

Thurston Conservation District Board of Supervisors
Board Meeting Agenda
September 23, 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

- | | |
|---|-------------------------------------|
| 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
A. August 26, 2021 Board Meeting Minutes
B. September 2021 Financial Report | 5:40 PM
<i>5 minutes</i> |
| 4. Public Comment
*Three minutes per person | 5:45 PM
<i>15 minutes</i> |
| 5. Partner Reports (if present)
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> | 6:00 PM
<i>15 minutes</i> |
| 6. Salary Study Presentation, Public Sector Personnel Consulting | 6:15 PM
<i>25 minutes</i> |
| 7. TCD Resolutions, All – Action Item
A. TCD Resolution #2021-06: Authorizing Use of Cash Operating Reserve Fund | 6:40 PM
<i>5 minutes</i> |
| 8. WACD Resolutions, All – Action Item
A. WACD Resolution: Establishing A WACD Sustainable Funding Committee
B. Other | 6:45 PM
<i>10 minutes</i> |
| 9. COVID-19 Update | 6:55 PM
<i>10 minutes</i> |

10. Governance, All – Action Item

7:05 PM

- A. Conservation and Education Center (CEC) Update
- B. Year-End Board Meetings Schedule
- C. Year-End Budget Adjustment Proposal
- D. October Board Meeting Agenda

20 minutes

11. Board of Supervisor Reports, All

7:25 PM

5 minutes

12. Executive Director Report, Sarah Moorehead

7:30 PM

5 minutes

Adjourn

7:35 PM

Time Allotment *1.5 hrs.*

Important Dates

September

- 14th TCD Board Work Session 3-5pm
- 23rd TCD Board Meeting 5:30-8pm

Virtual (Zoom)

Virtual (Zoom)

October

- 14th TCD Board Work Session 3-5pm
- 28th TCD Board Meeting 5:30-8pm

Virtual (Zoom)

Virtual (Zoom)

Item

3

Thurston Conservation District Consent Agenda Decision Sheet September 23, 2021 Board Meeting



A. August 26, 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. September 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

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON
SEPTEMBER 23, 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

August 26, 2021

Virtual GoToMeeting

Meeting Time: 5:30pm – 6:22pm

Originally scheduled: 5:30pm – 7:25pm



Present at Meeting:

TJ Johnson, TCD Board Chair

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

Alena Reynolds, Department of Ecology

Summary of Action Items

- 1 • **ACTION ITEM:** ED Moorehead will follow-up with Ms. Fike for any updates and provide
- 2 those updates to the Board at a later time.
- 3 • **ACTION ITEM:** ED Moorehead will send a doodle poll to the Board to select a date and
- 4 time for an outdoor in-person meeting. An updated list of available meeting dates will
- 5 be sent to Beckwith Consulting group.
- 6 • **ACTION ITEM:** ED Moorehead will send the Board's feedback about the Climate
- 7 Auditor Cluster position to WSCC.
- 8 • **ACTION ITEM:** Supervisor Rushton will draft a resolution recommending the
- 9 establishment of WACD Sustainable Funding Committee. The draft resolution will be
- 10 presented to the Board at its September 14, 2021 Work Session.

Summary of Motions Passed

- 12 • *Supervisor DeWreede moved to adopt the revised Agenda. Supervisor Wheatley*
- 13 *seconded. Motion passed unanimously, (5-0).*
- 14 • *Supervisor DeWreede moved to approve the revised Consent Agenda. Supervisor Iyall*
- 15 *seconded. Motion passed unanimously, (5-0).*
- 16 • *Supervisor DeWreede moved to approve Thurston County Sub-recipient Agreement,*
- 17 *Chambers Ditch. Supervisor Rushton seconded. Motion passed unanimously, (5-0).*
- 18 • *Supervisor Rushton moved to approve Thurston County Sub-recipient Agreement,*
- 19 *Deschutes River. Supervisor DeWreede seconded. Motion passed unanimously, (5-0).*
- 20 • *Supervisor Iyall moved to approve Thurston County Sub-recipient Agreement, McLane*
- 21 *Creek. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).*
- 22 • *Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed*
- 23 *unanimously, (5-0).*

Full Version of the Minutes

Welcome & Introductions

At 5:30pm TCD Board Chair called the August 26, 2021 Regular Board Meeting to order via the online forum, *Zoom*. 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.

Agenda Review

- Three new riparian grant contracts (*Thurston County Sub-recipient Agreement – Chambers Ditch, Deschutes River, and McLane Creek*) were inserted as action items under Governance (6) A, B, and C.
- An item to discuss a potential board resolution concerning the establishment of a *WACD Sustainable Funding Committee* was inserted under Governance (6) in between items E and F.

Supervisor DeWreede moved to adopt the revised Agenda. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).

Consent Agenda

- July 22, 2021 Board Meeting Minutes
- July 10, 2021 Work Session Minutes
- August 2021 Financial Report
- FY22 Shellfish Cost Share Addendum
- 2021-23 Cluster Engineer Interlocal Agreement

Supervisor DeWreede moved to approve the revised Consent Agenda. Supervisor Iyall seconded. Motion passed unanimously, (5-0).

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; he submitted an update in writing.
 - Robin will give a brief presentation on the work of NRCS at the September 14, 2021 Work Session.
- B. Department of Ecology (DOE), *Alena Reynolds***
 - A written report was provided in the Board Meeting Packet.
 - DOE's Water Quality Grant applications are open on the DOE website; the deadline is October 12, 2021.
- C. Washington State Conservation Commission (WSCC) Update, *Jean Fike***

58 • Jean Fike was not present.

59 **ACTION ITEM: ED Moorehead will follow-up with Ms. Fike for any updates and provide those**
60 **updates to the Board at a later time.**

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

- 62 • A written update was provided in the Board Packet.
- 63 • The Southwest Area WACD meeting will be hosted virtually by Grays Harbor
- 64 Conservation District on October 13, 2021.

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

- 66 • A written update was provided in the Board Packet.

67 **Governance**

68 A. Thurston County Sub-recipient Agreement – Chambers Ditch

- 69 • This agreement is part of the National Estuary Program’s Storm Water Initiative.

70 ***Supervisor DeWreede moved to approve Thurston County Sub-recipient Agreement,***
71 ***Chambers Ditch. Supervisor Rushton seconded. Motion passed unanimously, (5-0).***

72 B. Thurston County Sub-recipient Agreement – Deschutes River

- 73 • This agreement is part of the National Estuary Program’s Storm Water Initiative.

74 ***Supervisor Rushton moved to approve Thurston County Sub-recipient Agreement, Deschutes***
75 ***River. Supervisor DeWreede seconded. Motion passed unanimously, (5-0).***

76 C. Thurston County Sub-recipient Agreement – McLane Creek

- 77 • This agreement is part of the National Estuary Program’s Storm Water Initiative.

78 ***Supervisor Iyall moved to approve Thurston County Sub-recipient Agreement, McLane Creek.***
79 ***Supervisor Wheatley seconded. Motion passed unanimously, (5-0).***

80 D. Conservation and Education Center (CEC) Update

- 81 • Staff and Beckwith Consultants are working together to establish parameters for
- 82 the CEC. Staff will meet with Beckwith Consulting in late September.
- 83 • Beckwith Consulting would like to meet in-person with the Board in September
- 84 to discuss the CEC process next steps.

