

**Thurston Conservation District Board of Supervisors**  
**Board Meeting Agenda**  
August 26, 2021 5:30pm-8pm



**Zoom Meeting Link:**

<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1Irb3hLQT09>

**Passcode: 2918**

Meeting ID: 916 5857 7844  
Call in: 1-253-215-8782

- |   |                                    |
|---|------------------------------------|
| <b>1. Welcome, Introductions, Audio Recording Announcement</b>                  | <b>5:30 PM</b><br><i>5 minutes</i> |
| <b>2. Agenda Review</b>   | <b>5:35 PM</b><br><i>5 minutes</i> |
| <b>3. Consent Agenda – Action Item</b>  | <b>5:40 PM</b><br><i>5 minutes</i> |
| A. July 13, 2021 Work Session Minutes   |                                    |
| B. July 22, 2021 Board Meeting Minutes  |                                    |
| C. August 2021 Financial Report   |                                    |
| D. FY 22 Shellfish Cost Share Addendum  |                                    |
| E. 2021-23 Cluster Engineer Interlocal Agreement                                |                                    |
| <b>4. Public Comment</b>  | <b>5:45 PM</b>                     |
| *Three minutes per person   | <i>15 minutes</i>                  |
| <b>5. Partner Reports (if present)</b>  | <b>6:00 PM</b>                     |
| A. Natural Resources Conservation Service (NRCS), <i>Robin Buckingham</i>       | <i>15 minutes</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>   |                                    |
| <b>6. Governance, All</b>   | <b>6:15 PM</b>                     |
| A. Conservation and Education Center Update                                     | <i>15 minutes</i>                  |
| B. CD Climate Auditor Cluster Position Discussion                               |                                    |
| C. November/December Board Meeting Schedule                                     |                                    |
| D. September 2021 Work Session Topic List Development                           |                                    |
| <b>7. Board of Supervisor Reports, All</b>                                      | <b>6:30 PM</b><br><i>5 minutes</i> |
| <b>8. Executive Director Report, Sarah Moorehead</b>                            | <b>6:35 PM</b>                     |

5 minutes

## Adjourn

**6:40 PM**

Time Allotment 1.10 hrs.

## Important Dates

### August

16<sup>th</sup> WACD Board Meeting

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

30-31 NACD SW-Pacific joint regional meeting

Virtual

Virtual (Go to Meeting)

Jackson, WY (in person)

### September

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

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

Virtual (Go to Meeting)

Virtual (Go to Meeting)

# Item

# 3

# Thurston Conservation District Consent Agenda Decision Sheet August 26, 2021 Board Meeting



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A. July 22, 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. July 13, 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. August 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. FY 22 Shellfish Cost Share Addendum

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

E. 2021-23 Cluster Engineer Interlocal 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  
AUGUST 26, 2021 AND EFFECTIVE IMMEDIATELY  
SIGNED:

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TJ Johnson, Board Chair

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Helen Wheatley, Vice-Chair

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Doug Rushton, Board Member

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David Iyall, Board Auditor



ATTEST:

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Betsie DeWreede, Board Member

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Sarah Moorehead, Executive Director

# Thurston Conservation District Board of Supervisors

## Work Session Minutes

July 13, 2021

Virtual GoToMeeting

Meeting Time: 3:00- 5:04pm

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

Marguerite Abplanalp, TCD Staff

Susan Shelton, TCD Staff

Yan Dong, TCD Staff

Leah Kellogg, TCD Staff

**Staff Presentation:** 2019-21 Completed Cost Share Projects, Marguerite Abplanalp (Natural Resource Specialist)

### Topic Discussed:

- Staff Presentation: 2019-21 Completed Cost Share Projects, Marguerite Abplanalp (Natural Resource Specialist)
- Minutes Review & Revision
  - June 24, 2021 Board Meeting Minutes
  - June 8, 2021 Special Meeting Minutes
- Resolutions
  - TCD Resolution #2021-04: WSCC Cost Share Rate
  - TCD Resolution #2021-05: Cooperator Labor Rate
- TCD Citizen's Advisory Committee Application Review
- Conservation and Education Center
  - Contract update
- Mid-Yea Revised Budget Review
- Salary Study Update
- Community Awards Program
- Covid-19 Health Update
- WACD Resolutions
- Important Updates & Announcements
- July 23, Board Meeting Agenda Development

**No Formal Action was taken**

**Adjourn 5:04pm**

Respectfully,

X

TJ Johnson  
TCD Board Chair

# Thurston Conservation District Board of Supervisors

## Regular Board Meeting Minutes

July 22, 2021

Virtual GoToMeeting

Meeting Time: 5:30pm – 6:27pm

Originally scheduled: 5:30pm – 7:25pm



### 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

Jean Fike, WA State Conservation Commission

Alena Reynolds, Department of Ecology

### Summary of Action Items

- 1     • **ACTION ITEM:** At the August 26, 2021 Board Meeting, the Board will discuss the
- 2     possibility of housing a cluster Climate Auditor position.
- 3     • **ACTION ITEM:** Supervisors DeWreede and Wheatley and ED Moorehead will make up
- 4     the collective bargaining team representing the District. The team will formally
- 5     respond to the request for bargaining and start scheduling the process to negotiate
- 6     the 2022 WFSE Collective Bargaining Agreement.
- 7     • **ACTION ITEM:** Supervisor Johnson will follow up with CAC applicants with a second
- 8     phone call.

### 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 Thurston County Volunteer Stewardship*
- 15    *Program Agreement. Supervisor Rushton seconded. Motion passed unanimously, (4-0).*
- 16    *Supervisor Iyall was not present.*
- 17    • *Supervisor Rushton moved to approve the 2021 TCD Mid-Year Revised Budget.*
- 18    *Supervisor Iyall seconded. Motion passed unanimously, (5-0).*
- 19    • *Supervisor DeWreede moved to approve the CEC Feasibility Study Contract with*
- 20    *Beckwith Consulting Group. Supervisor Rushton seconded. Motion passed*
- 21    *unanimously, (5-0).*

- ***Supervisor Rushton moved to accept the WFSE formal collective bargaining request and establish the collective bargaining team representing the District as Supervisors DeWreede and Wheatley and ED Moorehead. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).***
- ***Supervisor Wheatley moved to adjourn. Supervisor DeWreede seconded. Motion passed unanimously, (5-0)***

## **Full Version of the Minutes**

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### **Welcome & Introductions**

At 5:30pm TCD Board Chair called the July 22, 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 was being video recorded. TCD Board Supervisor Iyall was not present at the start of the meeting; he joined the meeting later.

### **Agenda Review**

- A new Item 8A (*The Union's Request for Collective Bargaining*) was inserted in the Agenda.
- Item 8A (*August 26, 2021 Board Meeting Agenda Development*) was moved to item 8B.

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

### **Consent Agenda**

- June 24, 2021 Board Meeting Minutes
- June 8, 2021 Special Meeting Minutes
- July Financial Report
- TCD Resolution #2021-04: WSCC Cost Share Rate
- TCD Resolution #2021-05: Cooperator Labor Rate
- WSCC 2021- Funding Addendums (Implementation, CREP, NRI)
- WSCC 2021-23 Authorized Signers Form

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

### **Thurston County Voluntary Stewardship Program (VSP) Agreement**

- The agreement included in the Board Packet had been approved by TCD counsel and partner agencies.
- The Education and Outreach budget of this agreement covers public outreach initiatives, program enrollment support, media advertisements to increase enrollment, and workshops for the public.

- The Technical Assistance budget of this agreement is supplemented with funds from the District's Unrestricted Budget through the Stewardship TA program.

***Supervisor DeWreede moved to approve the Thurston County Volunteer Stewardship Program Agreement. Supervisor Rushton seconded. Motion passed unanimously, (4-0). Supervisor Iyall was not present.***

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

No members of the public chose to comment.

**Partner Reports**

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

- Robin Buckingham was not present.
- Mr. Buckingham will be giving an NRCS Overview presentation at the September 14, 2021 Board Work Session.

**B. Department of Ecology (DOE), *Alena Reynolds***

- A written report was provided in the Board Meeting Packet.
- DOE will expand its Pollution Identification and Correction (PIC) program and will work in conjunction with conservation district staff, local health departments, shellfish protection districts and the WA State Department of Health.

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

- The WSCC is developing its 5 year strategic planning process. The commission would like districts to provide feedback, via survey, on the strategic plan goals. The survey is due August 16, 2021.
- The Joint Committee on Elections (WSCC and WACD) has also issued a survey to receive feedback on the WSCC elections process. This survey is due on August 18, 2021.
- The WSCC would like feedback on the idea of a "cluster" Climate Auditor position that would be structured like the "cluster" Engineer positions; cluster Full-Time Equivalent (FTE) positions are shared by multiple districts. The Climate Auditor would support the districts with work around climate, carbon sequestration, energy savings, etc. Feedback should directed to Allison Halpern, DOE's Scientific Policy Advisor.

**ACTION ITEM: At the August 26, 2021 Board Meeting, the Board will discuss the possibility of housing a cluster Climate Auditor position.**

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

- A written update was provided in the Board Packet.

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

- A written update was provided in the Board Packet.

**TCD 2021 Mid-Year Revised Budget**

93 Supervisor Iyall joined meeting

- 94       • Staff recommends that the Board approves the TCD 2021 Mid-Year Revised Budget as  
95       presented.

96 ***Supervisor Rushton moved to approve the 2021 TCD Mid-Year Revised Budget. Supervisor***  
97 ***Iyall seconded. Motion passed unanimously, (5-0).***

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

99       A. Feasibility Study Contract – Beckwith Consulting Group

- 100           • The CEC Sub-committee met and specified the Feasibility Study scope and budget.  
101           • Sarah discussed the revisions with Beckwith Consulting Group.  
102           • The parties agreed on the revised contract, which has been reviewed by TCD legal  
103           counsel.  
104           • Staff recommends that the Board approves the contract.

