



Thurston Conservation District Board of Supervisors

Work Session Topic List & Board Meeting Agenda

January 25th, 2022 5:30pm-7:30pm

Zoom Meeting Link:

<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1lr3hLQT09>

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:30pm – 6:15pm

1. Topic List Review, *All*
2. Staff Presentation: *South Sound FarmLink, Nora White (Communications & Education Manager)*
3. Minutes Review & Revision, *All*
 - a. December 16, 2021 Board Meeting Minutes
4. 2022 Annual Work Plan Review, *All*
5. Conservation and Education Center Development, *All*
6. 2022 Legislative Discussion, *All*
7. Covid-19 Health Update, *Sarah Moorehead (Executive Director)*
8. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30pm – 7:30pm

- | | |
|---|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Consent Agenda – <i>Action Item</i> | 6:40 PM
5 minutes |
| A. December 16, 2021 Board Meeting Minutes | |
| B. 2021 Year-End & January 2022 Financial Report | |
| C. NACD Landowner Outreach & TA Sub-Agreement: EcoStudies & TCD MOA | |

- | | |
|--|-------------------------------------|
| 4. Public Comment
*Three minutes per person | 6:45 PM
<i>10 minutes</i> |
| 5. Partner Reports <i>(if present)</i>
A. Natural Resources Conservation Service (NRCS), <i>Robin Buckingham</i>
B. Washington State Department of Ecology, <i>Alena Reynolds</i>
C. Washington State Conservation Commission (WSCC), <i>Jean Fike</i>
D. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i>
E. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | 6:55 PM
<i>15 minutes</i> |
| 6. 2022 Thurston Conservation District Budget Amendment, All – Action Item | 7:05 PM
<i>5 minutes</i> |
| 7. TCD Resolution #2022-01: 2022 Cost of Living Adjustment, All – Action Item | 7:10 PM
<i>5 minutes</i> |
| 8. January 2022 Chehalis Flood Recovery Efforts, Sarah Moorehead (Executive Director) | 7:15 PM
<i>5 minutes</i> |
| 9. Governance, All – Action Item
A. Review of TCD Associate Supervisors
B. February 2022 Work Session Topic List & Meeting Agenda Development | 7:20 PM
<i>10 minutes</i> |
| Adjourn | 7:30 PM |
| Informational Items:
I. <i>Executive Director's Report</i>
II. <i>2022 Election Update</i> | |

Important Dates

January

- | | | |
|------------------|---|----------------|
| 17 th | <i>TCD Closed – Martin Luther King Jr. Day</i> | |
| 21 st | Candidate Filing Deadline (4:30pm) – TCD Election | |
| 25 th | Board Work Session & Meeting 5:30-7:30pm | Virtual (Zoom) |

February

- | | | |
|------------------|--|----------------|
| 7 th | Ballot Request Fulfillment Begins – TCD Election | |
| 21 st | <i>TCD Closed – President's Day</i> | |
| 22 nd | TCD Board Work Session & Meeting 5:30-7:30pm | Virtual (Zoom) |

Thurston Conservation District Consent Agenda Decision Sheet January 25, 2021 Board Meeting



-
- A. December 16, 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. 2021 Year-End & January 2022 Financial Report
- a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting
- C. NACD Landowner Outreach & TA Sub-Agreement: EcoStudies & TCD MOA
- 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
JANUARY 25, 2022 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

December 16, 2021

Virtual GoToMeeting

Meeting Time: 5:30pm – 8:00pm

Originally scheduled: 5:30pm – 7:50pm



Present at Meeting:

TJ Johnson, TCD Chair

Helen Wheatley, TCD Vice-Chair

Betsie DeWreede, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Ben Cushman, TCD Attorney

Jean Fike, Washington Conservation
Commission (WSCC)

Sarah Moorehead, TCD Executive Director

Leah Kellogg, TCD Staff

Chris Sterns, Thurston Public Utilities
District

Summary of Action Items

- ACTIONS ITEM: Supervisor Johnson will meet with Executive Director Moorehead in January 2022 to discuss her job performance.**

Summary of Motions Passed

- Supervisor Rushton moved to adopt the revised Agenda. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).**
- Supervisor DeWreede moved to approve the Consent Agenda. Supervisor Wheatley seconded. Motion passed, (3-0). Supervisor Rushton abstained.**
- Supervisor Iyall moved to approve the 2022 Thurston Conservation District Budget. Supervisor DeWreede seconded. Motion passed unanimously, (5-0).**
- Supervisor DeWreede moved to approve the TCD 2022-2024 Collective Bargaining Agreement. Supervisor Iyall seconded. Motion passed unanimously, (5-0).**
- Supervisor Iyall moved to adjourn. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).**

Full Version of the Minutes

Welcome & Introductions

At 5:30pm TCD Board Chair TJ Johnson called the December 16, 2021 Regular Board Meeting to order via the online forum, *Zoom*. TCD Board and Staff were introduced by the Board Chair. For each vote, TCD Chair Johnson called out Supervisors by name. He announced the meeting was being video recorded. Supervisor Iyall joined later in the meeting.

Agenda Review

- 20 • No changes were requested.

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

23 **Consent Agenda**

- 24 • November 18, 2021 Board Meeting Minutes
25 • November 2021 Financial Report
26 • WSCC Addendum: 22-13-FL
27 • EcoStudies Western SARE Sub-Agreement
28 • NACD Landowner Outreach & TA MOA
29 • RCO Scatter Creek S. Tributaries Project Development Agreement

30 ***Supervisor DeWreede moved to approve the Consent Agenda. Supervisor Wheatley seconded.***
31 ***Motion passed, (3-0). Supervisor Rushton abstained.***

32 **Public Comment**

33 One member of the public gave comment.

34 **Partner Reports**

- 35 A. Natural Resources Conservation Service (NRCS), *Robin Buckingham*
36 • Robin Buckingham was not present. A written report was submitted via email.
37 B. Department of Ecology (DOE), *Alena Reynolds*
38 • Alena Reynolds was not present and the Board requested a written report.
39 C. Washington State Conservation Commission (WSCC) Update, *Jean Fike*
40 • Jean Fike gave an update.
41 • Washington Legislation will be in session January 10-March 10. There is a bill
42 proposed to reform Conservation District's elections. Ms. Fike will inform the
43 Board of WSCC's position on the bill at a later date.
44 D. Washington Association of Conservation Districts (WACD) Update, *Supervisor Rushton*
45 • A written update was provided in the Board Packet.
46 • WACD Legislative week is January 24-28, 2022.
47 E. National Association of Conservation Districts (NACD) Update, *Supervisor Rushton*
48 • A written update was provided in the Board Packet.
49 • The NACD Annual Conference is February 12-16, 2022 in Orlando, Florida.

50 **Supervisor Iyall joined the meeting**

51 **2022 Thurston Conservation District Budget,**

52 ***Supervisor Iyall moved to approve the 2022 Thurston Conservation District Budget.***
53 ***Supervisor DeWreede seconded. Motion passed unanimously, (5-0).***

COVID-19 Update

- TCD Staff is following the established Covid-19 protocols and guidelines.
- Executive Director Moorehead met virtually with other Conservation Districts Managers and Executive Directors throughout the State to re-evaluate and discuss Covid-19 policies, procedures, and best practices.

Governance

A. Draft 2022 Thurston Conservation District Annual Work Plan

- The draft was presented to the Board.
- Historically, the Annual Work Plan is adopted in January of each year. Officially, it needs to be submitted to the WSCC by May of each year.
- All TCD Annual Work Plan workshops are currently being held virtually due to Covid-19. In-person outdoor workshops are expected to start in the spring of 2022.
- The revised 2022 Annual Work Plan will be reviewed at the January 25, 2022 Work Session, with an emphasis on the work plan item #27, *Improve Accessibility of CD Information*.

B. Conservation and Education Center Update

- Executive Director Moorehead and Beckwith Consulting are working to finalizing the stakeholder interview approach and questions.

C. WACD Annual Meeting Debrief

D. 2022 Board Meeting Schedule

- The Work Session and Board Meeting will be held consecutively on the fourth Tuesday of each month from 5:30pm to 7:30pm.

E. January 25, 2022 Work Session Topic List Development

- Topic List Review
- Staff Presentation: South Sound FarmLink, *Nora White*
- Minutes Review & Revision
 - December 16, 2021 Board Meeting Minutes
- 2022 Annual Work Plan Review
- 2022 Legislative Discussion
- Review of TCD Associate Supervisors
- Covid-19 Health Update
- Conservation and Education Center Development
- Important Updates & Announcements
 - Board of Supervisors
 - Executive Director

Other Reports

A. Board of Supervisors Report

92 • Supervisor Johnson provided an update on the Olympia Farmland Preservation
93 Committee. The December meeting was postponed and moved to Tuesday
94 January 4, 2022.
95 • The Board discussed the Thurston Regional Planning Council's (TRPC) annual
96 report on local watersheds.
97 B. Executive Director Report
98 • The 2022 Washington State Legislative Session opens in January.

99 **Closed Session: To Discuss Collective Bargaining Negotiations**
100 In attendance: TCD Board Members, Executive Director Moorehead, and TCD Legal Counsel Ben
101 Cushman

102 *RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including*
103 *contract negotiations, grievance meetings, and discussions relating to the interpretation or*
104 *application of a labor agreement; or (b) that portion of a meeting during which the governing*
105 *body is planning or adopting the strategy or position to be taken by the governing body during*
106 *the course of any collective bargaining, professional negotiations, or grievance or mediation*
107 *proceedings, or reviewing the proposals made in the negotiations or proceedings while in*
108 *progress.*

109 Closed Session opened at 6:47pm to last no more than 15 minutes; it concluded at 7:03pm.

110 **Closed Session Report Out**
111 No action was taken.

112 ***Supervisor DeWreede moved to approve the TCD 2022-2024 Collective Bargaining Agreement.***
113 ***Supervisor Iyall seconded. Motion passed unanimously, (5-0).***

114 **Executive Session: To Discuss Performance of the Executive Director**
115 In attendance: TCD Board Members and Executive Director Moorehead. Executive Director
116 Moorehead will attend half the session. She exited the Executive Session at 7:29pm

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

119 Closed Session opened at 7:05pm to last no more than 45 minutes; it concluded at 7:47pm

120 **Executive Session Report Out**
121 No action was taken.