85 **ACTION ITEM: ED Moorehead will send a doodle poll to the Board to select a date and time**
86 **for an outdoor in-person meeting. An updated list of available meeting dates will be sent to**
87 **Beckwith Consulting group.**

88 E. Climate Auditor Cluster Position Discussion

- 89 • The Board supports establishing a cluster Climate Auditor Position.

- The Board would like to know more about the concept of the position and the ways a climate auditor would support climate mitigation and adaptation. Will the position be focused on implementation or assessment? What is the role of carbon trading in regards to this position? How would this position's time be shared amongst other CDs?

ACTION ITEM: ED Moorehead will send the Board's feedback about the Climate Auditor Cluster position to WSCC.

F. WACD Resolution: Sustainable Funding Committee

- The Board would like to present the WACD with a board resolution recommending the establishment of a WACD Sustainable Funding Committee.

ACTION ITEM: Supervisor Rushton will draft a resolution recommending the establishment of WACD Sustainable Funding Committee. The draft resolution will be presented to the Board at its September 14, 2021 Work Session.

G. November/December Board Meeting Schedule

- The Board will combine the November Work Session and Board Meeting into one meeting on November 18, 2021. The December Work Session and Board Meeting will be combined and held on December 16, 2021.

H. September 2021 Work Session Topic List Development

- Consultant Presentation: Salary Study, Public Sector Personnel Consulting
- Minutes Review & Revision, All
 - August 26, 2021 Board Meeting Minutes
- TCD Citizen's Advisory Committee Development, All
- Organizational Staffing Planning Discussion, All
- Conservation and Education Center, All
- Review of Proposed WACD Resolutions, All
 - TCD proposed resolutions
 - Other resolutions coming to the Southwest Area meeting
- Community Awards Program, Sarah Moorehead
- Covid-19 Health Update, Sarah Moorehead
- Important Updates & Announcements
 - Board of Supervisors
 - Executive Director
- September Board Meeting Agenda Development

Other Reports

A. Board of Supervisors Report, All

- 126 • Supervisor Iyall has been attending the WACD Diversity, Equity, and Inclusion
127 (DEI) meetings.
128 • Supervisor Johnson will attend the Olympia Farmland Loss Meeting the first
129 Tuesday of September; he will bring an update to the September 23, 2021 Board
130 Meeting.

131 B. Executive Director Report, *ED Moorehead*

- 132 • ED Moorehead brought two articles that mentioned TCD. The Nisqually Valley
133 News wrote an article about the District's Voluntary Stewardship Program and
134 The National Woodland Landowners Magazine also wrote a general article about
135 TCD.
136 • The TCD Community Awards Program guidelines and nomination form have been
137 sent out to the Board and staff. The nominations are due by August 31, 2021.
138 Supervisors Wheatley and Rushton have volunteered to be on the Community
139 Awards Committee.
140 • TCD and Washington State University (WSU) Extension held a joint Strategic
141 Planning Meeting. They discussed the creation of a joint framework to address
142 DEI issues in the agriculture and forestry communities.

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

Adjourn 6:22pm

Respectfully,

X

TJ Johnson
TCD Board Chair

Thurston Conservation District September 2021 Financial Notes



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

1. As of August 31, the District reported a year-to-date loss of \$65,297. As we've discussed before, for a number of reasons, a P&L loss does not necessarily translate to an immediate correlated Cash Flow loss. As of August 31, the checking account balance was \$112,590.03. See the Balance Sheet on page 5. However, the cumulative losses for July and August and expected in September and October, will cause the District's check account balance to temporarily go into the red. One option would be to temporarily borrow funds from the District's Cash Reserve savings account; the funds would be returned to the Cash Reserve account as soon as the November Rates and Charges payment (expected to be \$230,000) is realized on November 10.

Profit & Loss Prev Year Comparison (Page 4)

2. Compared to last year, the District is seeing higher expenditures in *Audit & Accounting*. This increase results from new charges associated with having multiple users on Quickbooks (the Finance and Administration Manager and the Accountant) and the pandemic requirement to access Quickbooks on the cloud.

Unrestricted Budget vs Actual (Pages 8 & 9)

3. *Plant Sale* (line 27) program expenses are rising as the District prepares for the start of Plant Sale pre-orders this autumn.
4. *Soil Health* (line 28) program expenses are also rising quickly as the District experiences higher than expected demand for soil testing this autumn (line 4). Accounting staff expect TCD to exceed the expense budget for this program.
5. TCD has exceeded its *Staff Travel* expense (line 61) budgeted amount. Much of this expense is covered by increases in *Vehicle Allocation* income (line 14); in other words, much of this increased expense is paid for by grants. The increase is a result of staff returning to the field for site visits as the pandemic recedes and increases in the price of fuel.

Thurston Conservation District

Profit & Loss

January through August 2021

	Jan - Aug 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	14,709.49
3411140 · TCD Equipment Rentals	1,908.17
3431130 · Soil Testing	3,272.52
3431120 · Rental Income	528.87
Total 3431100 · Retail Sales	20,419.05
3611100 · Interest Income	101.42
3300000 · Grant Revenue	767,289.92
3685100 · Partner Fee for Service	2,597.33
3685201 · Rates and Charges	323,732.22
Total Income	1,114,139.94
Gross Profit	1,114,139.94
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	789,604.25
5314101 · Legal Fees & Services	16,141.00
5314102 · Audit & Accounting	4,103.83
5314103 · Computer Services	13,066.47
5314100 · Professional Services	61,900.97
5314400 · Advertising	1,365.00
5314117 · Soil Testing	1,942.80
5314104 · Janitorial Services	5,283.00
5314501 · Office Rent	34,944.00
5314700 · Utilities	5,416.49
5314503 · Equipment Leases	2,819.13
5314504 · Vehicle Leases	3,257.96
5314200 · Communications	7,176.85
5313102 · Photocopier Usage	468.22
5314505 · Software Licenses	15,446.23
5354800 · Repairs & Maintenance	3,129.07
5313101 · Office Supplies	3,750.75
5314202 · Postage & Shipping	1,703.75
5313401 · Plants for Resale	15,920.98
Project Expenses	14,326.23
5314902 · Organizational Dues & Licenses	5,187.63
5314203 · Printing Services	1,108.77
5314302 · Staff - Conference & Training	1,305.95
5314300 · Staff - Travel	4,541.45
5314301 · Board Travel	68.32
5314108 · Construction & Landscaping	60,283.71
5314109 · Cost Share	75,267.64
5314110 · Bank Fees & Interest Charges	571.22
5314600 · Liability Insurance Premiums	13,181.32
5314111 · Late Fees & Penalties	382.57
66300 · Sales Tax Adjustments	43.02
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	8,885.40
5966402 · Computer Hardware	6,842.73
Total 5945360 · Capital Outlays	15,728.13
Total Expense	1,179,436.71