105 ***Supervisor DeWreede moved to approve the CEC Feasibility Study Contract with Beckwith***  
106 ***Consulting Group. Supervisor Rushton seconded. Motion passed unanimously, (5-0).***

107 **Governance**

108       A. Respond to the Washington Federation of State Employees (WFSE) Collective Bargaining  
109       Request

- 110           • In July, the Board received a formal written request to begin negotiations with  
111           WFSE on the 2022 Collective Bargaining Agreement.

112 **ACTION ITEM: Supervisors DeWreede and Wheatley and ED Moorehead will make up the**  
113 **collective bargaining team representing the District. The team will formally respond to the**  
114 **request for bargaining and start scheduling the process to negotiate the 2022 WFSE Collective**  
115 **Bargaining Agreement.**

116 ***Supervisor Rushton moved to accept the WFSE formal collective bargaining request and***  
117 ***establish the collective bargaining team representing the District as Supervisors DeWreede***  
118 ***and Wheatley and ED Moorehead. Supervisor Wheatley seconded. Motion passed***  
119 ***unanimously, (5-0).***

120       B. August 26, 2021 Board Meeting Agenda Development

- 121           • August Financial Report  
122           • July 22, 2021 and July13, 2021 Minutes Review & Revision  
123           • Partner Reports  
124           • WACD Resolutions  
125           • Governance  
126           ○ Conservation and Education Center  
127           ○ Climate Auditor Position

128                   ○ September 14, 2021 Work Session Topic List Development

129                   • Important Updates & Announcements

130    **Other Reports**

131        A. Board of Supervisors Report, *All*

- 132                   • Supervisor Wheatley cannot attend the Thurston Regional Planning Council  
133                   (TRCP) retreat on July 26, 2021. Supervisor Iyall is attending for another  
134                   organization and will attend on TCD's behalf as well.
- 135                   • Supervisor Johnson left messages with Citizens Advisory Committee (CEC)  
136                   applicants. None of the applicants have responded to his messages.

137    **ACTION ITEM: Supervisor Johnson will follow up with CAC applicants with a second phone**  
138    **call.**

- 139                   • Supervisor Johnson reported that the Olympia Farmland Loss Committee met  
140                   with the City of Olympia's Land Use and Environment Committee. The Land Use  
141                   and Environment Committee was very supportive of the Farmland Loss  
142                   Committee's recommendations; specifically they agreed that the City of Olympia  
143                   will need to mitigate the loss of farmland if the Spooner Farm parcel is  
144                   developed.
- 145                   • Supervisor Johnson would like to present the success of the Olympia Farmland  
146                   Loss Committee in a workshop at the upcoming WACD 2021 Conference.

147        B. Executive Director Report, *ED Moorehead*

- 148                   • Sarah is working with Washington State University Extension to develop  
149                   proposals for Thurston County's \$2.1 million investment in the Thurston  
150                   Agricultural Market Reset, which was funded by the federal American Rescue  
151                   Plan.

152    ***Supervisor Wheatley moved to adjourn. Supervisor DeWreede seconded. Motion passed***  
153    ***unanimously, (5-0).***

**Adjourn 6:27pm**

Respectfully,

X

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TJ Johnson  
TCD Board Chair

## Thurston Conservation District

### August 2021 Financial Notes



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

1. As of July 31, the District reported a year-to-date loss of \$2,187.73. This loss is a result of the significant loss experience in July - \$72,118.60. As we've discussed before, for a number of reasons, a P&L loss does not necessarily translate to correlated Cash Flow loss. The District's checking account balance actually increased from June (\$247,190) to July (\$248,486). See the Balance Sheet on page 5. TCD's July Cash Flow was boosted by the large payments received for the Cost Share project income recorded in June.

As always during this time of year, it will be important for accounting staff to closely monitor the District's Cash Flow until TCD receives the large Rates and Charges payment (about \$230,000) in November.

2. TCD is starting to experience income from its new *Partner Fee for Service* income stream.

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

3. Compared to last year, the District is seeing higher expenditures in *Professional Services, Construction & Landscaping, Cost Share*. This is an indication of the larger investments the District is making in the community.
4. *Staff Travel* has also increase compared to last year as the pandemic subsides and staff are out and about more.

#### Restricted Budgets vs Actuals (Pages 6 & 7)

5. With the close of the State's fiscal year on June 30<sup>th</sup>, the FY 19-21 biennium grants have been closed and new grants have been added. TCD staff continues to process the contracts for some of the new grants, some of which will be made effective July 1.

#### Unrestricted Budget vs Actual (Pages 8 & 9)

6. The budget amounts have been updated with the amounts from the 2021 Mid-Year Revised Budget approved by the Board on July 22.
7. While it appears that the *Plant Sale, Soil Health Program and Election* expenditures are high for this time of year, the District does not expect to incur additional expenses until the end of 2021.
8. As part of the Mid-Year Budget Revision process, TCD's accounting staff identified a more precise way to calculate *Administrative Salaries & Benefits* expenses. This new calculation highlighted a glitch in the way that administrative staff had been recording their hours. To course correct and to stay within the budgeted amount, for the 2<sup>nd</sup> half of the year administrative staff will more accurately record their hours to grants and TCD programs.



## Thurston Conservation District

## Profit &amp; Loss

January through July 2021

	Jan - Jul 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	14,709.49
3411140 · TCD Equipment Rentals	1,566.14
3431130 · Soil Testing	2,908.67
3431120 · Rental Income	528.87
Total 3431100 · Retail Sales	19,713.17
3611100 · Interest Income	88.41
3300000 · Grant Revenue	678,159.02
3685100 · Partner Fee for Service	300.64
3685201 · Rates and Charges	320,398.36
Total Income	1,018,659.60
Gross Profit	1,018,659.60
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	695,125.07
5314101 · Legal Fees & Services	16,141.00
5314102 · Audit & Accounting	1,828.96
5314103 · Computer Services	11,772.47
5314100 · Professional Services	25,161.59
5314400 · Advertising	1,056.00
5314117 · Soil Testing	1,762.80
5314104 · Janitorial Services	3,333.00
5314501 · Office Rent	30,576.00
5314700 · Utilities	4,975.31
5314503 · Equipment Leases	2,500.01
5314504 · Vehicle Leases	2,840.24
5314200 · Communications	6,416.55
5313102 · Photocopier Usage	468.22
5314505 · Software Licenses	15,012.59
5354800 · Repairs & Maintenance	3,099.54
5313101 · Office Supplies	3,532.02
5314202 · Postage & Shipping	1,659.90
5313401 · Plants for Resale	12,241.53
Project Expenses	12,850.28
5314902 · Organizational Dues & Licenses	5,182.63
5314203 · Printing Services	1,108.77
5314302 · Staff - Conference & Training	549.95
5314300 · Staff - Travel	4,054.50
5314301 · Board Travel	68.32
5314108 · Construction & Landscaping	55,440.43
5314109 · Cost Share	75,267.64
5314110 · Bank Fees & Interest Charges	571.22
5314600 · Liability Insurance Premiums	11,556.44
5314111 · Late Fees & Penalties	382.57
66300 · Sales Tax Adjustments	43.02
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	7,609.12
5966402 · Computer Hardware	6,659.64
Total 5945360 · Capital Outlays	14,268.76
Total Expense	1,020,847.33
Net Ordinary Income	-2,187.73
Net Income	-2,187.73

# Thurston Conservation District

## Profit & Loss

### July 2021

	Jul 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	281.54
3431130 · Soil Testing	196.16
3431120 · Rental Income	65.94
Total 3431100 · Retail Sales	543.64
3611100 · Interest Income	13.98
3300000 · Grant Revenue	64,998.10
3685201 · Rates and Charges	1,876.95
Total Income	67,432.67
Gross Profit	67,432.67
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	104,625.36
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	257.53
5314103 · Computer Services	950.00
5314100 · Professional Services	10,328.64
5314400 · Advertising	307.00
5314117 · Soil Testing	81.60
5314501 · Office Rent	4,368.00
5314700 · Utilities	434.27
5314503 · Equipment Leases	640.12
5314504 · Vehicle Leases	435.40
5314200 · Communications	914.07
5313102 · Photocopier Usage	238.79
5314505 · Software Licenses	326.69
5354800 · Repairs & Maintenance	78.55
5313101 · Office Supplies	1,040.24
5314202 · Postage & Shipping	30.25
Project Expenses	1,620.14
5314302 · Staff - Conference & Training	175.00
5314300 · Staff - Travel	559.84
5314108 · Construction & Landscaping	353.84
5314110 · Bank Fees & Interest Charges	571.22
5314600 · Liability Insurance Premiums	1,624.92
66300 · Sales Tax Adjustments	2.42
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	7,543.50
5966402 · Computer Hardware	43.88
Total 5945360 · Capital Outlays	7,587.38
Total Expense	139,551.27
Net Ordinary Income	-72,118.60
Net Income	-72,118.60