122 **ACTIONS ITEM: Supervisor Johnson will meet with Executive Director Moorehead in January**
123 **2022 to discuss her job performance.**

124 *Supervisor Iyall moved to adjourn. Supervisor Wheatley seconded. Motion passed*
125 *unanimously, (5-0).*

Adjourn 7:50pm

Respectfully,

X

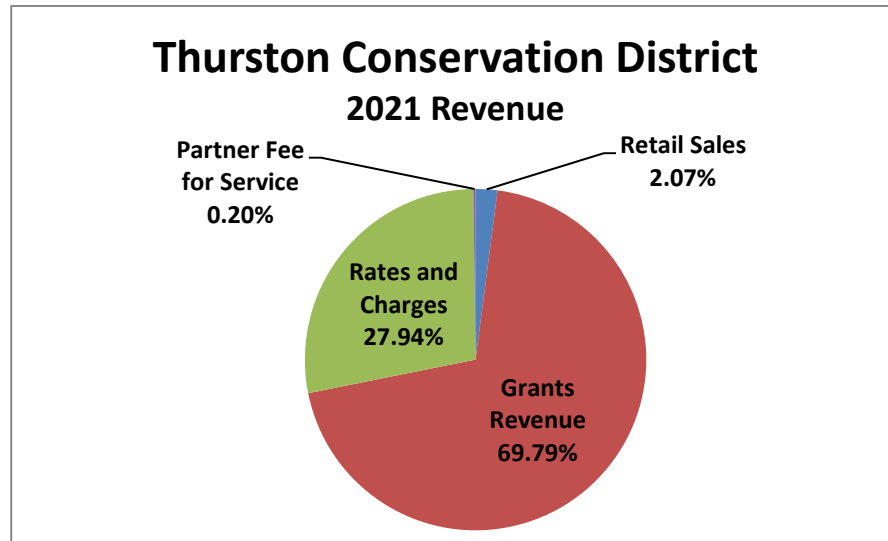
TJ Johnson
TCD Board Chair

Thurston Conservation District

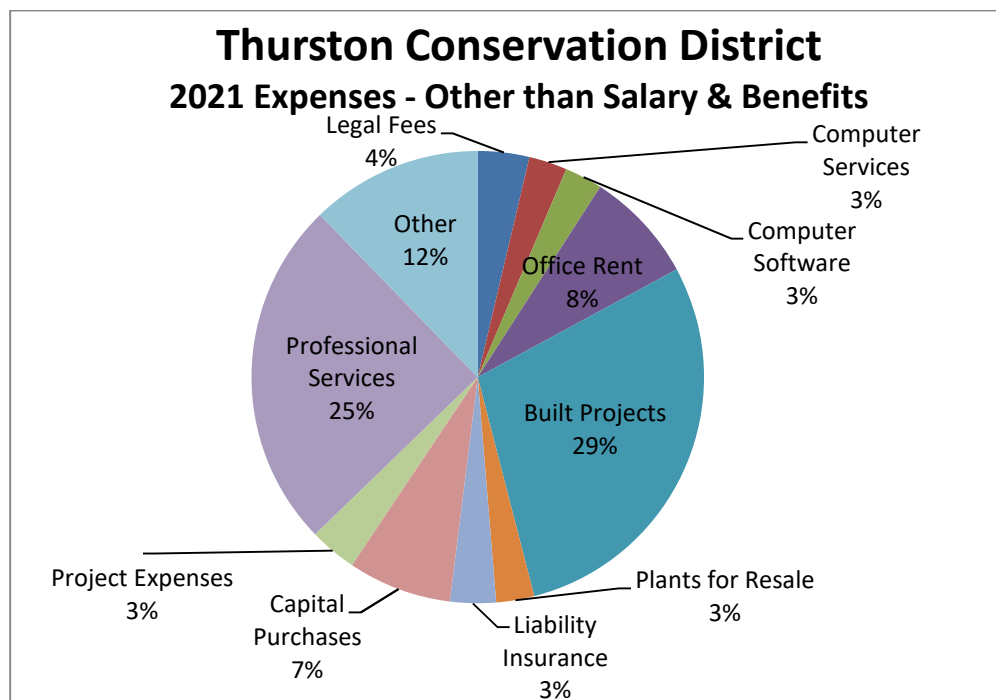
January 2022 Financial Notes

Year-to-Date Profit & Loss

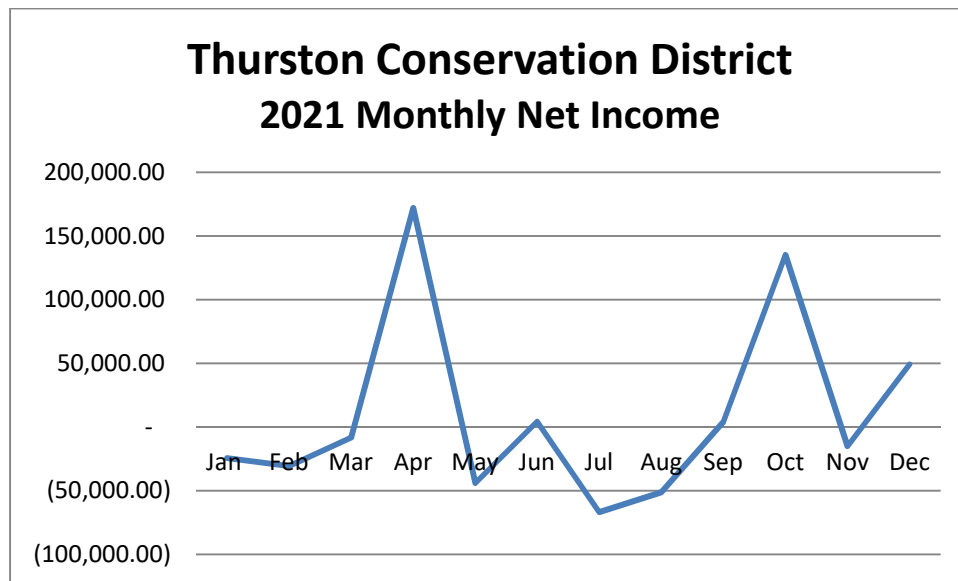
1. The District ended 2021 with a net income of \$125,800.
2. The District realized revenues of \$1,989,117.
3. The new Partner Fee for Service income stream realized \$4,050 in 2021.



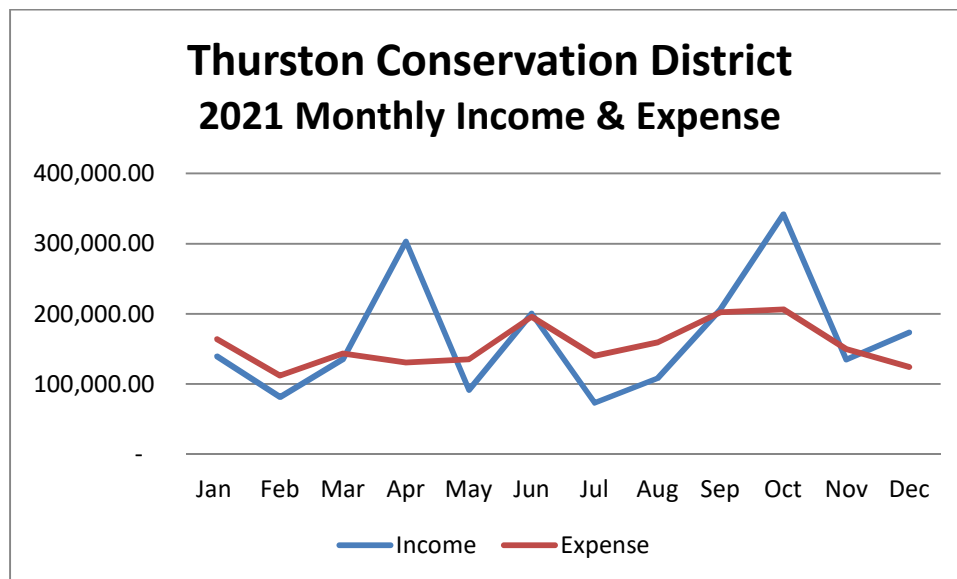
4. In 2021, the District incurred \$1,863,317 in expenditures. Of that amount, \$1,207,787 (65%) went toward Salaries and Benefits. Of the Salaries and Benefit expenses, \$960,104 (79%) was grant and program funding and \$247,683 (21%) went toward administrative Salaries and Benefits. The remaining \$655,530 in non-Salary & Benefits expenses went to other areas.



5. As with most months, November's Net Income was less than zero. The income peaks in April and October carry the District through the lean months. This extreme fluctuation in income means that the District also experiences fluctuations in cash flow, requiring the District to maintain reserves of at least \$50,000 in its checking account.

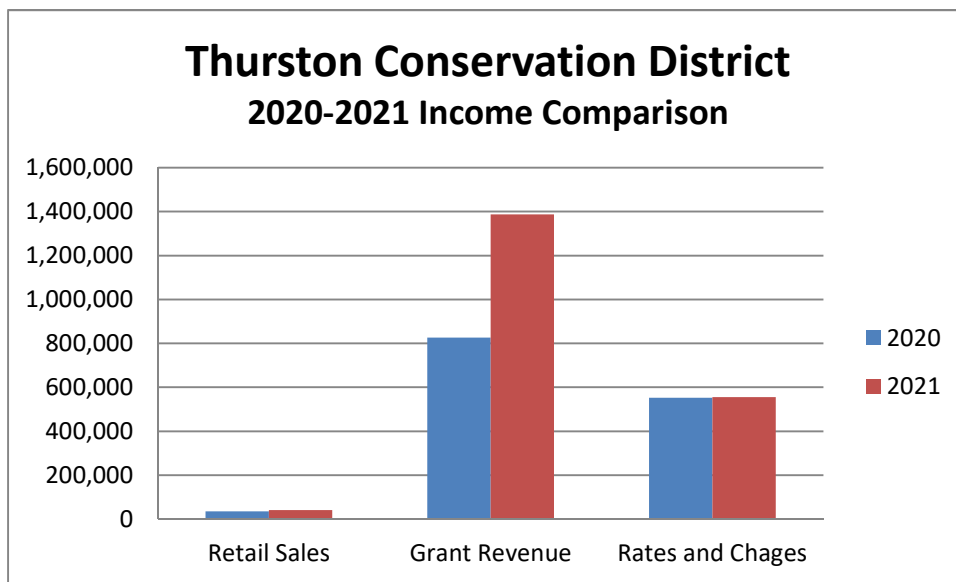


6. This fluctuation is also illustrated by a comparison between the District's monthly income and its monthly expenses.

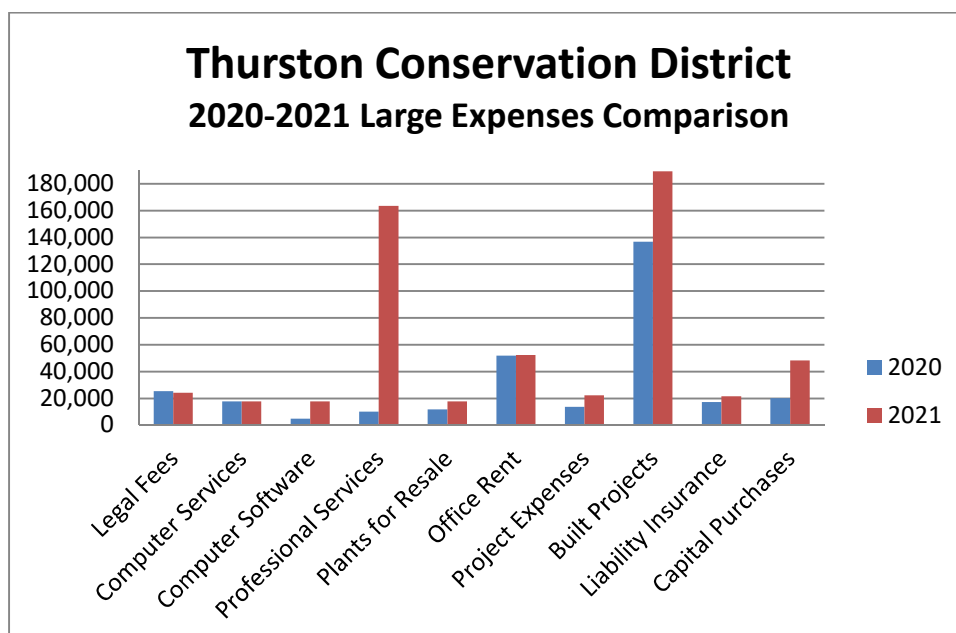


Profit and Loss Previous Year Comparison

7. In 2021, the District experienced a 41% increase in income over the previous year.



8. In 2021, the District also experienced a 34% increase in Salaries and Benefits. This increase can be explained by 2 new employees in 2021 – one of them an engineer.
9. The District saw a large increase in expenses related to the construction of projects – Professional Services (1,515%) and Construction & Landscaping (125%); although, Cost Share expenses actually saw a slight decrease (11%).
10. Vehicle Lease expenses increased by 548%, because the District leased a vehicle from WSCC for the entire year.
11. With the addition of a donated vehicle and an explicit intention to schedule regular maintenance of District vehicles, Repairs & Maintenance expenses increased by 518%.
12. Investments in District Machinery and Tools and in the purchase of an Off-Road Vehicle caused the District's Capital Outlays to increase by 143%.



