



# Thurston Conservation District Board of Supervisors

## Work Session Topic List & Board Meeting Agenda

March 22<sup>nd</sup>, 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

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### Work Session Topic List

5:30pm – 6:15pm

1. Topic List Review, *All*
2. Staff Presentation: Overview of Community Requests for TCD Service, *Karin Streliaff (Conservation Program Manager)*
3. Minutes Review & Revision, *All*
  - a. February 22, 2022 Board Work Session & Meeting Minutes
4. Conservation and Education Center Development, *All*
  - a. Discussion re: Report on Stakeholder Engagement
  - b. Prioritization of CEC attributes for property RFP
5. Policy Updates, *All*
  - a. TCD Policy 2.5: ADA Reasonable Accommodation
6. 2022 Legislative Update, *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)*

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### Board Meeting

6:30pm – 7:30pm

- |                                                           |                      |
|-----------------------------------------------------------|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement   | 6:30 PM<br>5 minutes |
| 2. Agenda Review                                          | 6:35 PM<br>5 minutes |
| 3. Consent Agenda – <i>Action Item</i>                    | 6:40 PM<br>5 minutes |
| A. February 22, 2022 Board Work Session & Meeting Minutes |                      |

- B. March 2022 Financial Report
- C. 22-1216 RCO Authorization: Restoration Creekside Chehalis Confluence Project

**4. Public Comment** **6:45 PM**  
 \*Three minutes per person *10 minutes*

**5. Partner Reports (if present)** **6:55 PM**  
 A. Natural Resources Conservation Service (NRCS), *Robin Buckingham* *15 minutes*  
 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*

**6. Governance, All – Action Item** **7:10 PM**  
 A. Preliminary Report on 2022 TCD Elections *5 minutes*  
 B. April 26<sup>th</sup>, 2022 Work Session Topic List & Meeting Agenda Development

**7. Executive Session:** *To discuss potential litigation with legal counsel.* **7:15 PM**  
*5 minutes*

*RCW 42.30.110 (i) To discuss with legal counsel representing the agency litigation or potential litigation.*

**Adjourn** **7:20 PM**

**Informational Only Items:**  
 I. *Executive Director’s Report*

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## Important Dates

**April -**  
 26<sup>th</sup> Board Work Session & Meeting 5:30-7:30pm Virtual (Zoom)

**May-**  
 24<sup>th</sup> Board Work Session & Meeting 5:30-7:30pm Virtual (Zoom)

# Item

# 3

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



- A. February 22, 2022 Board Meeting and Work Session Minutes
- a. Proposed action: accept without amendment and approve.
  - b. Action taken:
  - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting
- B. March 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. 22-1216 Restoration Creekside Chehalis Confluence Project
- 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  
MARCH 22, 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

## Work Session Minutes

February 22, 2022

Virtual Zoom Meeting

Meeting Time: 5:30pm – 6:22pm

Originally scheduled: 5:30pm – 6:15pm



### Present at Meeting:

TJ Johnson, TCD Board Chair

Helen Wheatley, TCD Vice-Chair

Betsie DeWreede, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Leah Kellogg, TCD Staff

Yan Dong, TCD Staff

- 1 1. Topic List Review, *All*
- 2 2. 2022 Annual Work Plan Review
- 3 3. Minutes Review & Revision
- 4 a. January 25, 2022 Board Work Session & Meeting Minutes
- 5 4. Staff Presentation: Board Dashboard – Meeting Materials Overview, *Yan Dong, TCD*
- 6 *Accountant.*

7 Respectfully,

X

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TJ Johnson  
TCD Board of Supervisors Chair

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# Thurston Conservation District Board of Supervisors

## Regular Board Meeting Minutes

February 22, 2022



Virtual GoToMeeting

Meeting Time: 6:30pm – 7:32pm

Originally scheduled: 6:30pm – 7:30pm

### Present at Meeting:

TJ Johnson, TCD Board Chair

Helen Wheatley, TCD Vice-Chair

Betsie DeWreede, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Ben Cushman, TCD Legal Counsel

Sarah Moorehead, TCD Executive Director

Leah Kellogg, TCD Staff

### Summary of Action Items

- ACTION ITEM:** The Board and Staff will s **ACTION ITEM:** TCD Staff will compile a report containing the information collected from the focus groups, to be presented in the March Work Session.

### Summary of Motions Passed

- Supervisor DeWreede moved to adopt the revised Agenda. Supervisor Iyall seconded. Motion passed unanimously, (5-0).*
- Supervisor Iyall moved to approve the revised Consent Agenda. Supervisor DeWreede seconded. Motion passed, unanimously (5-0).*
- Supervisor DeWreede moved to approve the amended January 25, 2022 Work Session and Board Meeting Minutes. Supervisor Rushton seconded. Motion passed. (4-0). Supervisor Johnson abstained from voting.*
- Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed unanimously, (5-0).*

### Full Version of the Minutes

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#### Welcome & Introductions

At 6:30pm TCD Board Chair TJ Johnson called the February 22, 2022 Regular Board Meeting to order via the online forum, *Zoom*. TCD Board and Staff were introduced by the Board Chair. For each vote, TCD Board Chair Johnson called out Supervisors by name. He announced the meeting was being video recorded.

#### Agenda Review

- The remaining items from the February 22, 2022 Work Session Topic List were added under *Updates*, Item 6.
  - Conservation and Education Center Development
  - 2022 Legislative Update
  - Board of Supervisors Announcements
  - Executive Director Announcements
- A second Executive Session: *To discuss potential litigation with legal counsel*, was added as Item 10
- Item 3A, January 25, 2022 Board Meeting Minutes was removed from the Consent Agenda and moved to Item 4.

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

#### **Consent Agenda**

- February 2022 Financial Report
- 2022 TCD Annual Plan
- RCO Applicant Authorization Agreement: 22-1201 Restoration | Lower Eld Inlet Bulkhead Removal
- NACD Landowner Outreach & TA Sub-Agreement: WSU & TCD MOA
- WCCRI Sub-Agreement between EcoStudies Institute and TCD

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

#### **January 25, 2022 Board Work Session & Meeting Minutes**

***Supervisor DeWreede moved to approve the amended January 25, 2022 Work Session and Board Meeting Minutes. Supervisor Rushton seconded. Motion passed. (4-0). Supervisor Johnson abstained from voting.***

#### **Public Comment**

No members of the public gave comment.

#### **Partner Reports**

- A. Natural Resources Conservation Service (NRCS), *Robin Buckingham*
  - Robin Buckingham was not present; a written report was requested by the Board via email.
- B. Department of Ecology (DOE), *Alena Reynolds*
  - Alena Reynolds was not present, a written report was provided via email.
- C. Washington State Conservation Commission (WSCC) Update, *Jean Fike*

- Jean Fike was not present. No update was provided.
- D. Washington Association of Conservation Districts (WACD) Update, *Supervisor Rushton*
  - A written update was provided in the Board Packet.
- E. National Association of Conservation Districts (NACD) Update, *Supervisor Rushton*
  - A written update was provided in the Board Packet.
  - The NACD will work with the WACD and regional conservation districts to establish state-level priority issues in relation to lobbying the reauthorization of the USDA (United States Department of Agriculture) Farm Bill in 2023.