**Thurston Conservation District**  
**Profit & Loss Prev Year Comparison**  
**January through July 2021**

	Jan - Jul 21	Jan - Jul 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3431100 · Retail Sales				
3431110 · Plant Sales	14,709.49	11,896.50	2,812.99	23.7%
3411140 · TCD Equipment Rentals	1,566.14	1,732.75	-166.61	-9.6%
3431130 · Soil Testing	2,908.67	1,748.33	1,160.34	66.4%
3431120 · Rental Income	528.87	875.69	-346.82	-39.6%
<b>Total 3431100 · Retail Sales</b>	<b>19,713.17</b>	<b>16,253.27</b>	<b>3,459.90</b>	<b>21.3%</b>
3611100 · Interest Income	88.41	23.08	65.33	283.1%
3300000 · Grant Revenue	678,159.02	427,671.90	250,487.12	58.6%
3685100 · Partner Fee for Service	300.64	0.00	300.64	100.0%
3685201 · Rates and Charges	320,398.36	313,988.62	6,409.74	2.0%
3670000 · Contributions Private	0.00	1,249.59	-1,249.59	-100.0%
3600000 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>1,018,659.60</b>	<b>759,186.46</b>	<b>259,473.14</b>	<b>34.2%</b>
<b>Gross Profit</b>	<b>1,018,659.60</b>	<b>759,186.46</b>	<b>259,473.14</b>	<b>34.2%</b>
<b>Expense</b>				
5966699 · Vehicle Allocation	0.00	0.00	0.00	0.0%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
5531010 · Salaries & Benefits	695,125.07	519,291.95	175,833.12	33.9%
5314101 · Legal Fees & Services	16,141.00	13,410.00	2,731.00	20.4%
5314102 · Audit & Accounting	1,828.96	1,597.99	230.97	14.5%
5314103 · Computer Services	11,772.47	11,460.21	312.26	2.7%
5314100 · Professional Services	25,161.59	7,236.89	17,924.70	247.7%
5314400 · Advertising	1,056.00	2,509.40	-1,453.40	-57.9%
5314117 · Soil Testing	1,762.80	1,654.60	108.20	6.5%
5314104 · Janitorial Services	3,333.00	1,476.00	1,857.00	125.8%
5314501 · Office Rent	30,576.00	30,056.00	520.00	1.7%
5314700 · Utilities	4,975.31	3,245.02	1,730.29	53.3%
5314503 · Equipment Leases	2,500.01	1,662.24	837.77	50.4%
5314504 · Vehicle Leases	2,840.24	0.00	2,840.24	100.0%
5314200 · Communications	6,416.55	6,506.17	-89.62	-1.4%
5313102 · Photocopier Usage	468.22	1,076.65	-608.43	-56.5%
5314505 · Software Licenses	15,012.59	3,479.28	11,533.31	331.5%
5354800 · Repairs & Maintenance	3,099.54	103.85	2,995.69	2,884.6%
5313101 · Office Supplies	3,532.02	1,891.83	1,640.19	86.7%
5314202 · Postage & Shipping	1,659.90	988.53	671.37	67.9%
5313401 · Plants for Resale	12,241.53	7,641.47	4,600.06	60.2%
Project Expenses	12,850.28	5,974.63	6,875.65	115.1%
5314902 · Organizational Dues & Licenses	5,182.63	5,839.89	-657.26	-11.3%
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	549.95	495.00	54.95	11.1%
5314300 · Staff - Travel	4,054.50	1,527.13	2,527.37	165.5%
5314301 · Board Travel	68.32	188.03	-119.71	-63.7%
5314108 · Construction & Landscaping	55,440.43	14,127.65	41,312.78	292.4%
5314109 · Cost Share	75,267.64	31,454.03	43,813.61	139.3%
5314110 · Bank Fees & Interest Charges	571.22	1,135.53	-564.31	-49.7%
5314600 · Liability Insurance Premiums	11,556.44	9,391.00	2,165.44	23.1%
5314111 · Late Fees & Penalties	382.57	400.43	-17.86	-4.5%
66300 · Sales Tax Adjustments	43.02	22.24	20.78	93.4%
66900 · Reconciliation Discrepancies	0.00	-2.51	2.51	100.0%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furniture	7,609.12	5,861.23	1,747.89	29.8%
5966402 · Computer Hardware	6,659.64	8,706.90	-2,047.26	-23.5%
<b>Total 5945360 · Capital Outlays</b>	<b>14,268.76</b>	<b>14,568.13</b>	<b>-299.37</b>	<b>-2.1%</b>
<b>Total Expense</b>	<b>1,020,847.33</b>	<b>702,810.97</b>	<b>318,036.36</b>	<b>45.3%</b>
<b>Net Ordinary Income</b>	<b>-2,187.73</b>	<b>56,375.49</b>	<b>-58,563.22</b>	<b>-103.9%</b>
<b>Net Income</b>	<b>-2,187.73</b>	<b>56,375.49</b>	<b>-58,563.22</b>	<b>-103.9%</b>

# Thurston Conservation District

## Balance Sheet

As of July 31, 2021

	Jul 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
3081001 · Checking-7444 Timberland	248,486.04
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	130,118.13
3082003 · Saving-2410 Education Center	20,007.11
<b>Total 3088020 · Savings Accounts</b>	150,125.24
3088030 · Counter Cash	100.00
3088040 · PayPal Account	664.82
<b>Total Checking/Savings</b>	399,376.10
<b>Accounts Receivable</b>	120,863.06
<b>Other Current Assets</b>	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	26,912.88
3090506 · Security Deposit - Ferguson ST	3,835.00
<b>Total 3090500 Prepaid Accounts</b>	30,747.88
3092000 · 309.20.00 Cash on Hand	3,071.66
<b>Total Other Current Assets</b>	33,819.54
<b>Total Current Assets</b>	554,058.70
<b>TOTAL ASSETS</b>	<b>554,058.70</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
3093000 · 309.30.00 Accounts Payable	52,402.86
<b>Total Accounts Payable</b>	52,402.86
<b>Credit Cards</b>	2,589.03
<b>Other Current Liabilities</b>	
3861100 · Sales Tax Payable	44.42
3861000 · Payroll Liabilities	
3861008 · Union Dues	852.09
3861005 · PERS Deferral Payable	13,646.18
3861007 · State Unemployment Payable	1,163.45
3861009 · State L&I Payable	-407.89
3861010 · WA - Family & Medical Leave	115.90
3861011 · Vacation & Sick Leave Payable	74,078.02
<b>Total 3861000 · Payroll Liabilities</b>	89,447.75
<b>Total Other Current Liabilities</b>	89,492.17
<b>Total Current Liabilities</b>	144,484.06
<b>Total Liabilities</b>	144,484.06
<b>Equity</b>	409,574.64
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>554,058.70</b>

# Restricted Budgets vs Actuals



As of Jul 31, 2021

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	2021 Budget	2021 Actual	2021 Remaining Budget	% of Total Time	% of Total Budget
1	<b>- RCO</b>					<b>779,623</b>	<b>386,605</b>	<b>124,160</b>	<b>262,445</b>		
2	FY19-21 ESRP Shore Friendly	R035		07/01/19	06/30/21	259,565	73,602	73,602	<b>Closed</b>	100%	51.79%
3	FY21-23 ESRP Shore Friendly	R035		07/01/21	06/30/23	340,458	135,365	11,741	123,624	4.25%	3.45%
4	ASRP Independence	R040	20-1905	05/15/20	12/31/21	93,600	92,572	20,293	72,279	74.33%	22.78%
5	ASRP Riverbend	R050	20-1908	05/15/20	12/31/21	86,000	85,066	18,523	66,543	74.33%	22.62%
6	ESRP Zangle Cove Bulk Head Removal	New		TBD	TBD	TBD		0	0		
7	SRFB Zangle Cove Bulk Head Removal	New		TBD	TBD	TBD		0	0		
8	SRFB Cozy Valley	New		TBD	TBD	TBD		0	0		
9	<b>- DOE</b>					<b>244,401</b>	<b>156,433</b>	<b>9,574</b>	<b>146,859</b>		
10	Deschutes	E100	WQC-	07/01/19	04/30/22	244,401	156,433	9,574	146,859	73.62%	18.57%
11	<b>- Federal</b>					<b>93,135</b>	<b>20,137</b>	<b>0</b>	<b>20,137</b>		
12	Frogs on Farm Cost Share	US080		08/15/20	08/15/25	93,135	20,137	0	20,137	19.21%	0.00%
13	<b>- WSCC</b>					<b>1,641,514</b>	<b>413,276</b>	<b>299,757</b>	<b>113,519</b>		
14	FY19-21 Livestock	W025	20-13-LT	07/01/19	06/30/21	50,000	8,669	8,633	<b>Closed</b>	100%	99.93%
15	FY21-23 Livestock	W025	22-13-LT	07/01/21	06/30/23	20,000	5,000	1,456	3,544	4.25%	7.28%
16	Skookumchuck Planting	W030	20-13-ER	04/01/20	12/31/24	744,780	190,772	119,186	71,586	28.05%	31.70%
17	FY19-21 Chehalis Flood Plain	W050	20-13-FL	03/01/18	06/30/21	258,183	60,513	60,482	<b>Closed</b>	100%	99.99%
18	FY21-23 Chehalis Flood Plain	W050	22-13-FL	07/01/21	06/30/23	TBD	TBD	2,932	NA	4.25%	
19	FY19-21 Shellfish Cost Share	W060	20-13-SH	07/01/19	06/30/21	101,062	54,860	51,999	<b>Closed</b>	100%	97.17%
20	FY21-23 Shellfish Cost Share	W060	22-13-SH	07/01/21	06/30/23	187,500	9,375	0	9,375	4.25%	0.00%
21	FY19-21 CREP	W070	20-13-CE	07/01/19	06/30/21	61,774	24,821	24,821	<b>Closed</b>	100%	100.00%
22	FY21-23 CREP	W070	22-13-CE	07/01/21	06/30/23	20,399	6,100	3,703	2,397	4.25%	18.15%
23	FY19-21 NRI Cost Share TA	W080	20-13-	07/01/19	06/30/21	119,150	50,000	26,544	<b>Closed</b>	100%	80.31%
24	FY21-23 NRI Cost Share TA	W080	22-13-	07/01/21	06/30/23	78,666	3,167	0	3,167	4.25%	0.00%
25	<b>- Miscellaneous</b>					<b>78,290</b>	<b>41,436</b>	<b>32,091</b>	<b>9,345</b>		
26	JBLM - SLP	M075		07/01/19	06/30/21	18,750	10,679	10,679	<b>Closed</b>	100%	100.00%
27	WFC Meyer	M100		10/01/20	02/15/22	3,600	3,600	1,182	2,418	60.44%	32.83%
28	NACD Home Grown Yelm	M090		03/01/20	10/31/21	50,000	26,871	20,066	6,805	84.92%	86.39%
29	Orca Recovery Day	M060		07/01/19	until spent	5,940	286	164	122	NA	97.94%
30	Western SARE - Grassland Grazing	New		TBD	TBD	TBD		0	0		
31	WCRII Prairie Habitat Enhancement	New		TBD	TBD	TBD		0	0		
32	Sentinel Landscape Program (SLP)	New		TBD	TBD	TBD		0	0		