Balance Sheet

13. In December, the \$37,500 budgeted for the Reserve Fund was transferred to the Reserve Fund Savings Account for a new balance of \$167,656.
14. In December, the \$37,500 budgeted for the Conservation Education Center was transferred to the Education Center Savings Account for a new balance of \$57,511.
15. The District ended the year with \$102,409 in its checking account to cover the cash flow fluctuations (discussed earlier) until the April 2022 income peak.

Unrestricted Budget vs Actual

16. Overall the District ended the year under budget by \$24,685. This was largely due to:
 - a. conservative budgeting; and
 - b. the District did not incur some planned for expenses – Vehicle Purchase (\$30,000); CEC Feasibility Study (\$51,920); and the 2019-2020 Audit (\$6,536).
17. The District exceeded budgeted amounts in some of the Income line items:
 - a. Soil Testing income was 138% greater than expected.
 - b. Income from Grant Overhead was 111% greater than anticipated.
18. The District exceeded budget amounts for a number of Programs. The Finance Department anticipates that Program budgets will become more refined as it gains experience and knowledge from this year's data data collection of program expenses.
 - a. Stewardship TA by 119%
 - b. Conservation Project Administration by 112%
 - c. Plant Sale by 111%
 - d. Soil Health by 105%
 - e. Elections by 113%
19. Finally, the District exceeded it 2021 budget in a number of expense areas:
 - a. Administrative Salaries & Benefits by 120%
 - b. Repairs & Maintenance by 150%
 - c. Staff Travel by 193%
 - d. Bank Fees by 114%
 - e. Liability Insurance Premiums by 108%

Thurston Conservation District

Profit & Loss

January through December 2021

	Jan - Dec 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	32,927.80
3411140 · TCD Equipment Rentals	2,481.88
3431130 · Soil Testing	4,830.79
3431120 · Rental Income	878.98
Total 3431100 · Retail Sales	41,119.45
3611100 · Interest Income	136.18
3300000 · Grant Revenue	1,388,099.48
3685100 · Partner Fee for Service	4,049.77
3685201 · Rates and Charges	555,711.87
Total Income	1,989,116.75
Gross Profit	1,989,116.75
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	1,207,786.86
5314101 · Legal Fees & Services	24,141.00
5314102 · Audit & Accounting	5,991.18
5314103 · Computer Services	17,846.47
5314100 · Professional Services	163,485.20
5314400 · Advertising	2,301.56
5314117 · Soil Testing	3,449.20
5314104 · Janitorial Services	7,733.00
5314501 · Office Rent	52,416.00
5314700 · Utilities	7,096.24
5314503 · Equipment Leases	4,473.05
5314504 · Vehicle Leases	5,562.44
5314200 · Communications	11,211.60
5313102 · Photocopier Usage	683.13
5314505 · Software Licenses	17,638.16
5354800 · Repairs & Maintenance	6,013.34
5313101 · Office Supplies	4,277.48
5314202 · Postage & Shipping	1,863.42
5313401 · Plants for Resale	17,763.48
Project Expenses	22,228.31
5314902 · Organizational Dues & Licenses	7,367.48
5314203 · Printing Services	1,400.35
5314307 · Licenses and Permits	140.00
5314302 · Staff - Conference & Training	2,569.08
5314306 · Board - Conference & Training	562.24
5314300 · Staff - Travel	6,388.62
5314301 · Board Travel	426.72
5314108 · Construction & Landscaping	112,394.53
5314109 · Cost Share	76,962.64
5314110 · Bank Fees & Interest Charges	586.22
5314600 · Liability Insurance Premiums	21,506.64
5314111 · Late Fees & Penalties	382.57
66300 · Sales Tax Adjustments	45.24
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	2,185.78
5966402 · Computer Hardware	7,909.12
5966400 · Machinery and Tools	24,628.30
5966604 · Vehicle Purchases	13,900.00
Total 5945360 · Capital Outlays	48,623.20
Total Expense	1,863,316.65
Net Ordinary Income	125,800.10
Net Income	125,800.10

Thurston Conservation District

Profit & Loss

November 2021

	Nov 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	4,627.43
3411140 · TCD Equipment Rentals	82.09
3431130 · Soil Testing	512.55
3431120 · Rental Income	65.94
Total 3431100 · Retail Sales	5,288.01
3611100 · Interest Income	6.49
3300000 · Grant Revenue	92,582.52
3685201 · Rates and Charges	36,925.60
Total Income	134,802.62
Gross Profit	134,802.62
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	104,232.30
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	309.34
5314103 · Computer Services	1,338.00
5314100 · Professional Services	15,372.48
5314400 · Advertising	235.15
5314117 · Soil Testing	176.80
5314501 · Office Rent	4,368.00
5314700 · Utilities	654.63
5314503 · Equipment Leases	330.33
5314504 · Vehicle Leases	435.74
5314200 · Communications	865.26
5314505 · Software Licenses	33.90
5354800 · Repairs & Maintenance	255.02
5313101 · Office Supplies	74.40
5314202 · Postage & Shipping	41.62
Project Expenses	309.45
5314203 · Printing Services	291.58
5314307 · Licenses and Permits	23.00
5314302 · Staff - Conference & Training	423.16
5314306 · Board - Conference & Training	562.24
5314300 · Staff - Travel	543.13
5314301 · Board Travel	358.40
5314108 · Construction & Landscaping	13,102.54
5314109 · Cost Share	700.00
5314600 · Liability Insurance Premiums	2,068.33
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	421.33
5966402 · Computer Hardware	71.39
5966400 · Machinery and Tools	136.72
Total 5945360 · Capital Outlays	629.44
Total Expense	149,734.24
Net Ordinary Income	-14,931.62
Net Income	-14,931.62

Thurston Conservation District

Profit & Loss

December 2021

	Dec 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	1,226.84
3411140 · TCD Equipment Rentals	38.84
3431130 · Soil Testing	235.73
3431120 · Rental Income	131.88
Total 3431100 · Retail Sales	1,633.29
3611100 · Interest Income	15.38
3300000 · Grant Revenue	169,614.27
3685100 · Partner Fee for Service	0.00
3685201 · Rates and Charges	2,280.98
Total Income	173,543.92
Gross Profit	173,543.92
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	99,746.41
5314102 · Audit & Accounting	737.74
5314103 · Computer Services	854.00
5314100 · Professional Services	7,291.74
5314400 · Advertising	200.00
5314117 · Soil Testing	463.00
5314104 · Janitorial Services	1,200.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	157.92
5314503 · Equipment Leases	330.33
5314504 · Vehicle Leases	445.10
5314200 · Communications	883.38
5314505 · Software Licenses	952.60
5354800 · Repairs & Maintenance	2,316.88
5313101 · Office Supplies	34.95
5314202 · Postage & Shipping	19.91
Project Expenses	165.51
5314902 · Organizational Dues & Licenses	10.00
5314300 · Staff - Travel	192.12
5314108 · Construction & Landscaping	45.96
5314109 · Cost Share	995.00
5314600 · Liability Insurance Premiums	2,116.33
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	455.08
5966402 · Computer Hardware	249.20
Total 5945360 · Capital Outlays	704.28
Total Expense	124,231.16
Net Ordinary Income	49,312.76
Net Income	49,312.76

Thurston Conservation District

Profit & Loss Prev Year Comparison

January through December 2021

	Jan - Dec 21	Jan - Dec 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	32,927.80	28,152.78	4,775.02	17.0%
3411140 · TCD Equipment Rentals	2,481.88	3,825.25	-1,343.37	-35.1%
3431130 · Soil Testing	4,830.79	1,891.00	2,939.79	155.5%
3431120 · Rental Income	878.98	1,205.39	-326.41	-27.1%
Total 3431100 · Retail Sales	41,119.45	35,074.42	6,045.03	17.2%
3611100 · Interest Income	136.18	51.62	84.56	163.8%
3300000 · Grant Revenue	1,388,099.48	826,515.49	561,583.99	68.0%
3685100 · Partner Fee for Service	4,049.77	0.00	4,049.77	100.0%
3685201 · Rates and Charges	555,711.87	552,703.67	3,008.20	0.5%
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	1,989,116.75	1,415,594.79	573,521.96	40.5%
Gross Profit	1,989,116.75	1,415,594.79	573,521.96	40.5%
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	1,207,786.86	903,010.91	304,775.95	33.8%
5314101 · Legal Fees & Services	24,141.00	25,407.50	-1,266.50	-5.0%
5314102 · Audit & Accounting	5,991.18	4,432.38	1,558.80	35.2%
5314103 · Computer Services	17,846.47	17,837.38	9.09	0.1%
5314100 · Professional Services	163,485.20	10,121.87	153,363.33	1,515.2%
5314400 · Advertising	2,301.56	2,850.78	-549.22	-19.3%
5314117 · Soil Testing	3,449.20	2,750.20	699.00	25.4%
5314104 · Janitorial Services	7,733.00	4,490.00	3,243.00	72.2%
5314501 · Office Rent	52,416.00	51,896.00	520.00	1.0%
5314700 · Utilities	7,096.24	5,178.24	1,918.00	37.0%
5314503 · Equipment Leases	4,473.05	2,932.36	1,540.69	52.5%
5314504 · Vehicle Leases	5,562.44	858.05	4,704.39	548.3%
5314200 · Communications	11,211.60	10,667.44	544.16	5.1%
5313102 · Photocopier Usage	683.13	1,236.56	-553.43	-44.8%
5314505 · Software Licenses	17,638.16	4,977.05	12,661.11	254.4%
5354800 · Repairs & Maintenance	6,013.34	972.67	5,040.67	518.2%
5313101 · Office Supplies	4,277.48	2,655.87	1,621.61	61.1%
5314202 · Postage & Shipping	1,863.42	1,559.16	304.26	19.5%
5313401 · Plants for Resale	17,763.48	11,761.22	6,002.26	51.0%
Project Expenses	22,228.31	13,617.50	8,610.81	63.2%
5314902 · Organizational Dues & Licenses	7,367.48	6,774.89	592.59	8.8%
5314310 · Board Meeting Snacks	0.00	167.50	-167.50	-100.0%
5314203 · Printing Services	1,400.35	2,621.34	-1,220.99	-46.6%
5314307 · Licenses and Permits	140.00	0.00	140.00	100.0%
5314302 · Staff - Conference & Training	2,569.08	1,570.50	998.58	63.6%
5314306 · Board - Conference & Training	562.24	0.00	562.24	100.0%
5314300 · Staff - Travel	6,388.62	3,392.12	2,996.50	88.3%
5314301 · Board Travel	426.72	188.03	238.69	126.9%
5314108 · Construction & Landscaping	112,394.53	50,039.53	62,355.00	124.6%
5314109 · Cost Share	76,962.64	86,789.03	-9,826.39	-11.3%
5314110 · Bank Fees & Interest Charges	586.22	1,135.53	-549.31	-48.4%
5314600 · Liability Insurance Premiums	21,506.64	17,168.68	4,337.96	25.3%
5314111 · Late Fees & Penalties	382.57	538.51	-155.94	-29.0%
66300 · Sales Tax Adjustments	45.24	23.85	21.39	89.7%
66900 · Reconciliation Discrepancies	0.00	-3.51	3.51	100.0%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furniture	2,185.78	8,273.27	-6,087.49	-73.6%
5966402 · Computer Hardware	7,909.12	11,751.28	-3,842.16	-32.7%
5966400 · Machinery and Tools	24,628.30	0.00	24,628.30	100.0%
5966604 · Vehicle Purchases	13,900.00	0.00	13,900.00	100.0%
Total 5945360 · Capital Outlays	48,623.20	20,024.55	28,598.65	142.8%
Total Expense	1,863,316.65	1,269,643.69	593,672.96	46.8%
Net Ordinary Income	125,800.10	145,951.10	-20,151.00	-13.8%
Net Income	125,800.10	145,951.10	-20,151.00	-13.8%