1:11 PM

09/17/21

Accrual Basis

Thurston Conservation District

Profit & Loss

January through August 2021

	Jan - Aug 21
Net Ordinary Income	-65,296.77
Net Income	<u>-65,296.77</u>

Thurston Conservation District

Profit & Loss

August 2021

	Aug 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	342.03
3431130 · Soil Testing	363.85
	<hr/>
Total 3431100 · Retail Sales	705.88
3611100 · Interest Income	13.01
3300000 · Grant Revenue	86,196.89
3685100 · Partner Fee for Service	2,296.69
3685201 · Rates and Charges	3,333.86
	<hr/>
Total Income	92,546.33
	<hr/>
Gross Profit	92,546.33
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	94,479.18
5314102 · Audit & Accounting	2,274.87
5314103 · Computer Services	1,294.00
5314100 · Professional Services	36,739.38
5314400 · Advertising	309.00
5314117 · Soil Testing	180.00
5314104 · Janitorial Services	1,950.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	441.18
5314503 · Equipment Leases	319.12
5314504 · Vehicle Leases	417.72
5314200 · Communications	380.15
5314505 · Software Licenses	433.64
5354800 · Repairs & Maintenance	29.53
5313101 · Office Supplies	218.73
5314202 · Postage & Shipping	43.85
5313401 · Plants for Resale	3,679.45
Project Expenses	1,475.95
5314902 · Organizational Dues & Licenses	5.00
5314302 · Staff - Conference & Training	756.00
5314300 · Staff - Travel	486.95
5314108 · Construction & Landscaping	4,843.28
5314600 · Liability Insurance Premiums	1,624.88
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	1,276.28
5966402 · Computer Hardware	183.09
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Total 5945360 · Capital Outlays	1,459.37
	<hr/>
Total Expense	158,209.23
	<hr/>
Net Ordinary Income	-65,662.90
	<hr/>
Net Income	-65,662.90

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

	Jan - Aug 21	Jan - Aug 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	1,908.17	2,245.75	-337.58	-15.0%
3431130 · Soil Testing	3,272.52	1,748.33	1,524.19	87.2%
3431120 · Rental Income	528.87	941.63	-412.76	-43.8%
Total 3431100 · Retail Sales	20,419.05	16,832.21	3,586.84	21.3%
3611100 · Interest Income	101.42	27.21	74.21	272.7%
3300000 · Grant Revenue	767,289.92	480,540.97	286,748.95	59.7%
3685100 · Partner Fee for Service	2,597.33	0.00	2,597.33	100.0%
3685201 · Rates and Charges	323,732.22	317,973.43	5,758.79	1.8%
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	1,114,139.94	816,623.41	297,516.53	36.4%
Gross Profit	1,114,139.94	816,623.41	297,516.53	36.4%
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	789,604.25	595,273.85	194,330.40	32.7%
5314101 · Legal Fees & Services	16,141.00	17,290.00	-1,149.00	-6.7%
5314102 · Audit & Accounting	4,103.83	1,716.14	2,387.69	139.1%
5314103 · Computer Services	13,066.47	12,163.21	903.26	7.4%
5314100 · Professional Services	61,900.97	7,431.87	54,469.10	732.9%
5314400 · Advertising	1,365.00	2,534.40	-1,169.40	-46.1%
5314117 · Soil Testing	1,942.80	2,519.40	-576.60	-22.9%
5314104 · Janitorial Services	5,283.00	1,940.00	3,343.00	172.3%
5314501 · Office Rent	34,944.00	34,424.00	520.00	1.5%
5314700 · Utilities	5,416.49	3,569.68	1,846.81	51.7%
5314503 · Equipment Leases	2,819.13	1,847.75	971.38	52.6%
5314504 · Vehicle Leases	3,257.96	0.00	3,257.96	100.0%
5314200 · Communications	7,176.85	7,357.50	-180.65	-2.5%
5313102 · Photocopier Usage	468.22	1,076.65	-608.43	-56.5%
5314505 · Software Licenses	15,446.23	3,680.70	11,765.53	319.7%
5354800 · Repairs & Maintenance	3,129.07	579.14	2,549.93	440.3%
5313101 · Office Supplies	3,750.75	1,913.66	1,837.09	96.0%
5314202 · Postage & Shipping	1,703.75	988.53	715.22	72.4%
5313401 · Plants for Resale	15,920.98	11,761.22	4,159.76	35.4%
Project Expenses	14,326.23	6,455.97	7,870.26	121.9%
5314902 · Organizational Dues & Licenses	5,187.63	5,839.89	-652.26	-11.2%
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	1,305.95	560.00	745.95	133.2%
5314300 · Staff - Travel	4,541.45	1,960.44	2,581.01	131.7%
5314301 · Board Travel	68.32	188.03	-119.71	-63.7%
5314108 · Construction & Landscaping	60,283.71	14,127.65	46,156.06	326.7%
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	13,181.32	10,669.00	2,512.32	23.6%
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	8,885.40	5,861.23	3,024.17	51.6%
5966402 · Computer Hardware	6,842.73	8,817.37	-1,974.64	-22.4%
Total 5945360 · Capital Outlays	15,728.13	14,678.60	1,049.53	7.2%
Total Expense	1,179,436.71	797,958.71	381,478.00	47.8%
Net Ordinary Income	-65,296.77	18,664.70	-83,961.47	-449.8%
Net Income	-65,296.77	18,664.70	-83,961.47	-449.8%

Thurston Conservation District

Balance Sheet

As of August 31, 2021




	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	112,590.03
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	130,128.83
3082003 · Saving-2410 Education Center	20,007.60
Total 3088020 · Savings Accounts	150,136.43
3088030 · Counter Cash	100.00
3088040 · PayPal Account	664.32
Total Checking/Savings	263,490.78
Accounts Receivable	157,780.34
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	25,288.00
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	29,123.00
3092000 · 309.20.00 Cash on Hand	15,756.16
Total Other Current Assets	44,879.16
Total Current Assets	466,150.28
TOTAL ASSETS	466,150.28
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	28,878.33
Credit Cards	4,912.87
Other Current Liabilities	
3861100 · Sales Tax Payable	110.07
3861000 · Payroll Liabilities	
3861008 · Union Dues	845.94
3861005 · PERS Deferral Payable	11,982.25
3861007 · State Unemployment Payable	2,251.83
3861009 · State L&I Payable	37.47
3861010 · WA - Family & Medical Leave	697.76
3861011 · Vacation & Sick Leave Payable	69,968.16
Total 3861000 · Payroll Liabilities	85,783.41
Total Other Current Liabilities	85,893.48
Total Current Liabilities	119,684.68
Total Liabilities	119,684.68
Equity	346,465.60
TOTAL LIABILITIES & EQUITY	466,150.28