	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
33	<b>Thurston County</b>					<b>618,400</b>	<b>193,856</b>	<b>115,934</b>	<b>77,922</b>		
34	FY19-21 VSP	TC400	K2024	07/01/19	06/30/21	105,000	18,197	18,175	Closed	100%	99.98%
35	FY21-23 VSP	TC400		07/01/21	06/30/23	150,000	37,500	1,158	36,342	4.25%	0.77%
36	Shellfish NTA	TC600		07/01/19	09/30/22	130,525	49,680	49,678	1	64.14%	100.00%
37	NTAqua	TC700		07/01/19	09/30/22	196,000	82,949	41,392	41,557	64.14%	26.67%
38	Riparian NTA	TC650		07/01/19	02/28/21	36,875	5,530	5,531	Closed	100%	96.44%
39	TC Riparian Streamside Allen	New		TBD	TBD	TBD		0	0		
40	TC Riparian Streamside Wasserman	New		TBD	TBD	TBD		0	0		
41	TC Riparian Streamside Wolt/Morley	New		TBD	TBD	TBD		0	0		
42	<b>Partner Fee for Service</b>					<b>301</b>	<b>301</b>	<b>301</b>	<b>0</b>		
43	South Puget Sound Salmon Enhancement	P100		04/01/21	06/30/21	301	301	301	0	100%	
44	<b>South Sound GREEN</b>					<b>125,922</b>	<b>105,358</b>	<b>64,336</b>	<b>41,022</b>		
45	Interlocal	G019-SS		01/01/21	12/31/21	51,808	51,808	35,737	16,071	58.08%	68.98%
46	FY20-21 NOAA B-WET	G019.10		08/01/20	07/31/21	24,038	11,700	11,700	-0	100.00%	63.19%
47	WCS Mini Grant	G019.50		11/19/20	11/01/21	500	500	150	350	73.28%	30.00%
48	ESD 113 Climate Education	G019.10		06/01/21	NA	3,000	3,000	3,000	0	NA	100.00%
49	TCC	TCC		01/01/21	until spent	46,576	38,350	13,749	24,601	NA	58.76%

# Unrestricted Profit & Loss Budget vs Actual



July 58.33%

	Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
1	<b>- Income</b>	<b>870,471</b>	<b>480,411</b>	<b>-390,061</b>	<b>55.2%</b>
2	<b>- 3431100 · Retail Sales</b>	<b>38,234</b>	<b>19,802</b>	<b>-18,433</b>	<b>51.8%</b>
3	3411140 · TCD Equipment Rentals	3,000	1,566	-1,434	52.2%
4	3431130 · Soil Testing	3,500	2,909	-591	83.1%
5	3431120 · Rental Income	900	529	-371	58.8%
6	3611100 · Interest Income	125	88	-37	70.7%
7	3431110 · Plant Sales	30,709	14,709	-16,000	47.9%
8	3670000 · Contributions Private	0	0	0	
9	<b>- 3300000 · Grant Revenue</b>	<b>170,569</b>	<b>77,409</b>	<b>-93,160</b>	<b>45.4%</b>
10	3340000 · State Grants	170,569	77,409	-93,160	45.4%
11	<b>3685201 · Rates and Charges</b>	<b>554,668</b>	<b>320,398</b>	<b>-234,270</b>	<b>57.8%</b>
12	<b>- Overhead</b>	<b>107,000</b>	<b>62,801</b>	<b>-44,199</b>	<b>58.7%</b>
13	5314999 · Overhead Allocation	100,000	57,697	-42,303	57.7%
14	5966699 · Vehicle Allocation	7,000	5,104	-1,896	72.9%
15	<b>Cash Surplus</b>	<b>60,000</b>		<b>-60,000</b>	<b>0.0</b>
16	<b>- Program Allocation</b>	<b>342,160</b>	<b>206,033</b>	<b>-136,127</b>	<b>60.2%</b>
17	South Sound Green	46,300	24,460	-21,840	52.8%
18	TCD VSP	40,000	29,009	-10,991	72.5%
19	Stewardship TA	36,708	22,013	-14,695	60.0%
20	Working Lands Preservation Initiative	13,000	6,537	-6,463	50.3%
21	CTA (Orca Recovery)	10,262	10,262	0	100.0%
22	Food System Support	5,000	4,979	-21	99.6%
23	Restoration Projects (Off-Road Vehicle)	13,097	0	-13,097	0.0%
24	Community Awards Program	1,500	0	-1,500	0.0%
25	Conservation Project Administration	6,527	567	-5,960	8.7%
26	Outreach, Education and Communications	69,569	31,094	-38,475	44.7%
27	Plant Sale	30,653	26,019	-4,634	84.9%
28	Soil Health Program (Testing & Equipment Rental)	40,000	35,528	-4,472	88.8%
29	Elections	9,000	8,022	-978	89.1%
30	Engineering Program	25,250	7,544	-17,707	29.9%
31	<b>- Expense and Savings</b>	<b>588,311</b>	<b>257,159</b>	<b>-331,152</b>	<b>43.7%</b>
32	<b>Administrative Salaries &amp; Benefits</b>	<b>206,241</b>	<b>151,118</b>	<b>-55,123</b>	<b>73.3%</b>
33	<b>- Professional Services</b>	<b>133,553</b>	<b>29,742</b>	<b>-103,811</b>	<b>22.3%</b>
34	5314101 · Legal Services	25,000	16,141	-8,859	64.6%
35	5314102 · Audit & Accounting	10,000	1,829	-8,171	18.3%
36	5314103 · Computer Services	22,000	11,772	-10,228	53.5%
37	5314100 · Professional Services	10,000	0	-10,000	0.0%
38	CEC Feasibility Study	56,000	0	-56,000	0.0%
39	JEDI Work	10,553	0	-10,553	0.0%
40	<b>- Facility, Vehicles and Maintenance</b>	<b>133,317</b>	<b>55,086</b>	<b>-78,231</b>	<b>41.3%</b>
41	5314104 · Janitorial Services	8,000	3,333	-4,667	41.7%
42	5314501 · Office Rent	50,000	28,756	-21,244	57.5%
43	5314700 · Utilities	10,000	4,975	-5,025	49.8%
44	5314503 · Equipment Leases	3,000	1,639	-1,361	54.6%

	Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
45	5314504 · Vehicle	35,000	2,840	-32,160	8.1%
46	5314200 · Communications	11,000	6,036	-4,964	54.9%
47	5313102 · Photocopier Usage	1,500	468	-1,032	31.2%
48	5354800 · Repairs & Maintenance	2,500	1,204	-1,296	48.2%
49	Computer Hardware Purchases	4,817	2,301	-2,516	47.8%
50	Computer Software	4,000	3,469	-531	86.7%
51	Equipment & Office Furniture	3,500	66	-3,434	1.9%
52	<b>[-] Supplies</b>	<b>12,200</b>	<b>7,816</b>	<b>-4,384</b>	<b>64.1%</b>
53	5313101 · Office Supplies	3,000	2,326	-674	77.5%
54	5314202 · Postage & Shipping	1,000	395	-605	39.5%
55	5314901 · Meetings & Events	200	62	-138	31.1%
56	5314902 · Organizational Dues & Licenses	7,500	5,033	-2,467	67.1%
57	Board Meeting Snacks	500	0	-500	0.0%
58	<b>[-] Conferences, Training and Travel</b>	<b>7,000</b>	<b>2,573</b>	<b>-4,427</b>	<b>36.8%</b>
59	5314302 · Staff Conference & Training Fees	3,000	365	-2,635	12.2%
60	Board Conference and Training Fees	1,500	0	-1,500	0.0%
61	5314300 · Staff Travel	2,000	2,208	208	110.4%
62	Board Travel	500	0	-500	0.0%
63	<b>[-] Insurance and Banking</b>	<b>21,000</b>	<b>10,823</b>	<b>-10,177</b>	<b>51.5%</b>
64	5314110 · Bank Fees & Interest Charges	500	571	71	114.2%
65	5314600 · Liability Insurance Premiums	20,000	9,932	-10,068	49.7%
66	5314111 · Late Fees & Penalties	500	320	-180	64.0%
67	<b>[-] Savings</b>	<b>75,000</b>	<b>0</b>	<b>-75,000</b>	<b>0.0%</b>
68	Reserve Fund	37,500	0	-37,500	0.0%
69	Conservation Education Center Savings Plan	37,500	0	-37,500	0.0%
70	<b>Net Income (Surplus or Deficit)</b>	<b>0</b>	<b>17,218</b>	<b>17,218</b>	



**Thurston Conservation District**  
**Payment Detail**  
**July 2021**

12:36 PM

08/19/2021

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9772	07/01/2021	Taylor Shellfish Farms	GREEN:G019.110 TCD SS Green Allocation	5314107 · Project Supplies	54.00
Credit Card Charge	9803	07/01/2021	Home Depot	WSCC:W030 - Skookumchuck	5314116 · Project Equipment	46.99
Credit Card Charge	9766	07/02/2021	Nitro	RCO:R040 - ASRP Independence	5314505 · Software Licenses	196.91
Credit Card Charge	9770	07/02/2021	Creative Ink and Embroidery	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	883.02
Credit Card Charge	9771	07/02/2021	Amazon	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	43.88
Bill Pmt -Check	20825	07/02/2021	A & L Western Agricultural Laborat	DISTRICT SERVICES:T098 - Soil Tests	5314117 · Soil Testing	129.60
Bill Pmt -Check	20826	07/02/2021	Bill Arney	WSCC:W080 - NRI Cost Share	5314109 · Cost Share	26,543.82
Bill Pmt -Check	20827	07/02/2021	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20828	07/02/2021	Emily Landrus	Various Grants	5314304 · Mileage	104.16
Bill Pmt -Check	20829	07/02/2021	John Dana	WSCC:W060 - Shellfish Cost Share	5314109 · Cost Share	4,519.79
Bill Pmt -Check	20830	07/02/2021	Katrinka Hibler	RCO:R040 - ASRP Independence	5314304 · Mileage	30.24
Bill Pmt -Check	20831	07/02/2021	Kuker-Ranken Inc.	TCD Allocations:T080 - Stewardship TA	5313500 · Small Tools & Equipment	1,072.12
Bill Pmt -Check	20832	07/02/2021	Matthew Tuller	WSCC:W060 - Shellfish Cost Share	5314109 · Cost Share	15,748.19
Bill Pmt -Check	20833	07/02/2021	Natural Systems Design	RCO:R040 - ASRP Independence	5314100 · Professional Services	731.00
Bill Pmt -Check	20834	07/02/2021	Peterson, Julie	WSCC:W060 - Shellfish Cost Share	5314109 · Cost Share	1,307.94
Bill Pmt -Check	20835	07/02/2021	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	128.71
Bill Pmt -Check	20836	07/02/2021	Pioneer Fire & Security, Inc	UNRESTRICTED:A010-Overhead	5314704 · Security Monitoring	78.77
Bill Pmt -Check	20837	07/02/2021	Qwg Applied Geology	RCO:R035 - ESRP Shore Friendly	5314100 · Professional Services	2,375.00
Bill Pmt -Check	20838	07/02/2021	Regence - Life Insurance		5312017 · Life Insurance	58.10
Bill Pmt -Check	20839	07/02/2021	Smartsheet Inc.	Various TCD Programs	5314505 · Software Licenses	567.32
Bill Pmt -Check	20840	07/02/2021	Thurston County Central Services	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	20841	07/02/2021	Valley Agronomics LLC	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	68.16
Bill Pmt -Check	20842	07/02/2021	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	566.27
Bill Pmt -Check	20843	07/02/2021	VSP - Vision Care		5312011 · Medical Benefits	110.57
Bill Pmt -Check	20844	07/02/2021	Wellman Associates Construction	WSCC:W050 - Chehalis Flood Outreach	5314503 · Equipment Leases	160.50
Bill Pmt -Check	20845	07/02/2021	White, Nora	Various Grants	5314304 · Mileage	81.52
Bill Pmt -Check	20846	07/02/2021	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314700 · Utilities	224.67
Credit Card Charge	9806	07/06/2021	TAGS	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	91.90

