



# Thurston Conservation District Board of Supervisors

## Work Session Topic List & Board Meeting Agenda

June 28<sup>th</sup>, 2022 | 5:00 pm – 7:30 pm

### In-person:

TCD Office (2918 Ferguson St. SW. STE A, Tumwater, WA 98512)

### Virtual:

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

Call in: 1-253-215-8782

Meeting ID: 916 5857 7844

Passcode: 2918

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### Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: Olympia Farmland Analysis, *Adam Peterson (Senior Natural Resource Specialist)*
3. Minutes Review & Revision, *All*
  - a. May 24, 2022, Board Work Session & Meeting Minutes
4. Climate Friendly Banking Analysis Discussion, *All*
5. Conservation and Education Center Development, *All*
6. 2022 Community Awards Committee, *All*
7. Covid-19 Health Update, *Sarah Moorehead (Executive Director)*
8. WADE Conference Update, *All*
9. TCD Equipment Rental Program Needs, *All*
10. Important Updates & Announcements
  - a. Board of Supervisors, *All*
  - b. Executive Director, *Sarah Moorehead (Executive Director)*

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### Board Meeting

6:30 pm – 7:30 pm

- |   |                      |
|---|----------------------|
| 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              |
| A. May 24, 2022, Board Work Session & Meeting Minutes   | 5 minutes            |

B. June 2022 Financial Report

**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), *Sarah Moorehead*

*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. TCD Policy 1.2.1: Board Supervisor Remote Attendance

*10 minutes*

B. 2022 Staffing Plan Update

C. July 26, 2022, Board Work Session and Meeting Agendas

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

**7:20 PM**

*10 minutes*

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

**Adjourn**

**7:30 PM**

**Informational Only Items:**

*I. Executive Director's Report*

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**Important Dates**

**July 2022**

4<sup>th</sup> Office Closed in observance of the Fourth Of July

TCD Office

16-19<sup>th</sup> NACD Summer Meeting

San Juan, Puerto Rico

18<sup>th</sup> WACD Board of Director's Meeting

Zoom

20-21<sup>st</sup> WSCC Commission Meeting Tour

Ellensburg, WA

26<sup>th</sup> Board Work Session & Meeting 5:00 -7:30 pm

TCD Office & Zoom

**August 2022**

15<sup>th</sup> WACD Board of Directors Meeting

Zoom

23<sup>rd</sup> Board Work Session & Meeting 5:00 -7:30 pm

TCD Office & Zoom

# Item

# 3

# Thurston Conservation District Consent Agenda Decision Sheet June 28, 2022 Board Meeting



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A. May 24, 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. June 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

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON JUNE 28, 2022, AND EFFECTIVE IMMEDIATELY  
SIGNED:

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TJ Johnson, Board Chair

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Helen Wheatley, Vice-Chair

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Doug Rushton, Board Member

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David Iyall, Board Auditor

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Betsie DeWreede, Board Member

ATTEST:

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Sarah Moorehead, Executive Director

# Thurston Conservation District Board of Supervisors

## Work Session Minutes

May 24, 2022

Virtual Zoom

Meeting Time: 5:30 pm – 6:25 pm

Originally Scheduled: 5:30 pm – 6:15 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

Nora White, TCD Staff

Ryan Baye, Washington Association of Conservation District (WACD)

#### 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

7. TCD Policy 1.2.1: Board Member Remote Attendance, *Sarah Moorehead (Executive Director)*

8. Covid-19 Health Update, *Sarah Moorehead (Executive Director)*

Respectfully,

X

TJ Johnson

TCD Board of Supervisors Chair

## Thurston Conservation District Board of Supervisors

### Regular Board Meeting Minutes

April 26, 2022

Virtual Zoom Online Forum

Meeting Time: 6:30 pm – 7:25 pm

Originally Scheduled: 6:30 pm – 7:30 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

Ryan Baye, Washington Association of Conservation District (WACD) Director of Member and Legislative Services.

### Summary of Action Items

- 14 • **ACTION ITEM:** Executive Moorehead will contact NRCS to get an update for the June  
15 **28, 2022 Board Meeting.**
- 16 • **ACTION ITEM-** Staff will add the Monthly Staff Report icon to the TCD Board Portal and  
17 **Board Meeting Dashboard in Smartsheets.**
- 18 • **ACTION ITEM-** The Board agreed to extend all future Work Sessions by 30 mins. The  
19 **TCD Work Session will start at 5 pm moving forward. Staff will update all**  
20 **announcements and language on the TCD website and signage.**
- 21 • **ACTION ITEM-** A Topic List Item about new farm equipment opportunities for the TCD  
22 **Rental Program will be added to the June 28, 2022, Work Session Topic List.**

### Summary of Motions Passed

- 24 • *Supervisor DeWreede moved to adopt the revised Agenda. Supervisor Rushton*  
25 *seconded. Motion passed unanimously, (5-0).*
- 26 • *Supervisor Iyall moved to approve the Consent Agenda. Supervisor Wheatley*  
27 *seconded. Motion Passed, (4-0) Supervisor DeWreede abstained.*
- 28 • *Supervisor Wheatley moved to nominate Supervisor Johnson for TCD Chair. Supervisor*  
29 *DeWreede seconded. Motion passed, (4-0) Supervisor Johnson abstained.*
- 30 • *Supervisor Rushton moved to nominate Supervisor Wheatley for TCD Vice-Chair.*  
31 *Supervisor Iyall seconded. Motion passed unanimously, (5-0).*
- 32 • *Supervisor DeWreede moved to nominate Supervisor Iyall for TCD Auditor. Supervisor*  
33 *Rushton seconded. Motion passed unanimously, (5-0).*
- 34 • *Supervisor Wheatley moved to adjourn. Supervisor Iyall seconded. Motion passed*  
35 *unanimously, (5-0).*

## Full Version of the Minutes

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### **Welcome & Introductions**

At 6:30 pm, TCD Board Chair TJ Johnson called May 24, 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**

- One item was added to the Agenda under 6-Governance:
  - Item C: New Email and Dashboard Conversation
- Two items were added to the Agenda under 7-Important Updates & Announcements
  - Board of Supervisors Report
  - Executive Director Report

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

### **Consent Agenda**

- April 26, 2022, Board Work Session & Meeting Minutes
- May 2022 Financial Report
- WSCC Addendum: Food Systems Support

***Supervisor Iyall moved to approve the Consent Agenda. Supervisor Wheatley seconded. Motion Passed, (4-0) Supervisor DeWreede abstained.***

### **Public Comment**

No members of the public gave comments.

### **Partner Reports**

- A. Natural Resources Conservation Service (NRCS) Update
- Executive Director Moorehead gave a brief verbal update.

**ACTION ITEM: Executive Moorehead will contact NRCS to get an update for the June 28, 2022 Board Meeting.**

- B. Department of Ecology (DOE) Update, Alena Reynolds
- Alena Reynolds was not present; no update was provided.
- C. Washington State Conservation Commission (WSCC) Update, Jean Fike
- Jean Fike was not present; no update was provided.
- E. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor and WACD Board Member Rushton and Ryan Baye

- 68 • A written update was provided in the Board Packet by Supervisor Rushton.
- 69 • Ryan Baye gave a verbal update.
- 70 • Supervisors Rushton and Iyall are members of the WACD Board. Supervisor Iyall
- 71 is the newly appointed Southwest Area, Director.
- 72 F. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD
- 73 Board Member Rushton
- 74 • A written update was provided in the Board Packet.