Restricted Budgets vs Actuals



As of Aug 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	RCO					654,499	386,605	173,054	213,551		
2	FY19-21 ESRP Shore Friendly	R035		07/01/19	06/30/21	134,441	73,602	73,602	Closed	100%	100.00%
3	FY21-23 ESRP Shore Friendly	R035		07/01/21	06/30/23	340,458	135,365	26,354	109,011	8.49%	7.74%
4	ASRP Independence	R040	20-1905	05/15/20	12/31/21	93,600	92,572	33,510	59,062	79.53%	36.90%
5	ASRP Riverbend	R050	20-1908	05/15/20	12/31/21	86,000	85,066	39,587	45,479	79.53%	47.12%
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	R060		TBD	TBD	TBD		0	0		
9	DOE					244,401	156,433	15,835	140,598		
10	Deschutes	E100	WQC-	07/01/19	04/30/22	244,401	156,433	15,835	140,598	76.62%	21.14%
11	Federal					93,135	25,380	0	25,380		
12	Frogs on Farm Cost Share	US080		08/15/20	08/15/25	93,135	25,380	0	25,380	20.91%	0.00%
13	WSCC					1,641,514	413,630	319,571	94,059		
14	FY19-21 Livestock	W025	20-13-LT	07/01/19	06/30/21	50,000	8,669	8,633	Closed	100%	99.93%
15	FY21-23 Livestock	W025	22-13-LT	07/01/21	06/30/23	20,000	5,000	3,092	1,908	8.49%	15.46%
16	Skookumchuck Planting	W030	20-13-ER	04/01/20	12/31/24	744,780	190,772	131,342	59,430	29.84%	33.34%
17	FY19-21 Chehalis Flood Plain	W050	20-13-FL	03/01/18	06/30/21	258,183	60,513	60,482	Closed	100%	99.99%
18	FY21-23 Chehalis Flood Plain	W050	22-13-FL	07/01/21	06/30/23	TBD	TBD	7,870	NA	8.49%	
19	FY19-21 Shellfish Cost Share	W060	20-13-SH	07/01/19	06/30/21	101,062	54,860	51,999	Closed	100%	97.17%
20	FY21-23 Shellfish Cost Share	W060	22-13-SH	07/01/21	06/30/23	187,500	9,375	996	8,379	8.49%	0.53%
21	FY19-21 CREP	W070	20-13-CE	07/01/19	06/30/21	61,774	24,821	24,821	Closed	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	8.49%	18.15%
23	FY19-21 NRI Cost Share TA	W080	20-13-	07/01/19	06/30/21	119,150	50,000	26,544	Closed	100%	80.31%
24	FY21-23 NRI Cost Share TA	W080	22-13-	07/01/21	06/30/23	78,666	3,521	90	3,431	8.49%	0.11%
25	Miscellaneous					78,290	41,436	33,901	7,536		
26	JBLM - SLP	M075		07/01/19	06/30/21	18,750	10,679	10,679	Closed	100%	100.00%
27	WFC Meyer	M100		10/01/20	02/15/22	3,600	3,600	1,234	2,366	66.60%	34.28%
28	NACD Home Grown Yelm	M090		03/01/20	10/31/21	50,000	26,871	21,781	5,090	90.00%	89.82%
29	Orca Recovery Day	M060		07/01/19	until spent	5,940	286	206	80	NA	98.66%
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	 Thurston County					797,153	332,173	138,209	193,964		
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	46,569	8,823	37,745	8.49%	5.88%
36	Shellfish NTA	TC600		07/01/19	09/30/22	130,525	49,680	49,678	1	66.75%	100.00%
37	NTAqua	TC700		07/01/19	09/30/22	196,000	82,949	53,732	29,217	66.75%	32.97%
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	TC510		07/01/21	08/30/22	52,284	35,582	0	0	14.55%	0.00%
40	TC Riparian Streamside Wasserman	TC520		07/01/21	08/30/22	76,505	52,313	0	0	14.55%	0.00%
41	TC Riparian Streamside Wolt/Morley	TC530		07/01/21	08/30/22	49,964	41,353	2,270	0	14.55%	4.54%
42	 Partner Fee for Service					5,651	5,651	2,597	3,054		
43	South Puget Sound Salmon Enhancement	P100		04/01/21	06/30/21	301	301	301	0	100%	100.00%
44	Capitol Land Trust	P200		04/29/21	12/31/21	5,350	5,350	2,297	3,053	50.61%	42.93%
45	 South Sound GREEN					125,922	105,358	68,896	36,463		
46	Interlocal	G019-SS		01/01/21	12/31/21	51,808	51,808	38,730	13,078	66.58%	74.76%
47	FY20-21 NOAA B-WET	G019.10		08/01/20	07/31/21	24,038	11,700	11,700	Closed	100.00%	100.00%
48	WCS Mini Grant	G019.50		11/19/20	until spent	500	500	150	350	NA	30.00%
49	ESD 113 Climate Education	G019.10		06/01/21	NA	3,000	3,000	3,000	Closed	NA	100.00%
50	TCC	TCC		01/01/21	until spent	46,576	38,350	15,315	23,036	NA	62.12%

Unrestricted Profit & Loss Budget vs Actual



August 66.67%

	Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
1	Income	875,144	531,353	-343,791	60.7%
2	3431100 · Retail Sales	38,234	20,520	-17,714	53.7%
3	3411140 · TCD Equipment Rentals	3,000	1,908	-1,092	63.6%
4	3431130 · Soil Testing	3,500	3,273	-227	93.5%
5	3431120 · Rental Income	900	529	-371	58.8%
6	3611100 · Interest Income	125	101	-24	81.1%
7	3431110 · Plant Sales	30,709	14,709	-16,000	47.9%
8	3670000 · Contributions Private	0	0	0	
9	3300000 · Grant Revenue	175,242	112,806	-62,436	64.4%
10	3340000 · State Grants	175,242	112,806	-62,436	64.4%
11	3685201 · Rates and Charges	554,668	323,732	-230,936	58.4%
12	Overhead	107,000	74,294	-32,706	69.4%
13	5314999 · Overhead Allocation	100,000	68,310	-31,690	68.3%
14	5966699 · Vehicle Allocation	7,000	5,985	-1,015	85.5%
15	Cash Surplus	60,000		-60,000	0.0
16	Program Allocation	346,833	239,029	-107,804	68.9%
17	South Sound Green	46,300	29,503	-16,797	63.7%
18	TCD VSP	40,000	32,640	-7,360	81.6%
19	Stewardship TA	36,675	24,062	-12,613	65.6%
20	Working Lands Preservation Initiative	13,000	7,078	-5,922	54.4%
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	2,459	-4,068	37.7%
26	Outreach, Education and Communications	69,569	42,763	-26,806	61.5%
27	Plant Sale	30,653	30,117	-536	98.3%
28	Soil Health Program (Testing & Equipment Rental)	40,000	38,660	-1,340	96.7%
29	Elections	9,000	8,203	-797	91.1%
30	Engineering Program	25,250	8,302	-16,948	32.9%
31	Expense and Savings	588,311	293,553	-294,758	49.9%
32	Administrative Salaries & Benefits	206,241	170,777	-35,464	82.8%
33	Professional Services	133,553	33,311	-100,242	24.9%
34	5314101 · Legal Services	25,000	16,141	-8,859	64.6%
35	5314102 · Audit & Accounting	10,000	4,104	-5,896	41.0%
36	5314103 · Computer Services	22,000	13,066	-8,934	59.4%
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	Facility, Vehicles and Maintenance	133,317	63,909	-69,408	47.9%
41	5314104 · Janitorial Services	8,000	5,283	-2,717	66.0%
42	5314501 · Office Rent	50,000	32,864	-17,136	65.7%
43	5314700 · Utilities	10,000	5,416	-4,584	54.2%

	Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
44	5314503 · Equipment Leases	3,000	1,863	-1,137	62.1%
45	5314504 · Vehicle	35,000	3,258	-31,742	9.3%
46	5314200 · Communications	11,000	6,796	-4,204	61.8%
47	5313102 · Photocopier Usage	1,500	468	-1,032	31.2%
48	5354800 · Repairs & Maintenance	2,500	1,234	-1,266	49.3%
49	Computer Hardware Purchases	4,817	2,484	-2,333	51.6%
50	Computer Software	4,000	3,693	-307	92.3%
51	Equipment & Office Furniture	3,500	549	-2,951	15.7%
52	– Supplies	12,200	8,014	-4,186	65.7%
53	5313101 · Office Supplies	3,000	2,520	-480	84.0%
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	5,038	-2,462	67.2%
57	Board Meeting Snacks	500	0	-500	0.0%
58	– Conferences, Training and Travel	7,000	3,469	-3,531	49.6%
59	5314302 · Staff Conference & Training Fees	3,000	915	-2,085	30.5%
60	Board Conference and Training Fees	1,500	0	-1,500	0.0%
61	5314300 · Staff Travel	2,000	2,554	554	127.7%
62	Board Travel	500	0	-500	0.0%
63	– Insurance and Banking	21,000	14,073	-6,927	67.0%
64	5314110 · Bank Fees & Interest Charges	500	571	71	114.2%
65	5314600 · Liability Insurance Premiums	20,000	13,181	-6,819	65.9%
66	5314111 · Late Fees & Penalties	500	320	-180	64.0%
67	– Savings	75,000	0	-75,000	0.0%
68	Reserve Fund	37,500	0	-37,500	0.0%
69	Conservation Education Center Savings Plan	37,500	0	-37,500	0.0%
70	Net Income (Surplus or Deficit)	-0	-1,230	-1,230	

Thurston Conservation District
Check Detail
August 2021

1:18 PM

09/17/2021

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Credit	9719	08/01/2021	Par West Turf	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	-26.27
Credit Card Charge	9781	08/01/2021	Home Depot	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	131.06
Credit Card Charge	9783	08/03/2021	US Postal Service	DISTRICT SERVICES:T098 - Soil Tests	5314202 · Postage & Shipping	12.80
Credit Card Charge	9880	08/03/2021	Agrisales	RCO:R040 - ASRP Independence	5314107 · Project Supplies	217.71
Bill Pmt -Check	EFT	08/03/2021	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	59.54
Credit Card Charge	9784	08/04/2021	Ace Hardware	DISTRICT SERVICES:T099 - Equip Rental	-SPLIT-	54.65
Credit Card Charge	9785	08/04/2021	FAA	UNRESTRICTED:A010-Overhead	5314902 · Organizational Dues & Licenses	5.00
Credit Card Charge	9786	08/04/2021	Zoom	GREEN:TCC:G019.28 Dawkins	5314505 · Software Licenses	163.99
Check	EFT	08/05/2021	Regence - Health Care		5312011 · Medical Benefits	10,907.14
Credit Card Charge	9827	08/06/2021	Target	DISTRICT SERVICES:T030 - District Comms	5966601 · Equipment & Office Furniture	33.90
Check	EFT	08/06/2021	Wells Fargo		Wells Fargo	3,093.32
Liability Check	EFT	08/06/2021	Internal Revenue Service		IRS Payroll Taxes	8,672.26
Liability Check	EFT	08/06/2021	WA St Dept of Retirement Systems		DRS DCP	1,055.87
Credit Card Charge	9834	08/07/2021	Shell Gas	MISC:M090 - NACD Urban Agriculture	5314107 · Project Supplies	2.99
Credit Card Charge	958460	08/07/2021	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	144.41
Credit Card Charge	9789	08/09/2021	Paypal	GREEN:TCC:G019.28 Dawkins	5314302 · Staff - Conference & Training	90.00
Credit Card Charge	9790	08/09/2021	Amazon	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	80.69
Credit Card Charge	9830	08/09/2021	J & I Power Equipment	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	29.47
Credit Card Charge	9831	08/09/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	9.66
Credit Card Charge	9885	08/09/2021	Nextdoor	DISTRICT SERVICES:T030 - District Comms	5314400 · Advertising	307.00
Bill Pmt -Check	20869	08/09/2021	A & L Western Agricultural Laboratories	DISTRICT SERVICES:T098 - Soil Tests	5314117 · Soil Testing	33.60
Bill Pmt -Check	20870	08/09/2021	Anchor QEA	RCO:R050 - ASRP Riverbend	5314100 · Professional Services	10,328.64
Bill Pmt -Check	20871	08/09/2021	Antiquity Consulting	RCO:R035 - ESRP Shore Friendly	5314100 · Professional Services	3,180.00
Bill Pmt -Check	20872	08/09/2021	Goebel Septic Tank Service, Inc	WSCC:W030 - Skookumchuck	5314503 · Equipment Leases	95.00
Bill Pmt -Check	20873	08/09/2021	Leah Kellogg	Various	5314304 · Mileage	74.48
Bill Pmt -Check	20874	08/09/2021	Marguerite Abplanalp	TCD Allocations:T400 - TCD VSP	5314304 · Mileage	26.32
Bill Pmt -Check	20875	08/09/2021	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	34.95
Bill Pmt -Check	20876	08/09/2021	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	1,364.30

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	20877	08/09/2021	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	216.18
Bill Pmt -Check	20878	08/09/2021	Regence - Life Insurance		5312017 · Life Insurance	58.10
Bill Pmt -Check	20879	08/09/2021	Thurston County Treasurer	UNRESTRICTED:A010-Overhead	5314110 · Bank Fees & Interest Charges	571.22
Bill Pmt -Check	20880	08/09/2021	United Concordia Insurance Co		5312012 · Dental Benefits	865.19
Bill Pmt -Check	20881	08/09/2021	Valley Agronomics LLC	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	572.68
Bill Pmt -Check	20882	08/09/2021	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	566.18
Bill Pmt -Check	20883	08/09/2021	Wellman Associates Construction Serv Various		5966601 · Equipment & Office Furniture	7,864.50
Bill Pmt -Check	20884	08/09/2021	White, Nora	MISC:M090 - NACD Urban Agriculture	5314304 · Mileage	84.60
Liability Check	EFT	08/09/2021	WA St Dept of Retirement Systems		DRS PERS Retirement	12,378.76
Liability Check	EFT	08/09/2021	WFSE Union Dues		3861008 · Union Dues	847.40
Liability Check		08/09/2021	QuickBooks Payroll Service		Payroll	26,039.09
Credit Card Charge	9791	08/10/2021	Crains Office Supply	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	16.73
Credit Card Charge	9792	08/10/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	48.98
Credit Card Charge	9835	08/10/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	9.22
Credit Card Charge	02335874	08/10/2021	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	19.64
Credit Card Charge	9793	08/11/2021	Amazon	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	98.58
Credit Card Charge	9794	08/11/2021	US Postal Service	DISTRICT SERVICES:T098 - Soil Tests	5314202 · Postage & Shipping	10.60
Credit Card Credit	9792	08/12/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	-33.47
Credit Card Charge	9795	08/12/2021	Tiger Supplies	TCD Allocations:T500 - Engineering	5966601 · Equipment & Office Furniture	278.69
Credit Card Charge	9796	08/12/2021	Zoro.com	TCD Allocations:T500 - Engineering	5966601 · Equipment & Office Furniture	58.05
Credit Card Charge	9836	08/13/2021	Canva	DISTRICT SERVICES:T030 - District Comms	5314400 · Advertising	2.00
Credit Card Charge	9799	08/16/2021	Amazon	UNRESTRICTED:A010-Overhead	5966601 · Equipment & Office Furniture	275.92
Credit Card Charge	9800	08/16/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5966601 · Equipment & Office Furniture	207.85
Credit Card Charge	9838	08/16/2021	Ace Hardware	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	45.94
Credit Card Charge	9842	08/16/2021	Amazon	Depart of Ecology:E100 - ECY Deschutes	5314107 · Project Supplies	39.64
Credit Card Charge	9796	08/17/2021	Zoro.com	TCD Allocations:T500 - Engineering	5966601 · Equipment & Office Furniture	28.43
Credit Card Charge	9841	08/17/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	84.51
Credit Card Charge	9879	08/17/2021	US Postal Service	DISTRICT SERVICES:T098 - Soil Tests	5314202 · Postage & Shipping	9.05
Credit Card Charge	9839	08/18/2021	ReclaimDrone.com	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	4.97
Credit Card Charge	9840	08/18/2021	Amazon	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	62.46
Credit Card Charge	9887	08/18/2021	Olympia Supply	RCO:R040 - ASRP Independence	5314107 · Project Supplies	38.27
Credit Card Charge	9843	08/19/2021	Walgreens	Depart of Ecology:E100 - ECY Deschutes	5314107 · Project Supplies	10.94

