



Thurston Conservation District Board of Supervisors

Work Session Topic List & Board Meeting Agenda

May 24th, 2022, 5:30 pm -7:30 pm

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

5:30 pm – 6:15 pm

1. Topic List Review, *All*
2. Staff Presentation: American Farmland Trust – Land Equity & Access, *Nora Carman-White (Communication and Education Manager)*
3. Minutes Review & Revision, *All*
 - a. April 26, 2022, Board Work Session & Meeting Minutes
4. Conservation and Education Center Development, *All*
5. WSCC 2023-2025 Budget Survey, *All*
6. Climate Friendly Banking Options, *Susan Shelton (Finance and Administration Manager)*
7. TCD Policy 1.2.1: Board Member Remote Attendance, *Sarah Moorehead (Executive Director)*
8. Covid-19 Health Update, *Sarah Moorehead (Executive Director)*
9. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:30 pm

- | | |
|---|----------------------|
| 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 |
| <ol style="list-style-type: none">A. April 26, 2022, Board Work Session & Meeting MinutesB. May 2022 Financial ReportC. WSCC Addendum: Food Systems Support | |

- | | |
|---|--|
| <p>4. Public Comment</p> <p>*Three minutes per person</p> | <p>6:45 PM</p> <p><i>10 minutes</i></p> |
| <p>5. Partner Reports <i>(if present)</i></p> <p>A. Natural Resources Conservation Service (NRCS),</p> <p>B. Washington State Department of Ecology, <i>Alena Reynolds</i></p> <p>C. Washington State Conservation Commission (WSCC), <i>Jean Fike</i></p> <p>D. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i></p> <p>E. National Association of Conservation Districts (NACD), <i>Doug Rushton</i></p> | <p>6:55 PM</p> <p><i>15 minutes</i></p> |
| <p>6. Governance, Action Item</p> <p>A. TCD Board – appointment, election results, and Officer Elections</p> <p>B. TCD Board Representation on Community Groups/Councils</p> <p>C. June 2022 Work Session Topic List & Meeting Agenda Development</p> | <p>7:10 PM</p> <p><i>10 minutes</i></p> |
| <p>Adjourn</p> | <p>7:20 PM</p> |
- Informational Only Items:**
- I. *Executive Director's Report*

Important Dates

June 2022-

15-18 th WADE Conference	Leavenworth, WA
28 th Board Work Session & Meeting 5:30 -7:30 pm	Virtual (Zoom)

July 2022 -

4 th July Fourth Holiday TCD Office is Closed	TCD Office
26 th Board Work Session & Meeting 5:30 -7:30 pm	Virtual (Zoom)

Item

3

Thurston Conservation District Consent Agenda Decision Sheet May 24, 2022 Board Meeting



-
- A. April 26, 2022 Board Meeting and Work Session Minutes
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
 - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- B. May 2022 Financial Report
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
 - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- C. WSCC Addendum: Food Systems Support
- d. Proposed action: accept without amendment and approve.
 - e. Action was taken:
 - f. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON MAY 24, 2022, AND EFFECTIVE IMMEDIATELY
SIGNED:

TJ Johnson, Board Chair

Helen Wheatley, Vice-Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

Betsie DeWreede, Board Member

ATTEST:

Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Work Session Minutes

April 26, 2022

Virtual Zoom

Meeting Time: 5:30 pm – 6:23 pm

Originally Scheduled: 5:30 pm – 6:20 pm



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

Margaret Kreder, Puget Sound Stewardship
Foresters

Mark Mead, Puget Sound Stewardship
Foresters

1. Topic List Review, All

2. Staff Presentation: Fostering our Forests in Thurston County, Margaret Kreder & Mark Mead, Stewardship Foresters

3. Minutes Review & Revision, All

- a. March 22, 2022 Board Work Session & Meeting Minutes

4. Review Conservation and Education Center RFP, All

5. Policy Updates:

- a. TCD Policy 2.5: ADA Reasonable Accommodation
- b. TCD Policy 3.1.2: District Internship

6. Covid-19 Health Update, Sarah Moorehead

7. Important Updates & Announcements

- a. Board of Supervisors, All
- b. Executive Director, Sarah Moorehead

Respectfully,

X

TJ Johnson

TCD Board of Supervisors Chair

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

April 26, 2022

Virtual Zoom

Meeting Time: 6:30 pm – 7:15 pm

Originally Scheduled: 6:30 pm – 7:25 pm



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

Alena Reynolds, Department of Ecology (DOE)

Jean Fike, Washington State Conservation

Commission (WSCC)

Summary of Action Items

- **ACTION ITEM:** Staff will add the WSCC's Conservation Districts 2023 Legislative Session Priorities Survey for discussion at the May 24, 2022 Work Session.
- **ACTION ITEM:** The Board has requested staff to research climate-friendly banking options, to be discussed at the May 24, 2022 Work Session.

Summary of Motions Passed

- *Supervisor DeWreede moved to adopt the revised Agenda. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).*
- *Supervisor DeWreede moved to approve the Consent Agenda, with a correction to the March 22, 2022 Board Work Session and Meeting Minutes and a minor language change to the TCD Policy 2.5: ADA Reasonable Accommodation. Supervisor Rushton seconded. Motion passed, unanimously (5-0).*
- *Supervisor Rushton moved to Ratify the TCD Resolution # 2022-02 Authorizing Use of Cash Operating Reserve Fund. 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 6:30 pm, TCD Board Chair TJ Johnson called April 26, 2022 Regular Board Meeting to order via Zoom online forum. 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

- Two Items were added to the Agenda under Item 6-Governance:
 - 6.B – Climate Banking Options
 - 6.C – 2019-2020 Accountability Audit

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

Consent Agenda

- March 22, 2022 Board Work Session & Meeting Minutes
- April 2022 Financial Report
- WSCC Addendum: ASRP Regional Implementation Team
- Partners for Fish and Wildlife Program: Restoring South Sound Prairies
- TCD Policy 2.5: ADA Reasonable Accommodation
- TCD Policy 3.1.2: District Internships

Supervisor DeWreede moved to approve the Consent Agenda, with a correction to the March 22, 2022 Board Work Session and Meeting Minutes and a minor language change to the TCD Policy 2.5: ADA Reasonable Accommodation. Supervisor Rushton seconded. Motion passed, unanimously (5-0).

Public Comment

No members of the public gave comments.

Partner Reports

- A. Natural Resources Conservation Service (NRCS) Update
 - No Report or update was provided.
- B. Department of Ecology (DOE) Update, Alena Reynolds
 - Alena Reynolds was present; she provided an update.
- C. Washington State Conservation Commission (WSCC) Update, Jean Fike
 - Jean Fike was present; she provided an update.

ACTION ITEM: Staff will add the WSCC's Conservation Districts 2023 Legislative Session Priorities Survey for discussion at the May 24, 2022 Work Session.

- D. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor and WACD Board Member Rushton
 - A written update was provided in the Board Packet.
 - WACD will no longer host Board Members' email address domains. TCD staff and the WACD are planning to transfer Supervisor's current email information to the new TCD hosted domain.
- E. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD Board Member Rushton

- A written update was provided in the Board Packet.

Governance

A. Ratifying TCD Resolution # 2022-02 Authorizing Use of Cash Operating Reserve Fund

- The April 7, 2022 Special Board Meeting website announcement had an error and was not in compliance with the Open Public Meeting Act (OPMA). All actions taken at the Special Meeting were not valid including the *TCD Resolution # 2022-02 Authorizing Use of Cash Operating Reserve Fund*.