## 75 **Governance**

- 76 A. TCD Board – Appointment, Election Results, and Officer Elections
- 77 • Betsie DeWreede was re-appointed by the WSCC for another term as a TCD
- 78 Supervisor.
- 79 • The WSCC certified TCD's 2022 Election. TCD Supervisor Johnson was re-elected
- 80 for another three-year term.

81 ***Supervisor Wheatley moved to nominate Supervisor Johnson for TCD Chair. Supervisor***  
82 ***DeWreede seconded. Motion passed, (4-0) TJ abstained.***

83 ***Supervisor Rushton moved to nominate Supervisor Wheatley for TCD Vice-Chair. Supervisor***  
84 ***Iyall seconded. Motion passed unanimously, (5-0).***

85 ***Supervisor DeWreede moved to nominate Supervisor Iyall for TCD Auditor. Supervisor***  
86 ***Rushton seconded. Motion passed unanimously, (5-0).***

- 87 B. TCD Board Representation on Community Groups/Councils
- 88 • Helen Wheatley serves on Thurston Regional Planning Council (TRPC) as a voting
- 89 member. She serves on this council as a private citizen.
- 90 • Supervisors Doug Rushton serves as the National Director for the WACD.
- 91 • Supervisor Iyall serves as the Southwest Area Director for the WACD.
- 92 • Supervisor Johnson represents TCD at the City of Olympia - Farmland Work
- 93 Group.
- 94 C. Board Dashboard and New TCD hosted emails
- 95 • Executive Director Moorehead answered questions raised by Board Members
- 96 regarding the TCD Board Portal and Board Meeting Dashboard Smartsheets.

97 **ACTION ITEM- Executive Director Moorehead and staff will add the Monthly Staff Report icon**  
98 **to the TCD Board Portal and Board Meeting Dashboard in Smartsheets.**

- 99 D. June 2022 Work Session Topic List & Meeting Agenda Development



**ACTION ITEM- The Board agreed to extend all future Work Sessions by 30 mins. The TCD Work Session will start at 5 pm moving forward. Staff will update all announcements and language on the TCD website and signage.**

**Work Session**

- Topic List Review
- Staff Presentation
- Minutes Review & Revision
  - May 24, 2022, Board Work Session & Meeting Minutes
- Covid-19 Health Update, Sarah Moorehead
- WADE Conference Update
- Important Updates & Announcements
  - Board of Supervisors
  - Executive Director

**Board Meeting Agenda**

- Agenda Review
- Consent Agenda
  - May 24, 2022, Board Work Session & Meeting Minutes
  - June 2022 Financial Report
- Public Comment
- Partner Reports (if present)
  - Natural Resources Conservation Service
  - Washington State Department of Ecology
  - Washington State Conservation Commission
  - Washington Association of Conservation Districts
  - National Association of Conservation Districts
- Governance
  - TCD Policy 1.2.1: Board Supervisor Remote Attendance
  - July 2022 Work Session Topic List & Meeting Agenda Development

**Important Updates & Announcements**

- Board of Supervisors Report
  - Supervisor DeWreede discussed acquiring new mowing equipment to add to our TCD rental programs.

**ACTION ITEM- A Topic List Item about new farm equipment opportunities for the TCD Rental Program will be added to the June 28, 2022, Work Session Topic List.**

- Executive Director Report
  - A written report was provided by the Executive Director.

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

138 **Adjourn 7:25 pm**

139 Respectfully,

X

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TJ Johnson  
TCD Board Chair

140

## Thurston Conservation District June 2022 Financial Notes



TCD staff is currently reviewing the 2022 Unrestricted and Restricted Budgets in preparation for the Mid-year Revised Budget and staffing discussions planned for the July Board Meeting.

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

1. TCD reports a positive net income of \$29,210 for the year and a net loss for the month of May of \$35,685.

### Profit & Loss Prev Year Comparison

#### 2. **Income**

- a. Compared to 2021, in 2022, the District is reporting an extraordinary 35% increase in grant revenue. This is obviously due to the efforts of our funding development team. It is also a result of intentional efforts by senior staff to train and support other technical staff to apply for grants.

#### 3. **Expenses:**

- a. Compared to 2021, the District has experienced an increase of \$6,914 (526%) in *Audit & Accounting* expenses. Almost all this increase can be explained by the recent 2019-2020 audit, which cost the District \$6,546.
- b. Compared to 2021, the District has experienced an increase of \$2,902 (967%) in *Staff Conferences & Training*. Almost all this increase can be explained by staff participation at the WADE conference, which cost \$2,500. Almost all the conference registrations were covered by grants and 3 staff members received registration scholarships.
- c. Compared to 2021, the District has experienced an increase of \$1,977 (1,827%) in *Equipment & Office Furniture Capital Outlays*. Almost all this increase can be explained by the purchase of remote meeting equipment, which cost \$1,864 and was almost entirely covered by WSCC end-of-year funding.

### Balance Sheet

4. After settling the cash loan to the TCD Checking account, the TCD Reserve Fund balance is back to its 2022 amount of \$167,721.

### Restricted Budget vs Actual

5. You will notice that we've gone over time for the Department of Ecology's *Deschutes* funding (line 10). Negotiations to extend the term of that grant are almost complete.
6. You will also see new funding for *FY22 Fiscal Year-End Funding* (line 22) and *Food Support Program* (line 23). These funds were secured by the District from WSCC to purchase new equipment like remote meeting equipment, a new drone, and a new turkey processing unit.

### Unrestricted Budget vs Actual

7. In general, the rates that we are realizing income (48%), spending on programs (39%), and spending on administrative expenses (41%) are around what we would expect for May (42%). However, based on the rates of spending for individual line items, line-item budgets will need adjustments as part of the 2022 Mid-year Revised Budgeting process.

# Thurston Conservation District

## Profit & Loss

### January through May 2022

	Jan - May 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	3,590.84
3451120 · Nutrient Spreader Rentals	259.89
3451130 · Poultry Equipment & Tool Rentals	242.36
3451140 · Plant Sales	15,099.22
3451150 · Partner Fee for Service	1,847.92
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>21,040.23</b>
<b>Total 3400000 · Charges for Goods and Services</b>	<b>21,040.23</b>
<b>3300000 · Grant Revenues</b>	<b>560,267.08</b>
<b>3600000 · Miscellaneous Revenues</b>	
3685000 · Special Assessments - Service	317,610.44
3670000 · Nongovernmental Contributions	44,003.64
3610000 · Interest and Other Earnings	82.42
3620000 · Rents and Leases	291.36
3600000 · Miscellaneous Revenues - Other	1,631.13
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>363,618.99</b>
<b>Total Income</b>	<b>944,926.30</b>
<b>Gross Profit</b>	<b>944,926.30</b>
<b>Expense</b>	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	572,891.74
5314101 · Legal Fees & Services	8,000.00
5314102 · Audit & Accounting	8,227.82
5314103 · Computer Services	9,184.51
5314100 · Professional Services	46,813.67
5314400 · Advertising	1,419.53
5314203 · Printing Services	1,022.10
5314104 · Janitorial Services	3,232.50
5314501 · Office Rent	21,840.00
5314700 · Utilities	3,156.73
5314503 · Equipment Leases	6,595.68
5314504 · Vehicle Leases	2,263.17
5314200 · Communications	4,054.37
5313102 · Photocopier Usage	228.87
5354800 · Repairs & Maintenance	3,144.87
5314505 · Software Licenses	6,147.04
5313101 · Office Supplies	2,122.75
5314202 · Postage & Shipping	861.07
5314902 · Organizational Dues & Licenses	1,430.21
5314117 · Soil Testing	1,818.90
5313401 · Plants for Resale	14,503.40
Project Expenses	11,140.62
5314302 · Staff - Conference & Training	3,201.50
5314300 · Staff - Travel	3,091.00
5314119 · Cultural Resources	5,959.00
5314108 · Construction & Landscaping	100,995.44
5314109 · Cost Share	42,235.25
5314110 · Bank Fees & Interest Charges	30.00