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9883	08/23/2021	Home Depot	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	28.41
Credit Card Charge	9884	08/23/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	17.61
Credit Card Charge	9889	08/23/2021	Service Saw Workwears	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	4.31
Credit Card Charge	P1-6593C	08/23/2021	Intuit	UNRESTRICTED:W086 Implementation	5314102 · Audit & Accounting	2,110.82
Credit Card Charge	9844	08/24/2021	Harbor Freight	Depart of Ecology:E100 - ECY Deschutes	5314107 · Project Supplies	104.88
Credit Card Charge	9892	08/24/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	27.32
Bill Pmt -Check	20885	08/24/2021	A & L Western Agricultural Laboratories	DISTRICT SERVICES:T098 - Soil Tests	5314117 · Soil Testing	84.00
Bill Pmt -Check	20886	08/24/2021	Blue Coast Engineering	RCO:R035 - ESRP Shore Friendly	5314100 · Professional Services	8,115.92
Bill Pmt -Check	20887	08/24/2021	Community Farmland Trust	DISTRICT SERVICES:T099 - Equip Rental	5314501 · Office Rent	260.00
Bill Pmt -Check	20888	08/24/2021	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20889	08/24/2021	Enduris	UNRESTRICTED:A010-Overhead	3090501 · 309.05.01 Prepaid Insurance	24,820.00
Bill Pmt -Check	20890	08/24/2021	Fourth Corner Nurseries	DISTRICT SERVICES:T097 - Plant Sale	5313401 · Plants for Resale	1,146.00
Bill Pmt -Check	20891	08/24/2021	Kuker-Ranken Inc.	TCD Allocations:T500 - Engineering	5966601 · Equipment & Office Furniture	393.44
Bill Pmt -Check	20892	08/24/2021	Melissa Davis	MISC:M090 - NACD Urban Agriculture	5314107 · Project Supplies	38.46
Bill Pmt -Check	20893	08/24/2021	Natural Systems Design	RCO:R040 - ASRP Independence	5314100 · Professional Services	8,960.80
Bill Pmt -Check	20894	08/24/2021	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	66.71
Bill Pmt -Check	20895	08/24/2021	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	243.98
Bill Pmt -Check	20896	08/24/2021	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity & Gas	374.73
Bill Pmt -Check	20897	08/24/2021	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	224.12
Bill Pmt -Check	20898	08/24/2021	Smartsheet Inc.	UNRESTRICTED:A010-Overhead	5314505 · Software Licenses	205.50
Bill Pmt -Check	20899	08/24/2021	Thurston County Central Services	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	20900	08/24/2021	WA St Conservation Commission	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	417.72
Bill Pmt -Check	20901	08/24/2021	WA St University Energy Program	UNRESTRICTED:W086 Implementation	5314103 · Computer Services	1,294.00
Bill Pmt -Check	20902	08/24/2021	WACD	DISTRICT SERVICES:T097 - Plant Sale	5313401 · Plants for Resale	2,533.45
Bill Pmt -Check	20903	08/24/2021	Yan Dong_V	UNRESTRICTED:A010-Overhead	5314304 · Mileage	30.80
Liability Check		08/24/2021	QuickBooks Payroll Service		Payroll	27,081.72
Credit Card Charge	9893	08/25/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	53.23
Liability Check	EFT	08/25/2021	Internal Revenue Service		IRS Payroll Taxes	9,004.84
Liability Check	EFT	08/25/2021	WA St Dept of Retirement Systems		DRS DCP	1,055.87
Credit Card Charge	9845	08/26/2021	US Postal Service	DISTRICT SERVICES:T098 - Soil Tests	5314202 · Postage & Shipping	11.40
Credit Card Charge	9846	08/26/2021	Amazon	WSCC:W050 - Chehalis Flood Outreach	5314107 · Project Supplies	312.86
Credit Card Charge	9894	08/26/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	28.21

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9895	08/26/2021	Cheveron	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	21.96
Credit Card Charge	9896	08/26/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	17.73
Credit Card Charge	9901	08/26/2021	Home Depot	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	6.53
Credit Card Charge	9897	08/27/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	53.00
Bill Pmt -Check	EFT	08/27/2021	Comcast	UNRESTRICTED:A010-Overhead	Internet & Telephone	380.15
Credit Card Charge	MC1089C	08/30/2021	Mail Chimp	DISTRICT SERVICES:T030 - District Comms	5314505 · Software Licenses	44.83

Item

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Nonpoint Activity Update

Southwest Region
September 2021



Program Updates

Introducing our new Nonpoint Source Water Quality Specialists for the Coastal Watersheds!



Hannah Coe comes to Ecology from the Okanogan Conservation District where she worked as a Conservation Planner – Riparian/Water Quality Program Lead. She received her Master's Degree in Fisheries from Humboldt State University. Hannah has also worked as a Scientific Technician with WDFW collecting biological data and the CA Department of Fish and Wildlife in the Klamath Basin. Providing technical assistance to landowners and producers is just one of Hannah's many skillsets.

Heather Patt worked as an Environmental Senior Scientist for the North Carolina Department of Environmental Quality's Division of Water Resources where she wrote, coordinated, and implemented watershed management plans prior to joining Ecology. She received her Master's Degree in Fisheries and Wildlife at Michigan State University. Heather has also worked as a Fisheries and Wildlife Technician at the US Forest Service – Gifford Pinchot National Forest. Growing up on her family's dairy, Heather is no stranger to understanding agricultural best management practices.



Grant Applications Now Open

Remember that water quality grant applications are now open in EAGL and the deadline is October 12 at 5pm. See the [Water Quality Funding Program webpage](#) for additional information, or contact Leanne Whitesell, Regional Fund Coordinator, *Nonpoint Activity Projects*, (360) 407-6295 or Leaw461@ecy.wa.gov

Recent Environmental Report Tracking System (ERTS) – Nonpoint Complaints

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

County	Number of ERTS	County	Number of ERTS
Clallam	3	Mason	9
Clark	3	Pacific	0
Cowlitz	2	Pierce	3
Grays Harbor	3	Skamania	1
Jefferson	3	Thurston	2
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

Coastal Watersheds

Heather Patt

Senior Nonpoint Water Quality Specialist
WA Department of Ecology
Water Quality Program, Southwest Region (VFO)
12121 NE 99th St., Ste. 2100
Vancouver, WA 98682
heather.patt@ecy.wa.gov
Phone numbers TBD

Hannah Coe

Nonpoint Water Quality Specialist
WA Department of Ecology
Water Quality Program, Southwest Region
P.O. Box 47775 Olympia, WA 98504-7775
hannah.coe@ecy.wa.gov
Phone numbers TBD