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9807	07/06/2021	Concrete Recyclers	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	16.41
Bill Pmt -Check	EFT	07/06/2021	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	59.54
Check	EFT	07/06/2021	Regence - Health Care		5312011 · Medical Benefits	10,907.14
Liability Check	EFT	07/06/2021	Internal Revenue Service		IRS Payroll Taxes	8,630.22
Liability Check	EFT	07/06/2021	WA St Dept of Retirement Systems		PERS DCP	1,055.87
Liability Check	EFT	07/06/2021	WA St Dept of Retirement Systems		PERS Retirement	15,074.03
Liability Check	EFT	07/06/2021	WFSE Union Dues		3861008 · Union Dues	830.79
Check	EFT	07/06/2021	Wells Fargo			5,192.32
Credit Card Charge	9773	07/07/2021	US Postal Service	DISTRICT SERVICES:T098 - Soil Tests	5314202 · Postage & Shipping	9.05
Credit Card Charge	9808	07/07/2021	Concrete Recyclers	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	65.64
Credit Card Charge		07/07/2021	QuickBooks Time Support (TSheet	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	144.41
Credit Card Charge	9776	07/08/2021	Ace Hardware	WSCC:W030 - Skookumchuck	5313101 · Office Supplies	13.08
Credit Card Charge	9809	07/08/2021	Amazon	MISC:M090 - NACD Urban Agriculture	5314107 · Project Supplies	42.66
Credit Card Charge	9810	07/08/2021	Amazon	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	28.41
Liability Check		07/08/2021	QuickBooks Payroll Service		Payroll	25,781.25
Credit Card Charge		07/10/2021	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	19.64
Credit Card Charge	9811	07/13/2021	Lowe's	MISC:M090 - NACD Urban Agriculture	5314107 · Project Supplies	62.61
Credit Card Charge	9812	07/13/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	9.15
Credit Card Credit	9761	07/14/2021	Crains Office Supply	WSCC:W030 - Skookumchuck	5313101 · Office Supplies	-17.49
Credit Card Charge	9777	07/14/2021	Target	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	30.63
Credit Card Charge	9813	07/14/2021	US Postal Service	DISTRICT SERVICES:T098 - Soil Tests	5314202 · Postage & Shipping	10.60
Credit Card Charge	9020	07/15/2021	Home Depot	UNRESTRICTED:A010-Overhead	5313500 · Small Tools & Equipment	68.79
Credit Card Charge	9818	07/16/2021	Wordpress	GREEN:TCC:G019.28 Dawkins	5374001 · Web Hosting and Maintenance	328.20
Bill Pmt -Check	EFT	07/16/2021	Comcast	UNRESTRICTED:A010-Overhead	Internet & Telephone	380.01
Credit Card Charge	9778	07/19/2021	PSI	UNRESTRICTED:A037 - Staff Training (Unfunded)	5314302 · Staff - Conference & Training	175.00
Credit Card Charge	9814	07/19/2021	Cabelas	Various Grants	5314107 · Project Supplies	503.21
Credit Card Charge	9817	07/19/2021	Wordpress	GREEN:TCC:G019.28 Dawkins	5374001 · Web Hosting and Maintenance	19.69
Credit Card Charge	9828	07/19/2021	Nextdoor	DISTRICT SERVICES:T030 - District Comms	5314400 · Advertising	307.00
Bill Pmt -Check	EFT	07/19/2021	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	Photocopier Lease & Usage	462.91
Bill Pmt -Check	20847	07/20/2021	A & L Western Agricultural Laborat	DISTRICT SERVICES:T098 - Soil Tests	5314117 · Soil Testing	12.00
Bill Pmt -Check	20848	07/20/2021	Bishop, Stephanie	G019.110 TCD SS Green Allocation	5314107 · Project Supplies	18.00
Bill Pmt -Check	20849	07/20/2021	Community Farmland Trust	DISTRICT SERVICES:T099 - Equipment Rental	5314501 · Office Rent	260.00

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	20850	07/20/2021	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20851	07/20/2021	Elizabeth DeWreede	Various	Board Travel & Rental Equip Repairs	36.64
Bill Pmt -Check	20852	07/20/2021	Goebel Septic Tank Service, Inc	WSCC:W030 - Skookumchuck	5314503 · Equipment Leases	95.00
Bill Pmt -Check	20853	07/20/2021	Kiana Sinner_V	MISC:M090 - NACD Urban Agriculture	5314304 · Mileage	25.76
Bill Pmt -Check	20854	07/20/2021	Kuker-Ranken Inc.	TCD Allocations:T080 - Stewardship TA	5313500 · Small Tools & Equipment	43.52
Bill Pmt -Check	20855	07/20/2021	Leah Kellogg	Various TCD Programs	5314304 · Mileage	68.88
Bill Pmt -Check	20856	07/20/2021	Marguerite Abplanalp	Various Grants	5314304 · Mileage	67.76
Bill Pmt -Check	20857	07/20/2021	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	35.72
Bill Pmt -Check	20858	07/20/2021	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	89.46
Bill Pmt -Check	20859	07/20/2021	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity & Gas	276.90
Bill Pmt -Check	20860	07/20/2021	Sam Nadell	GREEN:G019.106 NOAA B-WET	5314304 · Mileage	33.60
Bill Pmt -Check	20861	07/20/2021	Sasha Porter	Various Grants	5314304 · Mileage	25.87
Bill Pmt -Check	20862	07/20/2021	Thurston County Central Services	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	20863	07/20/2021	United Concordia Insurance Co		5312012 · Dental Benefits	865.19
Bill Pmt -Check	20864	07/20/2021	VSP - Vision Care		5312011 · Medical Benefits	110.57
Bill Pmt -Check	20865	07/20/2021	WA St Conservation Commission	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	435.40
Bill Pmt -Check	20866	07/20/2021	WA St Dept of Veterans Affairs	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	18,728.70
Bill Pmt -Check	20867	07/20/2021	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	950.00
Bill Pmt -Check	20868	07/20/2021	WACD	UNRESTRICTED:A010-Overhead	5314902 · Organizational Dues & License	3,488.89
Credit Card Charge	9815	07/21/2021	US Postal Service	DISTRICT SERVICES:T098 - Soil Tests	5314202 · Postage & Shipping	10.60
Credit Card Charge	9816	07/21/2021	Lowe's	MISC:M090 - NACD Urban Agriculture	5314108 · Construction & Landscaping	21.79
Liability Check	EFT	07/23/2021	Internal Revenue Service		IRS Payroll Taxes	8,824.44
Liability Check	EFT	07/23/2021	WA St Dept of Retirement Systems		PERS DCP	1,055.87
Sales Tax Payment	EFT	07/23/2021	WA St Dept of Revenue		3861100 · Sales Tax Payable	228.53
Liability Check	EFT	07/23/2021	WA St Dept of L&I		3861009 · State L&I Payable	3,005.88
Liability Check	EFT	07/23/2021	WA St Dept of Employment Security		3861007 · State Unemployment Payable	3,350.22
Credit Card Charge	P1-654725	07/23/2021	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	93.48
Liability Check		07/23/2021	QuickBooks Payroll Service		Payroll	26,543.03
Check	EFT	07/27/2021	Internal Revenue Service		5312011 · Medical Benefits	37.24
Credit Card Charge	9787	07/28/2021	Tractor Supply	RCO:R035 - ESRP Shore Friendly	5314116 · Project Equipment	8.74
Credit Card Charge	9826	07/30/2021	WeVideo	DISTRICT SERVICES:T030 - District Comms	5314505 · Software Licenses	95.88
Liability Check	EFT	07/30/2021	WA St Dept of Employment Security		3861010 · WA - Family & Medical Leave	540.56

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	MC107821	07/30/2021	Mail Chimp	DISTRICT SERVICES:T030 - District Comms	5314505 · Software Licenses	33.90
Credit Card Charge	9782	07/31/2021	Target	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	4.15
Credit Card Charge	9824	07/31/2021	Lowes	MISC:M090 - NACD Urban Agriculture	5314107 · Project Supplies	291.69

# Washington State Conservation Commission

## FORM 4: ADDENDUM

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**Conservation District: Thurston**

**GRANT PROGRAM: Shellfish Cost Share**

**Overhead Rate: 25%**

Submitted By: Sarah Moorehead

Email: [smoorehead@thurstoncd.com](mailto:smoorehead@thurstoncd.com)

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**Total Grant Award: \$187,500.00**

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### **Intermediate Outcome #1: \$62,500.00**

Shellfish Cost Share #17972

Practices Awarded:

- o Heavy Use Area \$6,800
- o Subsurface Drain \$5,375
- o Waste Storage Facility \$37,825

Technical Assistance Award \$12,500

### **Intermediate Outcome #2: \$62,500.00**

Shellfish Cost Share #17967

Practices Awarded:

- o Heavy Use Area \$6,800
- o Subsurface Drain \$5,375
- o Waste Storage Facility \$37,825

Technical Assistance Award \$12,500

### **Intermediate Outcome #3: \$62,500.00**

Shellfish Cost Share #17628

Practices Awarded:

- o Heavy Use Area Protection \$10,000
- o Waste Storage Facility \$40,000

Technical Assistance Award \$12,500

**INTERDISTRICT AGREEMENT  
FOR  
PROFESSIONAL ENGINEERING SERVICES**

**THIS AGREEMENT** is made and entered into by the MASON Conservation District, hereinafter referred to as the "administering district," and the JEFFERSON County Conservation District, KITSAP Conservation District, and THURSTON Conservation District, hereinafter referred to as the "partnering districts."