Thurston Conservation District

Balance Sheet

As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	102,408.64
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	167,656.43
3082003 · Saving-2410 Education Center	57,510.54
Total 3088020 · Savings Accounts	225,166.97
3088030 · Counter Cash	100.00
3088040 · PayPal Account	801.50
Total Checking/Savings	328,477.11
Accounts Receivable	247,708.02
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	17,014.68
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	20,849.68
3092000 · 309.20.00 Cash on Hand	47,200.46
Total Other Current Assets	68,050.14
Total Current Assets	644,235.27
TOTAL ASSETS	644,235.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	10,597.67
Credit Cards	1,209.38
Other Current Liabilities	
3861100 · Sales Tax Payable	1,778.38
3861000 · Payroll Liabilities	
3861008 · Union Dues	878.18
3861005 · PERS Deferral Payable	12,225.06
3861007 · State Unemployment Payable	2,386.32
3861009 · State L&I Payable	516.64
3861010 · WA - Family & Medical Leave	577.25
3861011 · Vacation & Sick Leave Payable	76,503.92
Total 3861000 · Payroll Liabilities	93,087.37
Total Other Current Liabilities	94,865.75
Total Current Liabilities	106,672.80
Total Liabilities	106,672.80
Equity	537,562.47
TOTAL LIABILITIES & EQUITY	644,235.27

Restricted Budgets vs Actuals



As of Dec 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					897,349	387,319	300,621	86,698		
2	FY19-21 ESRP Shore Friendly	R035		07/01/19	06/30/21	134,441	73,602	73,602	Closed	100.00%	100.00%
3	FY21-23 ESRP Shore Friendly	R035		07/01/21	06/30/23	340,458	135,365	80,943	54,422	25.21%	23.77%
4	ASRP Independence	R040	20-1905	05/15/20	04/01/22	93,600	85,522	72,221	13,301	86.75%	78.26%
5	ASRP Riverbend	R050	20-1908	05/15/20	12/31/21	86,000	85,066	70,491	14,575	100.00%	83.05%
6	SRFB Cozy Valley	R060	21-1089C	09/23/21	09/23/23	132,778	5,650	1,249	4,401	13.68%	0.94%
7	ESRP Zangle Cove	R070	20-1517R	09/01/21	12/31/23	110,072	2,114	2,114	0	14.32%	1.92%
8	DOE					244,401	35,098	23,266	11,832		
9	Deschutes	E100	WQC-2018-ThurCD-00174	07/01/19	04/30/22	244,401	35,098	23,266	11,832	88.41%	24.18%
10	Federal					93,135	25,380	296	25,084		
11	Frogs on Farm Cost Share	US080		08/15/20	08/15/25	93,135	25,380	296	25,084	27.59%	0.32%
12	WSCC					1,783,847	473,619	424,397	49,222		
13	FY19-21 Livestock	W025	20-13-LT	07/01/19	06/30/21	50,000	8,669	8,633	Closed	100.00%	99.93%
14	FY21-23 Livestock	W025	22-13-LT	07/01/21	06/30/23	20,000	5,000	4,498	502	25.21%	22.49%
15	Skookumchuck Planting	W030	20-13-ER	04/01/20	12/31/24	744,780	225,849	205,743	20,106	36.87%	43.33%
16	FY19-21 Chehalis Flood Plain	W050	20-13-FL	03/01/18	10/30/21	272,183	74,513	74,500	Closed	100.00%	100.00%
17	FY21-23 Chehalis Flood Plain	W050	22-13-FL	07/01/21	06/30/23	128,333	7,595	6,397	1,198	25.21%	4.98%
18	FY19-21 Shellfish Cost Share	W060	20-13-SH	07/01/19	06/30/21	101,062	54,860	51,999	Closed	100.00%	97.17%
19	FY21-23 Shellfish Cost Share	W060	22-13-SH	07/01/21	06/30/23	187,500	12,733	12,597	136	25.21%	6.72%
20	FY19-21 CREP	W070	20-13-CE	07/01/19	06/30/21	61,774	24,821	24,821	Closed	100.00%	100.00%
21	FY21-23 CREP	W070	22-13-CE	07/01/21	06/30/23	20,399	6,025	5,897	128	25.21%	28.91%
22	FY19-21 NRI Cost Share TA	W080	20-13-NR	07/01/19	06/30/21	119,150	50,000	26,544	Closed	100.00%	80.31%
23	FY21-23 NRI Cost Share TA	W080	22-13-NR	07/01/21	06/30/23	78,666	3,554	2,768	786	25.21%	3.52%
24	Miscellaneous					1,004,938	168,700	106,457	62,243		
25	JBLM - SLP	M075		07/01/19	06/30/21	18,750	10,679	10,679	Closed	100.00%	100.00%
26	WFC Meyer	M100		10/01/20	02/15/22	3,600	3,600	3,460	140	90.85%	96.12%

	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
27	NACD Home Grown Yelm	M090		03/01/20	10/31/21	50,000	26,872	26,870	Closed	100.00%	100.00%
28	Orca Recovery Day	M060		07/01/19	until spent	7,090	1,215	311	904	NA	87.24%
29	Western SARE - Grassland Grazing	M070	WSARE-R2GR	09/01/21	08/31/23	20,273	3,333	0	3,333	16.71%	0.00%
30	WCRRI Prairie Habitat	M095		TBD	TBD	TBD		0	0		
31	Sentinel Landscape Program (SLP)	M075		10/01/21	07/30/24	888,225	106,001	49,171	56,830	8.90%	5.54%
32	Port of Olympia Food Processing	M050		10/01/21	until spent	17,000	17,000	15,965	Closed	NA	93.91%
33	Thurston County					797,154	349,431	258,709	90,722		
34	FY19-21 VSP	TC400	K2024	07/01/19	06/30/21	105,000	18,197	18,175	Closed	100.00%	99.98%
35	FY21-23 VSP	TC400		07/01/21	06/30/23	150,000	46,569	45,274	1,295	25.21%	30.18%
36	Shellfish NTA	TC600		07/01/19	09/30/22	130,525	49,680	49,678	Closed	77.02%	100.00%
37	NTAqua	TC700		07/01/19	09/30/22	196,000	82,949	76,093	6,856	77.02%	44.38%
38	Riparian NTA	TC650		07/01/19	02/28/21	36,875	5,530	5,531	Closed	100.00%	96.44%
39	TC Riparian Streamside 1	TC510	06-21	07/01/21	08/30/22	52,285	44,483	10,014	34,469	43.19%	19.15%
40	TC Riparian Streamside 2	TC520	07-21	07/01/21	08/30/22	76,505	58,211	43,199	15,012	43.19%	56.47%
41	TC Riparian Streamside 3	TC530	08-21	07/01/21	08/30/22	49,964	43,814	10,746	33,068	43.19%	21.51%
42	Partner Fee for Service					5,651	5,651	3,484	2,167		
43	South Puget Sound Salmon	P100		04/01/21	06/30/21	301	301	301	Closed	100.00%	100.00%
44	Capitol Land Trust	P200		04/29/21	12/31/21	5,350	5,350	3,183	Closed	100.00%	59.50%
45	South Sound GREEN					130,922	112,359	102,998	9,360		
46	FY 20-21 Interlocal	G019-SS		01/01/21	12/31/21	51,808	51,808	51,808	Closed	100.00%	100.00%
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	McLane Trail	G019.10		08/01/21	12/31/21	5,000	5,000	5,000	Closed	100.00%	100.00%
49	WCS Mini Grant	G019.50		11/19/20	until spent	500	500	500	Closed	NA	100.00%
50	ESD 113 Climate Education	G019.10		06/01/21	NA	3,000	3,000	3,000	Closed	NA	100.00%
51	TCC	TCC		01/01/21	until spent	46,576	40,350	30,990	9,361	NA	95.78%

