



# 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: Habitat Restoration Crew, *TJ Jenkins, Habitat Restoration Crew Lead*
3. Minutes Review & Revision, *All*
  - a. June 28, 2022, Board Work Session & Meeting Minutes
4. Conservation and Education Center Development, *All*
5. 2022 WACD Resolutions Discussion, *All*
6. Covid-19 Health Update, *Sarah Moorehead (Executive Director)*
7. Important Updates & Announcements
  - a. Board of Supervisors, *All*
  - b. Executive Director, *Sarah Moorehead (Executive Director)*

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### Board Meeting

6:30 pm – 7:30 pm

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|--|------------------------------------|
| 1. Welcome, Introductions, Audio Recording Announcement  | <b>6:30 PM</b><br><i>5 minutes</i> |
| 2. Agenda Review   | <b>6:35 PM</b><br><i>5 minutes</i> |
| 3. Consent Agenda – <i>Action Item</i>   | <b>6:40 PM</b><br><i>5 minutes</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><li>C. WSCC Implementation Addendum</li><li>D. WSCC CREP Addendum</li><li>E. ASRP RBR AQEA Contract Amendment Final</li></ol> |                                    |

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|---|--|
| <p><b>4. Public Comment</b></p> <p>*Three minutes per person</p>  | <p><b>6:45 PM</b></p> <p><i>5 minutes</i></p>  |
| <p><b>5. Partner Reports <i>(if present)</i></b></p> <p>A. Natural Resources Conservation Service (NRCS), TBD</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><b>6:50 PM</b></p> <p><i>15 minutes</i></p> |
| <p><b>6. Mid-Year Budget Review</b></p>   | <p><b>7:05 PM</b></p> <p><i>10 minutes</i></p> |
| <p><b>7. Governance, All – Action Item</b></p> <p>A. Climate Friendly Banking</p> <p>B. August 23, 2022 Work Session Topic List &amp; Meeting Agenda Development</p>  | <p><b>7:15 PM</b></p> <p><i>5 minutes</i></p>  |
| <p><b>8. Executive Session: To discuss the performance of the Executive Director.</b></p> <p><i>RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.</i></p>   | <p><b>7:20 PM</b></p> <p><i>10 minutes</i></p> |
| <p><b>Adjourn</b></p>   | <p><b>7:30 PM</b></p>                          |
- Informational Only Items:**
- I. *Executive Director's Report*

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### Important Dates

**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

**September 2022 -**

14-15 <sup>th</sup>	WSCC Pacific CD Meeting	Long Beach, WA
7-10 <sup>th</sup>	NACD 2022 Pacific and Southwest Meeting	Maui, HI
27 <sup>th</sup>	Board Work Session & Meeting 5:00 -7:30 pm	Virtual (Zoom)

# Item

# 3

# Thurston Conservation District Consent Agenda Decision Sheet July 26, 2022 Board Meeting



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- A. June 28, 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. July 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 Implementation Addendum
- a. Proposed action: accept without amendment and approve.
  - b. Action was taken:
  - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- D. WSCC CREP Addendum
- a. Proposed action: accept without amendment and approve.
  - b. Action was taken:
  - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- E. ASRP RBR AQUA Contract Amendment Final
- 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 JULY 26, 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

June 28, 2022

Virtual Zoom

Meeting Time: 5:00 pm – 6:02 pm

Originally Scheduled: 5:00 pm – 6:00 pm



### Present at Work Session:

TJ Johnson, TCD Board Chair

Helen Wheatley, TCD Vice-Chair

Doug Rushton, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Leah Kellogg, TCD Staff

Adam Peterson, TCD Staff

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

11      Respectfully,

X

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TJ Johnson

TCD Board of Supervisors Chair

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## Thurston Conservation District Board of Supervisors