## **Updates**

- A. Conservation and Education Center (CEC) Development
  - TCD staff is meeting with focus groups to discuss the CEC. Staff will compile the information collected in a report that will be presented to the Board at the March 22, 2022 Work Session.
  - The report will help guide TCD and Beckwith Consulting with the next phase of the CEC plan.

**ACTION ITEM: TCD Staff will compile a report containing the information collected from the focus groups, to be presented in the March Work Session.**

- B. 2022 Legislative Update
  - Executive Director Moorehead has met with local Thurston County State Legislators to discuss the importance of TCD and legislative bills that concern conservation districts during the 2022 Washington State Session.
- C. Board of Supervisors Announcements
  - Supervisor Wheatley gave a Thurston Regional Planning Council (TRPC) update.
  - Supervisor Johnson gave a No Farmland Loss Committee update.
- D. Executive Director Announcements
  - Covid-19 update
    - The Washington State Mask Mandate is set to end on March 21, 2022.
    - Staff will draft changes to the Covid-19 Office Protocol once the mandate is lifted.

## **Governance**

- A. March 22, 2022 Work Session Topic List and Board Meeting Agenda Development
  - Work Session**
    - Topic List Review, *All*
    - Staff Presentation: Overview of Community Requests for TCD Service, *Karin Streliaff (Conservation Program Manager)*
    - Minutes Review & Revision, *All*
      - February 22, 2022 Board Work Session & Meeting Minutes



- 99 • Conservation and Education Center Development
- 100 ○ Discussion re: Report on Stakeholder Engagement
- 101 ○ Prioritization of CEC attributes for property RFP
- 102 • 2022 Legislative Update
- 103 • Covid-19 Health Update
- 104 • Important Updates & Announcements
- 105 ○ Board of Supervisors
- 106 ○ Executive Director
- 107 **Board Meeting Agenda**
- 108 • Greeting
- 109 • Agenda Review
- 110 • Consent Agenda – *Action Item*
- 111 ○ February 22, 2022 Board Work Session & Meeting Minutes
- 112 ○ March 2022 Financial Report
- 113 • Public Comment
- 114 • Partner Reports (*if present*)
- 115 ○ Natural Resources Conservation Service (NRCS), *Robin Buckingham*
- 116 ○ Washington State Department of Ecology (DOE), *Alena Reynolds*
- 117 ○ Washington State Conservation Commission (WSCC), *Jean Fike*
- 118 ○ Washington Association of Conservation Districts (WACD), *Doug Rushton*
- 119 ○ National Association of Conservation Districts (NACD), *Doug Rushton*
- 120 • Governance
- 121 ○ Report on 2022 TCD Elections
- 122 ○ Review of Conservation and Education Center Priorities
- 123 ○ April 2022 Work Session Topic List & Meeting Agenda Development
- 124 • Adjourn

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

126 In attendance: TCD Board Members and Executive Director Moorehead

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

129 Executive Session opened at 7:01pm to last no more than 5 minutes, and it concluded at  
 130 7:08pm.

131 **Executive Session Report Out:**

132 No action was taken.

133 **Executive Session:** *To discuss potential litigation with legal counsel.*

134 In attendance: TCD Board Members, TCD Legal Counsel Ben Cushman, and Executive Director  
135 Moorehead

136 ***RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to***  
137 ***agency enforcement actions, or to discuss with legal counsel representing the agency***  
138 ***litigation or potential litigation to which the agency, the governing body, or a member acting***  
139 ***in an official capacity is, or is likely to become, a party, when public knowledge regarding the***  
140 ***discussion is likely to result in an adverse legal or financial consequence to the agency.***

141  
142 Executive Session opened at 7:11pm to last no more than 15 minutes, and it concluded at  
143 7:30pm.

144 **Executive Session Report Out:**

145 No action was taken.

146  
147 ***Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed***  
148 ***unanimously, (5-0).***

149  
150 **Adjourn 7:32**  
Respectfully,

X

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TJ Johnson  
TCD Board of Supervisors Chair

151

## Thurston Conservation District

### March 2022 Financial Notes



#### Total (Restricted and Unrestricted) March Profit and Loss

1. You will notice a negative income in February for Plant Sale. The District processed a number of refunds for pre-sale orders in February. This amount will be off-set next month when we report the Plant Sale Festival income.
2. In February, the District recorded the highest monthly Soil Testing income (\$1,413) in a very long time. More than 34% over the average of TCD highest months for the past three years.

	Highest Month	Annual Average
2019	March at \$964	\$490
2020	March at \$888	\$158
2021	March at \$966	\$403

#### Profit & Loss Prev Year Comparison

3. As the pandemic lifts, staff have begun returning to professional development conferences and trainings. For an expenditure increase of 600% over last year at this time.

#### Unrestricted Budget

4. The expenses recorded for Repairs and Maintenance are for some much needed repairs on the TCD vehicles.

**Thurston Conservation District**  
**Profit & Loss**  
 January through February 2022

	Jan - Feb 22
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	2,952.50
3411140 · TCD Equipment Rentals	48.16
3431130 · Soil Testing	1,678.57
3431120 · Rental Income	65.94
Total 3431100 · Retail Sales	4,745.17
3611100 · Interest Income	34.32
3300000 · Grant Revenue	210,450.91
3685100 · Partner Fee for Service	971.65
3685201 · Rates and Charges	25,008.39
3670000 · Contributions Private	7,500.00
Total Income	248,710.44
Gross Profit	248,710.44
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	229,527.26
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	2,897.61
5314103 · Computer Services	3,160.00
5314100 · Professional Services	31,759.00
5355001 · Election Expense	426.88
5314400 · Advertising	110.54
5314117 · Soil Testing	388.80
5314104 · Janitorial Services	1,350.00
5314501 · Office Rent	8,736.00
5314700 · Utilities	1,451.19
5314503 · Equipment Leases	1,899.53
5314504 · Vehicle Leases	828.64
5314200 · Communications	1,784.72
5313102 · Photocopier Usage	49.41
5314505 · Software Licenses	247.12
5354800 · Repairs & Maintenance	1,937.32
5313101 · Office Supplies	793.80
5314202 · Postage & Shipping	414.97
5313401 · Plants for Resale	3,633.20
Project Expenses	1,572.52
5314902 · Organizational Dues & Licenses	1,030.00
5314302 · Staff - Conference & Training	350.00
5314300 · Staff - Travel	1,169.70
5314108 · Construction & Landscaping	53,061.84
5314110 · Bank Fees & Interest Charges	30.00
5314600 · Liability Insurance Premiums	4,136.66
66300 · Sales Tax Adjustments	37.74
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	765.24
5966402 · Computer Hardware	259.37
5966400 · Machinery and Tools	284.25
Total 5945360 · Capital Outlays	1,308.86
Total Expense	356,093.31
Net Ordinary Income	-107,382.87
Net Income	-107,382.87