Unrestricted Budget vs Actual



December 100%

	Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
1	Income	875,144	892,101	16,957	101.9%
2	3431100 · Retail Sales	38,234	41,235	3,001	107.8%
3	3411140 · TCD Equipment Rentals	3,000	2,482	-518	82.7%
4	3431130 · Soil Testing	3,500	4,831	1,331	138.0%
5	3431120 · Rental Income	900	859	-41	95.4%
6	3611100 · Interest Income	125	136	11	109.0%
7	3431110 · Plant Sales	30,709	32,928	2,218	107.2%
8	3670000 · Contributions Private	0	0	0	
9	3300000 · Grant Revenue	175,242	175,242	0	100.0%
10	3340000 · State Grants	175,242	175,242	0	100.0%
11	3685201 · Rates and Charges	554,668	555,712	1,044	100.2%
12	Overhead	107,000	119,912	12,912	112.1%
13	5314999 · Overhead Allocation	100,000	110,751	10,751	110.8%
14	5966699 · Vehicle Allocation	7,000	9,161	2,161	130.9%
15	Cash Surplus	60,000		-60,000	0.0
16	Program Allocation	357,386	349,604	-7,782	97.8%
17	South Sound Green	46,300	46,300	0	100.0%
18	TCD VSP	40,000	39,878	-122	99.7%
19	Stewardship TA	36,675	43,753	7,078	119.3%
20	Working Lands Preservation Initiative	13,000	13,189	189	101.5%
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	13,000	-97	99.3%
24	Community Awards Program	1,500	1,288	-212	85.9%
25	Conservation Project Administration	6,527	7,313	786	112.0%
26	Outreach, Education and Communications	69,569	63,272	-6,297	90.9%
27	Plant Sale	30,653	33,881	3,228	110.5%
28	Soil Health Program (Testing & Equipment Rental)	50,553	53,099	2,546	105.0%
29	Elections	9,000	10,136	1,136	112.6%
30	Engineering Program	25,250	9,254	-15,996	36.6%
31	Expense and Savings	502,758	517,812	15,054	103.0%
32	Administrative Salaries & Benefits	206,241	247,683	41,442	120.1%
33	Professional Services	123,000	60,617	-62,383	49.3%
34	5314101 · Legal Services	25,000	24,141	-859	96.6%
35	5314102 · Audit & Accounting	12,528	5,992	-6,536	47.8%
36	5314103 · Computer Services	19,472	17,846	-1,626	91.7%
37	5314100 · Professional Services	10,000	8,557	-1,443	85.6%
38	CEC Feasibility Study	56,000	4,080	-51,920	7.3%
39	JEDI Work	0	0	0	
40	Facility, Vehicles and Maintenance	133,317	95,648	-37,669	71.7%
41	5314104 · Janitorial Services	8,000	7,733	-267	96.7%
42	5314501 · Office Rent	50,000	49,296	-704	98.6%
43	5314700 · Utilities	10,000	7,096	-2,904	71.0%
44	5314503 · Equipment Leases	3,000	3,037	37	101.2%

	Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
45	5314504 · Vehicle	35,562	5,562	-30,000	15.6%
46	5314200 · Communications	11,000	10,804	-196	98.2%
47	5313102 · Photocopier Usage	1,500	683	-817	45.5%
48	5354800 · Repairs & Maintenance	2,500	3,747	1,247	149.9%
49	Computer Hardware Purchases	4,817	2,748	-2,069	57.0%
50	Computer Software	4,000	3,825	-175	95.6%
51	Equipment & Office Furniture	2,938	1,117	-1,821	38.0%
52	[-] Supplies	12,200	10,514	-1,686	86.2%
53	5313101 · Office Supplies	3,000	2,903	-97	96.8%
54	5314202 · Postage & Shipping	1,000	395	-605	39.5%
55	5314901 · Meetings & Events	200	9	-191	4.6%
56	5314902 · Organizational Dues & Licenses	7,500	7,207	-293	96.1%
57	Board Meeting Snacks	500	0	-500	0.0%
58	[-] Conferences, Training and Travel	7,000	5,952	-1,048	85.0%
59	5314302 · Staff Conference & Training Fees	3,000	1,175	-1,825	39.2%
60	Board Conference and Training Fees	1,500	562	-938	37.5%
61	5314300 · Staff Travel	2,000	3,857	1,857	192.8%
62	Board Travel	500	358	-142	71.7%
63	[-] Insurance and Banking	21,000	22,398	1,398	106.7%
64	5314110 · Bank Fees & Interest Charges	500	571	71	114.2%
65	5314600 · Liability Insurance Premiums	20,000	21,507	1,507	107.5%
66	5314111 · Late Fees & Penalties	500	320	-180	64.0%
67	[-] Savings	75,000	75,000	0	100.0%
68	Reserve Fund	37,500	37,500	0	100.0%
69	Conservation Education Center Savings Plan	37,500	37,500	0	100.0%
70	Net Income (Surplus or Deficit)	-0	24,685	24,685	

Thurston Conservation District
Payments
November through December 2021

1:45 PM

01/21/2022

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9985	11/01/2021	E3 Washington	GREEN:TCC:G019.28 Dawkins	5314302 · Staff - Conference & Training	28.16
Credit Card Charge	9998	11/01/2021	Cheveron	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	20.11
Credit Card Charge	10372	11/01/2021	Lowes	MISC:M090 - NACD Urban Agriculture	5966400 · Machinery and Tools	136.72
Credit Card Charge	9972	11/02/2021	Ace Hardware	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	20.22
Credit Card Charge	10374	11/02/2021	US Postal Service	TCD Programs:T098 - Soil Tests	5314202 · Postage & Shipping	8.10
Liability Check	EFT	11/02/2021	WA St Dept of Employment Security		3861010 · WA - Family & Medical Leave	569.42
Bill Pmt -Check	EFT	11/02/2021	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	59.69
Credit Card Charge	10008	11/03/2021	Uline	Various	5945360 · Capital Outlays: Equipment	399.46
Credit Card Charge	10375	11/04/2021	Washington State University	WSCC:W030 - Skookumchuck	5314302 · Staff - Conference & Training	105.00
Credit Card Charge	10376	11/04/2021	Washington State University	WSCC:W030 - Skookumchuck	5314302 · Staff - Conference & Training	30.00
Check	EFT	11/05/2021	Regence - Health Care		5312011 · Medical Benefits	10,907.14
Credit Card Charge	1125965056	11/07/2021	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	144.41
Liability Check	EFT	11/08/2021	Internal Revenue Service		Payroll Taxes	8,947.68
Check	EFT	11/08/2021	Wells Fargo			7,245.17
Credit Card Charge	10378	11/09/2021	US Postal Service	TCD Programs:T098 - Soil Tests	5314202 · Postage & Shipping	8.64
Liability Check	EFT	11/09/2021	QuickBooks Payroll Service		Payroll	26,990.68
Liability Check	EFT	11/09/2021	WA St Dept of Retirement Systems		Retirement & DCP	13,501.70
Credit Card Charge	9986	11/10/2021	Uline	MISC:M085 - One Tree Planted	5314107 · Project Supplies	44.06
Credit Card Charge	10379	11/10/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	14.42
Credit Card Charge	10380	11/10/2021	Target	Various	5945360 · Capital Outlays: Equipment	21.87
Credit Card Charge	02408085	11/10/2021	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	19.64
Bill Pmt -Check	20988	11/15/2021	VOID			0.00
Bill Pmt -Check	21000	11/15/2021	VOID			0.00
Credit Card Charge	9997	11/16/2021	United Pacific	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	51.28
Credit Card Charge	10385	11/16/2021	US Postal Service	TCD Programs:T098 - Soil Tests	5314202 · Postage & Shipping	8.58
Credit Card Charge	10387	11/16/2021	Facebook	TCD Programs:T030 - District Comms	5314400 · Advertising	5.99
Bill Pmt -Check	20979	11/16/2021	A & L Western Agricultural Laboratories	TCD Programs:T098 - Soil Tests	5314117 · Soil Testing	98.40
Bill Pmt -Check	20980	11/16/2021	All City Cleaning Services	UNRESTRICTED:W086 Implementation	5314104 · Janitorial Services	750.00

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	20981	11/16/2021	Anchor QEA	RCO:R050 - ASRP Riverbend	5314100 · Professional Services	2,662.00
Bill Pmt -Check	20982	11/16/2021	Beckwith Consulting Group	UNRESTRICTED:A021 - CEC	5314100 · Professional Services	1,020.00
Bill Pmt -Check	20983	11/16/2021	Blue Coast Engineering	RCO:R035 - ESRP Shore Friendly	5314100 · Professional Services	4,105.00
Bill Pmt -Check	20984	11/16/2021	Charlie's Machine & Supply	MISC:M050 - Port of Olympia	5966400 · Machinery and Tools	9,965.00
Bill Pmt -Check	20985	11/16/2021	Clark's Native Trees	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	8,499.60
Bill Pmt -Check	20986	11/16/2021	Deschutes Law Group	UNRESTRICTED:W086 Implementation	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20987	11/16/2021	EMD Millipore	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	356.50
Bill Pmt -Check	20989	11/16/2021	Fourth Corner Nurseries	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	10,083.95
Bill Pmt -Check	20990	11/16/2021	FP Mailing Solutions	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	127.51
Bill Pmt -Check	20991	11/16/2021	Goebel Septic Tank Service, Inc	TCD Programs:T030 - District Comms	5314503 · Equipment Leases	100.00
Bill Pmt -Check	20992	11/16/2021	Kiana Sinner_V	WSCC:W030 - Skookumchuck	5314304 · Mileage	47.04
Bill Pmt -Check	20993	11/16/2021	Marguerite Abplanalp	Various	5314304 · Mileage	47.32
Bill Pmt -Check	20994	11/16/2021	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	34.95
Bill Pmt -Check	20995	11/16/2021	Natural Systems Design	RCO:R040 - ASRP Independence	5314100 · Professional Services	3,420.00
Bill Pmt -Check	20996	11/16/2021	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	2,747.47
Bill Pmt -Check	20997	11/16/2021	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	179.37
Bill Pmt -Check	20998	11/16/2021	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity & Gas	335.05
Bill Pmt -Check	20999	11/16/2021	Salix Solutions	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	3,432.00
Bill Pmt -Check	21001	11/16/2021	United Concordia Insurance Co		5312012 · Dental Benefits	865.19
Bill Pmt -Check	21002	11/16/2021	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	568.57
Bill Pmt -Check	21003	11/16/2021	VSP - Vision Care		5312011 · Medical Benefits	110.57
Bill Pmt -Check	21004	11/16/2021	WA St Dept of Veterans Affairs	Various	5314108 · Construction & Landscaping	4,850.74
Bill Pmt -Check	21005	11/16/2021	WA St University Energy Program	UNRESTRICTED:W086 Implementation	5314103 · Computer Services	2,654.00
Bill Pmt -Check	21006	11/16/2021	WACD	UNRESTRICTED:A010-Overhead	5314302 · Staff - Conference & Training	260.00
Bill Pmt -Check	21007	11/16/2021	TJ Johnson	UNRESTRICTED:A010-Overhead	5314301 · Board Travel & Conferences	920.64
Bill Pmt -Check	21008	11/16/2021	FCS Group	UNRESTRICTED:A010-Overhead	5314100 · Professional Services	2,557.50
Bill Pmt -Check	EFT	11/16/2021	Comcast	UNRESTRICTED:A010-Overhead	Internet & Telephone	196.65
Credit Card Charge	9988	11/17/2021	Ace Hardware	MISC:M085 - One Tree Planted	5314107 · Project Supplies	2.00
Credit Card Charge	10390	11/17/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	10.60
Credit Card Charge	10399	11/17/2021	Walgreens	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	52.49
Liability Check	EFT	11/17/2021	WFSE Union Dues		3861008 · Union Dues	865.60
Bill Pmt -Check	EFT	11/18/2021	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	235.33