Supervisor Rushton moved to ratify the TCD Resolution # 2022-02 Authorizing Use of Cash Operating. Supervisor Iyall seconded. Motion passed unanimously, (5-0).

B. Climate Friendly Banking Options

ACTION ITEM: The Board has requested staff to research climate-friendly banking options, to be discussed at the May 24, 2022 Work Session.

C. 2019-2020 Accountability Audit

- Washington State Auditor's Office has completed TCD's 2019-2020 audit. It was well-received by the auditors, stating "TCD has robust policies and secure processes to ensure accountability of public funding". The next audit will take place in the fall of 2023.

D. WADE Conference – June 13 -15, 2022

- Washington Association of District Employees (WADE) Training Conference will be held in Leavenworth, WA on June 13-15, 2022. TCD Staff and Supervisors are encouraged to register and attend.

E. NACD Summer Meeting

- NACD Summer Meeting will take place July 15-18, 2022, in Puerto Rico. Supervisor Rushton will be in attendance.

F. May 2022 Work Session Topic List & Meeting Agenda Development.

Work Session

- Topic List Review
- Staff Presentation: American Farmland Trust – Land Equity & Access, Nora Carman-White
- Minutes Review & Revision
 - April 26, 2022 Board Work Session & Meeting Minutes
- Conservation and Education Center Development
- WSCC 2023-2025 Budget Survey
- Climate Friendly Banking Options, Susan Shelton
- Covid-19 Health Update, Sarah Moorehead
- Important Updates & Announcements

- 109 ○ Board of Supervisors
- 110 ○ Executive Director

111 **Board Meeting Agenda**

- 112 • Agenda Review
- 113 • Consent Agenda
 - 114 ○ April 26, 2022 Board Work Session & Meeting Minutes
 - 115 ○ May 2022 Financial Report
- 116 • Public Comment
- 117 • Partner Reports (if present)
 - 118 ○ Natural Resources Conservation Service
 - 119 ○ Washington State Department of Ecology
 - 120 ○ Washington State Conservation Commission
 - 121 ○ Washington Association of Conservation Districts
 - 122 ○ National Association of Conservation Districts
- 123 • Governance
 - 124 ○ TCD Board Officer Elections
 - 125 ○ TCD Board Representation on Community Groups/Councils
 - 126 ○ June 2022 Work Session Topic List & Meeting Agenda Development

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

128 In attendance: TCD Board Members, TCD Legal Counsel Ben Cushman, and Executive Director
129 Moorehead

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

135 Executive Session opened at 7:05 pm, to last no more than 10 minutes, and concluded at 7:12
136 pm.

137 **Executive Session Report Out:**

138 No action was taken.

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

141 **Adjourn 7:15 pm**

142 Respectfully,

X

TJ Johnson
TCD Board Chair

143

Thurston Conservation District May 2022 Financial Notes



The WA State Auditor's 2021 Annual Report was submitted on May 16 – two weeks early. This is a huge and complicated report that all WA State agencies must file with the Office of the Washington State Auditor each year. This was Yan's first time completing the report. Not only did she do a great job calculating all of the figures and pulling together all of the documents, but she reorganized the District's Chart of Accounts to match the WA State Budgeting, Accounting and Reporting System (BARS). This work was long overdue and will make it easier to file future reports. Thank you, Yan!

Total (Restricted and Unrestricted) Year-to-Date (YTD) and April Profit and Loss

1. You'll notice that the 3 Profit & Loss Reports look a bit different this month – especially the income section of the report. This is due to the changes to the District's Chart of Accounts to align with the WA State BARS.

Essentially, the income categories are all the same as they were in the old format; they are just organized a bit differently. The one main difference might be in the *Nongovernmental Contributions* section. *Private Contributions* are non-governmental funds with no specific spending or reporting requirements. *Non-Governmental Grants* are funds from private organizations with special program, spending, and reporting requirements.

2. In April, we reported the 1st big Rates & Charges payment for 2022 - \$220,263. This means that we are reporting a Year-to-Date net income of \$66,818.13.

Profit & Loss Prev Year Comparison

3. As reported previously, the large increase in *Private Contributions* is a result of finding and tapping into "[One-Tree Planted](#)" funds that reimburse individuals and organizations \$1 for every tree planted.
4. The increase in *Equipment Leases* is due to leasing on-site project equipment for the landscaping crews like – refrigerated cold-storage trailers for plants and porta-potties for people. These expenses are grant-funded.
5. The *Staff – Conference & Training* account is showing an increase over last year because staff have been able to participate in more conferences as the pandemic recedes and because a number of staff have registered to participate in WADE this year. Many of the WADE registrations are being covered by grant funds.

Balance Sheet

6. You'll notice that the Reserve Fund Savings account balance is lower than last month. This is because of the loan made to the Checking account on April 7 to cover cash flow until the Rates & Charges payment came in. You will see the repayment of that loan on May 10 in next month's Balance Sheet.

Unrestricted Budget

7. The higher rate of spending for the *Computer Software* account (89.9%) is because many of the District's annual software subscription payments were made in March and April – Zoom (\$1,081.89), DocuSign (\$656.40) and SmartSheet (\$3,525.97). Now that the subscriptions are paid, the rate of spending should

Thurston Conservation District May 2022 Financial Notes



slow.

However, in May, District staff were required to migrate from Microsoft Office 10 to Microsoft 365, which is a monthly paid subscription. This expense was not included in the 2022 Unrestricted Budget so we will need to revisit the *Computer Software* account budget as part of the Mid-Year Budget Revision process.

8. The higher rate of spending for *Postage & Shipping* is due to the record number of soil testing requests – which seem to be slowing for the summer.

Thurston Conservation District

Profit & Loss

January through April 2022

05/12/22

Accrual Basis

	Jan - Apr 22
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451150 · Partner Fee for Service	1,510.84
3451140 · Plant Sales	15,099.22
3451120 · Nutrient Spreader Rentals	87.31
3451130 · Poultry Equipment & Tool Rentals	74.37
3451110 · Soil Testing	3,332.06
Total 3451100 · Soil/Water Conservation Service	20,103.80
Total 3400000 · Charges for Goods and Services	20,103.80
3300000 · Grant Revenues	442,881.96
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	274,282.22
3670000 · Nongovernmental Contributions	
3671200 · Private Contributions	24,778.56
3671100 · Non-Governmental Grants	15,573.20
Total 3670000 · Nongovernmental Contributions	40,351.76
3610000 · Interest and Other Earnings	65.94
3620000 · Rents and Leases	263.76
3600000 · Miscellaneous Revenues - Other	1,631.13
Total 3600000 · Miscellaneous Revenues	316,594.81
Total Income	779,580.57
Gross Profit	779,580.57
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	469,295.38
5314101 · Legal Fees & Services	4,000.00
5314102 · Audit & Accounting	6,202.45
5314103 · Computer Services	5,993.00
5314100 · Professional Services	42,450.21
5314119 · Cultrual Resources	5,959.00
5314400 · Advertising	707.30
5314117 · Soil Testing	1,395.45
5314104 · Janitorial Services	2,550.00
5314501 · Office Rent	17,472.00
5314700 · Utilities	2,664.55
5314503 · Equipment Leases	4,088.76
5314504 · Vehicle Leases	1,760.08
5314200 · Communications	3,743.68
5313102 · Photocopier Usage	228.87
5314505 · Software Licenses	5,546.57
5354800 · Repairs & Maintenance	2,908.35
5313101 · Office Supplies	1,281.52
5314202 · Postage & Shipping	800.81
5314203 · Printing Services	426.88
5313401 · Plants for Resale	14,503.40
Project Expenses	9,138.14
5314902 · Organizational Dues & Licenses	1,412.81
5314302 · Staff - Conference & Training	2,901.50
5314300 · Staff - Travel	2,292.52