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06/23/22

Accrual Basis

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

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	Jan - May 22
5314600 · Liability Insurance Premiums	10,491.65
66300 · Sales Tax Adjustments	23.25
5945360 · Capital Outlays	
5945363 · Equipment & Office Furniture	2,085.69
5945364 · Computer Hardware	3,892.46
5945365 · Machinery and Tools	4,944.21
5945366 · Vehicle Purchases	8,667.75
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Total 5945360 · Capital Outlays	19,590.11
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Total Expense	915,716.75
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Net Ordinary Income	29,209.55
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Net Income	<b>29,209.55</b>
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# Thurston Conservation District

## Profit & Loss

### May 2022

	May 22
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	258.78
3451120 · Nutrient Spreader Rentals	172.58
3451130 · Poultry Equipment & Tool Rentals	167.99
3451150 · Partner Fee for Service	337.08
Total 3451100 · Soil/Water Conservation Service	936.43
Total 3400000 · Charges for Goods and Services	936.43
3300000 · Grant Revenues	117,088.81
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	43,328.22
3670000 · Nongovernmental Contributions	3,651.88
3610000 · Interest and Other Earnings	16.48
Total 3600000 · Miscellaneous Revenues	46,996.58
Total Income	165,021.82
Gross Profit	165,021.82
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	103,431.46
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	2,025.37
5314103 · Computer Services	3,191.51
5314100 · Professional Services	4,363.46
5314400 · Advertising	712.23
5314203 · Printing Services	595.22
5314104 · Janitorial Services	682.50
5314501 · Office Rent	4,368.00
5314700 · Utilities	492.18
5314503 · Equipment Leases	2,506.92
5314504 · Vehicle Leases	503.09
5314200 · Communications	310.69
5354800 · Repairs & Maintenance	236.52
5314505 · Software Licenses	580.48
5313101 · Office Supplies	806.28
5314202 · Postage & Shipping	60.26
5314902 · Organizational Dues & Licenses	17.40
5314117 · Soil Testing	423.45
Project Expenses	1,974.88
5314302 · Staff - Conference & Training	300.00
5314300 · Staff - Travel	798.48
5314108 · Construction & Landscaping	18,944.20
5314109 · Cost Share	41,827.97
5314600 · Liability Insurance Premiums	2,068.33

11:05 AM

06/23/22

Accrual Basis

**Thurston Conservation District**  
**Profit & Loss**  
**May 2022**

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	May 22
5945360 · Capital Outlays	
5945363 · Equipment & Office Furniture	1,864.16
5945364 · Computer Hardware	1,038.19
5945365 · Machinery and Tools	4,583.64
Total 5945360 · Capital Outlays	7,485.99
Total Expense	200,706.87
Net Ordinary Income	-35,685.05
Net Income	-35,685.05

# Thurston Conservation District Profit & Loss Prev Year Comparison

Accrual Basis

January through May 2022

	Jan - May 22	Jan - May 21	\$ Change	%Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	3,590.84	2,532.88	1,057.96	41.8%
3451120 · Nutrient Spreader Rentals	259.89	0.00	259.89	100.0%
3451130 · Poultry Equipment & Tool Rentals	242.36	783.44	-541.08	-69.1%
3451140 · Plant Sales	15,099.22	14,709.49	389.73	2.7%
3451150 · Partner Fee for Service	1,847.92	225.48	1,622.44	719.6%
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>21,040.23</b>	<b>18,251.29</b>	<b>2,788.94</b>	<b>15.3%</b>
<b>Total 3400000 · Charges for Goods and Services</b>	<b>21,040.23</b>	<b>18,251.29</b>	<b>2,788.94</b>	<b>15.3%</b>
3300000 · Grant Revenues	560,267.08	414,954.04	145,313.04	35.0%
3600000 · Miscellaneous Revenues				
3685000 · Special Assessments - Service	317,610.44	314,863.17	2,747.27	0.9%
3670000 · Nongovernmental Contributions	44,003.64	2,492.59	41,511.05	1,665.4%
3610000 · Interest and Other Earnings	82.42	61.10	21.32	34.9%
3620000 · Rents and Leases	291.36	356.70	-65.34	-18.3%
3600000 · Miscellaneous Revenues - Other	1,631.13	0.00	1,631.13	100.0%
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>363,618.99</b>	<b>317,773.56</b>	<b>45,845.43</b>	<b>14.4%</b>
<b>Total Income</b>	<b>944,926.30</b>	<b>750,978.89</b>	<b>193,947.41</b>	<b>25.8%</b>
<b>Gross Profit</b>	<b>944,926.30</b>	<b>750,978.89</b>	<b>193,947.41</b>	<b>25.8%</b>
<b>Expense</b>				
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 · Salaries & Benefits	572,891.74	490,142.65	82,749.09	16.9%
5314101 · Legal Fees & Services	8,000.00	12,141.00	-4,141.00	-34.1%
5314102 · Audit & Accounting	8,227.82	1,313.90	6,913.92	526.2%
5314103 · Computer Services	9,184.51	9,014.47	170.04	1.9%
5314100 · Professional Services	46,813.67	8,546.95	38,266.72	447.7%
5314400 · Advertising	1,419.53	442.00	977.53	221.2%
5314203 · Printing Services	1,022.10	1,108.77	-86.67	-7.8%
5314104 · Janitorial Services	3,232.50	3,333.00	-100.50	-3.0%
5314501 · Office Rent	21,840.00	21,840.00	0.00	0.0%
5314700 · Utilities	3,156.73	3,727.56	-570.83	-15.3%
5314503 · Equipment Leases	6,595.68	1,380.27	5,215.41	377.9%
5314504 · Vehicle Leases	2,263.17	1,942.32	320.85	16.5%
5314200 · Communications	4,054.37	4,523.40	-469.03	-10.4%
5313102 · Photocopier Usage	228.87	229.43	-0.56	-0.2%
5354800 · Repairs & Maintenance	3,144.87	2,298.95	845.92	36.8%
5314505 · Software Licenses	6,147.04	15,253.07	-9,106.03	-59.7%
5313101 · Office Supplies	2,122.75	1,389.99	732.76	52.7%
5314202 · Postage & Shipping	861.07	1,604.35	-743.28	-46.3%
5314902 · Organizational Dues & Licenses	1,430.21	1,543.74	-113.53	-7.4%
5314117 · Soil Testing	1,818.90	1,539.60	279.30	18.1%
5313401 · Plants for Resale	14,503.40	12,241.53	2,261.87	18.5%
Project Expenses	11,140.62	8,106.67	3,033.95	37.4%
5314302 · Staff - Conference & Training	3,201.50	300.00	2,901.50	967.2%
5314300 · Staff - Travel	3,091.00	2,765.65	325.35	11.8%
5314301 · Board Travel	0.00	41.44	-41.44	-100.0%
5314119 · Cultural Resources	5,959.00	0.00	5,959.00	100.0%
5314108 · Construction & Landscaping	100,995.44	36,160.08	64,835.36	179.3%
5314109 · Cost Share	42,235.25	27,147.90	15,087.35	55.6%
5314110 · Bank Fees & Interest Charges	30.00	0.00	30.00	100.0%
5314600 · Liability Insurance Premiums	10,491.65	8,306.60	2,185.05	26.3%
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	2,085.69	108.23	1,977.46	1,827.1%
5945364 · Computer Hardware	3,892.46	6,598.16	-2,705.70	-41.0%
5945365 · Machinery and Tools	4,944.21	0.00	4,944.21	100.0%
5945366 · Vehicle Purchases	8,667.75	0.00	8,667.75	100.0%
<b>Total 5945360 · Capital Outlays</b>	<b>19,590.11</b>	<b>6,706.39</b>	<b>12,883.72</b>	<b>192.1%</b>
<b>Total Expense</b>	<b>915,716.75</b>	<b>685,514.85</b>	<b>230,201.90</b>	<b>33.6%</b>
<b>Net Ordinary Income</b>	<b>29,209.55</b>	<b>65,464.04</b>	<b>-36,254.49</b>	<b>-55.4%</b>
<b>Net Income</b>	<b>29,209.55</b>	<b>65,464.04</b>	<b>-36,254.49</b>	<b>-55.4%</b>



