via workshop. Ongoing outreach for Thurston County Emergency Alert system. Developed new, expanded emergency preparedness resource website: <https://www.thurstoncd.com/education/resources/emergency-preparedness-resources/>

5) Improve community resilience to climate change

- A. Host 2 professional development opportunities for teachers **COMPLETED**

Local Food Production and Consumption

6) Support urban and suburban food production

- A. Provide technical assistance to 2 community gardens, tribal gardens, school gardens or garden clubs **EXCEEDED**

Highlight TCD has supported 6 community, tribal or school gardens with technical support!

- B. Provide technical assistance to 60 urban and suburban community members *In progress*

- C. Implement conservation BMPs on 1 farm within urban or urban growth areas **COMPLETED**

- D. Host 2 workshops on backyard food production *In progress*

7) Increase accessibility to healthy local food for community members of Thurston County

- A. Partner to expand food bank services with fresh local food in 1 area without current or sufficient support **COMPLETED**
- B. Strengthen partnerships with local organizations to support community gardens, school gardens, and home-based food production **COMPLETED/ONGOING**

Highlight Celebrating new and existing partnerships with Bounty For Families, Freedom Farmers, Thurston County Food Bank and Tumwater FRESH!

- C. Partner to host 1 workshop for families on cooking with fresh food. *In progress*

Producer Support and Preservation of Working Lands

8) Work with partners to protect critical working lands through easements and acquisitions

- A. Facilitate 1 new easement through the Chehalis Basin Strategy *In progress*
- B. Develop a community-wide plan to facilitate working lands easements through partnerships (RCPP, Sentinel Landscape Partnership, Conservation Grazing Partnership) *In progress*

9) Increase voluntary stewardship

- A. Increase participation in the Voluntary Stewardship Program to 150 participants *In progress*
- B. Develop 30 Individual Stewardship Plans *In progress*
- C. Support community members through regulatory processes such as inspections and referrals **COMPLETED/ONGOING**

Highlight

TCD helps residents connect to the Thurston County Planning and Economic Development department, supports producers during regulatory farm inspections, and provides voluntary management solutions to community members referred by regulatory agencies!

10) Support viable farms

- A. Support the enrollment of 5 producers in business planning training *In progress*
- B. Connect local producers to consumers through online tools and marketing support. **COMPLETED/ONGOING**

Highlight

Connecting consumers to producers through Southwest Washington Food Hub outreach and the Farmer's Basket Buyer's Guide: <https://www.thurstoncd.com/education/buyersguide/>

- C. Support streamlined application and permitting processes for community members **COMPLETED/ONGOING**

11) Increase support for forest stewardship

- A. Facilitate the development of 4 forest management plans (FMPs) **EXCEEDED**
- B. Secure access to a local forester serving Thurston County **EXCEEDED**
- C. Support efforts to preserve working forest land **COMPLETED/ONGOING**

12) Increase technical assistance to producers.

- A. Facilitate 200 site visits with producers. *In progress*
- B. Develop 2 NRCS Certified conservation plans. *In progress*
- C. Provide technical recommendations on 300 BMPs. *In progress*

13) Bridge the gap between retiring and beginning producers

- A. Offer 1 successional planning training course. *In progress*
- B. Seek sustainable funding for South Sound FarmLink program. **COMPLETED**

Highlight

Funding obtained through the Washington Coast Restoration and Resiliency Initiative to support South Sound FarmLink in all of Southwest Washington!

- C. Provide resources to 10 new farmers. **EXCEEDED**
- D. Collaborate with existing land matching programs. **COMPLETED**

14) Support sustainable shellfish production

- A. Work with 1 shellfish operation to implement conservation BMPs **COMPLETED**
- B. Conduct a needs assessment for local shellfish producers to identify areas to support and innovative ideas *In progress*
- C. Support recovery of Olympia Oyster *In progress*

15) Increase inventory and use of equipment rental service

- A. Identify additional pieces of equipment needed by the community to expand TCD's rental program. *In progress*
- B. Ensure appropriate use of the equipment by creating technically sound guidance documents for all equipment. *In progress*

Highlight

Check out TCD's manure spreader how-to video and guidance documents: <https://www.thurstoncd.com/working-lands/soilhealth/spreaders/>

- C. Increase marketing and outreach to maximize appropriate equipment **COMPLETED/ONGOING**

Protect and Restore Ecosystems

16) Work with partners to protect critical habitat through restoration easements and habitat enhancement contracts

- | | |
|--|--------------------------|
| A. Develop 1 new CREP contract. | In progress |
| B. Facilitate 2 conservation easements (termed or permanent) through TCD and partner programs. | COMPLETED |
| C. Strengthen partnerships with local accredited land trusts | COMPLETED/ONGOING |

17) Increase restoration of degraded habitat.