5:22 PM

05/12/22

Accrual Basis

Thurston Conservation District
Profit & Loss
January through April 2022

	<u>Jan - Apr 22</u>
5314108 · Construction & Landscaping	82,458.52
5314110 · Bank Fees & Interest Charges	30.00
5314600 · Liability Insurance Premiums	8,423.32
66300 · Sales Tax Adjustments	23.25
5945360 · Capital Outlays	
5945363 · Equipment & Office Furniture	221.53
5945364 · Computer Hardware	2,854.27
5945365 · Machinery and Tools	360.57
5945366 · Vehicle Purchases	8,667.75
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Total 5945360 · Capital Outlays	12,104.12
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Total Expense	712,762.44
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Net Ordinary Income	66,818.13
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Net Income	66,818.13
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Thurston Conservation District

05/12/22

Profit & Loss

Accrual Basis

April 2022

	Apr 22
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451150 · Partner Fee for Service	336.76
3451120 · Nutrient Spreader Rentals	87.31
3451130 · Poultry Equipment & Tool Rentals	9.14
3451110 · Soil Testing	210.79
Total 3451100 · Soil/Water Conservation Service	644.00
Total 3400000 · Charges for Goods and Services	644.00
3300000 · Grant Revenues	64,594.70
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	220,263.31
3670000 · Nongovernmental Contributions	191.88
3610000 · Interest and Other Earnings	14.05
3620000 · Rents and Leases	131.88
Total 3600000 · Miscellaneous Revenues	220,601.12
Total Income	285,839.82
Gross Profit	285,839.82
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	113,877.09
5314102 · Audit & Accounting	1,851.22
5314103 · Computer Services	1,352.00
5314100 · Professional Services	6,745.95
5314400 · Advertising	561.80
5314117 · Soil Testing	692.25
5314104 · Janitorial Services	600.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	516.02
5314503 · Equipment Leases	558.90
5314504 · Vehicle Leases	478.60
5314200 · Communications	959.08
5313102 · Photocopier Usage	179.46
5314505 · Software Licenses	4,182.37
5354800 · Repairs & Maintenance	246.68
5313101 · Office Supplies	97.75
5314202 · Postage & Shipping	24.77
Project Expenses	2,942.42
5314902 · Organizational Dues & Licenses	344.31
5314302 · Staff - Conference & Training	2,551.50
5314300 · Staff - Travel	474.05
5314108 · Construction & Landscaping	909.36
5314600 · Liability Insurance Premiums	2,218.33
5945360 · Capital Outlays	
5945364 · Computer Hardware	29.53
Total 5945360 · Capital Outlays	29.53
Total Expense	146,761.44
Net Ordinary Income	139,078.38
Net Income	139,078.38

12:50 PM

05/16/22

Accrual Basis

Thurston Conservation District Profit & Loss Prev Year Comparison

January through April 2022

	Jan - Apr 22	Jan - Apr 21	\$ Change	%Change
Ordinary Income/Expense				
Income				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451150 · Partner Fee for Service	1,510.84	225.48	1,285.36	570.1%
3451140 · Plant Sales	15,099.22	14,672.43	426.79	2.9%
3451120 · Nutrient Spreader Rentals	87.31	0.00	87.31	100.0%
3451130 · Poultry Equipment & Tool Rentals	74.37	361.14	-286.77	-79.4%
3451110 · Soil Testing	3,332.06	2,251.16	1,080.90	48.0%
Total 3451100 · Soil/Water Conservation Service	20,103.80	17,510.21	2,593.59	14.8%
Total 3400000 · Charges for Goods and Services	20,103.80	17,510.21	2,593.59	14.8%
3300000 · Grant Revenues	443,178.27	350,873.96	92,304.31	26.3%
3600000 · Miscellaneous Revenues				
3685000 · Special Assessments - Service	274,282.22	288,672.04	-14,389.82	-5.0%
3670000 · Nongovernmental Contributions				
3671200 · Private Contributions	24,778.56	0.00	24,778.56	100.0%
3671100 · Non-Governmental Grants	15,573.20	2,058.68	13,514.52	656.5%
Total 3670000 · Nongovernmental Contributions	40,351.76	2,058.68	38,293.08	1,860.1%
3610000 · Interest and Other Earnings	65.94	48.33	17.61	36.4%
3620000 · Rents and Leases	263.76	356.70	-92.94	-26.1%
3600000 · Miscellaneous Revenues - Other	1,631.13	0.00	1,631.13	100.0%
Total 3600000 · Miscellaneous Revenues	316,594.81	291,135.75	25,459.06	8.7%
Total Income	779,876.88	659,519.92	120,356.96	18.3%
Gross Profit	779,876.88	659,519.92	120,356.96	18.3%
Expense				
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 · Salaries & Benefits	469,295.38	385,318.73	83,976.65	21.8%
5314101 · Legal Fees & Services	4,000.00	10,141.00	-6,141.00	-60.6%
5314102 · Audit & Accounting	6,202.45	1,056.37	5,146.08	487.2%
5314103 · Computer Services	5,993.00	7,453.00	-1,460.00	-19.6%
5314100 · Professional Services	42,450.21	6,544.95	35,905.26	548.6%
5314119 · Cultrual Resources	5,959.00	0.00	5,959.00	100.0%
5314400 · Advertising	707.30	1.00	706.30	70,630.0%
5314117 · Soil Testing	1,395.45	1,417.20	-21.75	-1.5%
5314104 · Janitorial Services	2,550.00	2,583.00	-33.00	-1.3%
5314501 · Office Rent	17,472.00	17,472.00	0.00	0.0%
5314700 · Utilities	2,664.55	3,319.86	-655.31	-19.7%
5314503 · Equipment Leases	4,088.76	1,061.15	3,027.61	285.3%
5314504 · Vehicle Leases	1,760.08	1,515.80	244.28	16.1%
5314200 · Communications	3,743.68	3,577.12	166.56	4.7%
5313102 · Photocopier Usage	228.87	229.43	-0.56	-0.2%
5314505 · Software Licenses	5,546.57	12,659.70	-7,113.13	-56.2%
5354800 · Repairs & Maintenance	2,908.35	872.86	2,035.49	233.2%
5313101 · Office Supplies	1,281.52	1,262.90	18.62	1.5%
5314202 · Postage & Shipping	800.81	1,143.35	-342.54	-30.0%
5314203 · Printing Services	426.88	1,108.77	-681.89	-61.5%
5313401 · Plants for Resale	14,503.40	12,241.53	2,261.87	18.5%
Project Expenses	9,151.75	5,809.43	3,342.32	57.5%
5314902 · Organizational Dues & Licenses	1,412.81	1,543.74	-130.93	-8.5%
5314302 · Staff - Conference & Training	2,901.50	270.00	2,631.50	974.6%
5314300 · Staff - Travel	2,292.52	2,026.26	266.26	13.1%
5314108 · Construction & Landscaping	82,458.52	33,988.24	48,470.28	142.6%
5314109 · Cost Share	0.00	21,812.90	-21,812.90	-100.0%
5314110 · Bank Fees & Interest Charges	30.00	0.00	30.00	100.0%
5314600 · Liability Insurance Premiums	8,423.32	6,681.68	1,741.64	26.1%
5314111 · Late Fees & Penalties	0.00	382.57	-382.57	-100.0%
66300 · Sales Tax Adjustments	23.25	40.60	-17.35	-42.7%
5945360 · Capital Outlays				
5945363 · Equipment & Office Furniture	221.53	75.43	146.10	193.7%
5945364 · Computer Hardware	2,854.27	6,575.31	-3,721.04	-56.6%
5945365 · Machinery and Tools	360.57	0.00	360.57	100.0%
5945366 · Vehicle Purchases	8,667.75	0.00	8,667.75	100.0%
Total 5945360 · Capital Outlays	12,104.12	6,650.74	5,453.38	82.0%
Total Expense	712,776.05	550,185.88	162,590.17	29.6%
Net Ordinary Income	67,100.83	109,334.04	-42,233.21	-38.6%
Net Income	67,100.83	109,334.04	-42,233.21	-38.6%