# Thurston Conservation District

## Profit & Loss

### February 2022

	Feb 22
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	-477.60
3411140 · TCD Equipment Rentals	48.16
3431130 · Soil Testing	1,412.82
3431120 · Rental Income	65.94
Total 3431100 · Retail Sales	1,049.32
3611100 · Interest Income	16.46
3300000 · Grant Revenue	91,401.25
3685100 · Partner Fee for Service	40.49
3685201 · Rates and Charges	22,545.35
Total Income	115,052.87
Gross Profit	115,052.87
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	114,724.67
5314102 · Audit & Accounting	2,113.54
5314103 · Computer Services	2,394.00
5314100 · Professional Services	8,132.50
5314400 · Advertising	105.88
5314117 · Soil Testing	362.40
5314104 · Janitorial Services	600.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	528.07
5314503 · Equipment Leases	1,435.33
5314504 · Vehicle Leases	481.64
5314200 · Communications	897.36
5314505 · Software Licenses	213.22
5354800 · Repairs & Maintenance	1,886.60
5313101 · Office Supplies	547.95
5314202 · Postage & Shipping	397.29
5313401 · Plants for Resale	3,633.20
Project Expenses	1,385.82
5314302 · Staff - Conference & Training	350.00
5314300 · Staff - Travel	495.32
5314108 · Construction & Landscaping	32,093.89
5314110 · Bank Fees & Interest Charges	15.00
5314600 · Liability Insurance Premiums	2,068.33
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	600.93
5966402 · Computer Hardware	69.54
Total 5945360 · Capital Outlays	670.47
Total Expense	179,900.48
Net Ordinary Income	-64,847.61
Net Income	-64,847.61

**Thurston Conservation District**  
**Profit & Loss Prev Year Comparison**  
**January through February 2022**

	Jan - Feb 22	Jan - Feb 21	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3431100 · Retail Sales				
3431110 · Plant Sales	2,952.50	14,672.43	-11,719.93	-79.9%
3411140 · TCD Equipment Rentals	48.16	0.00	48.16	100.0%
3431130 · Soil Testing	1,678.57	544.49	1,134.08	208.3%
3431120 · Rental Income	65.94	131.88	-65.94	-50.0%
<b>Total 3431100 · Retail Sales</b>	<b>4,745.17</b>	<b>15,348.80</b>	<b>-10,603.63</b>	<b>-69.1%</b>
3611100 · Interest Income	34.32	23.50	10.82	46.0%
3300000 · Grant Revenue	210,450.91	185,412.95	25,037.96	13.5%
3685100 · Partner Fee for Service	971.65	0.00	971.65	100.0%
3685201 · Rates and Charges	25,008.39	20,242.48	4,765.91	23.5%
3670000 · Contributions Private	7,500.00	0.00	7,500.00	100.0%
<b>Total Income</b>	<b>248,710.44</b>	<b>221,027.73</b>	<b>27,682.71</b>	<b>12.5%</b>
<b>Gross Profit</b>	<b>248,710.44</b>	<b>221,027.73</b>	<b>27,682.71</b>	<b>12.5%</b>
<b>Expense</b>				
5966699 · Vehicle Allocation	0.00	0.00	0.00	0.0%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
5531010 · Salaries & Benefits	229,527.26	183,144.69	46,382.57	25.3%
5314101 · Legal Fees & Services	2,000.00	6,000.00	-4,000.00	-66.7%
5314102 · Audit & Accounting	2,897.61	515.06	2,382.55	462.6%
5314103 · Computer Services	3,160.00	3,778.00	-618.00	-16.4%
5314100 · Professional Services	31,759.00	1,215.43	30,543.57	2,513.0%
5355001 · Election Expense	426.88	0.00	426.88	100.0%
5314400 · Advertising	110.54	1.00	109.54	10,954.0%
5314117 · Soil Testing	388.80	333.20	55.60	16.7%
5314104 · Janitorial Services	1,350.00	1,383.00	-33.00	-2.4%
5314501 · Office Rent	8,736.00	8,736.00	0.00	0.0%
5314700 · Utilities	1,451.19	1,275.32	175.87	13.8%
5314503 · Equipment Leases	1,899.53	391.74	1,507.79	384.9%
5314504 · Vehicle Leases	828.64	753.25	75.39	10.0%
5314200 · Communications	1,784.72	1,674.04	110.68	6.6%
5313102 · Photocopier Usage	49.41	138.10	-88.69	-64.2%
5314505 · Software Licenses	247.12	159.14	87.98	55.3%
5354800 · Repairs & Maintenance	1,937.32	13.09	1,924.23	14,700.0%
5313101 · Office Supplies	793.80	865.67	-71.87	-8.3%
5314202 · Postage & Shipping	414.97	944.14	-529.17	-56.1%
5313401 · Plants for Resale	3,633.20	0.00	3,633.20	100.0%
Project Expenses	1,572.52	2,090.72	-518.20	-24.8%
5314902 · Organizational Dues & Licenses	1,030.00	1,100.15	-70.15	-6.4%
5314203 · Printing Services	0.00	1,108.77	-1,108.77	-100.0%
5314302 · Staff - Conference & Training	350.00	50.00	300.00	600.0%
5314300 · Staff - Travel	1,169.70	541.96	627.74	115.8%
5314108 · Construction & Landscaping	53,061.84	33,767.92	19,293.92	57.1%
5314109 · Cost Share	0.00	20,257.90	-20,257.90	-100.0%
5314110 · Bank Fees & Interest Charges	30.00	0.00	30.00	100.0%
5314600 · Liability Insurance Premiums	4,136.66	3,249.84	886.82	27.3%
5314111 · Late Fees & Penalties	0.00	62.36	-62.36	-100.0%
66300 · Sales Tax Adjustments	37.74	24.32	13.42	55.2%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furniture	765.24	53.56	711.68	1,328.8%
5966402 · Computer Hardware	259.37	2,194.86	-1,935.49	-88.2%
5966400 · Machinery and Tools	284.25	0.00	284.25	100.0%
<b>Total 5945360 · Capital Outlays</b>	<b>1,308.86</b>	<b>2,248.42</b>	<b>-939.56</b>	<b>-41.8%</b>
<b>Total Expense</b>	<b>356,093.31</b>	<b>275,823.23</b>	<b>80,270.08</b>	<b>29.1%</b>
<b>Net Ordinary Income</b>	<b>-107,382.87</b>	<b>-54,795.50</b>	<b>-52,587.37</b>	<b>-96.0%</b>
<b>Net Income</b>	<b>-107,382.87</b>	<b>-54,795.50</b>	<b>-52,587.37</b>	<b>-96.0%</b>

# Thurston Conservation District

## Balance Sheet

### As of February 28, 2022

	Feb 28, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
3081001 · Checking-7444 Timberland	84,645.80
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	167,683.54
3082003 · Saving-2410 Education Center	57,515.19
<b>Total 3088020 · Savings Accounts</b>	225,198.73
3088030 · Counter Cash	100.00
3088040 · PayPal Account	1,770.41
<b>Total Checking/Savings</b>	311,714.94
<b>Accounts Receivable</b>	168,214.88
<b>Other Current Assets</b>	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	12,878.02
3090506 · Security Deposit - Ferguson ST	3,835.00
<b>Total 3090500 Prepaid Accounts</b>	16,713.02
3092000 · 309.20.00 Cash on Hand	61,029.95
<b>Total Other Current Assets</b>	77,742.97
<b>Total Current Assets</b>	557,672.79
<b>TOTAL ASSETS</b>	<b>557,672.79</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	14,668.72
<b>Credit Cards</b>	3,259.84
<b>Other Current Liabilities</b>	
3861100 · Sales Tax Payable	426.93
3861000 · Payroll Liabilities	
3861008 · Union Dues	998.14
3861005 · PERS Deferral Payable	12,672.50
3861007 · State Unemployment Payable	2,853.14
3861009 · State L&I Payable	82.91
3861010 · WA - Family & Medical Leave	611.06
3861011 · Vacation & Sick Leave Payable	84,394.00
3861013 · WA State Cares Act	691.50
<b>Total 3861000 · Payroll Liabilities</b>	102,303.25
<b>Total Other Current Liabilities</b>	102,730.18
<b>Total Current Liabilities</b>	120,658.74
<b>Total Liabilities</b>	120,658.74
<b>Equity</b>	
3200000 Opening Bal Equity	287,545.21
3201000 Retained Earnings	256,851.71
Net Income	-107,382.87
<b>Total Equity</b>	437,014.05
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>557,672.79</b>