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9999	11/23/2021	Spuds	Thurston County:Riparian Streamside	5314901 · Meeting & Event	6.47
Credit Card Charge	10391	11/23/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	14.43
Credit Card Charge	10392	11/23/2021	US Postal Service	TCD Programs:T098 - Soil Tests	5314202 · Postage & Shipping	8.10
Credit Card Charge	10410	11/23/2021	WA St Parks	GREEN:G019.107 McLane Salmon Trail	5314307 · Licenses and Permits	23.00
Credit Card Charge	P1-6738543	11/23/2021	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	109.98
Liability Check	EFT	11/24/2021	QuickBooks Payroll Service		Payroll	25,382.77
Liability Check	EFT	11/24/2021	QuickBooks Payroll Service		Payroll	1,622.75
Liability Check	EFT	11/24/2021	Internal Revenue Service		Payroll Taxes	8,985.90
Liability Check	EFT	11/28/2021	WA St Dept of Retirement Systems		DCP	1,105.87
Credit Card Charge	10004	11/29/2021	Wal Mart	WSCC:W030 - Skookumchuck	5354803 · Vehicle Maintenance	14.89
Credit Card Charge	10396	11/29/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	71.39
Credit Card Charge	10001	11/30/2021	Cabelas	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	164.10
Credit Card Charge	10002	11/30/2021	Staples Inc	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	35.31
Credit Card Charge	10397	11/30/2021	US Postal Service	TCD Programs:T098 - Soil Tests	5314202 · Postage & Shipping	8.20
Bill Pmt -Check	21009	11/30/2021	A & L Western Agricultural Laboratories	TCD Programs:T098 - Soil Tests	5314117 · Soil Testing	263.20
Bill Pmt -Check	21010	11/30/2021	Anchor QEA	RCO:R050 - ASRP Riverbend	5314100 · Professional Services	6,835.50
Bill Pmt -Check	21011	11/30/2021	Antiquity Consulting	WSCC:W060 - Shellfish Cost Share	5314100 · Professional Services	2,950.00
Bill Pmt -Check	21012	11/30/2021	Community Farmland Trust	TCD Programs:T099 - Equipment Rental	5314501 · Office Rent	260.00
Bill Pmt -Check	21013	11/30/2021	Deschutes Law Group	UNRESTRICTED:W086 Implementation	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	21014	11/30/2021	ESD 113	GREEN:TCC:G019.28 Dawkins	5314302 · Staff - Conference & Training	44.00
Bill Pmt -Check	21015	11/30/2021	Goebel Septic Tank Service, Inc	WSCC:W030 - Skookumchuck	5314503 · Equipment Leases	95.00
Bill Pmt -Check	21016	11/30/2021	Grays Harbor Conservation District	RCO:R050 - ASRP Riverbend	5314100 · Professional Services	5,212.90
Bill Pmt -Check	21017	11/30/2021	Lewis County Conservation District	TCD Programs:T080 - Stewardship TA	5314100 · Professional Services	374.08
Bill Pmt -Check	21018	11/30/2021	Marguerite Abplanalp	WSCC:W080 - NRI Cost Share	5314304 · Mileage	14.00
Bill Pmt -Check	21019	11/30/2021	McClatchy Company LLC	TCD Programs:T036 - Elections	5314400 · Advertising	229.16
Bill Pmt -Check	21020	11/30/2021	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	525.00
Bill Pmt -Check	21021	11/30/2021	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	246.67
Bill Pmt -Check	21022	11/30/2021	Regence - Life Insurance		5312017 · Life Insurance	58.10
Bill Pmt -Check	21023	11/30/2021	Ricoh	UNRESTRICTED:A010-Overhead	5314505 · Software Licenses	131.28
Bill Pmt -Check	21024	11/30/2021	Sasha Porter	Various	5314304 · Mileage	215.10
Bill Pmt -Check	21025	11/30/2021	Thurston County Central Services	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	21026	11/30/2021	Tree Pro	Thurston County:Riparian Streamside	5314108 · Construction & Landscaping	6,040.00

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	21027	11/30/2021	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	568.57
Bill Pmt -Check	21028	11/30/2021	VSP - Vision Care		5312011 · Medical Benefits	110.57
Bill Pmt -Check	21029	11/30/2021	WA St Conservation Commission	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	435.74
Bill Pmt -Check	21030	11/30/2021	WA St Dept of Veterans Affairs	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	6,923.71
Bill Pmt -Check	21031	11/30/2021	Yan Dong_V	UNRESTRICTED:A010-Overhead	5314304 · Mileage	40.88
Credit Card Charge	MC1121556	11/30/2021	Mail Chimp	TCD Programs:T030 - District Comms	5314505 · Software Licenses	33.90
Credit Card Charge	10005	12/01/2021	Ace Hardware	WSCC:W030 - Skookumchuck	5313500 · Small Tools & Equipment	5.02
Credit Card Charge	10007	12/01/2021	Home Depot	WSCC:W030 - Skookumchuck	5313500 · Small Tools & Equipment	25.11
Credit Card Charge	10400	12/01/2021	Harbor Freight	GREEN:G019.110 TCD SS Green Allocatio	5314107 · Project Supplies	61.24
Credit Card Charge	10402	12/01/2021	Eastside Urban Farm & Garden	Thurston County:Riparian Streamside	5314108 · Construction & Landscaping	45.96
Bill Pmt -Check	EFT	12/01/2021	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	59.69
Credit Card Charge	10009	12/02/2021	Cheveron	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	11.85
Credit Card Charge	10010	12/03/2021	Adobe Inc	Various	5314505 · Software Licenses	918.70
Credit Card Charge	10011	12/04/2021	Ralphs Thriftway	GREEN:TCC:G019.60 Nisqually	5314901 · Meeting & Event	9.68
Credit Card Charge	10014	12/04/2021	Doos Donuts	GREEN:TCC:G019.60 Nisqually	5314901 · Meeting & Event	26.25
Check	EFT	12/06/2021	Regence - Health Care		5312011 · Medical Benefits	10,907.14
Check	EFT	12/06/2021	Wells Fargo			2,133.96
Credit Card Charge	1130731000	12/07/2021	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	144.41
Liability Check	EFT	12/07/2021	Internal Revenue Service		Payroll Taxes	9,197.72
Credit Card Charge	9989	12/08/2021	Pape Machinery	Thurston County:Riparian Streamside	5313500 · Small Tools & Equipment	67.68
Credit Card Charge	10016	12/09/2021	Cheveron	Thurston County:Riparian Streamside	5314107 · Project Supplies	18.23
Liability Check	EFT	12/09/2021	WFSE Union Dues		3861008 · Union Dues	874.22
Liability Check	EFT	12/09/2021	QuickBooks Payroll Service		Payroll	27,673.14
Credit Card Charge	10013	12/10/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5966601 · Equipment & Office Furniture	189.25
Credit Card Charge	02480645	12/10/2021	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	19.64
Credit Card Charge	10417	12/11/2021	Amazon	TCD Programs:T030 - District Comms	5966402 · Computer Hardware	249.20
Bill Pmt -Check	21032	12/14/2021	A & L Western Agricultural Laboratories	TCD Programs:T098 - Soil Tests	5314117 · Soil Testing	165.60
Bill Pmt -Check	21033	12/14/2021	All City Cleaning Services	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	600.00
Bill Pmt -Check	21034	12/14/2021	Beckwith Consulting Group	UNRESTRICTED:A021 - CEC	5314100 · Professional Services	1,360.00
Bill Pmt -Check	21035	12/14/2021	Community Farmland Trust	TCD Programs:T099 - Equipment Rental	5314501 · Office Rent	260.00
Bill Pmt -Check	21036	12/14/2021	Goebel Septic Tank Service, Inc	WSCC:W030 - Skookumchuck	5314503 · Equipment Leases	95.00
Bill Pmt -Check	21037	12/14/2021	Lewis County Conservation District	TCD Programs:T080 - Stewardship TA	5314100 · Professional Services	1,476.24

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	21038	12/14/2021	Midwest Labs	TCD Programs:T098 - Soil Tests	5314117 · Soil Testing	103.00
Bill Pmt -Check	21039	12/14/2021	Minuteman Press	RCO:R035 - ESRP Shore Friendly	5314203 · Printing Services	291.58
Bill Pmt -Check	21040	12/14/2021	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	34.95
Bill Pmt -Check	21041	12/14/2021	Natural Systems Design	RCO:R040 - ASRP Independence	5314100 · Professional Services	839.00
Bill Pmt -Check	21042	12/14/2021	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	1,104.88
Bill Pmt -Check	21043	12/14/2021	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	103.67
Bill Pmt -Check	21044	12/14/2021	Public Sector Personnel Consultants, Inc.	UNRESTRICTED:A010-Overhead	5314100 · Professional Services	6,000.00
Bill Pmt -Check	21045	12/14/2021	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity & Gas	371.29
Bill Pmt -Check	21046	12/14/2021	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	235.33
Bill Pmt -Check	21047	12/14/2021	Sally Alhadeff	WSCC:W070 - CREP:W070 CS	5314109 · Cost Share	995.00
Bill Pmt -Check	21048	12/14/2021	Sarah Moorehead_V	UNRESTRICTED:A010-Overhead	5354803 · Vehicle Maintenance	240.13
Bill Pmt -Check	21049	12/14/2021	Terry's Automotive Group	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	1,563.27
Bill Pmt -Check	21050	12/14/2021	Thurston County Central Services	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	21051	12/14/2021	United Concordia Insurance Co		5312012 · Dental Benefits	865.19
Bill Pmt -Check	21052	12/14/2021	WA St University Energy Program		5314103 · Computer Services	854.00
Bill Pmt -Check	21053	12/14/2021	William Townsend	WSCC:W070 - CREP:W070 CS	5314109 · Cost Share	700.00
Bill Pmt -Check	EFT	12/14/2021	Comcast		Internet & Telephone	296.69
Credit Card Charge	10017	12/15/2021	Music 6000	TCD Programs:T030 - District Comms	5314107 · Project Supplies	38.26
Credit Card Charge	10411	12/15/2021	US Postal Service	TCD Programs:T098 - Soil Tests	5314202 · Postage & Shipping	12.65
Credit Card Charge	10412	12/15/2021	Namecheap	TCD Programs:T030 - District Comms	5374001 · Web Hosting	18.12
Liability Check	EFT	12/15/2021	WA St Dept of Retirement Systems		Retirement & DCP	13,793.83
Credit Card Charge	10018	12/21/2021	Amazon	WSCC:W030 - Skookumchuck	5945360 · Capital Outlays: Equipment	91.88
Credit Card Charge	10415	12/21/2021	US Postal Service	TCD Programs:T098 - Soil Tests	5314202 · Postage & Shipping	7.26
Credit Card Charge	10019	12/23/2021	Test Equipment Depot	WSCC:W030 - Skookumchuck	5945360 · Capital Outlays: Equipment	173.95
Liability Check	EFT	12/23/2021	QuickBooks Payroll Service		Payroll	27,323.95
Credit Card Charge	P1-6792654	12/23/2021	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	109.98
Liability Check	EFT	12/29/2021	WA St Dept of Retirement Systems		DCP	1,117.41
Liability Check	EFT	12/29/2021	Internal Revenue Service		Payroll Taxes	9,090.32
Credit Card Charge	MC1132666	12/30/2021	Mail Chimp	TCD Programs:T030 - District Comms	5314505 · Software Licenses	33.90

**MEMORANDUM OF AGREEMENT BETWEEN
THURSTON CONSERVATION DISTRICT AND
ECOSTUDIES INSTITUTE**

This Memorandum of Agreement is entered into by Thurston Conservation District, having its principal offices at 2918 Ferguson Street SW, Building #1, Suite A, Tumwater, WA 98512 (TCD) and ECOSTUDIES INSTITUTE, having its principal offices at 120 Union Ave SE #215, Olympia, WA 98501.