Thurston Conservation District

Balance Sheet

As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	94,722.73
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	117,708.60
3082003 · Saving-2410 Education Center	57,520.07
Total 3088020 · Savings Accounts	175,228.67
3088030 · Counter Cash	100.00
3088040 · PayPal Account	245.83
Total Checking/Savings	270,297.23
Accounts Receivable	224,627.00
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	8,741.36
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	12,576.36
3092000 · 309.20.00 Cash on Hand	228,339.04
Total Other Current Assets	240,915.40
Total Current Assets	735,839.63
TOTAL ASSETS	735,839.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3093000 · 309.30.00 Accounts Payable	6,212.23
Total Accounts Payable	6,212.23
Credit Cards	5,747.81
Other Current Liabilities	
3861100 · Sales Tax Payable	28.88
3861000 · Payroll Liabilities	
3861008 · Union Dues	977.46
3861005 · PERS Deferral Payable	18,797.53
3861007 · State Unemployment Payable	1,482.06
3861009 · State L&I Payable	-242.14
3861010 · WA - Family & Medical Leave	318.22
3861011 · Vacation & Sick Leave Payable	90,611.03
3861013 · WA State Cares Act	691.50
Total 3861000 · Payroll Liabilities	112,635.66
Total Other Current Liabilities	112,664.54
Total Current Liabilities	124,624.58
Total Liabilities	124,624.58
Equity	
3200000 Opening Bal Equity	287,545.21
3201000 Retained Earnings	256,851.71
Net Income	66,818.13
Total Equity	611,215.05
TOTAL LIABILITIES & EQUITY	735,839.63

2022 Restricted Budgets vs Actuals



As of April 30, 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	RCO											
2	ESRP Shore Friendly	R035		07/01/21	06/30/23	340,458	206,634	171,974	52,881	119,093	41.64%	39.31%
3	ASRP Independence	R040	20-1905	05/15/20	04/01/22	93,600	9	20,351	20,342	Closed	100.00%	99.99%
4	ASRP Riverbend	R050	20-1908	05/15/20	04/01/22	86,000	0	14,575	14,575	Closed	100.00%	100.00%
5	ASRP Independence Phase 2	R040	20-1905	TBD	TBD	TBD	9	4,599	0	4,599	NA	NA
6	ASRP Riverbend Phase 2	R050	20-1908	TBD	TBD	TBD	0	21,690	2,421	19,269	NA	NA
7	SRFB Cozy Valley	R060	21-1089C	09/23/21	09/23/23	132,778	124,999	116,951	6,529	110,422	30.10%	5.86%
8	ESRP Zangle Cove	R070	20-1517R	07/01/21	12/31/23	110,072	106,659	8,948	1,300	7,649	33.26%	3.10%
9	DOE											
10	Deschutes	E100	WQC-2018-ThurCD-00174	07/01/19	04/30/22	244,401	180,868	74,802	4,445	70,357	100.00%	26.00%
11	Federal											
12	Frogs on Farm Cost Share	US080		08/15/20	08/15/25	93,135	92,135	43,178	704	42,474	34.15%	1.07%
13	WSCC											
14	Livestock	W025	22-13-LT	07/01/21	06/30/23	20,000	15,123	10,000	379	9,621	41.64%	24.38%
15	Skookumchuck Planting	W030	20-13-ER	04/01/20	12/31/24	744,780	334,389	197,426	87,708	109,718	43.78%	55.10%
16	Chehalis Flood Plain	W050	22-13-FL	09/01/21	06/30/23	128,333	94,426	100,821	27,511	73,310	36.23%	26.42%
17	Chehalis Lead	W150	22-13-RIT	10/01/21	06/30/23	72,000	62,457	47,711	8,210	39,501	33.23%	13.25%
18	Shellfish Cost Share	W060	22-13-SH	07/01/21	06/30/23	220,660	193,941	188,662	14,122	174,540	41.64%	12.11%
19	CREP	W070	22-13-CE	07/01/21	06/30/23	19,324	12,807	10,490	619	9,871	41.64%	33.72%
20	NRI Cost Share TA	W080	22-13-NR	07/01/21	06/30/23	99,927	94,279	79,898	2,880	77,018	41.64%	5.65%
21	Post Natural Disaster TA	W086.2	22-13-IM	01/10/22	03/31/22	2,500	0	2,500	2,500	Closed	100.00%	100.00%
22	Miscellaneous											
23	Orca Recovery Day	M060		07/01/19	until spent	7,090	904	904	0	904	NA	87.24%
24	Western SARE - Grassland Grazing	M070	WSARE-R2GR	09/01/21	08/31/23	20,273	18,084	12,165	2,189	9,976	33.15%	10.80%
25	Sentinel Landscape Program (SLP)	M075		10/01/21	07/30/24	888,225	775,497	371,607	63,556	308,051	20.50%	12.69%
26	One Tree Planted	M085		09/03/21	until spent	33,404	31,790	32,243	453	31,790	NA	4.83%
27	WCRRI Prairie Habitat Enhancement	M095		01/01/22	06/30/25	119,954	117,604	27,993	2,350	25,642	9.40%	1.96%
28	WFC Meyer	M100		10/01/20	02/15/22	3,600	26	140	113	Closed	100.00%	99.27%

	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	Thurston County											
30	FY21-23 VSP	TC400		07/01/21	06/30/23	150,000	79,566	78,025	25,160	52,865	41.64%	46.96%
31	TC Riparian Streamside 1	TC510	06-21	07/01/21	08/31/22	52,285	12,673	42,338	29,598	12,740	71.19%	75.76%
32	TC Riparian Streamside 2	TC520	07-21	07/01/21	08/31/22	76,505	7,491	31,294	25,815	5,479	71.19%	90.21%
33	TC Riparian Streamside 3	TC530	08-21	07/01/21	08/31/22	49,964	31,343	39,218	7,874	31,343	71.19%	37.27%
34	NTAqua	TC700		07/01/19	09/30/22	196,000	83,352	109,021	25,669	83,352	87.12%	57.47%
35	South Sound GREEN											
36	FY 20-21 Interlocal	G019-SS		01/01/22	12/31/22	51,200	32,591	51,200	18,609	32,591	32.88%	36.35%
37	FY20-21 NOAA B-WET	G019.106		01/01/22	12/31/23	12,881	11,606	5,000	1,275	3,725	16.44%	9.90%
38	NFWF Five Star	G019.108		01/01/22	12/31/22	11,700	11,700	11,700	0	11,700	32.88%	0.00%
39	Dawkins 2021	G019.28		01/01/21	until spent	22,000	2,180	8,150	5,970	2,180	NA	90.09%
40	Dawkins 2022	G019.28		01/01/22	until spent	25,000	25,000	25,000	0	25,000	NA	0.00%
41	Community Foundation	G019.29		01/01/22	until spent	5,000	0	5,000	5,000	0	NA	100.00%
42	TCC	TCC		01/01/18	until spent	9,418	40		0	0	NA	99.57%
43	Teens in Thurston Volunteer Program									0		
44	Nisqually TNT 2021	G019.60		01/13/21	until spent	4,900	1,211	1,211	0	1,211	NA	75.28%
45	Nisqually TNT 2022	G019.60		01/19/22	until spent	4,000	4,000	4,000	0	4,000	NA	0.00%
46	WCS TNT	T070		01/01/22	until spent	500	500	500	0	500	NA	0.00%
47	Envirothon Program									0		
48	Chehalis Tribe Envirothon	T040		01/01/22	until spent	2,500	0	2,500	2,500	0	NA	100.00%
49	Nisqually Indian Tribe Envirothon	T040		01/01/22	until spent	5,000	1,620	5,000	3,380	1,620	NA	67.60%
50	Partner Fee for Service											
51	Engineer Cluster Agreement	P400		NA	NA	NA	NA	NA	1,511	NA	NA	NA