# 2022 Restricted Budgets vs Actuals



As of Feb 28, 2022

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2022 Budget	2022 Actual	2022 Remaining Budget	% of Total Time	% of Total Budget
1	<b>RCO</b>											
2	ESRP Shore Friendly	R035		07/01/21	06/30/23	340,458	231,519	173,265	27,995	145,269	33.29%	32.00%
3	ASRP Independence	R040	20-1905	05/15/20	04/01/22	93,600	7,263	20,351	13,088	7,263	95.34%	92.24%
4	ASRP Riverbend	R050	20-1908	05/15/20	04/01/22	86,000	9,136	14,575	5,439	9,136	95.34%	89.38%
5	SRFB Cozy Valley	R060	21-1089C	09/23/21	09/23/23	132,778	130,988	116,951	541	116,410	21.75%	1.35%
6	ESRP Zangle Cove	R070	20-1517R	07/01/21	12/31/23	110,072	107,354	32,144	604	31,540	26.59%	2.47%
7	<b>DOE</b>											
8	Deschutes	E100	WQC-2018-ThurCD-00174	07/01/19	04/30/22	244,401	183001	55,058	2,312	52,746	94.11%	25.12%
9	<b>Federal</b>											
10	Frogs on Farm Cost Share	US080		08/15/20	08/15/25	93,135	92,839	43,178	0	43,178	30.82%	0.32%
11	<b>WSCC</b>											
12	Livestock	W025	22-13-LT	07/01/21	06/30/23	20,000	15,326	10,000	176	9,824	33.29%	23.37%
13	Skookumchuck Planting	W030	20-13-ER	04/01/20	12/31/24	744,780	371,387	192,151	50,710	141,441	40.26%	50.13%
14	Chehalis Flood Plain	W050	22-13-FL	09/01/21	06/30/23	128,333	110,350	100,821	11,586	89,235	27.10%	14.01%
15	Chehalis Lead	W150	22-13-RIT	10/01/21	06/30/23	72,000	65,624	47,711	5,043	42,668	23.67%	8.86%
16	Shellfish Cost Share	W060	22-13-SH	07/01/21	06/30/23	190,450	173,706	177,853	4,147	173,706	33.29%	8.79%
17	CREP	W070	22-13-CE	07/01/21	06/30/23	20,399	14,065	10,490	437	10,053	33.29%	31.05%
18	NRI Cost Share TA	W080	22-13-NR	07/01/21	06/30/23	99,927	95,437	59,898	1,722	58,176	33.29%	4.49%
19	Post Natural Disaster TA	W086.2	22-13-IM	01/10/22	03/31/22	2,500	1,490	2,500	1,010	1,490	61.73%	40.39%
20	<b>Miscellaneous</b>											
21	Orca Recovery Day	M060		07/01/19	until spent	7,090	904	904	0	904	NA	87.24%
22	Western SARE - Grassland Grazing	M070	WSARE-R2GR	09/01/21	08/31/23	20,273	19,620	12,165	653	11,512	24.79%	3.22%
23	Sentinel Landscape Program (SLP)	M075		10/01/21	07/30/24	888,225	806,062	371,607	32,992	338,615	14.60%	9.25%
24	One Tree Planted	M085		09/03/21	until spent	15,804	14,190	14,643	453	14,190	NA	10.21%
25	WCRRRI Prairie Habitat Enhancement	M095		01/01/22	06/30/25	120,000	120,000	20,314	0	20,314	4.62%	0.00%
26	WFC Meyer	M100		10/01/20	02/15/22	3,600	26	140	113	26	102.58%	99.27%
27	<b>Thurston County</b>											
28	FY21-23 VSP	TC400		07/01/21	06/30/23	150,000	90,028	78,025	14,698	63,327	33.29%	39.98%





	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2022 Budget	2022 Actual	2022 Remaining Budget	% of Total Time	% of Total Budget
29	TC Riparian Streamside 1	TC510	06-21	07/01/21	08/31/22	52,285	28,451	42,271	13,820	28,451	56.91%	45.58%
30	TC Riparian Streamside 2	TC520	07-21	07/01/21	08/31/22	76,505	13,162	33,306	20,144	13,162	56.91%	82.80%
31	TC Riparian Streamside 3	TC530	08-21	07/01/21	08/31/22	49,964	38,760	39,218	458	38,760	56.91%	22.42%
32	NTAqua	TC700		07/01/19	09/30/22	196,000	101,959	109,021	7,062	101,959	81.99%	47.98%
33	<b>South Sound GREEN</b>											
34	FY 20-21 Interlocal	G019-SS		01/01/22	12/31/22	51,200	41,481	51,200	9,719	41,481	16.16%	18.98%
35	FY20-21 NOAA B-WET	G019.106		01/01/22	12/31/23	12,881	12,435	5,000	446	4,554	8.08%	3.46%
36	NFWF Five Star	G019.108		01/01/22	12/31/22	11,700	11,700	11,700	0	11,700	16.16%	0.00%
37	Dawkins 2021	G019.28		01/01/21	until spent	22,000	5,790	8,150	2,360	5,790	NA	73.68%
38	Dawkins 2022	G019.28		01/01/22	until spent	25,000	25,000	25,000	0	25,000	NA	0.00%
39	Community Foundation	G019.29		01/01/22	until spent	5,000	2,897	5,000	2,103	2,897	NA	42.06%
40	TCC	TCC		01/01/18	until spent	9,418	40		0	0	NA	99.57%
41	<b>Teens in Thurston Volunteer Program</b>									0		
42	WCS TNT	T070		01/01/22	until spent	500	500	500	0	500	NA	0.00%
43	Nisqually TNT 2021	G019.60		01/13/21	until spent	4,900	1,211	1,211	0	1,211	NA	75.28%
44	Nisqually TNT 2022	G019.60		01/19/22	until spent	4,000	4,000	4,000	0	4,000	NA	0.00%
45	<b>Envirothon Program</b>									0		
46	Chehalis Tribe Envirothon	T040		01/01/22	until spent	2,500	2,500	2,500	0	2,500	NA	0.00%
47	Nisqually Indian Tribe Envirothon	T040		01/01/22	until spent	5,000	5,000	5,000	0	5,000	NA	0.00%
48	<b>Partner Fee for Service</b>											
49	Engineer Cluster Agreement	P400		NA	NA	NA	NA	NA	972	NA	NA	NA