1. **PURPOSE OF AGREEMENT:** The purpose of this Agreement is to provide for the sub-contract of activities and funds awarded by the U.S. Dept. of Defense Readiness and Environmental Protection Integration (REPI) program through the Memorandum of Agreement between The National Association of Conservation Districts (NACD) and the Thurston Conservation District (APPENDIX A) between Thurston Conservation District (TCD) and Ecostudies Institute.
2. **ADMINISTRATION OF AGREEMENT:** No separate or joint entity is being created by this Agreement. Rather TCD and Ecostudies Institute will each have a contract representative who will administer the agreement for each party. A party may change its representative upon providing written notice to the other party. The parties representatives are as follows:

TCD Contract Representative

Sarah Moorehead
Executive Director
Thurston Conservation District
2918 Ferguson Street SW, Building 1, Suite A
Tumwater, WA 98512
(360) 754-3588

Ecostudies Institute Contract Representative

Gary Slater
Executive Director
Ecostudies Institute
900 E. Jefferson St. SE

P.O. Box. 1614
Olympia, WA 98501

3. **DURATION OF AGREEMENT:** This agreement shall remain in effect from October 1, 2021 through December 31, 2024. The duration of this agreement is subject to modification or extension set forth by APPENDIX A or subsequent funding awards for continuation of this project. Subsequent awards will be included by AMENDMENT to this agreement and approved in writing by both parties.
4. **SCOPE OF WORK:** The following activities and deliverables will be performed by Ecostudies Institute:

Development of Grassland Grazing Association (GGA): Ecostudies staff will co-plan GGA meetings with other project partners and attend all GGA gatherings.

Education and Outreach Events: Ecostudies staff will assist with the planning of workshop series, webinars and farm demonstrations, with a commitment to host/lead at least 3 events throughout the length of the project.

Conservation Grazing Plans: Ecostudies staff will work collaboratively with TCD and NRCS to produce three sample conservation grazing plans to illustrate potential conservation, restoration and land management strategies available for working lands, aimed at improving both productivity and habitat value.

Prairie-Friendly Marketing Report: Ecostudies staff will conduct research on certification programs and other case studies of marketing labels for conservation or prairie-friendly operations from around the world and lead the development of a report summarizing the research.

Reporting: Ecostudies staff will submit quarterly reports summarizing project progress and a final report summarizing achievement of project

5. **BUDGET:** Reimbursement for activities outlined in SECTION 4 SCOPE OF WORK is not to exceed \$66,018.
6. **FINANCIAL RESPONSIBILITY:** TCD shall approve all costs of Ecostudies Institute's implementation of the scope of work, according to any and all parameters agreed upon by both parties, or set forth by APPENDIX A.
7. **REIMBURSEMENT AND REPORTING:** Ecostudies Institute shall invoice TCD for work performed on a quarterly basis according to the schedule below:

Period of Work	Invoice Due to TCD
Oct 1, 2021 – Dec 31, 2021	Jan 15, 2022
Jan 1, 2022 – Mar 31, 2022	Apr 15, 2022
Apr 1, 2022 – Jun 30, 2022	Jul 15, 2022
Jul 1, 2022 – Sep 30, 2022	Oct 15, 2022
Oct 1, 2022 – Dec 31, 2022	Jan 15, 2023

Failure to submit invoices to TCD by the invoice due date may result in non-reimbursement to Ecostudies Institute for that invoice period.

TCD shall reimburse Ecostudies Institute within thirty (30) days of receipt of the invoice. For each invoice period, invoices must include:

- a. total expenses
 - b. match documentation
 - c. activities accomplished
8. **ASSIGNMENT:** Ecostudies Institute may assign or subcontract any portion of the services requested pursuant to this Agreement so long as TCD gives prior written approval for such assignment or subcontract. All terms and conditions of this Agreement shall apply to any approved subcontract or assignment related to this Agreement.
 9. **HOLD HARMLESS:** Each party agrees to defend and indemnify the other party and its officials, officers, employees and agents for all claims, liabilities, damages, expenses and suits arising from or relating to the

performance of this Agreement by the indemnitor or its officials' officers, employees and agents.

10.TERMINATION OF AGREEMENT: Either party may terminate this agreement by giving thirty (30) calendar days written notice to the other party. Written notice by email is acceptable. Unused funds will be returned. Termination of APPENDIX A for non-compliance or any other reason will result in automatic termination of this agreement.

11.SEVERABILITY: Any provision of this agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provision or affecting the validity or enforcement of such provision.

12.ENTIRE AGREEMENT: This Agreement is the entire agreement of the parties and supersedes all prior negotiations and agreements whether written or oral. This Agreement may be amended only by written agreement and no purported oral amendment to the Agreement shall be valid.

Ecostudies Institute

Gary Slater, Executive Director

Date

Thurston Conservation District

Sarah Moorehead, Executive Director

Date

National Association of Conservation Districts and Washington Association of Conservation
Districts Update* for
Thurston Conservation District
January 27, 2022 Meeting

NACD

- A. NACD publications are available [here](#). You can subscribe to these digital newsletters: *eResource*, *The Resource*, *Forestry Notes*, and *Conservation Clips*. Resources to stay abreast of issues relevant to conservation districts.
- B. NACD's Annual Meeting is still scheduled for February 12-16, 2022 in Orlando, Florida as an in-person meeting only. NACD will be sending out special instructions to attendees later in January. Links for registration and hotel reservations can be found on [NACD's annual meeting webpage](#). Four hundred are registered so far and the normal, pre-COVID attendance has been around one thousand. According to NACD president Crowder, cancellation could cost up to one-half million dollars.
- C. **UAC Grants Update** - Application period ends January 31, 2022
Program information is at NACD's urban and community webpage, including the RFP, FAQs, link to the application, etc.: <https://www.nacdnet.org/newsroom/nacd-announces-application-period-for-urban-conservation-grants/>
- D. NACD Fly-in (districts contact congressional delegation on issues) is tentatively scheduled for March 22. NACD is looking at some preliminary training. The NACD legislative committee is meeting on January 11 to set preliminary priorities. They will ask for comments starting February 1 closing on the 14th.
- E. NACD Pacific region – A meeting was held January 4 and each territory/state was asked for the one or two primary issues the region could address to help each entity – Washington state said sustainable funding for districts and leadership development.

WACD

- 1. Latest WACD information is at the WACD "[Hub](#)" and also subscribe to the *Five Things* newsletter which generally comes out each Thursday. A subscription link can be found on the lower right of the [Hub](#) page.
- 2. WACD's two resolutions going to NACD 2022 Annual Meeting. Resolutions are [here](#).
 - 021-02 - Request for NRCS to update the reimbursement rates for riparian practices. WACD supports working with NACD to request NRCS re-evaluate their payment rate for riparian practices (612, 614, 490, 382, 384, 395, 643, 647, other as identified), and to adopt a new rate recognizing the true regional cost of implementing effective riparian restoration. Skagit CD originated.
 - 2021-03 - Reverse New USDA Farm Services Administration Emergency Conservation Program Rules on fencing. Work with FSA to revert rules to pre-2021 rules, particularly in regards to full replacement of fencing, making public lands eligible for practice installation, and giving local county committees jurisdiction to adapt the program as needed. Okanogan CD is the originating district.
- 3. WACD Board of Directors Meeting scheduled for January 17 from 6:00 pm - 8:30 pm.
WACD SW area director Marshall Stowe is contemplating resigning. In light of occurrences at the WACD annual meeting, he would like the views of each district on his representing the SW area.
- 4. Three pieces of legislation are of immediate interest to WACD members:
 - [House Bill 1631, an act relating to supporting Washington's food production system by providing technical assistance in support of improved voluntary environmental stewardship](#). The first **hearing will be held on Tuesday, January 11, at 10:00 am** in the House Rural Development, Agriculture & Natural Resources Committee. **WACD supports HB 1631 and will sign in PRO.**
 - [House Bill 1652, an act relating to conservation district elections](#), comes up for **hearing next Wednesday, January 12, at 8:00 am** in the [House Committee on State Government & Tribal Relations](#). HB 1652 is the bill that incorporates the recommendations of the Joint Committee on Elections. **WACD supports HB 1652. We ask conservation districts to sign in PRO on this bill, demonstrating widespread CD support.**

*as of January 7, 2022

National Association of Conservation Districts and Washington Association of Conservation
Districts Update* for
Thurston Conservation District
January 27, 2022 Meeting

- [Senate Bill 5665, an act relating to protecting, restoring, and maintaining habitat for salmon recovery](#), presents a regulatory approach to riparian restoration and maintenance. **WACD is neutral on SB 5665 at this time.**

For more information, including guidance on how to submit testimony or to testify on a bill, please [review our post on these three bills](#).

*as of January 7, 2022

Supplemental Update from WACD and NACD as of January 18, 2022
For the Thurston Conservation District Board meeting of January 27, 2022

NACD

- The NACD natural resource policy committee had its monthly contact on January 18th. These are the high points from the zoom meeting. A quorum was not present.
 1. Annual Meeting Planning - Featured sessions *may* be broadcast. There will not be virtual committee or RPG meetings. NACD still exploring options.
 2. DC Update - Chris Young (σ) has been hired as the new NACD government affairs director. University of Delaware graduate and will start in late February, probably the 21st.
 3. NRCS looking at more 'direct hires' - on the order of 3,000 to 3,500 nationwide over the next year or so.
- Attached is a DRAFT of NACD's government affairs priorities showing the general areas of activity. These will likely be adjusted based on what happens at the annual meeting.
- Larry Davis will be shepherding Washington state resolutions at the NACD annual meeting in Orlando. As of January 18 the following from Washington have said they will be going to Orlando: President Michael Crowder (Benton), Larry Davis (Whatcom), Seth Flanders (Spokane), Craig Nelson (Okanogan), and Laura Meyer (Conservation Commission).

WACD

- Setting up an "Investments" committee. There has been a three year gain in the WACD portfolio of about \$400,000. Currently it is split evenly between stocks and bonds. The plan is for the committee to meet for about six months and report back to the finance committee. Susan Shelton may be a committee member.
- Area director changes – Annie Byerly of Walla Walla will be a new SE area director and Marshall Stowe of Wahkiakum has resigned as SW area director.