**THE PURPOSE OF THIS AGREEMENT IS TO PROVIDE** the signatory conservation districts with fair and consistent access to professional engineering services.

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

- 1. ADMINISTERING DISTRICT**—The administering district shall:
  - a. Enter into a grant contract with the Conservation Commission, the purpose of which is to hire and support a professional engineer or professional engineering services and if funds are available and workload is present, an engineer technician to provide engineering support such as drafting and land surveying;
  - b. House or arrange for the housing of the professional engineer, the engineer technician if necessary, and provide the necessary staff support for these positions;
  - c. Ensure partnering districts are informed in advance of when engineering staff are performing any work within the partner district's service area; and
  - d. Participate on the Board of Directors (see Appendix A).
- 2. PARTNERING DISTRICTS**—The partnering districts shall work cooperatively with the Administering District to form and participate on the Board of Directors. The partnering districts will also provide office space for the engineer technician as needed.
- 3. PERIOD OF PERFORMANCE**—This agreement shall commence when it is signed by all the parties, and shall terminate on June 30, 2023, unless terminated sooner or extended as provided herein.
- 4. RECORDS MAINTENANCE**—The administering district shall maintain minutes of Board of Directors meetings and distribute them to the partnering districts and to the Conservation Commission. The administering district shall maintain other records as required in its grant contract with the Commission.
- 5. RIGHTS IN DATA**—Unless otherwise provided, data which originates from this agreement shall be a "work made for hire" as defined by Title 17, § 101 of the United States Code and shall be owned by the conservation district for whom the data are created under this agreement. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, computer files, films, tapes, and or sound reproductions. Ownership includes the right to reproduce, patent, register, license, and ability to transfer these rights.



6. **INDEPENDENT CAPACITY**—The employees or agents of each party who are engaged in the performance of this agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of another party.
7. **AMENDMENTS**—This agreement may be amended by mutual agreement of the parties. Such amendment shall not be binding unless in writing and signed by all parties signatory to this agreement.
8. **TERMINATION**—Any of the parties may terminate their part of this agreement upon 30 days prior written notification to the other parties. If one of the partnering districts terminates its part, the remaining parties shall meet to determine the fair and consistent redistribution of professional engineering support.

If the administering district terminates its part, the remaining districts shall meet with their Commission Regional Manager and the Commission Financial Services Manager to determine which of the partnering districts shall become the administering district. This new administering district shall then enter into a grant contract with the Commission, the purpose of which is to hire and support a professional engineer.

9. **INDEMNIFICATION**—To the fullest extent permitted by law, the administering district and the partnering districts shall indemnify, defend, and hold harmless each other, their boards of supervisors, agents and employees, as well as the State of Washington, its officials, agents and employees from and against all claims for injuries or death arising out of or resulting from the performance of this agreement.
10. **DISPUTES**—In the event a dispute arises under this agreement, it shall be resolved by an ad hoc Dispute Board made up of the Board of Directors plus the Conservation Commission Regional Manager for that area, acting as advisor. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto, provided it is in accordance with the administering districts' grant contract, and applicable state and federal law.

In the event that the ad hoc Dispute Board is unable to make a determination, or the Board of Directors is unable to convene an ad hoc Dispute Board for any reason, the Commission may convene a statewide Dispute Board. The statewide Dispute Board shall include representation from at least two other regional Boards of Directors, one representative from the WACD Officers and Directors, an elected Conservation Commission member and a Commission Regional Manager appointed by the Commission's Executive Director. The elected Commission member shall act as chair of the statewide Dispute Board. If for any reason the Commission is unable to convene a statewide Dispute Board, local third party dispute resolution centers may be used.

11. **GOVERNANCE**—This agreement is entered into pursuant to and under the authority granted conservation districts by RCW 89.08 (the Conservation Districts Law) and by RCW 39.34 (the Interlocal Cooperation Act). The provisions of this agreement shall be construed to conform to those laws.

**BOARD OF DIRECTORS  
for  
PROFESSIONAL ENGINEERING SERVICES**

Board of Directors – The conservation districts that are signatories to this agreement shall form a Board of Directors. The purpose of the Board shall be to ensure that each district in the group has fair and consistent access to the professional engineer hired by the administering district.

Membership Consists of the Following Conservation Districts: -- Jefferson, Kitsap, Mason, and Thurston.

Formation, Membership Qualification, and Powers – Each district in the group shall appoint one representative to the Board. Representatives shall be appointed or elected supervisors, or an agent or employee of the district. The Board shall have the power to prioritize the time and work of the professional engineer hired by the administering district. Once the priorities have been established, the Board shall use its meetings as a forum for discussion and resolution of issues that arise from this program.

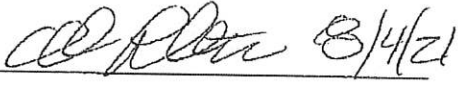
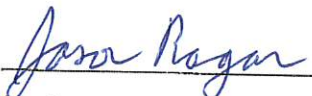
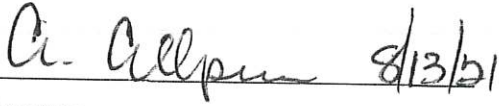

Setting Priorities for the Professional Engineer – The Board shall establish priorities in the following manner:

Resources will be shared equally among the four districts, specifically funding from the WSCC Professional Engineering Grant. Exceptions are discussed at regularly scheduled meetings of the member districts. Individual districts prioritize which projects they wish to use engineering services to fulfill. The engineer works with each district to schedule their projects into the overall schedule.

Board of Directors Meetings – The Board shall meet monthly at a participating conservation district's field office, the location determined by alphabetical rotation, or by teleconference. The Board shall select a chair. The Board shall also appoint a secretary to take minutes of each meeting. The secretary shall prepare the minutes for approval and distribution to all districts in the group. The administering district shall send final minutes to each district and a copy to the Conservation Commission.

The Olympic Region cluster has established monthly meetings by teleconference. Occasionally monthly meetings are cancelled with consent of all participating districts.

IN WITNESS WHEREOF, the parties have executed the agreement.

<p>Jefferson County Conservation District</p> <div style="text-align: center;">  </div> <div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div>	<p>Mason Conservation District</p> <div style="text-align: center;">  </div> <div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div>
<p>Kitsap Conservation District</p> <div style="text-align: center;">  </div> <div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div>	<p>Thurston Conservation District</p> <div style="text-align: center;">  </div> <div style="display: flex; justify-content: space-between;"> <span>Signature</span> <span>Date</span> </div>



In the event of an inconsistency in the terms of this agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. The scope of work found in the administering district's professional engineering services contract with the Commission; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

**12. ALL WRITINGS CONTAINED HEREIN**—This agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed the agreement.

MASON Conservation District

*Ann Ragan*      8-19-21  
Signature                      Date

KITSAP Conservation District

*C. Allpin*      8/13/21  
Signature                      Date

JEFFERSON County Conservation District

*W. Allen*      8/4/21  
Signature                      Date

THURSTON Conservation District

\_\_\_\_\_  
Signature                      Date

# Item

# 5



UPDATE  
National Association of Conservation Districts and  
Washington Association of Conservation Districts\*

8/26/21 Thurston Conservation District Board Meeting

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**NACD**

**NACD Pacific Region**

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](http://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.

**SUMMARY NOTES**

National Association of Conservation Districts 2021 Summer Meeting – 75<sup>th</sup> Anniversary  
July 24-27 in Chicago at the DoubleTree by Hilton Hotel

For more detailed information on subjects covered here and more on the 75<sup>th</sup> anniversary meeting, check the 7/27/21 [eResource](#).

**ATTENDEES**

WA state attendees: [Ryan Baye](#) from WACD, [Laura Meyer](#) from the state Conservation Commission to speak on marketing to the next generation leadership group (NGLI), past NACD president from Sumas, Gerald Digerness; current NACD president [Michael Crowder](#) (presiding), and [Doug Rushton](#), WACD national director.



Washington's own NACD President Michael Crowder; and an NACD founding member from Ellensburg, Robert L. Rutter, Jr.

**RECEPTION**

- ❖ President's parade: all but two of the living past presidents attended NACD 75<sup>th</sup> anniversary reception on the 94<sup>th</sup> floor of the John Hancock building. We have had three WA presidents.
  - Gerhard "Gerry" B. Digerness, Sumas . . . . . 1992-1994
  - Read Smith, St. John . . . . . 2001-2003
  - Michael Crowder; West Richland. . . . . starting 2021
- ❖ In addition to the Presidents, Joe Otto, the historian for the *Soil and Water Conservation Society* provided an overview of July 25, 1946, at the Morrison Hotel in Chicago, Illinois. Eighteen representatives from 17 states created the National Association of Soil Conservation District Governing Officials, later shortened to the National Association of Conservation Districts.
  - NACD's first executive officer was Ellen Cobb. She was an SCS employee in South Carolina who served as executive secretary from 1946-48.
  - An NACD founding member at the Morrison Hotel was Robert L. Rutter, Jr.; from Ellensburg.