# Thurston Conservation District

## Balance Sheet

As of May 31, 2022

	May 31, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
3081001 · Checking-7444 Timberland	188,723.48
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	167,721.29
3082003 · Saving-2410 Education Center	57,522.44
<b>Total 3088020 · Savings Accounts</b>	225,243.73
3088030 · Counter Cash	100.00
3088040 · PayPal Account	876.52
<b>Total Checking/Savings</b>	414,943.73
<b>Accounts Receivable</b>	245,881.93
<b>Other Current Assets</b>	
3090500 Prepaid Accounts	10,508.03
3092000 · 309.20.00 Cash on Hand	71,075.54
<b>Total Other Current Assets</b>	81,583.57
<b>Total Current Assets</b>	742,409.23
<b>TOTAL ASSETS</b>	<b>742,409.23</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	45,281.34
<b>Credit Cards</b>	9,923.24
<b>Other Current Liabilities</b>	
3861100 · Sales Tax Payable	85.22
3861000 · Payroll Liabilities	
3861005 · PERS Deferral Payable	18,182.54
3861007 · State Unemployment Payable	2,826.96
3861008 · Union Dues	862.02
3861009 · State L&I Payable	453.71
3861010 · WA - Family & Medical Leave	606.98
3861011 · Vacation & Sick Leave Payable	89,889.25
3861013 · WA State Cares Act	691.50
<b>Total 3861000 · Payroll Liabilities</b>	113,512.96
<b>Total Other Current Liabilities</b>	113,598.18
<b>Total Current Liabilities</b>	168,802.76
<b>Total Liabilities</b>	168,802.76
<b>Equity</b>	573,606.47
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>742,409.23</b>

# 2022 Restricted Budgets vs Actuals



As of May 31, 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	201,027	171,974	58,488	113,486	45.89%	40.95%
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	5,477	16,213	NA	NA
7	SRFB Cozy Valley	R060	21-1089C	09/23/21	09/23/23	132,778	121,676	116,951	9,853	107,098	34.34%	8.36%
8	ESRP Zangle Cove	R070	20-1517R	07/01/21	12/31/23	110,072	106,635	8,948	1,323	7,625	36.65%	3.12%
9	<b>DOE</b>											
10	Deschutes	E100	WQC-2018-ThurCD-00174	07/01/19	04/30/22	244,401	179,400	83,816	5,913	77,903	103.00%	26.60%
11	<b>Federal</b>											
12	Frogs on Farm Cost Share	US080		08/15/20	08/15/25	93,135	92,135	43,178	704	42,474	35.85%	1.07%
13	<b>WSCC</b>											
14	Livestock	W025	22-13-LT	07/01/21	06/30/23	20,000	15,123	10,000	379	9,621	45.89%	24.38%
15	Skookumchuck Planting	W030	20-13-ER	04/01/20	12/31/24	744,780	304,771	197,426	117,325	80,100	45.56%	59.08%
16	Chehalis Flood Plain	W050	22-13-FL	09/01/21	06/30/23	128,333	88,624	100,821	33,313	67,508	40.87%	30.94%
17	Chehalis Lead	W150	22-13-RIT	10/01/21	06/30/23	72,000	60,742	47,711	9,925	37,786	38.09%	15.64%
18	Shellfish Cost Share	W060	22-13-SH	07/01/21	06/30/23	220,660	157,678	188,662	50,385	138,277	45.89%	28.54%
19	CREP	W070	22-13-CE	07/01/21	06/30/23	19,324	12,807	10,490	619	9,871	45.89%	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	45.89%	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	FY22 Fiscal Year End Funding	W086.3	22-13-IM	05/20/22	06/30/22	13,000	11,500	13,000	1,500	11,500	28.57%	11.54%
23	Food Support Program	W090	22-13-FP	05/16/22	06/30/22	5,000	498	5,000	4,502	498	34.78%	90.03%
24	<b>Miscellaneous</b>											
25	Orca Recovery Day	M060		07/01/19	until spent	7,090	904	904	0	904	NA	87.24%
27	Western SARE - Grassland Grazing	M070	WSARE-R2GR	09/01/21	08/31/23	20,273	18,084	12,165	2,189	9,976	37.40%	10.80%
28	Sentinel Landscape Program (SLP)	M075		10/01/21	07/30/24	888,225	764,399	371,607	74,655	296,953	23.50%	13.94%
29	One Tree Planted	M085		09/03/21	until spent	33,404	31,790	32,243	453	31,790	NA	4.83%

	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
30	WCRRRI Prairie Habitat Enhancement	M095		01/01/22	06/30/25	119,954	116,991	27,993	2,963	25,029	11.82%	2.47%
31	WFC Meyer	M100		10/01/20	02/15/22	3,600	26	140	113	Closed	100.00%	99.27%
32	<b>Thurston County</b>											
33	FY21-23 VSP	TC400		07/01/21	06/30/23	150,000	76,198	78,025	28,528	49,497	45.89%	49.20%
34	TC Riparian Streamside 1	TC510	06-21	07/01/21	08/31/22	52,285	12,261	42,338	30,010	12,328	78.45%	76.55%
35	TC Riparian Streamside 2	TC520	07-21	07/01/21	08/31/22	76,505	6,029	33,294	27,278	6,017	78.45%	92.12%
36	TC Riparian Streamside 3	TC530	08-21	07/01/21	08/31/22	49,964	30,911	39,218	8,306	30,911	78.45%	38.13%
37	NTAqua	TC700		07/01/19	09/30/22	196,000	70,237	109,021	38,784	70,237	89.73%	64.16%
38	<b>South Sound GREEN</b>											
39	FY 20-21 Interlocal	G019-SS		01/01/22	12/31/22	51,200	29,464	51,200	21,736	29,464	41.37%	42.45%
40	FY20-21 NOAA B-WET	G019.106		01/01/22	12/31/23	12,881	8,731	5,000	4,150	850	20.68%	32.21%
41	NFWF Five Star	G019.108		01/01/22	12/31/22	11,700	11,700	11,700	0	11,700	41.37%	0.00%
42	Dawkins 2021	G019.28		01/01/21	until spent	22,000	-0	8,150	8,150	0	NA	100.00%
43	Dawkins 2022	G019.28		01/01/22	until spent	25,000	23,587	25,000	1,413	23,587	NA	5.65%
44	Community Foundation	G019.29		01/01/22	until spent	5,000	0	5,000	5,000	Closed	NA	100.00%
45	TCC	TCC		01/01/18	until spent	9,418	40		0	0	NA	99.57%
46	<b>Teens in Thurston Volunteer Program</b>									0		
47	Nisqually TNT 2021	G019.60		01/13/21	until spent	4,900	1,211	1,211	0	1,211	NA	75.28%
48	Nisqually TNT 2022	G019.60		01/19/22	until spent	4,000	4,000	4,000	0	4,000	NA	0.00%
49	WCS TNT	T070		01/01/22	until spent	500	500	500	0	500	NA	0.00%
50	<b>Envirothon Program</b>									0		
51	Chehalis Tribe Envirothon	T040		01/01/22	until spent	2,500	0	2,500	2,500	Closed	NA	100.00%
52	Nisqually Indian Tribe Envirothon	T040		01/01/22	until spent	5,000	1,323	5,000	3,677	1,323	NA	73.54%
53	<b>Partner Fee for Service</b>											
54	Engineer Cluster Agreement	P400		NA	NA	NA	NA	NA	1,848	NA	NA	NA