NACD 2022 GOVERNMENT AFFAIRS PRIORITIES

Guiding NACD's Government Affairs Efforts

Issue	Objectives
Annual Conservation Appropriations	<ul style="list-style-type: none"> • Fund Farm Bill conservation programs at full mandatorily authorized levels • Advocate for robust Conservation Technical Assistance (CTA) funding for planning and program implementation • Advocate for robust 319 Nonpoint Source Grant funding and State and Private Forestry funding • Advocate for robust funding for Watershed and Flood Prevention Operations and Watershed Rehabilitation Program • Advocate for removal of Appropriations language restricting BLM from implementing the Wild Horse and Burro Program • Advocate for increased funding on urban conservation and urban agriculture implementation.
Farm Bill Engagement	<ul style="list-style-type: none"> • Formulate a Farm Bill Platform guided by the Farm Bill Task Force • Position NACD to be <i>the</i> key voice on Farm Bill conservation policy • Increase literacy of farm bill conservation programs amongst Capitol Hill, partner organizations and NACD Members • Initiate relationships with Congressional offices and Committee staffs to educate on conservation districts role in conservation delivery • NACD staff will work with: <ul style="list-style-type: none"> • NACD's Membership to encourage advocacy of NACD's Farm Bill policies • State Associations to locate specific synergies with NACD's Farm Bill policies • Partner organizations to promote NACD's Farm Bill policies • Increase funding for urban conservation and urban agriculture programming and implementation.
Natural Resource Conservation	<ul style="list-style-type: none"> • Ensure NRCS is providing for the staffing needs of local USDA Service Centers • Work with Congress and administration to: <ul style="list-style-type: none"> ○ Emphasize importance of voluntary, locally-led conservation in discussions on climate change and the importance of soil health in building resilience to extreme weather events in discussions on climate change as guided by the Climate Action Task Force. ○ Reform ESA to ensure local economic impact and private landowner participation are considered in listing decisions ○ Educate members of Congress on ESA ○ Ensure updates to federal rules and regulations governing natural resource management (NEPA, CWA, etc.) are favorable for locally-led conservation ○ Engage to create a durable definition of "waters of the United States" ○ Track and respond where appropriate to the America the Beautiful initiative ○ Educate on the importance of combatting invasive species ○ Address multiple use on our nation's public and working lands, including further education on recreational use ○ Address catastrophic wildfire through needed wildfire management

NACD 2022 GOVERNMENT AFFAIRS PRIORITIES

Guiding NACD's Government Affairs Efforts

	<p>tools for pre- and post-fire work</p> <ul style="list-style-type: none">• Coordinate with partner organizations to promote abovementioned priorities• Ensure NACD's policy is reflected in public comments to proposed federal rules
General	<ul style="list-style-type: none">• Maintain a strong external presence by meeting with relative Members of Congress and key Administration and regulatory officials.

DRAFT

Budget Amendment Request



To: TCD Board of Supervisors

From: Susan Shelton, Finance and Administration Manager

Date: January 14, 2022

A number of expenses, budgeted for in the 2021 Unrestricted Budget, were not incurred. The District expects to experience these expenses in 2022. Finance and Administration requests that the Board approve an amendment to the 2022 Unrestricted Budget to cover these carryover expenses:

	Budgeted in 2021	Actual in 2021	Carryover to 2022
CEC Feasibility Study	\$56,000	\$4,080	\$51,920
2019-20 WA State Audit	\$7,000	\$464	\$6,536
Vehicle Purchase	\$30,000	\$0	\$30,000

Let me know what questions or concerns you have!

Susan

accounting@thurstoncd.com / 360-742-2313



THURSTON CONSERVATION DISTRICT

Resolution #2022-02: Cost of Living Adjustment

A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT PROVIDING FOR A COST OF LIVING ADJUSTMENT (COLA)

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

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

WHEREAS, at the approved 2022 TCD Budget included a 3.5% COLA increase for all staff positions.

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

Effective January 1, 2022, all staffing position salaries will be adjusted by 3.5%, in accordance with the 2022-24 Collective Bargaining Agreement, TCD Policy 3.1.7 and passage of this resolution.

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON JANUARY 25, 2022.

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

MEMO



To: TCD Board of Supervisors

From: Sarah Moorehead (*Executive Director*)

Date: January 25, 2022

Subject: Review of Associate Supervisors

TCD Policy 1.5: Associate Supervisors

- The term of office for Associate Supervisors shall be one calendar year, which the Board can renew annually.
- The Board will vote on whether to renew the appointments of any current Associate Supervisors who have requested reappointment.

Current TCD Associate Supervisors

Chris Stearns – *reappointment request pending*

Board Action:

1. Review TCD Associate Supervisors who have requested reappointment.
2. Vote on reappointment of TCD Associate Supervisors.



Thurston Conservation District Board of Supervisors

Work Session Topic List & Board Meeting Agenda

February 22nd, 2022 5:30pm-7:30pm

Zoom Meeting Link:

<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1lrb3hLQT09>

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:30pm – 6:15pm

1. Topic List Review, *All*
2. Staff Presentation: *TBD*
3. Minutes Review & Revision, *All*
 - a. January 25, 2021 Board Work Session & Meeting Minutes
4. 2022 Annual Work Plan Review, *All*
5. Conservation and Education Center Development, *All*
6. Covid-19 Health Update, *Sarah Moorehead (Executive Director)*
7. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30pm – 7:30pm

- | | |
|---|-----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Consent Agenda – <i>Action Item</i> <ol style="list-style-type: none">A. January 25, 2021 Board Work Session & Meeting MinutesB. February 2022 Financial ReportC. 2022 TCD Annual Plan | 6:40 PM
5 minutes |
| 4. Public Comment
*Three minutes per person | 6:45 PM
10 minutes |

5. Partner Reports *(if present)*

6:55 PM

- A. Natural Resources Conservation Service (NRCS), *Robin Buckingham*
- B. Washington State Department of Ecology, *Alena Reynolds*
- C. Washington State Conservation Commission (WSCC), *Jean Fike*
- D. Washington Association of Conservation Districts (WACD), *Doug Rushton*
- E. National Association of Conservation Districts (NACD), *Doug Rushton*

15 minutes

6. Governance, All – Action Item

7:10 PM

- A. March 2022 Work Session Topic List & Meeting Agenda Development

5 minutes

Adjourn

7:15 PM

Informational Items:

- I. *Executive Director's Report*

Important Dates

February

- 7th Ballot Request Fulfillment Begins – TCD Election
- 21st TCD Closed – President's Day
- 22nd Board Work Session & Meeting 5:30-7:30pm

Virtual (Zoom)

March

- 5th Native Plant Festival and Sale
- 8th Ballot Request Deadline – TCD Election
- 15th Election Day
- 21st TCD Closed – President's Day
- 22nd Board Work Session & Meeting 5:30-7:30pm

Thurston County Fairgrounds

Virtual (Zoom)



Executive Director's Report

Sarah Moorehead (*Executive Director*)

January 25th, 2022

Priority Initiative Updates

Flood Recovery Assessment

Thurston Conservation District and partners are working to collect damage impact information so that we can try and coordinate potential technical assistance and recovery funding for individuals. Farmers, ranchers, and rural landowners in Southwest Washington, who have been impacted by the recent flooding, can fill out the Flood Impact Questionnaire. This is not related to or duplicative of the coordination of FEMA funds by Thurston County or neighboring counties. This assessment is focused on identifying and aggregating landscape and agricultural damage, estimating costs and connecting individuals to the appropriate local, state and federal assistance programs. Links to Emergency Management resources for Southwest Washington Counties can be found at the end of the questionnaire, along with numerous post-flood resources available on our website.

Flood Impact Questionnaire:

<https://app.smartsheet.com/b/form/5d34064f23214aae8bb6860e34686d65>

Flood Recovery and Preparedness Resources:

<https://www.thurstoncd.com/education/resources/emergency-preparedness-resources/>

Deschutes River Restoration Project Completed

In December, the VCC crew finished planting over 2,500 trees and shrubs on a project site along the Deschutes River one mile south of the Olympia Airport. This riparian restoration site is an old pasture that is actively eroding into the river. The planting provides habitat to pollinators and birds as well as fish and other wildlife, and will support the landscape adapting to climate change.



Landowner, Dan Wasserman, has 45 acres of mostly forested land with 3.5 acres of inactive pastureland. This property was put into a conservation easement to protect the area from development and preserve critical habitat. This planting project extends an 80 acre complex of habitat that will be preserved in perpetuity by Capitol Land Trust.



The Wasserman Family, along with community volunteers, staff and the Veteran's Conservation Corps Crew, supported the installation of this project. This project was funded through a pilot collaboration between the National Estuary Program, Thurston County, and the Department of Ecology.

Thank you to the Wasserman Family, our community and partners for supporting a successful restoration project!

Farmland for the Next Generation – Equity Cohort

TCD staff member Nora White will be joining a cohort for an eight part training series called Farmland for the Next Generation put on by American Farmland Trust. This particular iteration is focused on equity in access to farmland (in particular for BIPOC farmers) and looks at how to support producers in accessing farmland through leasing, purchasing, and inheriting. The course, including weekly sessions and readings, is designed for producer support organizations and individuals, such as Conservation District employees. This will help inform many TCD programs; including guiding re-structuring our South Sound FarmLink program to be more accessible and useful for new and beginning farmers.

Conservation Starters – TCD's New Podcast!



Conservation Starters is a podcast created by the Thurston Conservation District. This series is dedicated to empowering Thurston County residents to steward our shared natural resources. Through thoughtful conversations with TCD staff, board members, community partners, and community members we explore a program or issue related to the work of the Conservation District and how our community can engage with our organization.

The first segment debuts this month!

Listen here: <https://www.conservationstarters.com/>

District Operations

December 16th, 2021 Board Meeting Action Items

- 1. Supervisor Johnson will meet with Executive Director Moorehead in January 2022 to complete annual evaluation.**
Completed.

Conflict Resolution Training

TCD staff will be completing a Conflict Resolution Training with the Dispute Resolution Center in Thurston County. This all-staff training will focus on enhancing communication skills and navigating conflict. In addition, the training will focus on maintaining professionalism and give staff tools and techniques to deal with uncomfortable or hostile situations.

2022 TCD Election

Please see the attached memo from Election Supervisor Nora White for an update on the 2022 TCD Election.

Monthly Staff Reports

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

MEMO



To: TCD Board of Supervisors

From: Nora Carman-White (Election Supervisor)
nwhite@thurstoncd.com / 360-999-3727

Date: January 19, 2022

Subject: 2022 Elections Updates

Candidate Filing

As of the date of this memo, one eligible candidate has filed paperwork – the incumbent, TJ Johnson. The Board Supervisor candidate announcement has been advertised on the District's website, monthly newsletter, social media (Facebook, Instagram, Twitter), to partner and regional listservs, and at partner meetings and events. The candidate filing deadline is January 21, 2022 at 4:30pm.

Polling Officer Hiring

As of the date of this memo, the District has received 1 application for the two polling officer positions. Polling Officer applications are due on January 20, 2022. The anticipated start date for the Polling Officers is February 4th, 2022, when they will begin their training. The application deadline can be extended by a week if needed.

The Polling Officer position has been advertised on the District's website, monthly newsletter, social media (Facebook, Instagram, Twitter), on local job boards and Facebook jobs, to partner and regional listservs, at partner meetings and events, and emailed directly to our jobs posting contact list to share with local schools and social service organizations.

District staff request that Board Supervisors continue supporting outreach for the Polling Officer candidates. This temporary, flexible position is a great employment opportunity for students 18+, parents, retired individuals, or someone looking for an additional part time job. Work schedules will be negotiated upon hire and can be flexible around other commitments. Job description materials can be found on our website or the Board Dashboard.

Ballots and Voting:

Ballot materials will be printed after the candidate filing deadline. Polling Officers will begin fulfilling ballot requests on February 7.

Thurston County Auditor - Elections Support

The District has executed an Inter Local Agreement with the Thurston County Auditor. As in the 2021 TCD Election, the Auditor's office will provide training to TCD's polling officers on ballot security and handling and up-to-date poll books of registered voters residing the TCD boundaries; and will conduct signature verification on returned ballots with the assistance of TCD's polling officers.