## UPDATE

National Association of Conservation Districts and  
Washington Association of Conservation Districts\*

8/26/21 Thurston Conservation District Board Meeting

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**MULTI-GENERATIONAL COMMUNICATIONS** – Amy Hayes of the Noble Research Institute described how different generations give and receive information. This [website](#) gives an overview of the concepts. Hayes focused on table 2 and how we can use this information to improve intergenerational workings.

**STAR PROGRAM** –Saving Tomorrow's Agricultural Resources. Gives points for management activities with participants answering simple questions on crops, tillage, nutrients and practices. A local science committee assigns values to those practices yielding a "STAR" rating – whereby, and these are my words, the quality of the operation can be assessed. I see one roadblock being the regulatory "smell" of the approach and also that people have already many irons in the fire. Cindy Lair from CO is willing to give us an overview of their program.

**STANCE ON ISSUES** - NACD is looking to be more proactive in dealing with issues rather than wait for an agency policy statement and then reacting to that. Have a position and let others know what we think on an issues rather than being reactive; sometimes late in the process. CDs are urged to read the Crowder op-ed piece in Agri-pulse on "[Conserving America the Beautiful](#)" - the 30x30 initiative to conserve 30 percent of the nation's lands and waters by 2030.

**PACIFIC REGION STRATEGIC PLAN**. The NACD Pacific region now has a strategic plan fully developed and ready for adoption at [August's joint regional meeting](#). This seems to be the first-ever regional strategic plan and will help us to avoid 'drift' within our NACD region and keep our efforts focused.

### **MISCELLANEOUS**

1. About \$14 million in grants anticipated coming from NRCS to NACD starting in FFY 22.
2. NGLI application period is open until September 24<sup>th</sup> – contact Aubrey Evans, the NACD Northern Plains Region Representative.
3. NACD is looking at insurance that might be applicable to all districts (including staff and supervisors) and state associations via Mercer Insurance. Not too many details yet available, but informational roll-out contemplated for October 1.
4. Photographs from the NACD 75<sup>th</sup> anniversary reception are on Flickr [here](#).
5. The NACD 75<sup>th</sup> Anniversary Cake and a NE view from the 94<sup>th</sup> floor of John Hancock Building



UPDATE  
National Association of Conservation Districts and  
Washington Association of Conservation Districts\*

8/26/21 Thurston Conservation District Board Meeting

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**WACD**

- WACD Board of Directors virtual work session on August 16. Items covered:
  1. Plant Materials Center (PMC) Report
    - Pretty early in fiscal year to determine how it's going, but are a little down on expenses, but increase in minimum wage caused slight increase in expenses.
    - Hired an IRS advocate to resolve 'billing' issues with IRS.
    - Sales are strong, particularly for so early in the season – about 20% above last year's level. Now at around \$500,000.
  2. WACD DRAFT Investment Policy - Statement of Policy, Objectives and Guidelines
    - Finance committee has not seen the DRAFT policy. Need an investment policy for direction of the organization rather than being reactive to various factors.
    - Will go to Finance Committee for further action(s).
  3. WACD special committee reports:
    - a. Joint elections
      - Have suggested proposals which are out for comment which is being assimilated. All 45 districts are different, so there are options for how local elections will be done.
      - Will be presented to Conservation Commission in September. & likely result in direction and also after Area Meetings.
    - b. Diversity, Equity, and Inclusion
      - Have met several times. A proposed policy is being circulated among the committee members. Committee is working on both the 2020 DEI resolutions concurrently.
      - Chris Porter – “winning the hearts and minds” to get all on board DEI needs attention.
  4. WACD 2021 Annual Conference Update
    - Week after Thanksgiving at Hotel Murano in Tacoma. Murano hasn't spoken about masks and/or vaccines.
    - Monday -Wednesday for WACD items and WSCC on Thursday. Initial program being developed – virtual and in-person parts – probably first three weeks on November for virtual items and only for a couple hours each. In person part
  5. WACD Area director positions up for election
    - Hosts - Skagit, S Yakima, Walla Walla, Ferry, Okanogan, and Grays Harbor. Will be setting dates in the near future along with the type of meeting (virtual or in-person).
- WACD's information “Hub” – <https://hub/wadistricts.org> For information on WACD and Washington's conservation districts.
- Tidbits:
  - Clark CD will be proposing a resolution on recognizing associate supervisors; probably for a vote at September WACD board.
  - Both King and Pierce CDs will be announcing their new executive director in the new future.

◇ As of August 17, 2021. Note highlighted hyperlinks.  
Submitted by Doug Rushton, WACD representative on NACD board

# Item

# 6



**Thurston Conservation District Board Supervisors  
Work Session Topic List  
September 14, 2021 (3:00-5:00pm)  
Thurston Conservation District Work Session**

**Zoom Meeting Link:**

**<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1Irb3hLQT09>**

**Passcode: 2918**

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

- 1. Topic List Review, All**
- 2. Staff Presentation: Board Member Dashboard, Yan Dong (Accountant)**
- 3. Partner Presentation: Introduction to Natural Resources Conservation Service Programs and Services, Robin Buckingham (NRCS Resource Conservationist)**
- 4. Consultant Presentation: Salary Study, Public Sector Personnel Consulting**
- 5. Minutes Review & Revision, All**
  - a. August 26, 2021 Board Meeting Minutes
- 6. TCD Citizen's Advisory Committee Development, All**
- 7. Organizational Staffing Planning Discussion, All**
- 8. Conservation and Education Center, All**
- 9. Community Awards Program, Sarah Moorehead**
- 10. Covid-19 Health Update, Sarah Moorehead**
- 11. Important Updates & Announcements**
  - a. Board of Supervisors
  - b. Executive Director
- 12. September Board Meeting Agenda Development**



# Item

# 8

**To: TCD Board of Supervisors**  
**From: Sarah Moorehead (Executive Director)**  
**Date: August 26<sup>th</sup>, 2021**  
**Subject: Executive Director's Report**



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## **Priority Initiative Updates**

### **COVID-19 Update**

On August 18<sup>th</sup>, 2021 Governor Inslee announced that the existing statewide mask mandate will be expanded to include vaccinated individuals in indoor settings effective Monday, August 23. The mask mandate will apply to most all public places across the state, including restaurants, grocery stores, malls and public-facing offices, regardless of vaccination status. There will be limited exceptions when face coverings won't be required, such as office spaces not easily accessible to the public where individuals are vaccinated, and when working alone indoors or in a vehicle with no public face-to-face interaction. Small, private indoor gatherings where all attendees are vaccinated are also exempt.

### **Conservation and Education Center**

Staff are currently working to aggregate initial internal information requested by Beckwith Consulting Group for analysis prior to an initial kick off meeting to be scheduled with TCD Board and Staff in September. The initial kick off meeting will determine priorities, identify gaps in information and establish a refined timeline to complete project deliverables, along with focusing on building relationships between TCD and the consultant team.

### **TCD Gearing Up to Celebrate 75!**

Next year (2022), TCD will celebrate its 75<sup>th</sup> year of serving our community members and furthering conservation efforts on our local landscape! Staff are working on a communications strategy to tie in the work we do, with some special emphasis on achieving 75 years. This will include special media outreach, social media campaigns, 75<sup>th</sup> year branding and a huge focus at our first annual Harvest Festival in November 2022. Events and outreach will be planned to take place throughout the year in celebration of our achievements.

### **Salmon Recovery Project Funded!**

TCD was successfully awarded \$132,000.00 in funding for restoration project development in the Cozy Valley, which includes the southern headwaters of Scatter Creek. The Cozy Valley area is Northeast of Tenino off of Churchill Road. This project will be developed in with Creekside Conservancy (formerly Heernet Foundation). The project will create preliminary design for restoration of high quality potential Coho habitat in a degraded stream and wetland at the west end of the valley. TCD anticipates contracting to take place in September 2021 and work will begin shortly thereafter.

The Cozy Valley project site is part of the headwaters of Scatter Creek and is also a great focus area for future aquifer recharge projects that will benefit downstream flows. TCD continues to work with project partners to develop additional projects in WR1A 23 (Upper Chehalis Basin) for application to the Washington State Department of Ecology's In-Stream

Flow Grant, an opportunity that resulted from the recent Watershed Restoration and Enhancement Committee (WREC) process. Potential projects include a possible managed aquifer recharge project (MAR) with the objective of capturing and infiltrating water during the rainy season so that groundwater can feed back into Scatter Creek later in the year when in stream flow levels are low.

### **TCD to Host March 2022 Washington State Conservation Commission Tour**

TCD was asked to host the March 2022 WSCC tour. TCD has hosted a couple of WSCC tours in recent years and has many great projects and programs to share with WSCC, partners, and policy-makers. Staff will begin developing a tour outline for future coordination and engagement with the TCD Board. WSCC tours and business meetings typically occur during the third week of every other month. This will be a great avenue to demonstrate the impact that our organization is making in the community and on the landscape!

### **Washington Association of District Employees Upcoming Officer Positions Open**

Interested Board Members should be aware that many officer positions will be open for nomination at the upcoming 2021 WACD Annual Meeting. Interested individuals may engage during the business meeting. To learn more about office positions, visit:

<https://wadistricts.org/about-wacd/meet-our-officers>

### **Thurston County HCP Update**

An update on the County's HCP status in the federal review process with U.S. Fish & Wildlife Service, and an overview of how conservation and mitigation will work in the County's plan will be provided virtually on **September 17<sup>th</sup>**.

#### *A New Way of Managing Mitigation*

The County government plans to implement a new method for providing lasting and sustainable mitigation: The Conservation Land System. The HCP introduces the Conservation Land System: large, contiguous & professionally-managed.

The Conservation Land System will take the burden of mitigation off landowners, and put it into the hands of conservation professionals to:

- Increase & improve the quality of the land in mitigation.
- Provide a clear path for conservationists, farmers & the community to work together.

Date: Friday, September 17, 2021

Time: 10 - 11 a.m.

Location: Virtual online meeting.

Detailed agenda coming soon.