### Regular Board Meeting Minutes

June 28, 2022

Virtual Zoom Online Forum

Meeting Time: 6:30 pm – 7:48 pm

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



#### Present at Meeting:

TJ Johnson, TCD Board Chair

Leah Kellogg, TCD Staff

Helen Wheatley, TCD Vice-Chair

Jean Fike, Washington State Conservation

Doug Rushton, TCD Board Supervisor

Commission (WSCC)

Ben Cushman, TCD Legal Counsel

Alena Reynolds, Department of Ecology (DOE)

Sarah Moorehead, TCD Executive Director

### Summary of Action Items

- **ACTION ITEM:** ED Moorehead will send out a Doodle Poll to Supervisors to arrange a specific date for WSCC tour with Chris Pettitt.
- **ACTION ITEM:** Executive Moorehead will send out a Doodle poll to supervisors with September dates for the TCD Board and Staff Summer Picnic.

### Summary of Motions Passed

- *Supervisor Wheatley moved to adopt the revised Board Meeting Agenda. Supervisor Rushton seconded. Motion passed unanimously, (3-0).*
- *Supervisor Rushton moved to approve the Consent Agenda. Supervisor Wheatley seconded. Motion Passed unanimously, (3-0).*
- *Supervisor Wheatley moved to approve the TCD Policy 1.2.1: Board Supervisor Remote Attendance, as amended. Supervisor Rushton seconded. Motion passed unanimously, (3-0).*
- *Supervisor Wheatley moved to adjourn. Supervisor Iyall seconded. Motion passed unanimously, (3-0).*

### Full Version of the Minutes

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#### Welcome & Introductions

At 6:30 pm, TCD Board Chair TJ Johnson called the June 28, 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. TCD Supervisors Johnson, Rushton, and Wheatley attended the meeting virtually. Supervisors Iyall and DeWreede were not present and excused from the meeting.

#### Agenda Review

- Three items were carried over from the June 28, 2022 Work Session
  - One item was added to the agenda under 6-Governance:
    - TCD Equipment Rental Program Needs
  - Two items were added to the agenda under 7-Important Updates & Announcements:

- Board of Supervisors Report
- Executive Director Report
- The Executive Session was moved to Item 8

***Supervisor Wheatley moved to adopt the revised Board Meeting Agenda. Supervisor Rushton seconded. Motion passed unanimously, (3-0).***

#### **Consent Agenda**

- A. May 24, 2022, Board Work Session & Meeting Minutes
- B. June 2022 Financial Report

***Supervisor Rushton moved to approve the Consent Agenda. Supervisor Wheatley seconded. Motion Passed unanimously, (3-0).***

#### **Public Comment**

No public comments provided.

#### **Partner Reports**

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

**ACTION ITEM: ED Moorehead will send out a Doodle Poll to Supervisors to arrange a specific date for WSCC tour with Chris Pettit.**

- B. Department of Ecology (DOE) Update, Alena Reynolds
  - Alena Reynolds was present and gave an update.
- C. Washington State Conservation Commission (WSCC) Update, Jean Fike
  - Jean Fike was present and gave an update.
- E. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor and WACD Board Member Rushton
  - A written update was provided in the Board Packet by Supervisor Rushton
  - The WACD Board of Director Meeting was held in Bow, WA, on June 20, 2022.
  - The WACD Annual Meeting will be held on November 28-30 Wenatchee, WA.
  - The Board added a topic list item to the July 26, 2022 Work Session; to discuss potential TCD Board of Supervisors resolutions for consideration of adoption at our SW area meeting and at the WACD Annual Meeting in November 2022.
- F. 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. TCD Equipment Rental Program Needs
  - Staff identified several pieces of equipment that community members have expressed interest in renting from the District.
    - No Till Drill
    - Tractor and Implements
    - Haying and Harrowing Equipment
    - Harvesting Equipment: Cider Press, Blueberry Picker, and Turkey Processor
    - Woodchipper
    - Biochar Cone Pit



- Feedback from the community has been anecdotal, no formal public surveys have been executed by staff.
  - Supervisors would like staff to reach out to untapped populations and partner groups of Thurston County for other equipment rental suggestions.
- B. TCD Policy 1.2.1: Board Supervisor Remote Attendance
- The Board made several revisions to the policy while ED Moorehead live edited the document.