2022 Unrestricted Budget vs Actual



April 33.33%

Account Name	2022 Budget	2022 Actual	\$ Over Budget	% of Budget
-	892,991	343,575	-549,416	38.5%
- 3451100 · Soil/Water Conservation Service	55,200	20,554	-34,646	37.2%
- Food Production and Consumption	1,900	74	-1,826	3.9%
3451130 · Poultry Equipment & Tool Rentals	1,900	74	-1,826	3.9%
- Soil Conservation and Health	5,850	3,419	-2,431	58.5%
3451110 · Soil Testing	5,000	3,332	-1,668	66.6%
3451120 Soil Health Equipment Rental	850	87	-763	10.3%
- Community Outreach and Education	46,500	15,099	-31,401	32.5%
3451140 · Plant Sales	46,500	15,099	-31,401	32.5%
TCD Swag Shop	0	0	0	
- Other Income	950	1,961	1,011	206.4%
3670000 · Nongovernmental Contributions	0	0	0	
3620000 · Rental Income	800	264	-536	33.0%
3611100 · Interest Income	150	66	-84	44.0%
3600000 · Miscellaneous Income	0	1,631	1,631	
+ 3300000 · Grant Revenue	117,823	0	-117,823	0.0%
3685201 · Rates and Charges	554,668	274,282	-280,386	49.4%
- Overhead	165,300	48,739	-116,561	29.5%
5314999 · Overhead Allocation	155,800	45,069	-110,731	28.9%
5966699 · Vehicle Allocation	9,500	3,670	-5,830	38.6%
Cash Surplus / 2021 Carry Overs	88,456	0	-88,456	0.0%
- Program Allocation	432,645	139,536	-293,109	32.3%
- Local Food Production and Consumption	16,500	2,260	-14,240	13.7%
Poultry Equipment Rentals	16,500	2,260	-14,240	13.7%
- Producer Support & Preservation and Expansion of Working Lands	22,300	2,587	-19,713	11.6%
Working Lands Preservation Initiative	22,300	2,587	-19,713	11.6%
- Water Quality & Quantity and Protection & Restoration of Ecosystems	5,000	0	-5,000	0.0%
TCD Habitat Cost Share	5,000	0	-5,000	0.0%
- Soil Conservation and Health	46,600	25,690	-20,910	55.1%
Soil Health Testing	40,600	18,260	-22,340	45.0%
Soil Health Equipment Rental	6,000	7,430	1,430	123.8%
- Community Outreach and Engagement	181,620	71,034	-110,586	39.1%
Conservation Education Center	61,920	12,412	-49,508	20.0%
District Communications	68,750	19,952	-48,798	29.0%
Plant Sale	41,750	30,806	-10,944	73.8%
Elections	9,200	7,864	-1,336	85.5%
- Adult and Youth Conservation Education	52,500	23,845	-28,655	45.4%
South Sound Green	46,300	19,485	-26,815	42.1%

Account Name	2022 Budget	2022 Actual	\$ Over Budget	% of Budget
Teens in Thurston Volunteer Program	4,200	2,360	-1,840	56.2%
Envirothon	2,000	2,000	0	100.0%
<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	108,125	14,121	-94,004	13.1%
Conservation TA	98,125	14,121	-84,004	14.4%
JEDI Work	10,000	0	-10,000	0.0%
<input type="checkbox"/> Expense	473,802	152,096	-321,706	32.1%
<input type="checkbox"/> Administrative Salaries & Benefits	231,725	86,882	-144,843	37.5%
<input type="checkbox"/> Professional Services	63,036	16,195	-46,841	25.7%
5314101 · Legal Services	25,000	4,000	-21,000	16.0%
5314102 · Audit & Accounting	14,036	6,202	-7,834	44.2%
5314103 · Computer Services	19,000	5,993	-13,007	31.5%
5314100 · Professional Services	5,000	0	-5,000	0.0%
<input type="checkbox"/> Facility, Vehicles and Maintenance	129,000	35,800	-93,200	27.8%
5314104 · Janitorial Services	8,000	2,550	-5,450	31.9%
5314501 · Office Rent	50,000	16,432	-33,568	32.9%
5314700 · Utilities	8,000	2,622	-5,378	32.8%
5314503 · Equipment Leases	3,000	1,299	-1,701	43.3%
5314504 · Vehicle Leases	5,700	1,760	-3,940	30.9%
5966604 · Vehicle Purchase	30,000	0	-30,000	0.0%
5314200 · Communications	10,300	3,720	-6,580	36.1%
5313102 · Photocopier Usage	1,000	229	-771	22.9%
5354800 · Repairs & Maintenance	2,000	1,570	-430	78.5%
Computer Hardware Purchases	4,500	901	-3,599	20.0%
Computer Software	5,000	4,496	-504	89.9%
Equipment & Office Furniture	1,500	222	-1,278	14.8%
<input type="checkbox"/> Supplies	11,750	2,562	-9,188	21.8%
5313101 · Office Supplies	3,500	1,147	-2,353	32.8%
5314202 · Postage & Shipping	500	250	-250	50.0%
5314902 · Organizational Dues & Licenses	7,750	1,165	-6,585	15.0%
<input type="checkbox"/> Conferences, Training and Travel	10,971	2,234	-8,737	20.4%
5314302 · Staff Conference & Training Fees	1,971	500	-1,471	25.4%
Board Conference and Training Fees	2,500	0	-2,500	0.0%
5314300 · Staff Travel	4,000	1,734	-2,266	43.4%
Board Travel	2,500	0	-2,500	0.0%
<input type="checkbox"/> Insurance and Banking	27,320	8,423	-18,897	30.8%
5314110 · Bank Fees & Interest Charges	500	0	-500	0.0%
5314600 · Liability Insurance Premiums	26,320	8,423	-17,897	32.0%
5314111 · Late Fees & Penalties	500	0	-500	0.0%
<input type="checkbox"/> Savings	75,000	0	-75,000	0.0%
Reserve Fund	37,500	0	-37,500	0.0%
Conservation Education Center Savings Plan	37,500	0	-37,500	0.0%
Net Income (Surplus or Deficit)	0	51,943	51,943	2,886,942,454