More information can be found here:

<https://www.thurstoncountywa.gov/planning/HCP/Pages/default.aspx>

### **District Operations**

#### **July 22<sup>nd</sup> 2021 Board Meeting Action Items**

- 1. At the August 26, 2021 Board Meeting, the Board will discuss the possibility of housing a cluster Climate Auditor position.**  
*In progress. This item is scheduled for discussion at the August 26<sup>th</sup>, 2021 TCD Board Meeting.*
- 2. Supervisors DeWreede and Wheatley and ED Moorehead will make up the collective bargaining team representing the District. The team will formally respond to the request for bargaining and start scheduling the process to negotiate the next WFSE Collective Bargaining Agreement beginning in 2022.**  
*Completed. Collective Bargaining dates have been scheduled between TCD and WFSE.*
- 3. Supervisor Johnson will follow up with the current CAC applicants regarding the plans for further committee development.**  
*Completed.*

### **Salary Study**

Public Sector Personnel Consultants are finalizing the TCD salary study for presentation to the Board in September 2021. The report will include: a proposed alternative salary schedule, current market data for comparable positions, and recommendations for implementation for any proposed adjustments.

### **Collective Bargaining**

TCD will begin collective bargaining with the employee bargaining unit, represented by the Washington Federation of State Employees (WFSE) in October 2021. This bargaining process will be an opportunity to build on or revise the current collective bargaining agreement that is set to end December 31<sup>st</sup>, 2021. The new agreement would take effect January 1<sup>st</sup>, 2022 for a duration agreed upon by the bargaining teams. At the July TCD Board Meeting, the Board approved representation of TCD by: Helen Wheatley (Vice Chair), Betsie DeWreede (Board Member) and Sarah Moorehead (Executive Director).

### **2022 Budget Development**

Staff will begin developing internal budget estimates for 2022 in September for initial presentation and discussion with the TCD Board in October. Further feedback and direction from the Board will be included in a final budget draft for considered approval at a subsequent 2021 Board Meeting.

### **2021 Board Meeting and Work Session Schedule**

Our current schedules result in the November Board meeting falling on Thanksgiving (25th) and the December Board meeting the day before Christmas Eve (23rd). Typically, the TCD Board has combined the November and December Board meetings into one meeting (usually in place of or following the December work session – currently 9th).

In addition, our November Work Session falls on Veteran's Day (11th) and the TCD offices are closed.

Therefore, I propose:

- The Board cancels the November work session and hold a rescheduled regular meeting on November 18th. We may need to extend the time slightly depending on

the amount of business. The November financial report would then be presented at the December 2021 Board meeting (similar to what occurred in 2020).

- The Board reschedules the December Board meeting to December 16th, which is a tight turnaround from the work session. The December financial report would then be presented at the January 2022 Board meeting along with the 2021 Year End Financial Report (similar to what occurred in 2020).

### **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.





National Association of  
Conservation Districts



# Stronger Together: Working with Forest and Field Landowners to Conserve Natural Resources

By: Sarah Moorehead – Executive Director of Thurston CD, Mara Healy – Habitat Specialist and Program Manager and Doug Rushton – Governing Board Supervisor  
Photographs by: Kiana Sinner – Education and Outreach Coordinator

Conservation Districts are local non-regulatory organizations supporting landowners, farmers, forest landowners and urban residents throughout the nation to achieve their land management goals and enhance wildlife habitat, soil health and water quality – among other things. Technical expertise and planning, conservation project construction, financial assistance for conservation enhancement projects and adult and youth education programs are a few of the services commonly available among the nearly 3,000 independent conservation districts.

As an example of how this can work, we go to the Mueller fields and forest. This type of project is being done by conservation districts across the US. Percolating from the foothills of the Cascade Mountains in the Snoqualmie National Forest in Southwest Washington State flows the Skookumchuck River. The word Skookumchuck means ‘strong water’, and true

to its namesake, the river ebbs and flows throughout the farmland that blankets the valley floor.

Geoff Mueller, and his wife Lorna, are landowners living along the Skookumchuck River. They purchased property along the river and began working with Thurston Conservation District in 2015 to restore the site, including trees in former fields. Geoff shared, “It is our plan to have this as a retirement property, and to restore as much as possible of the original vegetation near the river. The lower area floods with significant flows, and thus should be relatively easy to convert from the present hayfield, but the areas near the river with higher banks pose more of a problem.”

In the beginning the focus was on the immediate concerns around riparian restoration. Invasive species, like Himalayan blackberry, had taken over much of the area along the river, preventing natural regrowth of native species, compromising wildlife

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habitat and river health. Together, Geoff and Thurston Conservation District developed a plan to enhance this area of their 80 acre property, and meet the goals that the Mueller's had for the future of their property. The native trees, such as Big leaf maple (*Acer macrophyllum*), Black cottonwood (*Populus trichocarpa*), Douglas fir (*Pseudotsuga menziesii*), Red Alder (*Alnus rubra*), Sitka spruce (*Picea sitchensis*), Western hemlock (*Tsuga heterophylla*), and Western red cedar (*Thuja plicata*), along with native shrubs—Cascara (*Rhamnus purshiana*), Vine maple (*Acer circinatum*), and assorted willows (*Salix spp.*) will shade the river, cooling temperatures for a variety of aquatic species and provide food and habitat for aquatic and terrestrial wildlife alike. In addition, this will stabilize the soil, increase filtration of rain water run-off and ground water recharge, sequester carbon, and prevent flooding and erosion of the landowner's property and buried natural gas pipelines that run through the area.

areas that have been in hay, so it was beneficial to be able to use professional help in doing that. So far the survival has been much better than for the areas that we have planted ourselves.”

Building off of the success of the riparian planting, TCD connected the Muellers to a local land trust to further protect their property for future generations. In 2020, Capitol Land Trust worked with the landowners to preserve 74 acres of this property with a conservation easement protecting it from future subdivision and development in perpetuity, while still retaining its natural resource uses such as agriculture and forestry.

As part of the ongoing work to restore this valuable river habitat, neighboring landowner Green Diamond Resource Company (an industrial forestry firm) also sold 28 non-harvestable acres of river-front property abutting their managed timberland to Capitol Land Trust, protecting both sides of the river from future land use changes and allowing for long-term conservation planning and restoration to take place.

Geoff's concern centered around his intent “to minimize the erosion of some of the banks, which is depositing silt in the river which is detrimental to the salmon and steelhead spawning areas. We are also considering how to best utilize the remaining area, presently in hay, to best benefit the birds and wildlife, particularly the elk...as well as deer, coyotes, and bears, and pheasants.” Trees and shrubs will help stabilize the stream banks.

Construction of 23 engineered log jams is planned for this stretch of river to create necessary diversity within the channel for the health of aquatic organisms and in particular salmon. By adding these wood structures to the river, it will create deep cool-water pools for salmon to rest in during the summer and gravel bars necessary for spawning, and more. Eighteen of the 23 structures were installed in the summer of 2020 and the habitat creation has already dramatically increased.

Currently the river doesn't access its floodplain except in major flood events. By allowing the river to inundate its floodplain in designated areas, floodwaters are slowed down and spread out. Over time, this can help mitigate flood damage downstream. This also improves water filtration and ground water recharge. In addition to the engineered log jams, a side channel with four benches, or tiers, was excavated to absorb flood waters during flood events.



Conservation Districts are highly successful in building relationships with landowners and land stewards. The ability to be flexible and attentive to the concerns, challenges and barriers each individual person faces with managing their property fosters trust through these one-on-one interactions. This allows for site specific management plans and projects to develop, that really are customized by the landowner's interests and the opportunities and challenges of the land itself. When asked why Geoff reached out to TCD, he stated it was “because the program[s] would reimburse us for the re-establishment of the riparian vegetation on a lot of the property, which was our goal. Much of the area was in hay, and we have discovered that it is difficult to re-establish riparian vegetation in







An important part of the project was reducing erosion and creating habitat. Trees will stabilize the streambank.

Recently, TCD has worked with veteran and other conservation crews for upland restoration in sections of the Mueller's pasture. This Oak Woodland reforestation project includes species such as Garry oak (*Quercus garryana*), Madrona (*Arbutus menziesii*) and Lodgepole pine (*Pinus contorta*), a habitat type that is threatened in this area. Special attention went in to designing this section of the project to preserve the ability for future agricultural uses – agroforestry - intermixed within the woodland, such as livestock grazing.

Geoff reflected on his experience working with Thurston Conservation District to restore his land, "The experience has been excellent. The staff have

been very easy to work with and professional, and made the arrangements for the plantings, which was much better than our having to do all of that."

For more information on this project, you can visit Thurston Conservation District's website: [www.thurstoncd.com](http://www.thurstoncd.com)

You can find your conservation district by visiting the National Association of Conservation Districts website here: <https://tinyurl.com/bbtxyu35>

Click through the regions, then the state or territory, a map of your state will appear with buttons for the districts. Click on the district of interest to get their contact information, including websites.

The start of a new day for the conservation district crew on a grand project.



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# NATIONAL WOODLANDS

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NATIONAL WOODLANDS is published by the National Woodland Owners Association (NWOA) to promote the wise use of America's forest resources. Subscribers include members of state landowner organizations (NWOA Affiliate or Partner organizations), landowners, professionals in the natural resources disciplines, companies and individuals associated with the forest products industry, libraries, government agencies, and anyone with an interest in forestry.

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NATIONAL WOODLANDS (ISSN 0279-9812), Summer 2021, Volume 44, No. 3. Published quarterly, in Winter, Spring, Summer and Autumn by the National Woodland Owners Association, 374 Maple Ave. E., Suite 310, Vienna, VA 22180-4718; tel. (703) 255-2700. U.S. subscription: \$35 for one year or \$60 for two years, through membership in the NWOA; sustaining member rates are \$45 per year, \$80 for two years. For delivery to Canada, Europe, and most International addresses, add an additional \$10 for postage. Back issues, if available, are \$5 each, postage paid.

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**On the Cover:** Camp Sherman, in central Oregon, within the Deschutes NF. The Green Ridge fire was started by lightning on August 16, 2020 and fueled by brush, timber and understory vegetation. The lightning also sparked several large fires in central Oregon. In all, over 4300 acres were scorched.