# 2022 Unrestricted Budget vs Actual



February 16.67%

Account Name	2022 Budget	2022 Actual	\$ Over Budget	% of Budget
<b>- Income</b>	<b>892,991</b>	<b>52,887</b>	<b>-840,103</b>	<b>5.9%</b>
- 3431100 · Retail Sales	55,200	4,779	-50,421	8.7%
+ Food Production and Consumption	1,900	48	-1,852	2.5%
+ Soil Conservation and Health	5,850	1,679	-4,171	28.7%
- Community Outreach and Education	46,500	2,953	-43,548	6.3%
3431110 · Plant Sales	46,500	2,953	-43,548	6.3%
TCD Swag Shop	0	0	0	
- Other Retail Income	950	100	-850	10.6%
3670000 · Contributions Private	0	0	0	
3431120 · Rental Income	800	66	-734	8.2%
3611100 · Interest Income	150	34	-116	22.9%
+ 3300000 · Grant Revenue	117,823	0	-117,823	0.0%
3685201 · Rates and Charges	554,668	25,008	-529,660	4.5%
+ Overhead	165,300	23,099	-142,200	14.0%
<b>Cash Surplus / 2021 Carry Overs</b>	<b>88,456</b>	<b>0</b>	<b>-88,456</b>	<b>0.0%</b>
<b>- Program Allocation</b>	<b>432,645</b>	<b>62,054</b>	<b>-370,591</b>	<b>14.3%</b>
+ Local Food Production and Consumption	16,500	771	-15,729	4.7%
+ Producer Support & Preservation and Expansion of Working Lands	22,300	1,635	-20,665	7.3%
+ Water Quality & Quantity and Protection & Restoration of Ecosystems	5,000	0	-5,000	0.0%
+ Soil Conservation and Health	46,600	9,622	-36,978	20.6%
- Community Outreach and Engagement	181,620	31,982	-149,638	17.6%
Conservation Education Center	61,920	9,163	-52,757	14.8%
District Communications	68,750	9,659	-59,091	14.0%
Plant Sale	41,750	7,990	-33,760	19.1%
Elections	9,200	5,170	-4,030	56.2%
- Adult and Youth Conservation Education	52,500	12,454	-40,046	23.7%
South Sound Green	46,300	9,666	-36,634	20.9%
Teens in Thurston Volunteer Program	4,200	1,451	-2,749	34.6%
Envirothon	2,000	1,336	-664	66.8%
- Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	108,125	5,591	-102,534	5.2%
Conservation TA	98,125	5,591	-92,534	5.7%
JEDI Work	10,000	0	-10,000	0.0%
<b>- Expense</b>	<b>473,802</b>	<b>76,913</b>	<b>-396,889</b>	<b>16.2%</b>
Administrative Salaries & Benefits	231,725	45,648	-186,077	19.7%
- Professional Services	63,036	8,058	-54,978	12.8%
5314101 · Legal Services	25,000	2,000	-23,000	8.0%
5314102 · Audit & Accounting	14,036	2,898	-11,138	20.6%
5314103 · Computer Services	19,000	3,160	-15,840	16.6%
5314100 · Professional Services	5,000	0	-5,000	0.0%

Account Name	2022 Budget	2022 Actual	\$ Over Budget	% of Budget
 Facility, Vehicles and Maintenance	129,000	16,448	-112,552	12.8%
5314104 · Janitorial Services	8,000	1,350	-6,650	16.9%
5314501 · Office Rent	50,000	8,216	-41,784	16.4%
5314700 · Utilities	8,000	1,428	-6,572	17.9%
5314503 · Equipment Leases	3,000	605	-2,395	20.2%
5314504 · Vehicle Leases	5,700	829	-4,871	14.5%
5966604 · Vehicle Purchase	30,000	0	-30,000	0.0%
5314200 · Communications	10,300	1,785	-8,515	17.3%
5313102 · Photocopier Usage	1,000	49	-951	4.9%
5354800 · Repairs & Maintenance	2,000	998	-1,002	49.9%
Computer Hardware Purchases	4,500	803	-3,697	17.8%
Computer Software	5,000	164	-4,836	3.3%
Equipment & Office Furniture	1,500	222	-1,278	14.8%
 Supplies	11,750	1,762	-9,988	15.0%
5313101 · Office Supplies	3,500	732	-2,768	20.9%
5314202 · Postage & Shipping	500	0	-500	0.0%
5314902 · Organizational Dues & Licenses	7,750	1,030	-6,720	13.3%
 Conferences, Training and Travel	10,971	861	-10,110	7.8%
5314302 · Staff Conference & Training Fees	1,971	0	-1,971	0.0%
Board Conference and Training Fees	2,500	0	-2,500	0.0%
5314300 · Staff Travel	4,000	861	-3,139	21.5%
Board Travel	2,500	0	-2,500	0.0%
 Insurance and Banking	27,320	4,137	-23,183	15.1%
5314110 · Bank Fees & Interest Charges	500	0	-500	0.0%
5314600 · Liability Insurance Premiums	26,320	4,137	-22,183	15.7%
5314111 · Late Fees & Penalties	500	0	-500	0.0%
 Savings	75,000	0	-75,000	0.0%
Net Income (Surplus or Deficit)	0	-86,080	-86,080	-