Puget Sound Watersheds

Anne Baxter

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

Alena Reynolds

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

To Report Environmental Concerns:

Southwest Regional Office

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

Online: [Southwest region reporting form](#)

Email: swroerts@ecy.wa.gov

Online: ecology.wa.gov/ReportAnIssue



National Association of Conservation Districts Update*
for
Thurston Conservation District Board Meeting, September 23, 2021

NACD

- A. Members who pay dues at the \$775 level or higher to NACD will have access to a platform for insurance services through Mercer starting on October. 4. See additional info in today's (9/14) [eResource](#).
- B. Please be ready to participate in NACD's policy process and to review sunseting policies this fall. More info pending.
- C. Stay tuned to NACD's news and [Member's Only](#) page for additional information and resources.
- D. **Organizational changes.** With no time frame given, in order to free-up time for the chief executive officer, two positions will be created and they will be involved in day-to-day staff:
 - 1. Chief operating officer
 - 2. Chief programs officer – A new hire with Rich Dueterhaus fading to a less engaged role.
- E. **[NACD 2022 Annual Meeting](#)** is currently set for Orlando, February 12-16, 2022. Currently scheduled as an in-person meeting but a virtual component is being explored. It is apparently expensive to have a hybrid meeting. NACD is accepting proposals for breakout sessions at the 2022 Annual Meeting. Learn about submitting a proposal [here](#).
- F. **NACD 2022 Summer Meeting** will be in San Juan, Puerto Rico, July 16-19, 2022. Details to be determined. Check the [NACD Events](#) page for information to be posted.

NACD Pacific Region Items

- [NACD Joint Pacific/Southwest Regions Meeting](#) was held in Jackson, WY on August 30-31. Videos of the meeting are available for [Monday](#) and [Tuesday](#).
- Most states/territories in the Pacific region are wrestling with the format for their annual meetings – virtual or in-person or hybrid?

WACD

WACD Annual Meeting planning: WACD's business meeting will be in-person at the Murano Hotel in Tacoma on November 30. The tentative plan is to have nine, 2.5 hour sessions over three weeks on Tuesdays, Thursdays, and Saturdays earlier in November. Watch the WACD's Five Things newsletter that generally comes out on Thursdays and notices on WACD's "[Hub](#)". Both Sarah and Doug are part of the planning committee.

WACD SW Area Meeting. Scheduled for October 13, this will be a virtual area association meeting hosted by Grays Harbor Conservation District. The meeting is scheduled from 9:30 to 3:00. Zoom Link - <https://us02web.zoom.us/j/86179369052>
Call-In Number – (253) 215-8782 | Meeting ID: 861 7936 9052

*As of September 15, 2021. Note highlighted hyperlinks.

L:\Thurston CD\2021\Board Mtgs-Work Sessions\9-23-21 TCD Board Mtg\September 2021 NACD update for TCD Board.docx

Item

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Thurston Conservation District RESOLUTION

Resolution #2021-06

Subject: Authorizing Use of Cash Operating Reserve Fund

A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, FOR AUTHORIZING USE OF THE CASH OPERATING RESERVE FUND

WHEREAS, the Thurston Conservation District ("District") is governed by a five-member Board of Supervisors, as set out in Chapter 89.08 RCW that operates under the laws of the State of Washington applicable to conservation districts; and,

WHEREAS, financial best practices and fiscal prudence dictates that the District should have a reasonable amount of resources in reserve to address unanticipated declines in revenue or increases in expenditures; and,

WHEREAS, Thurston Conservation District established an unrestricted special purpose fund called the 'Cash Operating Reserve Fund' on January 20th, 2019 to be maintained, subject to Board action, for the purpose of maintaining financial stability during circumstances of unanticipated expenditures or changes in revenue or to satisfy liquidity requirements of grants.

THEREFORE,

Be it RESOLVED that the Thurston Conservation District Board authorizes the Executive Director to use up to \$120,000.00 of the Cash Operating Reserve Fund for upcoming routine and budgeted conservation project expenses. The Cash Operating Reserve Fund will be replenished upon receipt of the November 10th, 2021 Rates and Charges payment.

**ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON
CONSERVATION DISTRICT ON SEPTEMBER 23RD, 2021.**

TJ Johnson, Board Chair

Betsie DeWreede, Board Member

Helen Wheatley, Vice Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

ATTEST:

Sarah Moorehead, Executive Director

Item

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WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

RESOLUTION SHORT TITLE: WACD establish a sustainable funding committee

SPONSOR CD: Thurston Conservation District

AREA: ☐NW ☒SW ☐NC ☐SC ☐NE ☐SE

RESOLUTION TYPE:

- ☒ Policy
- ☐ Position Statement
- ☐ Recognition
- ☐ Study

RESOLUTION ACTION AGENCY (check any option that applies):

- ☒ WACD
- ☐ WSCC
- ☐ OTHER STATE AGENCY _____
- ☐ NRCS
- ☐ NACD
- ☐ NON-STATE/FEDERAL PARTNER _____

BACKGROUND/PROBLEM STATEMENT:

WA State Conservation Districts do not have a stable and consistent funding source to meet local needs (outlined in Chapter 89.08 RCW). Reliance on competitive grant funding and highly variable state funding allocated by the legislature has hindered the ability of CDs to grow to meet increasing community needs and offer consistent programs and services to landowners and operators. Current flexible funding sources, such as Rates and Charges, have become politicized and inaccessible in some communities, and in addition have shift the ability to prioritize community needs from CD Boards to local County government officials through the approval process. Current statute limits revenue based on arbitrary population thresholds, rather than community need/support or equitable distribution of available resources.

Competitive grant application development and management, along with Rates and Charges applications/renewals, take a considerable amount of CD resources and capacity that should be directed to on the ground conservation and serving community members.

WACD needs to establish and support a sustainable funding committee to review and develop identified and new opportunities for consistent and stable funding for CDs statewide..

PROPOSED RESOLUTION LANGUAGE: The WACD president establish (under Part X, §1 of the WACD by-laws) a permanent committee to review and develop identified and new opportunities for consistent and stable funding for CDs statewide. The sustainable funding committee will report progress and recommendations to the WACD board quarterly or as actions require. A progress report to the membership will be made at least annually. . *(Consider adding WACD as recipient of possible sources of revenue for distribution to CDs.)*



WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

TYPE OF TEXT OF RESOLUTION (check all boxes that apply):

- ☐ Technical (changes address grammar, punctuation, sentence flow and makes **NO** substantive change(s) to the existing policy.
- ☐ Substantive change to existing policy. If in doubt, check the box.
- ☒ New policy.

IS THERE A BUDGET IMPLICATION TO IMPLEMENT THE POLICY?

- ☒ NO. None anticipated.
- ☐ YES (briefly explain):

Item

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MEMO



To: TCD Board of Supervisors

From: Sarah Moorehead (*Executive Director*)

Date: September 24, 2021

Subject: 2021 Year-End Budget Adjustment

As 2021 comes to a close, TCD staff continue to diligently monitor budgeted versus actual expenses. TCD's Finance and Administration Manager, Susan Shelton, is preparing a year-end adjustment proposal that will recommend moving funds from under-spent categories in the unrestricted budget, to categories that have seen an increase in community demand. The biggest need currently is additional support for our new Soil Health Program that continues to grow in utilization and popularity beyond anticipation in its first year.