# 2022 Unrestricted Budget vs Actual



May 41.67%

Account Name	2022 Budget	2022 Actual	\$ Over Budget	% of Budget
<b>-</b>	<b>892,991</b>	<b>399,226</b>	<b>-493,765</b>	<b>44.7%</b>
<b>-</b> 3451100 · Soil/Water Conservation Service	<b>55,200</b>	<b>21,736</b>	<b>-33,464</b>	<b>39.4%</b>
<b>-</b> Food Production and Consumption	1,900	242	-1,658	12.8%
3451130 · Poultry Equipment & Tool Rentals	1,900	242	-1,658	12.8%
<b>-</b> Soil Conservation and Health	5,850	3,851	-1,999	65.8%
3451110 · Soil Testing	5,000	3,591	-1,409	71.8%
3451120 Soil Health Equipment Rental	850	260	-590	30.6%
<b>-</b> 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	
<b>-</b> Water Quality & Quantity and Protection & Restoration of Ecosystems	0	566	566	
Partner Fee for Service - Landscaping Crew	0	566	566	
<b>-</b> Other Income	950	1,977	1,027	208.1%
3670000 · Nongovernmental Contributions	0	0	0	
3620000 · Rental Income	800	264	-536	33.0%
3611100 · Interest Income	150	82	-68	54.9%
3600000 · Miscellaneous Income	0	1,631	1,631	
<b>+</b> 3300000 · Grant Revenue	<b>117,823</b>	<b>0</b>	<b>-117,823</b>	<b>0.0%</b>
3685201 · Rates and Charges	<b>554,668</b>	<b>317,610</b>	<b>-237,058</b>	<b>57.3%</b>
<b>-</b> Overhead	<b>165,300</b>	<b>59,879</b>	<b>-105,420</b>	<b>36.2%</b>
5314999 · Overhead Allocation	155,800	54,954	-100,845	35.3%
5966699 · Vehicle Allocation	9,500	4,925	-4,575	51.8%
<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>168,850</b>	<b>-263,795</b>	<b>39.0%</b>
<b>-</b> Local Food Production and Consumption	16,500	3,006	-13,494	18.2%
Poultry Equipment Rentals	16,500	3,006	-13,494	18.2%
<b>-</b> Producer Support & Preservation and Expansion of Working Lands	22,300	3,090	-19,210	13.9%
Working Lands Preservation Initiative	22,300	3,090	-19,210	13.9%
<b>-</b> 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%
Partner Fee for Service - Landscaping Crew	0	0	0	
<b>-</b> Soil Conservation and Health	46,600	32,414	-14,186	69.6%
Soil Health Testing	40,600	23,606	-16,994	58.1%
Soil Health Equipment Rental	6,000	8,807	2,807	146.8%
<b>-</b> Community Outreach and Engagement	181,620	82,078	-99,542	45.2%
Conservation Education Center	61,920	17,292	-44,628	27.9%
District Communications	68,750	25,864	-42,886	37.6%
Plant Sale	41,750	31,058	-10,692	74.4%
Elections	9,200	7,864	-1,336	85.5%

Account Name	2022 Budget	2022 Actual	\$ Over Budget	% of Budget
<input type="checkbox"/> Adult and Youth Conservation Education	52,500	30,900	-21,600	58.9%
South Sound Green	46,300	24,843	-21,457	53.7%
Teens in Thurston Volunteer Program	4,200	4,057	-143	96.6%
Envirothon	2,000	2,000	0	100.0%
<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	108,125	17,362	-90,763	16.1%
Conservation TA	98,125	17,362	-80,763	17.7%
JEDI Work	10,000	0	-10,000	0.0%
<input type="checkbox"/> Expense	473,802	195,673	-278,129	41.3%
<input type="checkbox"/> Administrative Salaries & Benefits	231,725	109,857	-121,868	47.4%
<input type="checkbox"/> Professional Services	63,036	25,412	-37,624	40.3%
5314101 · Legal Services	25,000	8,000	-17,000	32.0%
5314102 · Audit & Accounting	14,036	8,228	-5,808	58.6%
5314103 · Computer Services	19,000	9,185	-9,815	48.3%
5314100 · Professional Services	5,000	0	-5,000	0.0%
<input type="checkbox"/> Facility, Vehicles and Maintenance	129,000	43,695	-85,305	33.9%
5314104 · Janitorial Services	8,000	3,233	-4,768	40.4%
5314501 · Office Rent	50,000	20,540	-29,460	41.1%
5314700 · Utilities	8,000	3,043	-4,957	38.0%
5314503 · Equipment Leases	3,000	1,534	-1,466	51.1%
5314504 · Vehicle Leases	5,700	2,263	-3,437	39.7%
5966604 · Vehicle Purchase	30,000	0	-30,000	0.0%
5314200 · Communications	10,300	4,018	-6,282	39.0%
5313102 · Photocopier Usage	1,000	229	-771	22.9%
5354800 · Repairs & Maintenance	2,000	1,570	-430	78.5%
Computer Hardware Purchases	4,500	1,940	-2,560	43.1%
Computer Software	5,000	4,740	-260	94.8%
Equipment & Office Furniture	1,500	586	-914	39.0%
<input type="checkbox"/> Supplies	11,750	3,341	-8,409	28.4%
5313101 · Office Supplies	3,500	1,926	-1,574	55.0%
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	2,875	-8,096	26.2%
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	2,375	-1,625	59.4%
Board Travel	2,500	0	-2,500	0.0%
<input type="checkbox"/> Insurance and Banking	27,320	10,492	-16,828	38.4%
5314110 · Bank Fees & Interest Charges	500	0	-500	0.0%
5314600 · Liability Insurance Premiums	26,320	10,492	-15,828	39.9%
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	34,703	34,703	