**Thurston Conservation District**  
**Payment Report**  
**February 2022**

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Check	EFT	2/1/2022	Delta Dental		5312012 · Dental Benefits	1,164.40
Credit Card	10437	2/1/2022	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	12.30
Credit Card	10436	2/1/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	108.83
Bill Pmt -Check	EFT	2/2/2022	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	60.84
Credit Card	10439	2/2/2022	Crains Office Supply	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	21.87
Credit Card	10038	2/2/2022	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	9.13
Credit Card	10441	2/3/2022	Salish Sea Conference c/o WWU Extended	RCO:R035 - ESRP Shore Friendly	5314302 · Staff - Conference & Training	100.00
Credit Card	10030	2/3/2022	Zoom	WSCC:W150 - Chehalis Lead	5314505 · Software Licenses	163.99
Credit Card	10040	2/3/2022	Office Depot	TCD Programs:T097 - Plant Sale	5314400 · Advertising	45.50
Bill Credit -Deposi	1322	2/4/2022	Ricoh	UNRESTRICTED:A010-Overhead		(131.28)
Credit Card	10041	2/4/2022	Amazon	Thurston County:TC400 - VSP	5313101 · Office Supplies	106.73
Check	EFT	2/7/2022	Regence - Health Care		5312011 · Medical Benefits	12,658.16
Credit Card	114124	2/7/2022	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	161.91
Credit Card	10450	2/7/2022	Advantage Lock & Key	Thurston County:TC510 - Riparian Streamside 1	5314107 · Project Supplies	3.01
Credit Card	10449	2/7/2022	Home Depot	Thurston County:TC520 - Riparian Streamside 2	5314108 · Construction & Landscaping	65.49
Credit Card	10445	2/7/2022	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	7.55
Credit Card	10444	2/7/2022	Tractor Supply	UNRESTRICTED:A010-Overhead	5313500 · Small Tools & Equipment	36.44
Credit Card	10443	2/7/2022	Amazon	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	15.69
Credit Card	10443	2/7/2022	Amazon	UNRESTRICTED:A010-Overhead	5966601 · Equipment & Office Furniture	57.22
Credit Card	10442	2/7/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	62.22
Check	EFT	2/8/2022	Wells Fargo			2,239.88
Bill Pmt -Check	21085	2/8/2022	All City Cleaning Services	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	750.00
Bill Pmt -Check	21086	2/8/2022	Anchor QEA	RCO:R050 - ASRP Riverbend	5314100 · Professional Services	323.20
Bill Pmt -Check	21087	2/8/2022	Blue Coast Engineering	RCO:R035 - ESRP Shore Friendly	5314100 · Professional Services	11,511.60
Bill Pmt -Check	21088	2/8/2022	Clark's Native Trees	Thurston County:TC510 - Riparian Streamside 1	5314108 · Construction & Landscaping	7,517.75
Bill Pmt -Check	21089	2/8/2022	Community Farmland Trust	TCD Programs:T099 - Food Processing and Tools Rentals	5314501 · Office Rent	260.00
Bill Pmt -Check	21090	2/8/2022	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	21091	2/8/2022	GRuB	TCD Programs:T030 - District Communications	5314107 · Project Supplies	30.00
Bill Pmt -Check	21092	2/8/2022	Minuteman Press	TCD Programs:T036 - Elections	5355001 · Election Expense	426.88
Bill Pmt -Check	21093	2/8/2022	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	34.95
Bill Pmt -Check	21094	2/8/2022	Natural Systems Design	RCO:R040 - ASRP Independence	5314100 · Professional Services	2,232.00
Bill Pmt -Check	21095	2/8/2022	Northwest Marketing Resources, Inc	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	155.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	21095	2/8/2022	Northwest Marketing Resources, Inc	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	315.10
Bill Pmt -Check	21096	2/8/2022	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	86.52
Bill Pmt -Check	21097	2/8/2022	Puget Sound Energy	UNRESTRICTED:A010-Overhead	5314701 · Electricity	111.78
Bill Pmt -Check	21097	2/8/2022	Puget Sound Energy	UNRESTRICTED:A010-Overhead	5314703 · Gas	241.55
Bill Pmt -Check	21098	2/8/2022	Qwg Applied Geology	RCO:R035 - ESRP Shore Friendly	5314100 · Professional Services	1,894.60
Bill Pmt -Check	21099	2/8/2022	Salix Solutions	Thurston County:TC510 - Riparian Streamside1	5314108 · Construction & Landscaping	426.66
Bill Pmt -Check	21100	2/8/2022	SNP Sound Native Plants	Thurston County:TC510 - Riparian Streamside 1	5314108 · Construction & Landscaping	393.12
Bill Pmt -Check	21101	2/8/2022	Terry's Automotive Group	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	50.72
Bill Pmt -Check	21102	2/8/2022	Thurston County Central Services	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	21103	2/8/2022	Thurston Regional Planning Council	UNRESTRICTED:A010-Overhead	5314902 · Organizational Dues & Licenses	1,000.00
Bill Pmt -Check	21104	2/8/2022	VSP - Vision Care	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	143.49
Bill Pmt -Check	21105	2/8/2022	WA St Auditor's Office	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	508.95
Bill Pmt -Check	21106	2/8/2022	WA St Dept of Veterans Affairs	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	6,028.83
Bill Pmt -Check	21106	2/8/2022	WA St Dept of Veterans Affairs	Thurston County:TC520 - Riparian Streamside 2	5314108 · Construction & Landscaping	8,440.37
Bill Pmt -Check	21107	2/8/2022	WACD	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	5,623.55
Bill Pmt -Check	21108	2/8/2022	White, Nora	MISC:M075 - Sentinel Landscape Program (SLP)	5314304 · Mileage	16.96
				Thurston County:TC400 - VSP	5314304 · Mileage	9.95
Bill Pmt -Check	21109	2/8/2022	Zeiglers Welding	MISC:M085 - One Tree Planted	5314108 · Construction & Landscaping	437.60
				Thurston County:TC510 - Riparian Streamside 1	5314108 · Construction & Landscaping	437.60
Credit Card	10042	2/8/2022	US Postal Service	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	174.00
Credit Card	10447	2/8/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	24.53
Credit Card	10446	2/8/2022	NewEgg	UNRESTRICTED:A010-Overhead	5966601 · Equipment & Office Furniture	543.71
Credit Card	10046	2/8/2022	Flinn Scientific Inc.	Depart of Ecology:E100 - ECY Deschutes (Quarterly)	5314107 · Project Supplies	19.98
Liability Check		2/9/2022	QuickBooks Payroll Service		Payroll	29,414.28
Liability Check	EFT	2/9/2022	Internal Revenue Service		3861004 · Federal Income Tax Payable	9,904.58
Liability Check	EFT	2/9/2022	WFSE Union Dues		3861008 · Union Dues	981.52
Liability Check	EFT	2/9/2022	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	14,484.88
Credit Card	10451	2/9/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	22.96
Credit Card	10047	2/9/2022	Wal Mart	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	41.20
Credit Card	10072	2/9/2022	MFASCO Health & Safety	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	103.97
Credit Card	2554122	2/10/2022	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	20.73
Credit Card	10453	2/10/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	99.00
Credit Card	10073	2/10/2022	MFASCO Health & Safety	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	10.80
Bill Pmt -Check	EFT	2/11/2022	Comcast	UNRESTRICTED:A010-Overhead	5314204 · Internet Services	139.85
					5314201 · Telephone	159.22