This proposed adjustment would give staff the necessary resources to continue to serve community members timely through the end of 2021, using funds that are projected to be otherwise unspent this year.

An electronic proposal will be sent via email to the board upon completion prior to the September 24th, 2021 Board Meeting, and has been included on the meeting agenda for discussion and Q&A.

Please don't hesitate to contact me with questions, comments or concerns.

Thurston Conservation District Board of Supervisors
Board Meeting Agenda
October 28, 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

- | | |
|---|-------------------------------------|
| 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
A. September 24, 2021 Board Meeting Minutes
B. October 2021 Financial Report | 5:40 PM
<i>5 minutes</i> |
| 4. Public Comment
*Three minutes per person | 5:45 PM
<i>15 minutes</i> |
| 5. Partner Reports (if present)
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> | 6:00 PM
<i>15 minutes</i> |
| 6. Rural Agricultural Development Presentation, Stephen Bramwell (WSU Extension) & Aslan Meade (Thurston EDC) | |
| 7. Staff Presentation: Board Dashboard, Yan Dong (Accountant) | |
| 8. 2022 Unrestricted Budget Development
A. 2022 Unrestricted Budget Proposal, <i>Sarah Moorehead</i>
B. TCD Reserve Fund Discussion, <i>All</i> | |
| 9. COVID-19 Update | |
| 10. Governance, All – Action Item
A. Conservation and Education Center (CEC) Update | |

B. November Board Meeting Agenda

11. Board of Supervisor Reports, All

12. Executive Director Report, Sarah Moorehead

13. Closed Session: To Discussion Collective Bargaining Negotiations.

This session is closed and excluded from application of the OPMA by RCW 42.30.140 (4)(a): Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Adjourn

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To: TCD Board of Supervisors
From: Sarah Moorehead (Executive Director)
Date: September 24th, 2021
Subject: Executive Director's Report



Priority Initiative Updates

COVID-19 Update

Staff remain primarily in remote work. Please contact Leah Kellogg (tcdadmin@thurstoncd.com or 360.754.3588 x100) before coming into the office to ensure the appropriate staff member is there to serve you. At this time, open hours remain 10:00am – 4:30pm. As of September 15th, our front office door will be locked during business hours due to the low traffic within the building for the safety of our front office staff member and the security of our building. Please call ahead and use the doorbell located outside the front door to notify staff that you're there.

New Program! Teens in Thurston Volunteer Program

Thurston Conservation District's new Teens in Thurston volunteer program invites teens to join our team and attend regular educational meetings and hands-on events to learn about and participate in projects and events focused on: sustainability, environmental education, farming, gardening, community service and team building!

This program serves to meet TCD Strategic Plan priorities to facilitate a strong relationship with community members in our area and increase the knowledge, diversity and fulfillment of our volunteer base. Specifically, Goal #25: Build robust volunteer program to increase organizational impact and engagement. (Action D) Develop a youth volunteer network, engaging 50 youth in TCD volunteer opportunities.

Please share the attached program flyer. Interested individuals can sign up here: <https://www.thurstoncd.com/get-involved/volunteer-opportunities/>

New Resources!

Herbicide Applicator Resource List

As identified in our TCD Strategic Plan, we strive to act as a clearing house of information about natural resources. Our new Herbicide Applicator Resource List is a list of regional businesses that are certified for herbicide application. We offer resource lists as a service to residents of Thurston and neighboring counties. Thurston Conservation District does not accept responsibility for transactions between operators on this list and their customers and does not promote/endorse the services/businesses on this list. Resource lists are updated regularly to add businesses that would like to be included. In addition, this resource list includes some great questions for people to ask prospective contractors when making their decision about which business is the right fit for their project.

You can find our new Herbicide Applicator Resource List here: <https://www.thurstoncd.com/education/resources/>

Soil Sample How-To Video

Check out our new how-to video on taking and submitting a soil sample to TCD's Soil Health Program: <https://www.thurstoncd.com/working-lands/soil-testing/>

This new resource serves to meet TCD Strategic Plan vision for healthy soils in Thurston County and address the identified need to increase our presence and continuously adapt to meet the communities' needs. Specifically, this aligns with both Goal #27 Improve access of CD information and Goal #21(A) to provide soil analysis recommendations to 1,000 community members during this five year period through our newly established Soil Health Program.

District Operations

August 26th 2021 Board Meeting Action Items

- 1. ED Moorehead will follow-up with Ms. Fike for any updates and provide those updates to the Board at a later time.**
Completed. Jean also encouraged the board to reach out directly anytime if there are questions or concerns.
- 2. ED Moorehead will send a doodle poll to the Board to select a date and time for an outdoor in-person meeting. An updated list of available meeting dates will be sent to Beckwith Consulting group.**
Completed.
- 3. ED Moorehead will send the Board's feedback about the Climate Auditor Cluster position to WSCC.**
Completed.
- 4. Supervisor Rushton will draft a resolution recommending the establishment of WACD Sustainable Funding Committee. The draft resolution will be presented to the Board at its September 14, 2021 Work Session.**
Completed.

Year-End Board Meeting Schedule

Below is the list of remaining meetings of the full TCD Board of Supervisors, inclusive of work session cancellations. This schedule does not include subcommittee meetings, collective bargaining meetings or other events that board members might attend (such as the WACD Annual Meeting).

DATE	MEETING	TIME
October 14 th	CEC Kickoff Meeting	3:00pm – 5:00pm
October 28 th	Board Meeting	5:30pm – 8:00pm
November 18 th	Board Meeting	5:30pm – 8:00pm
December 16 th	Board Meeting	5:30pm – 8:00pm

**All meetings are held virtually via Zoom.*

There is a board member request to move all board meetings to evenings (after 5pm) or Fridays if daytime meetings are needed.

Records Management and Retention

TCD finance and administration staff are undergoing an extensive project to update and implement TCD's records retention schedule according to WA State Auditor's Office, WA State Dept. of Archives, and associated statutory requirements for public agencies. This project will be implemented through the remainder of 2021 and establish processes and procedures for records management and retention schedules into the future. This effort enhances the capacity of TCD's current office, as well as, enhances organizational accountability and the accessibility of public records.

Monthly Staff Reports

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



TEENS IN THURSTON

Are you a teen or young adult interested in plants, wildlife, farming or growing food?

**2021
-
2022**

**SCHOOL
YEAR**

Thurston Conservation District invites you to join our Teens in Thurston volunteer program. Join our team and attend regular educational meetings and hands-on events where you can learn about and participate in:

- Sustainability
- Environmental education
- Farming & gardening
- Community service & team building

SIGN UP HERE!

Questions? Contact:

Sam Nadell, snadell@thurstoncd.com

www.thurstoncd.com



**South Sound
GREEN**

Global Rivers Environmental Education Network



TEENS IN THURSTON

Are you a teen or young adult interested in plants, wildlife, farming or growing food?

**2021
-
2022**

**SCHOOL
YEAR**



Thurston Conservation District invites you to join our Teens in Thurston volunteer program. Join our team and attend regular educational meetings and hands-on events where you can learn about and participate in:

- Sustainability
- Environmental education
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- Community service & team building

USE THE QR CODE TO SIGN UP!

Questions? Contact:

Sam Nadell, snadell@thurstoncd.com

www.thurstoncd.com



**South Sound
GREEN**

Global Rivers Environmental Education Network