**Thurston Conservation District**  
**Payment Report**  
**May 2022**

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Check	EFT	5/1/2022	Delta Dental	UNRESTRICTED:A010-Overhead	5531022 · Dental Benefits	1,164.40
Bill Pmt -Check	EFT	5/4/2022	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	62.08
Check	EFT	5/5/2022	Regence - Health Care	UNRESTRICTED:A010-Overhead	5531021 · Medical Benefits	12,250.84
Liability Check	EFT	5/9/2022	QuickBooks Payroll Service		Payroll	27,945.31
Check	EFT	5/9/2022	Wells Fargo		Credit Card Payment	964.63
Check	EFT	5/10/2022	Wells Fargo		Credit Card Payment	9,499.15
Liability Check	EFT	5/10/2022	Internal Revenue Service		3861004 · Federal Income Tax Payable	3,192.00
Liability Check	EFT	5/10/2022	Internal Revenue Service		3861003 · FICA Payable	5,893.06
Liability Check	EFT	5/10/2022	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	1,163.54
Liability Check	EFT	5/10/2022	WFSE Union Dues	3081001 · Checking-7444 Timberland	3861008 · Union Dues	895.27
Liability Check	EFT	5/10/2022	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	12,714.83
Bill Pmt -Check	EFT	5/10/2022	Comcast	UNRESTRICTED:A010-Overhead	5314204 · Internet Services	139.85
					5314201 · Telephone	158.84
Bill Pmt -Check	21209	5/11/2022	Ashley Lewis	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314108 · Construction & Landscaping	1,000.00
Bill Pmt -Check	21210	5/11/2022	Beckwith Consulting Group	TCD Programs:T021 - Conservation Education Center	5314100 · Professional Services	3,379.60
Bill Pmt -Check	21211	5/11/2022	Community Farmland Trust	TCD Programs:T099 - Food Processing and Tools Rentals	5314501 · Office Rent	260.00
Bill Pmt -Check	21212	5/11/2022	Daily Journal of Commerce	RCO:R050 - ASRP Riverbend Phase 2	5314400 · Advertising	561.80
Bill Pmt -Check	21213	5/11/2022	Enduris	UNRESTRICTED:A120-Vehicles	5314600 · Liability Insurance Premiums	150.00
Bill Pmt -Check	21214	5/11/2022	FP Mailing Solutions	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	133.87
Bill Pmt -Check	21215	5/11/2022	Goebel Septic Tank Service, Inc	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314503 · Equipment Leases	100.00
Bill Pmt -Check	21216	5/11/2022	Haley Hernandez	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314108 · Construction & Landscaping	1,000.00
Bill Pmt -Check	21217	5/11/2022	I-5 Supply LLC	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314108 · Construction & Landscaping	909.36
Bill Pmt -Check	21218	5/11/2022	Leah Kellogg	TCD Programs:T096 - Nutrient Spreader Rentals	5314300 · Staff - Travel	51.48
				MISC:M075 - Sentinel Landscape Program (SLP)	5314304 · Mileage	42.12
Bill Pmt -Check	21219	5/11/2022	Marguerite Abplanalp	WSCC:W060 - Shellfish Cost Share:W060.1 - Landowner Swardz	5314304 · Mileage	9.36
Bill Pmt -Check	21220	5/11/2022	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	310.82
Bill Pmt -Check	21221	5/11/2022	Pioneer Fire & Security, Inc	UNRESTRICTED:A010-Overhead	5314704 · Security Monitoring	78.77
					5314701 · Electricity	215.52
Bill Pmt -Check	21222	5/11/2022	Puget Sound Energy	UNRESTRICTED:A010-Overhead	5314703 · Gas	216.81
					5531026 · Life Insurance	58.10
Bill Pmt -Check	21223	5/11/2022	Regence - Life Insurance	UNRESTRICTED:A010-Overhead		
Bill Pmt -Check	21224	5/11/2022	Shelby Barkoff	TCD Programs:T030 - District Communications:T030.0 - District Co	5314901 · Meeting & Event	200.00
Bill Pmt -Check	21225	5/11/2022	Thurston County Auditor	TCD Programs:T036 - Elections	5314100 · Professional Services	356.80
Bill Pmt -Check	21226	5/11/2022	Thurston County Central Services	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	21227	5/11/2022	WA St Conservation Commission	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	503.09
				WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314108 · Construction & Landscaping	9,705.23
				TCD Programs:T097 - Plant Sale	5314901 · Meeting & Event	68.83
Bill Pmt -Check	21228	5/11/2022	WA St Dept of Veterans Affairs	Thurston County:TC510 - Riparian Streamside Allen:TC510.2 - Impl	5314108 · Construction & Landscaping	411.47
				Thurston County:TC520 - Riparian Streamside Wasserman:TC520.:	5314108 · Construction & Landscaping	514.30
Bill Pmt -Check	21229	5/11/2022	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	3,191.51
				MISC:M075 - Sentinel Landscape Program (SLP)	5314302 · Staff - Conference & Training	500.00
				GREEN:G019.110 TCD SS Green Allocation	5314302 · Staff - Conference & Training	500.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	21230	5/11/2022	WADE	TCD Programs:T030 - District Communications:T030.0 - District Co	5314302 · Staff - Conference & Training	250.00
				MISC:M075 - Sentinel Landscape Program (SLP)	5314302 · Staff - Conference & Training	250.00
				WSSC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314302 · Staff - Conference & Training	500.00
				UNRESTRICTED:A010-Overhead	5314302 · Staff - Conference & Training	500.00
Bill Pmt -Check	21231	5/11/2022	White, Nora	TCD Programs:T030 - District Communications:T030.0 - District Co	5314304 · Mileage	10.53
				MISC:M095 - WCRRRI Prairie Habitat Enhancement	5314304 · Mileage	41.54
Bill Pmt -Check	21232	5/11/2022	Yan Dong_V	UNRESTRICTED:A010-Overhead	5314304 · Mileage	18.14
Check	EFT	5/19/2022	TPSC Benefits	UNRESTRICTED:A010-Overhead	5531021 · Medical Benefits	67.50
Liability Check	EFT	5/23/2022	Internal Revenue Service		3861004 · Federal Income Tax Payable	3,070.00
					3861003 · FICA Payable	5,732.52
Liability Check	EFT	5/23/2022	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	1,069.27
Liability Check	EFT	5/24/2022	QuickBooks Payroll Service		Payroll	27,152.18
Bill Pmt -Check	21233	5/26/2022	Ashley Lewis	WSSC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314108 · Construction & Landscaping	888.89
Bill Pmt -Check	21234	5/26/2022	Daily Journal of Commerce	TCD Programs:T021 - Conservation Education Center	5314400 · Advertising	351.90
Bill Pmt -Check	21235	5/26/2022	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	4,000.00
Bill Pmt -Check	21236	5/26/2022	Goebel Septic Tank Service, Inc	WSSC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314503 · Equipment Leases	100.00
Bill Pmt -Check	21237	5/26/2022	Haley Hernandez	WSSC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314108 · Construction & Landscaping	888.89
Bill Pmt -Check	21238	5/26/2022	Lew Rents	WSSC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314503 · Equipment Leases	2,171.59
Bill Pmt -Check	21239	5/26/2022	Marguerite Abplanalp	WSSC:W060 - Shellfish Cost Share:W060.1 - Landowner Swardz	5314304 · Mileage	4.68
				TCD Programs:T080 - Stewardship TA:T080.2 - Agricultural TA	5314304 · Mileage	12.29
Bill Pmt -Check	21240	5/26/2022	Midwest Labs	TCD Programs:T098 - Soil Health Testing:T098.1 - Test Reports	5314117 · Soil Testing	423.45
Bill Pmt -Check	21241	5/26/2022	Minuteman Press	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	220.34
Bill Pmt -Check	21242	5/26/2022	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	281.46
Bill Pmt -Check	21243	5/26/2022	Reed Ingalls	WSSC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314108 · Construction & Landscaping	888.89
Bill Pmt -Check	21244	5/26/2022	Regence - Life Insurance	UNRESTRICTED:A010-Overhead	5531026 · Life Insurance	58.10
Bill Pmt -Check	21245	5/26/2022	Tony Jenkins	WSSC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314107 · Project Supplies	26.36
Bill Pmt -Check	21246	5/26/2022	Valley Agronomics LLC	WSSC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pla	5314107 · Project Supplies	69.74
Bill Pmt -Check	21247	5/26/2022	VSP - Vision Care	UNRESTRICTED:A010-Overhead	5531021 · Medical Benefits	308.39
Bill Pmt -Check	21248	5/26/2022	WA St Auditor's Office	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	1,741.50
Bill Pmt -Check	21249	5/26/2022	WA St Dept of Enterprise Services	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	82.50
				TCD Programs:T070 - Teens in Thurston Volunteer Program	5314304 · Mileage	24.28
Bill Pmt -Check	21250	5/26/2022	White, Nora	MISC:M075 - Sentinel Landscape Program (SLP)	5314304 · Mileage	22.46
				MISC:M075 - Sentinel Landscape Program (SLP)	5314304 · Mileage	16.97
Bill Pmt -Check	EFT	5/26/2022	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	235.33
Check	EFT	5/27/2022	Internal Revenue Service	UNRESTRICTED:A010-Overhead	5531021 · Medical Benefits	41.85
Check	EFT	5/27/2022	Wells Fargo		Credit Card Payment	661.96