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card	10456	2/11/2022	Crains Office Supply	UNRESTRICTED:A120-Vehicles	5966402 · Computer Hardware	69.54
Check	EFT	2/14/2022	TPSC Benefits		5312011 · Medical Benefits	49.50
Credit Card	10053	2/14/2022	Facebook	TCD Programs:T097 - Plant Sale	5314400 · Advertising	60.38
Credit Card	10457	2/14/2022	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	11.08
Credit Card	10075	2/14/2022	MFASCO Health & Safety	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	6.90
Bill Pmt -Check	EFT	2/15/2022	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	235.33
Credit Card	10056	2/15/2022	Farm Fresh Market	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	17.27
Credit Card	10055	2/16/2022	Farm Fresh Market	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	17.27
Credit Card	10054	2/16/2022	Harbor Freight	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	268.94
Credit Card	10458	2/16/2022	US Postal Service	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	174.00
Credit Card	10460	2/17/2022	GCR Tires & Service	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	857.32
Check	EFT	2/18/2022	Timberland Bank	MISC:M085 - One Tree Planted	5314110 · Bank Fees & Interest Charges	15.00
Credit Card	10064	2/19/2022	Wagners European Bakery	TCD Programs:T070 - Teens in Thurston Volunteer Program	5314901 · Meeting & Event	14.91
Credit Card	10462	2/21/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	7.21
Bill Pmt -Check	21110	2/22/2022	A & L Western Agricultural Laboratories	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	26.40
Bill Pmt -Check	21111	2/22/2022	Antiquity Consulting	Thurston County:TC530 - Riparian Streamside 3	5314302 · Staff - Conference & Training	250.00
Bill Pmt -Check	21112	2/22/2022	Beckwith Consulting Group	TCD Programs:T021 - Conservation Education Center	5314100 · Professional Services	1,360.00
Bill Pmt -Check	21113	2/22/2022	Blue Coast Engineering	RCO:R035 - ESRP Shore Friendly	5314100 · Professional Services	6,772.50
Bill Pmt -Check	21114	2/22/2022	Bobs Cold Storage Solutions	WSCC:W030 - Skookumchuck	5314503 · Equipment Leases	1,200.00
Bill Pmt -Check	21115	2/22/2022	Brighton Park Grange	TCD Programs:T021 - Conservation Education Center	5314901 · Meeting & Event	450.00
Bill Pmt -Check	21116	2/22/2022	EMD Millipore	Depart of Ecology:E100 - ECY Deschutes (Quarterly)	5314107 · Project Supplies	300.50
				WSCC:W030 - Skookumchuck	5314304 · Mileage	28.08
Bill Pmt -Check	21117	2/22/2022	Emily Landrus	Thurston County:TC400 - VSP	5314304 · Mileage	24.57
				Thurston County:TC700 - NTAqua	5314304 · Mileage	23.40
Bill Pmt -Check	21118	2/22/2022	FP Mailing Solutions	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	133.87
Bill Pmt -Check	21119	2/22/2022	Goebel Septic Tank Service, Inc	WSCC:W030 - Skookumchuck	5314503 · Equipment Leases	95.00
Bill Pmt -Check	21120	2/22/2022	Grays Harbor Conservation District	RCO:R050 - ASRP Riverbend	5314100 · Professional Services	4,265.10
Bill Pmt -Check	21121	2/22/2022	Leah Kellogg	TCD Programs:T096 - Nutrient Spreader Rentals	5314304 · Mileage	51.52
				UNRESTRICTED:A120-Vehicles	5314304 · Mileage	26.88
				WSCC:W060 - Shellfish Cost Share	5314304 · Mileage	4.68
Bill Pmt -Check	21122	2/22/2022	Marguerite Abplanalp	MISC:M075 - Sentinel Landscape Program (SLP)	5314304 · Mileage	28.08
Bill Pmt -Check	21123	2/22/2022	Northwest Meadowsapes, LLC	TCD Programs:T097 - Plant Sale	5313401 · Plants for Resale	221.00
Bill Pmt -Check	21124	2/22/2022	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	220.61
				UNRESTRICTED:A010-Overhead	5314701 · Electricity	126.32
Bill Pmt -Check	21125	2/22/2022	Puget Sound Energy	UNRESTRICTED:A010-Overhead	5314703 · Gas	263.11

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
				UNRESTRICTED:A010-Overhead	5314701 · Electricity	97.67
Bill Pmt -Check	21126	2/22/2022	Regence - Life Insurance	UNRESTRICTED:A010-Overhead	5312017 · Life Insurance	58.10
Bill Pmt -Check	21127	2/22/2022	Terry's Automotive Group	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	949.44
Bill Pmt -Check	21128	2/22/2022	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	588.29
Bill Pmt -Check	21129	2/22/2022	VSP - Vision Care	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	143.49
Bill Pmt -Check	21130	2/22/2022	WA St Conservation Commission	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	481.64
Bill Pmt -Check	21131	2/22/2022	WA St Dept of Ecology	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	16,998.50
Bill Pmt -Check	21132	2/22/2022	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	2,394.00
Bill Pmt -Check	21133	2/22/2022	Yan Dong_V	UNRESTRICTED:A010-Overhead	5314304 · Mileage	19.89
Credit Card	10463	2/22/2022	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	7.28
Check	EFT	2/23/2022	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	253.57
Check	EFT	2/23/2022	TPSC Benefits	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	49.50
Credit Card	P1-6967	2/23/2022	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	109.98
Credit Card	10059	2/23/2022	Mecon's	TCD Programs:T021 - Conservation Education Center	5314901 · Meeting & Event	82.10
Credit Card	10063	2/23/2022	Wal Mart	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	59.19
Credit Card	10065	2/23/2022	Capital Industrial	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	7.84
Liability Check		2/24/2022	QuickBooks Payroll Service		Payroll	30,318.48
Credit Card	10062	2/24/2022	Mecon's	TCD Programs:T021 - Conservation Education Center	5314901 · Meeting & Event	3.29
Credit Card	10067	2/24/2022	Farm Fresh Market	TCD Programs:T021 - Conservation Education Center	5314901 · Meeting & Event	9.48
Credit Card	10464	2/25/2022	Featherman Equipment	TCD Programs:T099 - Food Processing and Tools Rentals	5354802 · Rental Equipment	43.40
Credit Card	10465	2/25/2022	Crains Office Supply	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	37.72
Credit Card	MC11531	2/27/2022	Mail Chimp	TCD Programs:T030 - District Communications	5314505 · Software Licenses	49.23
Bill Pmt		2/28/2022	Fourth Corner Nurseries	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	729.87
Liability Check	EFT	2/28/2022	Internal Revenue Service		3861004 · Federal Income Tax Payable	10,076.00
Liability Check	EFT	2/28/2022	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	1,234.66
Credit Card	10070	2/28/2022	Chevron	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	22.12
Credit Card	10466	2/28/2022	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	11.08



## BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b>		22-1216 RCO Authorization: Restoration Creekside Chehalis Confluence Project	
<b>Lead Staff:</b>	Sarah Moorehead	<b>Board Meeting Date:</b>	1-28-2021
<b>Goal of Presentation:</b>	<b>Decision</b> <input checked="" type="checkbox"/>	<b>Information</b> <input type="checkbox"/>	<b>Feedback</b> <input type="checkbox"/>
<b>Description/Background:</b>	<i>Please provide a description or background of the project.</i>		
RCO authorization to submit for matching grant funds for a riparian restoration and aquatic barrier improvement project. This project consists of riparian plantings and two barrier improvements on several private properties at the lower end of Scatter Creek and on small tributaries that drain directly to the Chehalis river.			
<b>Pros:</b> Meets strategic plan goals for salmon recovery and riparian restoration. This also supports continuation of TCD's VCC crew!		<b>Cons:</b> None at this time.	
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>			
The final proposal is still in development and is anticipated to be around \$200,000.			
<b>Recommended Action:</b>	<i>What decision do you recommend the board make?</i>		
Staff recommends approval of the 22-1216 RCO Authorization: Restoration Creekside Chehalis Confluence Project at the March 22, 2022 Board Meeting.			
<b>Legal Review:</b>	<b>Yes</b> <input checked="" type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>N/A</b> <input type="checkbox"/>
<b>Supporting Documents:</b> <i>Please list below <b>and</b> attach supporting documents (contracts, maps, agreements, draft resolution or other documents to be sent to the board that will require signature.</i>			
A. 22-1216 RCO Authorization: Restoration Creekside Chehalis Confluence Project			







## Applicant Resolution/Authorization

Organization Name (sponsor) \_\_\_\_\_

Resolution No. or Document Name \_\_\_\_\_

Project(s) Number(s), and Name(s) \_\_\_\_\_

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

On File at: \_\_\_\_\_

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:  
(Local Governments and Nonprofit Organizations Only):

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Washington State Attorney General's Office

Approved as to form Brian Toller 2/13/2020  
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.