- | | |
|---|-----------------|
| A. Create 2 pollinator habitat projects. | EXCEEDED |
| B. Complete 1 wetland habitat enhancement projects. | In progress |
| C. Treat 15 acres of invasive species. | In progress |

Highlight TCD has treated 11.3 acres of invasive species to date!

- | | |
|--|-----------------|
| D. Develop 5 planting plans. | EXCEEDED |
| E. Provide technical assistance to 50 community members. | EXCEEDED |
| F. Facilitate 100 site visits with community members. | In progress |

Highlight TCD has facilitated 93 site visits to date!

18) Restore marine and freshwater habitat to support healthy aquatic species populations and functional floodplains

- | | |
|--|-----------------|
| A. Plant 12 acres of riparian habitat to support salmon recovery. | In progress |
| B. Develop 2 restoration projects in freshwater systems with salmon runs | EXCEEDED |
| C. Support 30 shoreline community members to improve shoreline habitat | EXCEEDED |

19) Enhance ESA Listed species habitat (plant & animal)

- | | |
|---|------------------|
| A. Work with 1 community members to improve Oregon Spotted Frog habitat. | COMPLETED |
| B. Host 1 Orca Recovery Day events to bring awareness to endangered salmon and orca populations. | In progress |
| C. Work with 10 community members through VSP to support on farm management and recovery of listed species. | In progress |

20) Develop local riparian restoration cost-share program

- | | |
|--|------------------|
| A. Work with local and state partners to secure funding for local riparian restoration program | COMPLETED |
|--|------------------|

Highlight TCD supported the development of the Thurston County Riparian Program and was additionally awarded funding for 3 restoration projects!

Soil Conservation and Health

21) Establish a soil health management program.

- | | |
|--|------------------|
| A. Provide soil analysis recommendations to 100 community members | In progress |
| B. Host 2 soil health focused workshops | In progress |
| C. Develop cost share opportunities focused on soil health practices, including: cover cropping, reduced tillage, permanent ground cover integrated into production fields, etc. | In progress |
| D. Develop guidance resources for farm equipment use to protect soil health | COMPLETED |
| E. Seek additional funding to support a soil health program. | In progress |

Water Quality and Quantity

22) Improved shoreline conditions.

- | | |
|---|-----------------|
| A. Work with partners to facilitate the repair/upgrade of 1 septic systems in shellfish production areas. | In progress |
| B. Support healthy shellfish growing areas by providing education and guidance on shoreline BMPs for 20 homeowners. | EXCEEDED |

23) Reduce surface & groundwater impacts from urban and rural land uses

- | | |
|---|-----------------|
| A. Implement 2 conservation BMPs to reduce nutrient runoff. | EXCEEDED |
|---|-----------------|

24) Improve water use efficiencies and water conservation strategies

- | | |
|--|------------------|
| A. Implement 2 conservation projects to support in stream flow targets | COMPLETED |
| B. Develop 4 Irrigation Management Plans for local agricultural operations | In progress |
| C. Develop written irrigation guidance resources for backyard gardeners | In progress |

Community Outreach and Engagement

25) Build robust volunteer program to increase organizational impact and engagement

A. Engage 30 community volunteers.

EXCEEDED

Highlight Goal exceeded by 134%!

B. Host 5 restoration work parties.

In progress

C. Dedicate 120 hours of community service to conservation.

EXCEEDED

D. Develop a youth volunteer network, engaging 10 youth in TCD volunteer opportunities.

EXCEEDED

26) Build relationships with elected officials.