Thurston Conservation District
Payment Report
April 2022

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Check	EFT	4/1/2022	Delta Dental	UNRESTRICTED:A010-Overhead	5531022 · Dental Benefits	1,164.40
Credit Card Charge	10122	4/1/2022	Ralphs Thriftway	MISC:M075 - Sentinel Landscape Program (SLP)	5314901 · Meeting & Event	7.28
Credit Card Charge	10489	4/1/2022	Amazon	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration	5945364 · Computer Hardware	29.53
Credit Card Charge	10491	4/1/2022	TC Solid Waste	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	22.00
Bill Pmt -Check	EFT	4/4/2022	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	61.69
Check	EFT	4/4/2022	Wells Fargo		Credit Card Expenses	4,223.35
Credit Card Charge	10117	4/4/2022	WA Dept of Agriculture	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration	5314302 · Staff - Conference & Training	51.50
Credit Card Charge	10490	4/4/2022	US Postal Service	TCD Programs:T098 - Soil Health Testing:T098.0 - Shipping & S	5314202 · Postage & Shipping	13.58
Check	EFT	4/5/2022	Regence - Health Care	UNRESTRICTED:A010-Overhead	5531021 · Medical Benefits	11,843.52
Check	EFT	4/5/2022	TPSC Benefits	UNRESTRICTED:A010-Overhead	5531021 · Medical Benefits	460.28
Credit Card Charge	10129	4/6/2022	DocuSign	UNRESTRICTED:A010-Overhead	5314505 · Software Licenses	328.20
Liability Check	EFT	4/7/2022	QuickBooks Payroll Service		Payroll	30,936.44
Credit Card Charge	10119	4/7/2022	Thurston County Auditor	RCO:R070 - Zangle Cove:R070.3 - Construction	5314902 · Organizational Dues & Licens	209.31
Credit Card Charge	1152222179	4/7/2022	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	153.16
Credit Card Charge	2630519	4/10/2022	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	20.73
Liability Check	EFT	4/11/2022	Internal Revenue Service		3861004 · Federal Income Tax Payable	3,826.00
Liability Check	EFT	4/11/2022	Internal Revenue Service		3861003 · FICA Payable	6,614.72
Liability Check	EFT	4/11/2022	WFSE Union Dues		3861008 · Union Dues	1,022.55
Liability Check	EFT	4/11/2022	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	15,245.58
Credit Card Charge	10120	4/11/2022	Service Saw Workwears	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration	5314107 · Project Supplies	98.83
Credit Card Charge	10494	4/11/2022	US Postal Service	TCD Programs:T098 - Soil Health Testing:T098.0 - Shipping & S	5314202 · Postage & Shipping	11.19
Credit Card Charge	61695	4/11/2022	MRSC	UNRESTRICTED:A010-Overhead	5314902 · Organizational Dues & Licens	135.00
Bill Pmt -Check	EFT	4/12/2022	Comcast	UNRESTRICTED:A010-Overhead	5314204 · Internet Services	139.85
Check	EFT	4/12/2022	TPSC Benefits	UNRESTRICTED:A010-Overhead	5314201 · Telephone	159.22
Bill Pmt -Check	21173	4/12/2022	A & L Western Agricultural Laboratories	UNRESTRICTED:A010-Overhead	5531021 · Medical Benefits	20.00
Bill Pmt -Check	21174	4/12/2022	All City Cleaning Services	TCD Programs:T098 - Soil Health Testing:T098.1 - Test Report:	5314117 · Soil Testing	314.40
Bill Pmt -Check	21175	4/12/2022	Antiquity Consulting	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	600.00
Bill Pmt -Check	21176	4/12/2022	BC Gas Repair	WSCC:W060 - Shellfish Cost Share:W060.1 - Landowner Swarr	5314119 · Cultrual Resources	2,723.00
Bill Pmt -Check	21177	4/12/2022	Community Farmland Trust	TCD Programs:T099 - Food Processing and Tools Rentals	5354802 · Rental Equipment	224.27
Bill Pmt -Check	21178	4/12/2022	Goebel Septic Tank Service, Inc	TCD Programs:T099 - Food Processing and Tools Rentals	5314501 · Office Rent	260.00
Bill Pmt -Check	21179	4/12/2022	Kevin Schafer Photography	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration	5314503 · Equipment Leases	100.00
Bill Pmt -Check	21180	4/12/2022	LaMotte Company	TCD Programs:T097 - Plant Sale	5314100 · Professional Services	50.00
				GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	3,080.46
				Depart of Ecology:E100 - ECY Deschutes (Quarterly):E100.5 - T	5314107 · Project Supplies	465.25
Bill Pmt -Check	21181	4/12/2022	Leah Kellogg	TCD Programs:T096 - Nutrient Spreader Rentals	5314304 · Mileage	43.00
				UNRESTRICTED:A010-Overhead	5314304 · Mileage	5.27
Bill Pmt -Check	21182	4/12/2022	Lindsay Walters	TCD Programs:T036 - Elections	5314304 · Mileage	5.85
Bill Pmt -Check	21183	4/12/2022	Marguerite Abplanalp	MISC:M075 - Sentinel Landscape Program (SLP)	5314304 · Mileage	14.63
Bill Pmt -Check	21184	4/12/2022	Midwest Labs	TCD Programs:T098 - Soil Health Testing:T098.1 - Test Report:	5314117 · Soil Testing	692.25
Bill Pmt -Check	21185	4/12/2022	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	34.95
Bill Pmt -Check	21186	4/12/2022	Northwest Marketing Resources, Inc	UNRESTRICTED:A010-Overhead	5531021 · Medical Benefits	575.00
Bill Pmt -Check	21187	4/12/2022	Olympia School District	Depart of Ecology:E100 - ECY Deschutes (Quarterly):E100.5 - T	5314112 · Bus Transportation	168.48