# Item

# 5



## WACD-NACD Update for June 28, 2022

### Thurston Conservation District

#### 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 7 – 11, 2022 in Maui. More information to follow. Hawaii is finalizing the agenda and will have registration ready shortly

**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.

#### **NACD's Natural Resources Policy Committee (NRPC)**

- Reviewing the NACD Policy Book NRPC's 33 pages of items to make the policy book more clear, less dated, and smaller. NRPC meeting on 6/21 to review policies (again).
- The forestry resource policy group (a subcommittee of the NRPC) reviewed the 17 pages of forestry items in the NACD policy book. Zoom meeting to go over those suggested changes on June 9.

#### **NACD Urban and Community Resource Policy Group webinar - June 16, 1 PM (PST)** (These are recorded).

Registration: <https://nacdnnet.app.neoncrm.com/eventReg.jsp?event=1350&>

[Teton Conservation District](#) (TCD in Jackson, WY) and their partners have completed several exemplary projects related to stormwater and snowmelt management, wildlife habitat, fruit gleaned and more. In this webinar learn from Carlin Girard, TCD Executive Director, about some of TCD's projects, including the [Karns Meadow Stormwater Treatment Wetland](#), a 40-acre open wetland area located in Jackson. You will also hear from Orion Bellorado, Co-Founder of [Farmstead Cider](#). The cidery started in partnership with TCD to glean fruit from neighborhood trees within Jackson. They have five ciders distributed in six states.

#### WACD

##### **WACD [Board meeting](#) at the Plant Materials Center in Bow on June 20 covered:**

1. Approved 22-23 **budget and workplan**, Have shifted from calendar to fiscal year (July 1 through June 30).
2. Approved **investment policy** (basically a 60/40 split – 60% equity and 40% fixed – that approach has yielded about an 8% gain since the 1920's and there will be some token amount for socially conscious investments).
3. Response to **process letter from five districts** – two board members reach out to those districts to clarify concerns, explain WACD's response (or lack), ask for their solutions to the issues they see, and seek a path to a positive future.
4. Staff is clarifying the **resolution process** and synchronizing it more with NACD's process.
5. WACD is negotiating with the **Conservation Commission for traditional grant** the WSCC has provided – put \$65,000 as placeholder in WACD draft budget. WSCC executive director Pettit has indicated it could go as high as \$100,000.
6. **WACD 2022 annual meeting** will be 1.5 days at Wenatchee (11/28-30).
7. **Board meeting materials** are [here](#).

# Item

# 6

### 1.2.1 Board Supervisor Remote Attendance

Established: 7.25.2019

Updated: 6.28.2022

**Purpose:** To establish a policy for remote attendance of a Board Supervisor at meetings.

**Description:** ~~From time to time, it is not possible for a Board Supervisor to attend a Board of Supervisors meeting and, in limited instances, Thurston Conservation District would benefit from a Board Supervisor's participation by means of remote communication.~~ Thurston Conservation District recognizes the benefits of fullest practicable attendance and participation by its members. Attendance from remote locations is ~~intended to be an~~ allowable alternative ~~and infrequently used~~ method for participation in public meetings by Supervisors.

**Policy:** Attendance by remote communication may occur as follows:

1. A Supervisor may attend a meeting via remote communication ~~in limited instances~~ when the Supervisor cannot attend in person, ~~or it is not safe to do so. If a supervisor wishes to participate by remote communication more than three times per year, prior approval of the Chair of the Board of Supervisors shall be required for each such instance of participation after the third.~~
2. ~~A Supervisor planning to attend via remote communication must provide notice to the Executive Director at least 24 hours prior to the scheduled meeting, or as soon as possible in emergent situations. The notice must advise of the Supervisor's intent to attend via remote communication and the reason(s) why the Supervisor cannot attend the meeting in person. If the Supervisor has participated remotely in three prior meetings during the calendar year, the Supervisor shall give the Executive Director and Chair of the Board of Supervisors one week notice of their request to participate by remote communication and shall participate remotely only if the request is approved. The Chair of the Board of Supervisors shall inform the Supervisor requesting remote participation of their decision to allow or disallow such participation at least 24 hours prior to the scheduled meeting.~~
- 3.2. A Supervisor may not attend remotely unless satisfactory equipment is available at the physical location of the meeting. Satisfactory equipment means any telephone or other communications device equipped with a speaker junction capable of broadcasting the Supervisor's voice attending clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Supervisor to pose and answer questions from time to time.
- 4.3. During any meeting that a Supervisor is attending via remote communication, the Chair or presiding officer shall state for the record ~~that a particular Supervisor~~ that are is attending via remote communication ~~and the reasons for such attendance.~~
- 5.4. Supervisors attending via remote communication may participate and vote during the meeting as if they were physically present at the meeting.
- 6.5. Supervisors attending via remote communication shall comply with all rules and procedures as if they were physically present at the meeting.

In the case of executive sessions, the Board of Supervisors may permit participation from remote location(s) only when the Supervisor on a case-by-case basis considers such participation to be necessary and the Board of Supervisors is confident in the security of such remote communications.



# Thurston Conservation District Board of Supervisors

## Work Session Topic List & Board Meeting Agenda

July 26<sup>th</sup>, 2022 5:00 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

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### Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: TBD
3. Minutes Review & Revision, *All*
  - a. June 28, 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

6:30 pm – 7:30 pm

- |   |                       |
|---|-----------------------|
| 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. June 28, 2022, Board Work Session &amp; Meeting Minutes</li><li>B. July 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), TBD</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**  
5 minutes

- A.
- B.

**Adjourn**

**7:15 PM**

**Informational Only Items:**

- I. *Executive Director’s Report*

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**Important Dates**

**August 2022-**

23 <sup>rd</sup>	Board Work Session & Meeting 5:00 -7:30 pm	Virtual (Zoom)
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**September 2022 -**

27 <sup>th</sup>	Board Work Session & Meeting 5:00 -7:30 pm	Virtual (Zoom)
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# Executive Director's Report

Sarah Moorehead (*Executive Director*)

June 28, 2022

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## **Priority Initiative Updates**

### **2022 Harvest Festival – Planning Update**

TCD staff have begun preparing for TCD's first annual Harvest Festival! This sure-to-be fun festival replaces and amplifies TCD's historic autumn open house, where community members are invited in to learn about TCD, partake in the celebration of our shared accomplishments, and participate in educational programming.