# Item

# 5

NACD and WACD Update for March 22, 2022  
Thurston Conservation District Work Session and Board Meeting

## NACD

**NACD 2022 Fly-in** is scheduled for March 22, 2022. Some meetings are likely to occur at dates other than on March 22. Commission staff, NRCS and WACD are having coordination meetings to ascertain subject matter, timing, who says what, etc. NACD issue papers which lay out NACD priorities are <https://www.nacdnet.org/general-resources/issue-papers/>. The link has previous papers, should you wish to compare. There may be a fifth issue paper developed on the National Watershed Coalition.

NACD 2022 Summer Conservation Forum and Tour will be held July 16-19, 2022 in San Juan, Puerto Rico. <https://www.nacdnet.org/news-and-events/summer-meeting/>  
NACD Pacific Region meeting will be held September 8 – 11, 2022 in Maui. More information to follow.

Chris Young is the new NACD Director of Government Affairs. ([chris-young@nacdn.net](mailto:chris-young@nacdn.net)). <https://www.nacdnet.org/nacd-staff/>



Chris Young

Director of Government Affairs |  
Washington, D.C.

### Miscellaneous

NACD president Crowder will announce a Farm Bill task force in the near future. The task force will determine what our NACD Farm Bill priorities are.

## WACD

WACD board meeting on March 21, 2022 – Topics include: IRS update, Plant Materials Center update, WACD committees (Investments and sustainable funding), future board meetings (schedule and format), NACD fly-in update. Board meeting information [here](#).

State Supplemental budget provided more-than-expected dollars for voluntary programs. <https://hub.wadistricts.org/2022/03/success-in-the-final-supplemental-budget/>

Subscribe to WACD executive director Tom Salzer's "5 Things" newsletter. It normally comes out on Thursdays. <https://hub.wadistricts.org> and <https://hub.wadistricts.org/resources/newsletters/weekly/>

# Item

# 6



# Thurston Conservation District Board of Supervisors

## Work Session Topic List & Board Meeting Agenda

April 26<sup>th</sup>, 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

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### Work Session Topic List

5:30pm – 6:15pm

1. Topic List Review, *All*
2. Staff Presentation: TBD
3. Minutes Review & Revision, *All*
  - a. March 22, 2022 Board Work Session & Meeting Minutes
4. Conservation and Education Center Development, *All*
5. Covid-19 Health Update, *Sarah Moorehead (Executive Director)*
6. Important Updates & Announcements
  - a. Board of Supervisors, *All*
  - b. Executive Director, *Sarah Moorehead (Executive Director)*

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### Board Meeting

6:30pm – 7:30pm

- |                                                                                                                                                                                          |                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement                                                                                                                                  | 6:30 PM<br>5 minutes  |
| 2. Agenda Review                                                                                                                                                                         | 6:35 PM<br>5 minutes  |
| 3. Consent Agenda – <i>Action Item</i> <ol style="list-style-type: none"><li>A. March 22, 2022 Board Work Session &amp; Meeting Minutes</li><li>B. April 2022 Financial Report</li></ol> | 6:40 PM<br>5 minutes  |
| 4. Public Comment<br>*Three minutes per person                                                                                                                                           | 6:45 PM<br>10 minutes |
| 5. Partner Reports ( <i>if present</i> ) <ol style="list-style-type: none"><li>A. Natural Resources Conservation Service (NRCS), <i>Robin Buckingham</i></li></ol>                       | 6:55 PM<br>15 minutes |

- 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*

**6. Governance, All – Action Item**

**7:10 PM**

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

*5 minutes*

**Adjourn**

**7:15 PM**

***Informational Only Items:***

- I. Executive Director's Report*

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**Important Dates**

**May 2022-**

24<sup>th</sup> Board Work Session & Meeting 5:30-7:30pm

Virtual (Zoom)

**June 2022 -**

27<sup>th</sup> Board Work Session & Meeting 5:30-7:30pm

Virtual (Zoom)





# Executive Director's Report

Sarah Moorehead (*Executive Director*)

March 22<sup>nd</sup>, 2022

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## **Priority Initiative Updates**

### **Conservation and Education Center – Community Focus Groups**

TCD staff completed a series of five focus groups, engaging populations of our community such as: agricultural producers, homesteaders, ecologists, partner organizations, elected officials, teachers and community educators. We are grateful for the investment of those who were able to participate in this early stage of our feasibility study and the interest this is generating in the development of a Conservation and Education Center.

TCD Staff are working to compile a report for the TCD Board to review and discuss at the March 22, 2022 work session.

Discussion at the March 22, 2022 work session will focus on reflections and dialogue on the community-derived focus groups report, a conversation around priorities for TCD, and how to begin prioritizing elements of a Conservation and Education Center to inform a property request for proposals to be conducted by consultants.

### **Sustainable Farms & Fields – In the Works!**

TCD is working with the Washington State Conservation Commission to propose climate smart practices and programs through the newly funded Sustainable Farms and Fields Program. In addition to TCD's enhanced Soil Health Program, expansion of TCD's Equipment Rental Program, new program concepts are included to meet the community's natural resource needs and further TCD's strategic plan. A highlight of these include: a Hedgerow Cost Share Program focused on field borders and upland areas for carbon sequestration and pollinator habitat, a Climate Smart Forage Program to promote local production of high quality, climate adapted forage species to reduce carbon emissions of imported hay, and Cover Crop Education and Cost Share to help educate producers about the benefits of cover cropping to soil health! Other climate smart education and projects are incorporated, including an electric tractor!

### **2022 Online Forest Owners Winter School**

This online video course hosted by the Washington State University Extension Forestry program offers forest landowners in-depth learning opportunities on everything from wetlands management to portable saw mills, disease identification and management to production of special forest products. It includes sessions on technical and financial resources available forest landowners and links to partner organizations. This is a great one-stop shop for in-depth forestry education!

2022 Online Forest Owners Winter School:

<https://www.youtube.com/playlist?list=PL4yRGwZ00-irv8NHXLyfnC46X8pB-I5Ue>

## **District Operations**

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

- 1. TCD Staff will compile a report containing the information collected from the focus groups, to be presented in the March Work Session.**

*In progress. This item will be discussed during the March 2022 Board Work Session.*

### **2022 TCD Election**

As of March 15<sup>th</sup>, TCD's 2022 Election has come to a close. The final ballot count will be completed on March 25<sup>th</sup>, 2022. A preliminary report will be provided to the TCD Board at the March 2022 Board Meeting.

### **Additional Natural Resources Investment Funds Received!**

TCD received an additional \$21,261 to support a bulkhead removal project on the Puget Sound Shoreline! These dollars were added to our existing 2021-2023 biennium funding award to further support the total cost of this multi-phase project.

### **2019-2021 Accountability Audit**

TCD's routine accountability audit nears completion. TCD staff have provided all information and the State Auditor's Office staff is in the process of finalizing their report. An exit conference and final report will be available in the coming weeks.

### **Reflection on Workload Efficiencies**

As the first quarter of 2022 draws to a close, it is great news to report that the restructuring of the TCD board work session and monthly business meeting has resulted in increased efficiencies for staff workload and processes. This has allowed for time to complete Board action items, develop more informative reports and presentations, and focus on strategic plan priorities!

### **Monthly Staff Reports**

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