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	21188	4/12/2022	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	497.30
Bill Pmt -Check	21189	4/12/2022	Pioneer Fire & Security, Inc	UNRESTRICTED:A010-Overhead	5314704 · Security Monitoring	78.77
Bill Pmt -Check	21190	4/12/2022	Puget Sound Energy	UNRESTRICTED:A010-Overhead	5314701 · Electricity	237.10
Bill Pmt -Check	21191	4/12/2022	Qwg Applied Geology	RCO:R035 - ESRP Shore Friendly:R035.3 - Task 3/PRISm WS #2	5314703 · Gas	221.86
Bill Pmt -Check	21192	4/12/2022	Regence - Life Insurance	UNRESTRICTED:A010-Overhead	5314100 · Professional Services	2,084.15
Bill Pmt -Check	21193	4/12/2022	Thurston County Central Services	UNRESTRICTED:A010-Overhead	5531026 · Life Insurance	58.10
Bill Pmt -Check	21194	4/12/2022	Verizon	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	21195	4/12/2022	WA St Auditor's Office	UNRESTRICTED:A010-Overhead	5314201 · Telephone	660.42
Bill Pmt -Check	21196	4/12/2022	WA St Conservation Commission	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	1,161.00
Bill Pmt -Check	21197	4/12/2022	WA St Dept of Licensing	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	478.60
Bill Pmt -Check	21198	4/12/2022	WA St Dept of Veterans Affairs	TCD Programs:T099 - Food Processing and Tools Rentals	5314902 · Organizational Dues & Licens	38.50
Bill Pmt -Check	21199	4/12/2022	WA St University Energy Program	Thurston County:TC520 - Riparian Streamside Wasserman:TC	5314108 · Construction & Landscaping	147.00
Bill Pmt -Check	21200	4/12/2022	Yan Dong_V	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restorator	5314108 · Construction & Landscaping	353.00
Credit Card Charge	10121	4/12/2022	Costco	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	1,352.00
Credit Card Charge	10124	4/12/2022	Target	TCD Programs:T097 - Plant Sale	5314304 · Mileage	9.65
Credit Card Charge	10137	4/12/2022	Dollar Tree	UNRESTRICTED:A010-Overhead	5314304 · Mileage	41.83
Credit Card Charge	10140	4/12/2022	JoAnn	TCD Programs:T040 - Envirothon Program	5314107 · Project Supplies	157.37
Credit Card Charge	3673901	4/14/2022	Buzzsprout	TCD Programs:T040 - Envirothon Program	5314901 · Meeting & Event	55.55
Check	EFT	4/15/2022	TPSC Benefits	TCD Programs:T040 - Envirothon Program	5314107 · Project Supplies	10.67
Credit Card Charge	10131	4/18/2022	Crains Office Supply	TCD Programs:T040 - Envirothon Program	5314107 · Project Supplies	11.37
Credit Card Charge	10132	4/18/2022	Target	TCD Programs:T030 - District Communications:T030.2 - Podca	5374001 · Web Hosting and Maintenanc	12.00
Credit Card Charge	10133	4/18/2022	JoAnn	UNRESTRICTED:A010-Overhead	5531021 · Medical Benefits	67.50
Check	EFT	4/19/2022	TPSC Benefits	TCD Programs:T040 - Envirothon Program	5313101 · Office Supplies	4.79
Credit Card Charge	10138	4/19/2022	Meconi's	TCD Programs:T040 - Envirothon Program	5313101 · Office Supplies	18.05
Credit Card Charge	10139	4/19/2022	Cheveron	TCD Programs:T040 - Envirothon Program	5314107 · Project Supplies	15.75
Liability Check	EFT	4/22/2022	QuickBooks Payroll Service	UNRESTRICTED:A010-Overhead	5314107 · Project Supplies	13.61
Liability Check	EFT	4/22/2022	QuickBooks Payroll Service	TCD Programs:T040 - Envirothon Program	Payroll	27,906.21
Credit Card Charge	P1-72021032	4/23/2022	Intuit	UNRESTRICTED:A010-Overhead	Payroll	1,285.17
Liability Check	EFT	4/25/2022	Internal Revenue Service	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	109.98
Liability Check	EFT	4/25/2022	Internal Revenue Service	UNRESTRICTED:A010-Overhead	3861004 · Federal Income Tax Payable	3,416.00
Liability Check	EFT	4/25/2022	WA St Dept of Retirement Systems	UNRESTRICTED:A010-Overhead	3861003 · FICA Payable	6,233.24
Credit Card Charge	10144	4/25/2022	Service Saw Workwears	UNRESTRICTED:A010-Overhead	3861005 · PERS Deferral Payable	1,169.44
Credit Card Charge	10145	4/25/2022	Cheveron	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restorator	5314107 · Project Supplies	64.89
Credit Card Charge	10146	4/25/2022	Harbor Freight	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restorator	5314107 · Project Supplies	27.56
Credit Card Charge	10495	4/25/2022	DocuSign	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restorator	5313500 · Small Tools & Equipment	22.41
Bill Pmt -Check	EFT	4/26/2022	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314505 · Software Licenses	328.20
Bill Pmt -Check	21201	4/26/2022	All City Cleaning Services	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	325.03
Bill Pmt -Check	21202	4/26/2022	Blue Coast Engineering	UNRESTRICTED:A010-Overhead	5313102 · Photocopier Usage	179.46
Bill Pmt -Check	21203	4/26/2022	Grays Harbor Conservation District	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	600.00
Bill Pmt -Check	21204	4/26/2022	Marguerite Abplanalp	RCO:R035 - ESRP Shore Friendly:R035.5 - Task 5/PRISM WS #2	5314100 · Professional Services	4,255.00
				RCO:R050 - ASRP Riverbend	5314100 · Professional Services	486.17
				RCO:R050 - ASRP Riverbend Phase 2	5314100 · Professional Services	65.59
				Thurston County:TC400 - VSP:TC400.3 - Technical Assistance	5314304 · Mileage	26.91

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	21205	4/26/2022	Peninsula Environmental Group, Inc.	Thurston County:TC510 - Riparian Streamside Allen:TC510.2 -	5314108 · Construction & Landscaping	14,222.00
Bill Pmt -Check	21206	4/26/2022	TAGS	TCD Programs:T040 - Envirothon Program	5314107 · Project Supplies	1,449.55
Bill Pmt -Check	21207	4/26/2022	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	648.39
Bill Pmt -Check	21208	4/26/2022	WA St Auditor's Office	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	1,567.35
Credit Card Charge	10496	4/26/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	66.06
Liability Check	EFT	4/27/2022	WA St Dept of Employment Security		3861010 · WA - Family & Medical Leave	1,069.39
Liability Check	EFT	4/27/2022	WA St Dept of L&I		3861009 · State L&I Payable	1,521.81
Liability Check	EFT	4/27/2022	WA St Dept of Employment Security		3861007 · State Unemployment Payable	3,748.66
Liability Check	EFT	4/27/2022	WA St Dept of Employment Security		3861007 · State Unemployment Payable	73.03
Sales Tax Payment	EFT	4/27/2022	WA St Dept of Revenue		3861100 · Sales Tax Payable	1,709.05
Sales Tax Payment	EFT	4/27/2022	WA St Dept of Revenue		3861100 · Sales Tax Payable	(14.49)
Credit Card Charge	10149	4/28/2022	Amazon	WSSC:W030 - Skookumchuck:W030.3 -Mngmnt & Restorator	5314107 · Project Supplies	76.78
Credit Card Charge	10150	4/28/2022	Amazon	WSSC:W030 - Skookumchuck:W030.3 -Mngmnt & Restorator	5314107 · Project Supplies	170.65
Credit Card Charge	10151	4/28/2022	Amazon	WSSC:W030 - Skookumchuck:W030.3 -Mngmnt & Restorator	5314107 · Project Supplies	109.40
Credit Card Charge	10158	4/28/2022	Smartsheet Inc.	UNRESTRICTED:A010-Overhead	5314505 · Software Licenses	3,525.97
Credit Card Charge	10497	4/28/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	8.85
Credit Card Charge	10498	4/29/2022	Crains Office Supply	TCD Programs:T098 - Soil Health Testing:T098.0 - Shipping & S	5314107 · Project Supplies	31.71

Washington State Conservation Commission

FORM 4: ADDENDUM

Conservation District: Thurston

GRANT PROGRAM: Other: Food system Support

Overhead Rate: 25%

Submitted By: Susan Shelton

Email: accounting@thurstoncd.com

Total Grant Award: 5000.00

Intermediate Outcome #1: 4501.57

Poultry Processing Equipment Purchase: 1 turkey plucker, 2 chill tanks

Intermediate Outcome #2: 498.43

Informational video instructing producers on how to navigate our rental program and safely use our poultry processing equipment.

Total of Intermediate Outcomes: 5000.00



BOARD MEETING

ITEM SUMMARY

SHEET

Agenda Item Title:	WSCC Addendum: Food Systems Support		
Lead Staff:	Sarah Moorehead	Board Meeting Date:	5-24-2022
Goal of Presentation:	Decision <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	Feedback <input type="checkbox"/>
Description/Background:	<i>Please provide a description or background of the project.</i> This addendum provides funding aligned with TCD's strategic plan to support producers and increase local food production and consumption by enhancing TCD's poultry equipment rental program. This year-end funding will purchase one turkey processor and two chill tanks to support local meat processing.		
Pros: Accomplishes strategic plan goals for food production and consumption, and community education.	Cons: None at this time.		
Fiscal Impacts: <i>Please describe the costs associated with this action.</i> This contract provides \$5,000 to TCD to purchase poultry processing equipment (turkey plucker, 2 chill tanks).			
Recommended Action:	<i>What decision do you recommend the board make?</i> Staff recommends approval of the WSCC Addendum: Food Systems Support.		
Legal Review:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Supporting Documents: 1 – WSCC Addendum: Food Systems Support			



Item

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NACD and WACD Update for May 24, 2022

Thurston Conservation District Board Meeting

NACD

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/> **Registration is open.**

NACD Pacific Region meeting - September 8 – 11, 2022 in Lahaina, Maui, Hawaii. More information to follow.