This year's event will also kick off another special opportunity – TCD's first-ever Fall Bulb Sale! Planting native plants is an approachable best management practice for urban and rural Thurston County residents alike. TCD's traditional spring bare root plant sale has become an extremely popular community event, and a great communication and BMP implementation tool. Adding a smaller pre-order-only bulb sale will allow TCD to add a fun way to offer other highly requested native species at a seasonally appropriate time of year for planting.

Check your calendars, possible dates are:

Saturday, October 1<sup>st</sup>

Saturday, October 8<sup>th</sup>

We appreciate Board feedback as we solidify the date and begin sharing our save-the-dates!

### **2022 Community Awards Committee**

It is time to submit your nominations for TCD's 2022 Community Awards! Nomination forms were sent electronically to all Board and Staff on June 21<sup>st</sup>, 2022.

TCD will finalize a 2022 Awards Committee by the end of July 2022. The committee consists of two board members, two staff members, and the Executive Director. If you are interested in serving on this committee, please indicate your interest during the June 28<sup>th</sup> TCD Work Session discussion or via email. Committee members will individually review nominations and meet once as a committee to determine recipients by August 31<sup>st</sup>.

## **District Operations**

### **May 24<sup>th</sup>, 2022 Board Meeting Action Items**

- 1. Executive Moorehead will contact NRCS to get an update for the June 28, 2022 Board Meeting.**

*Completed. NRCS update was provided at the May meeting. ED Moorehead will provide additional NRCS updates at the June meeting.*

- 2. Staff will add the Monthly Staff Report icon to the TCD Board Portal and Board Meeting Dashboard in Smartsheets.**

*Completed. Monthly staff reports currently exist on the Board Portal. Staff has added a link to the Monthly Staff Report to Board Meeting Dashboards in addition.*

- 3. The Board agreed to extend all future Work Sessions by 30 mins. The TCD Work Session will start at 5 pm moving forward. Staff will update all announcements and language on the TCD website and signage.**

*Completed.*

- 4. A Topic List Item about new farm equipment opportunities for the TCD Rental Program will be added to the June 28, 2022, Work Session Topic List.**

*Completed.*

## **2022 Staffing Plan Update – 1 FTE Increase Needed**

As outlined in TCD Resolution #2021-08, staff will submit a working budget to the Board at the July 2022 Board Meeting. In preparation for this submittal, staff have finished updating the 2022 staffing plan and determined the need to hire 1 FTE to focus on natural resources technical assistance to meet current deliverables and workload. The ideal start date for this position would be on or before August 15, 2022, which means recruitment for this position should begin no later than July 1, 2022.

As TCD continues to address the needs of our community as quickly and thoroughly as possible, it is evident that an increase in technical staffing capacity is needed. Not only will additional capacity help decrease the existing waiting list of community members looking for our support, but also help to decrease wait times for the influx of new technical assistance requests TCD continues to receive.

As staff prepares longer-term financial forecasts, this new permanent position is forecasted to have ample funding and deliverables. Additional staffing increases will likely be presented to the TCD Board as part of the 2023 budgeting process for consideration in the coming year.

## **Board Engagement Opportunities!**

TCD is working on two optional upcoming opportunities to engage the TCD Board in demonstrating our conservation efforts on the ground and helping to expand some of TCD's targeted outreach efforts:

1. Upcoming WSCC Tour - TCD has been asked to provide an introductory full-day tour of projects, programs, and partnerships within the next month for the new WSCC Executive Director, Chris Pettit. This tour will highlight a variety of sites throughout Thurston County, weave in all our programs and define the unique needs of our community.
2. Board-hosted mini-events - Nora White, TCD Communications and Education Manager, will be following up with interested TCD Board Members next month to coordinate opportunities for TCD Board members to host small, targeted outreach events that highlight specific relationships or services our CD provides. These optional events may focus on neighbors in your own community, conservation partners, local elected officials, etc., and could be designed as a workshop on a topic relevant in your area, a social/networking event to learn about TCD, or a

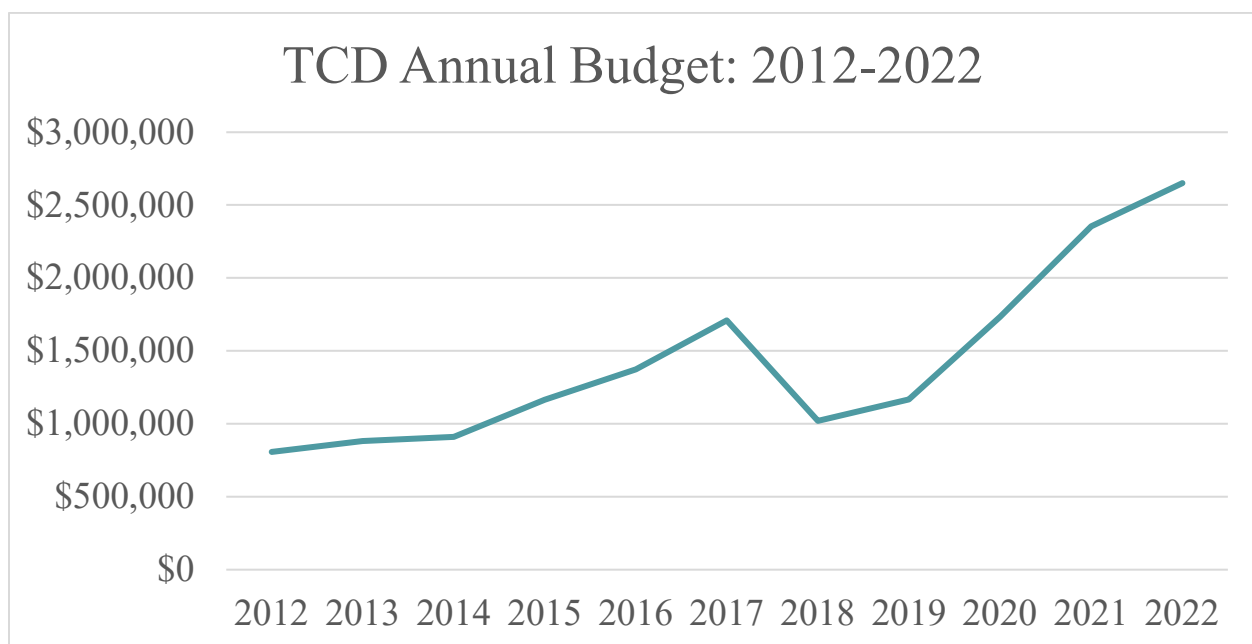


partnership building discussion, etc. This concept comes with the intent to leverage the knowledge, expertise, and networks of each Board member while expanding TCD's reach in a targeted way that helps us achieve strategic plan goals!

### **Washington Association of District Employees Conference – District Expansion Presentation**

In early June, I had the pleasure of presenting to a room of our peers at the Washington Association of District Employees Conference on the topic of District Expansion, in partnership with District Manager, Zorah Oppenheimer of Clark Conservation District.

A most impactful slide from my presentation (below) is a visual representation of both steady and dramatic growth throughout the past 10 years (2012-2022). A most remarkable accomplishment in our rebuild is the acceleration of our financial health that is clearly seen post-2019.



It was empowering to tell our story and help inspire and elevate our partner Conservation Districts. The feedback after the presentation has been resoundingly positive and affirming of the excellent work in recent years by TCD's Board and Staff. A well-deserved pat on the back to us all!

The full recorded session, along with the entire conference, will be uploaded in the coming weeks to the WADE website here:

<https://sites.google.com/site/wadistrictemployees/wade-conference/presentations>

### **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.