A. Host 3 virtual or field tours for elected officials.

In progress

B. Present CD information and updates at 5 local jurisdiction meetings (ex. BOCC, City Council, Port).

In progress

C. Connect with legislators twice annually.

EXCEEDED

27) Improve accessibility of CD information

A. Develop relevant multi-lingual resources.

COMPLETED/ONGOING

B. Ensure TCD website meets current accessibility standards.

COMPLETED

C. Host 5 events appropriate for families and people of all ages.

COMPLETED

D. Showcase CD projects and programs on 3 local and TCD owned media platforms.

EXCEEDED

Highlight Goal exceeded by 100%!

28) Demonstrate the impact of our work to our community

A. Host annual gathering to showcase our community impact, our strong partnerships, and to recognize the stewardship accomplishments of community members and partners.

In progress

B. Create 2 new story maps to showcase TCD projects and partnerships.

In progress

Adult and Youth Conservation Education

29) Support the implementation of South Sound GREEN's Vision for the Future

A. Engage 1,200 students in water quality testing

In progress

B. Educate 400 students through watershed and water quality related classroom lessons

EXCEEDED

Highlight Goal exceeded by 411%!

C. Host 3 professional development opportunities for teachers to strengthen their knowledge of water quality and local conservation issues.

EXCEEDED

D. Increase involvement in the South Sound GREEN program by 2 percent

EXCEEDED

30) Promote careers in natural resources.

A. Provide instruction to 1 secondary or college class.

EXCEEDED

Highlight Instruction provided to 38 secondary or colleges classes in our community to date!

B. Offer alternative service opportunities for local AmeriCorps volunteers.

In progress

31) Educate our community about natural resources conservation.

A. Host 30 educational opportunities for our community (workshops, tours, trainings, etc.).

In progress

B. Engage 200 community members through our Annual Native Plant Festival

EXCEEDED

Highlight Goal exceeded by 511%!

District Operations

32) Sustainable and consistent funding to achieve our mission.

- A. Demonstrate impact of current Rates and Charges funding in the community

COMPLETED/ONGOING

Highlight

Organizational budget overhaul to increase transparency to our community and demonstrate where public funding goes to on the ground programs and projects!

33) Design and plan for TCD's Conservation and Education Center.

- A. Set aside funding annually.
B. Develop conceptual designs.
C. Locate and engage in securing land by 2024

COMPLETED/ONGOING

In progress

In progress

34) Thurston CD Board and Staff represent our community and have the capacity to support its needs.

- A. Ensure on-going professional development for all staff positions.
B. Develop and practice inclusive recruitment strategies.

COMPLETED/ONGOING

COMPLETED/ONGOING

Highlight

Developed new inclusive recruitment strategies for use in all 2021 hiring processes!

- C. Continue to support partnerships with the Vets on the Farm program and the Veteran's Conservation Corps.

COMPLETED/ONGOING

- D. Establish a Veteran's Conservation Corps Crew at TCD to support habitat restoration projects.

COMPLETED

- E. Hire to meet staffing need identified in 2020-2024 Strategic Plan as funding becomes available.

COMPLETED/ONGOING

Highlight

Continuing to adapt to meet the demand of our community. TCD welcomed our first in-house District Engineer!

- F. Implement communications plan to determine whether all cities in Thurston County would like to become part of the district boundary.

In progress

35) Improve data management and internal tracking systems

- A. Continue to develop SmartSheet platform for programmatic and financial data tracking.

COMPLETED/ONGOING

36) Improve office sustainability and lower TCD's carbon footprint.

- A. Move towards paperless practices (where feasible).
B. Purchase goods and services from local businesses first.
C. Purchase/lease hybrid vehicles for District use

In progress

COMPLETED/ONGOING

COMPLETED

37) Conduct transparent, accountable, and ethical operations.

- A. Update to Policies and Procedures Manual to reflect Collective Bargaining Agreement, current practices and changes to governing laws.
B. Timely responses to Public Disclosure Requests.
C. Include opportunities for public involvement in organizational planning and budget processes.
D. Maintain clean audits from the State Auditor's Office.
E. Establish a citizen advisory committee to provide input on TCD priorities and activities

COMPLETED

COMPLETED/ONGOING

COMPLETED/ONGOING

COMPLETED/ONGOING

In progress

Highlight

Outreach continues as initial applicants are reviewed by the Board!