NACD's 2021 Annual Report is available. [Click here](#) to review. Page 24 - a short article on **Thurston CD**..

NACD publications are available [here](#). You can subscribe to these digital newsletters: *eResource*, *The Resource*, *Forestry Notes*, and *Conservation Clips*. These are resources to stay abreast of issues relevant to conservation districts.

Policy Book Task Force Update – work continues streamlining the NACD policy book and each resource policy group is reviewing those portions under their purview. RPG reviews due 6/15.

WACD

- **WACD Board Work session of May 16.**
 - ◇ Selected items: WACD staff examining public comment process at 'public' meetings, board meetings, resolutions from the floor, etc.
 - ◇ Annual Business Meeting Policy Concerns: Agenda, Resolution Process, floor resolutions, speaking order.
 - ◇ DRAFT Annual Work Plan, Fiscal Year 2023 (7/1/22 – 6/30/23) – An updated version of the DRAFT annual workplan was provided at the May 16 meeting. Two big items are: 1) Combining Work Plan and Budget into one document so a clearer connection between WACD's services and their associated revenue and expenses, and 2) Changing the Work Plan from calendar year to state fiscal year (July 1-June 30). Webinar upcoming in early June. Shooting for WACD board approval at June 20 meeting.
 - ◇ Preliminary FY22-23 Budget Assumptions given and a proposed budget to be shared at June 20 meeting.
 - ◇ Look at resolution process and consider a way to prioritize between resolutions and between resolutions and other work.
- **Committees/Work groups** – sustainable funding, off-channel water diversions, algal blooms, investments – all are 'active' and some are getting started. Investments will have recommendation for 6/20 WACD board meeting.
- **Communications** – The WACD newsletter – "5 Things" will be going to two issues per month. Subscribe [here](#). The executive committee meetings are now on the first and third Fridays of each month at 7:30 AM.
- **Grant CD** petitioned Conservation Commission to change their name to Columbia Basin CD.

TIDBITS

- NRCS Washington state offices are now fully open.
- **Farm Bill** hearings have started in both the House and Senate. Concern to ensure farms remain viable esp. with high input costs and supply chain issues. Looking to expand access and streamline CSP EQIP. Appropriations committees are reviewing administrations budget proposals.

Item

6

TCD Board Representation: Community Groups/Councils

Organization/Affiliation	Board Member	Position	Term	Dues
Thurston Regional Planning Council (TRPC)	Helen Wheatley	Voting Member	Ongoing Membership	Yes
Washington Association of Conservation Districts (WACD)	Doug Rushton	Officer - National Director	Expires 12/31/2022	Yes
Washington Association of Conservation Districts (WACD)	David Iyall	Voting Member - Southwest Area Director	?	Yes
DRAFT				



Thurston Conservation District Board of Supervisors

Work Session Topic List & Board Meeting Agenda

June 28th, 2022, 5:30 pm -7:30 pm

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

5:30 pm – 6:15 pm

1. Topic List Review, *All*
2. Staff Presentation: American Farmland Trust –
3. Minutes Review & Revision, *All*
 - a. May 24, 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)*

Board Meeting

6:30 pm – 7:30 pm

- | | |
|--|-----------------------|
| 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. May 24, 2022, Board Work Session & Meeting MinutesB. June 2022 Financial Report | 6:40 PM
5 minutes |
| 4. Public Comment
*Three minutes per person | 6:45 PM
10 minutes |
| 5. Partner Reports (<i>if present</i>) <ol style="list-style-type: none">A. Natural Resources Conservation Service (NRCS), | 6:55 PM
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. July 26, 2022 Board Work Session and Meeting Agendas

5 minutes

Adjourn

7:15 PM

Informational Only Items:

- I. Executive Director's Report*

Important Dates

July 2022 -

26th Board Work Session & Meeting 5:30 -7:30 pm

Virtual (Zoom)

August 2022-

23rd Board Work Session & Meeting 5:30 -7:30 pm

Virtual (Zoom)

Executive Director's Report

Sarah Moorehead (*Executive Director*)

May 24, 2022

Priority Initiative Updates

TCD is Hiring! VCC Farmland Access & Prairie Restoration Intern

TCD is seeking a Veterans Conservation Corps (VCC) member to assist with the monitoring and restoration of rare prairie habitat across the Chehalis watershed (Thurston, Lewis, and Grays Harbor Counties) in Southwest Washington. The VCC member will work to promote responsible grazing practices and educate landowners about conservation programs. This Thurston County position will support the enhancement and expansion of the South Sound FarmLink program. This position will specifically work to support veteran landowners and land seekers through program development and refinement, outreach material creation, land listing enrollment campaigns, successional planning and leasing assistance, and participant support and education and networking opportunities.

This is a one-year individual internship position through the WDVA.

See the full position description here: <https://www.thurstoncd.com/get-involved/internship-opportunities/>

2022 South Puget Sound Regional Envirothon

On April 19th, 2022, high school students from all over Puget Sound teamed up to compete in our annual regional Envirothon competition. Students participated in written and hands-on exams in soils, forestry, aquatics, and wildlife as well as prepared and presented to a panel of judges on this year's current issue topic, wastes to resources.



Congratulations to the South Puget Sound Regional Envirothon winning teams:

Stadium High School - Competition Winner, Pierce County

Cedar High School- Mason County

Avanti High School - Thurston County

CASEE - Clark County

This event wouldn't have been possible without our co-organizers at Pierce Conservation District and Mason Conservation District as well as all our incredible judges, test writers and proctors, and volunteers.

A special ***thank you*** to our event sponsors!

Nisqually Indian Tribe, The Confederated Tribes of the Chehalis Reservation, Washington State Conservation Commission, City of Olympia, Dancing Goats Coffee, Compass Rose Olympia, and Meconi's Italian Subs.

District Operations

April 26th, 2021 Board Meeting Action Items

- 1. Staff will add the WSCC's Conservation Districts 2023 Legislative Session Priorities Survey for discussion at the May 24, 2022, Work Session.**
Completed. Scheduled for May 24th, 2022 Work Session.
- 2. The Board has requested staff to research climate-friendly banking options, to be discussed at the May 24, 2022 Work Session.**
Completed. Scheduled for May 24th, 2022 Work Session.

Open Public Meetings Act (OPMA) Updates - 2022

Emergency proclamations made by Governor Jay Inslee during the COVID 19 pandemic concerning the OPMA will expire on June 1st, 2022. In addition, the legislature provided several updates to the OPMA during the 2022 legislative session, which will go into effect upon the expiration of the emergency proclamation. Many of the legislative updates have been best practices that are already in place at TCD.

The following includes new changes that will affect TCD's public meetings.

Beginning June 1st, 2022:

- Public meetings are no longer *required* to be held virtually.
- Members of the public must be given the opportunity to attend public meetings in person or virtually – this means hybrid meetings will become the new norm. There are provisions and justification requirements in place if the organization deems it unfeasible to hold a virtual meeting, or unsafe to hold an in-person meeting.
 - All members of a governing body may attend public meetings virtually if organizational policies allow. (TCD Policy 1.2.1 Board Supervisor Remote Attendance allows for this and is listed for work session discussion and revision at the May Board Work Session.)

TCD staff are working to ensure sufficient technology is in place to conduct an efficient and comfortable hybrid public meeting format for the June Board Meeting. Staff will be present in the office to allow a physical meeting location for members of the public.

Monthly Staff Reports

Reminder – Monthly staff reports can be viewed electronically! The link to view monthly staff reports can be found on your Board Portal.