***Supervisor Wheatley moved to approve the TCD Policy 1.2.1: Board Supervisor Remote Attendance, as amended. Supervisor Rushton seconded. Motion passed unanimously, (3-0).***

C. 2022 Staffing Plan Update

- ED Moorehead explained, due to the increase in community demand for assistance, she will be hiring a new Farm Planning Technician in 2022.
- Funding for the new staff member would come from various funding sources, as outlined in the TCD 2022 Budget.
- If the current funding projections are awarded in the 2022-2023 Budget, TCD will hire new staff in Habitat, Natural Resource, Finance & Administration and Education & Outreach Departments.

C. July 2022 Work Session Topic List & Meeting Agenda Development

**Work Session**

- Topic List Review
- Staff Presentation: TBD
- Minutes Review & Revision
  - June 28, 2022, Board Work Session & Meeting Minutes
- Conservation and Education Center Development
- Resolutions for WACD
- Covid-19 Health Update, Sarah Moorehead
- Important Updates & Announcements
  - Board of Supervisors
  - Executive Director

**Board Meeting Agenda**

- Agenda Review
- Consent Agenda
  - June 28, 2022, Board Work Session & Meeting Minutes
  - July 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
- 2022 Mid-Year Budget Review
- Governance
  - Climate Friendly Banking
  - August 23, 2022, Work Session Topic List & Meeting Agenda Development

**Important Updates & Announcements**

- Board of Supervisors Report

- 127                   ○ Board Chair Johnson gave an update on the Olympia Farmland Group and Land use and  
128                   Environment Committee.  
129       • Executive Director Report  
130                   ○ ED Moorehead discussed the potential dates for the TCD Board and Staff Summer  
131                   Picnic, Supervisors gave feedback on dates and locations for the picnic.

132   **ACTION ITEM: Executive Moorehead will send out a Doodle poll to supervisors about September dates**  
133   **for the TCD Board and Staff Summer Picnic.**

134   **Executive Session:** To discuss potential litigation with legal counsel.  
135   In attendance: present TCD Board Members Johnson, Rushton and Wheatley, TCD Legal Counsel Ben  
136   Cushman, and Executive Director Moorehead.

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

139   Executive Session opened at 7:37 to last no more than 10 minutes and concluded at 7:46 pm.

140   **Executive Session Report Out:**  
141   No action was taken.

142   ***Supervisor Wheatley moved to adjourn. Supervisor Iyall seconded. Motion passed unanimously, (3-0).***

143   **Adjourn 7: 48 pm**

144   Respectfully,

X

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TJ Johnson  
TCD Board Chair

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## Thurston Conservation District July 2022 Financial Notes



The 2022 Mid-Year Revised Restricted and Unrestricted Working Budgets have been supplied for Board review.

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

1. Please notice the \$7,256.73 reported for *Partner Fee for Service* income in June. For this new income source, the District hires out its Restoration Crew to support partner restoration projects.
2. You'll see the \$41,000 expense to purchase a new District vehicle. Hooray! The WSCC contribution of \$9,000 meant that the District was able to purchase a truck that will support its increase in construction and restoration projects.

### Unrestricted Budget vs Actual

3. Many of the discrepancies between the Budget vs Actual figures will be corrected with the Mid-Year Revised Unrestricted Budget.

## Thurston Conservation District

## Profit &amp; Loss

January through June 2022

	Jan - Jun 22
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	3,787.08
3451120 · Nutrient Spreader Rentals	347.20
3451130 · Poultry Equipment & Tool Rentals	644.48
3451140 · Plant Sales	15,099.22
3451150 · Partner Fee for Service	9,104.65
Total 3451100 · Soil/Water Conservation Service	28,982.63
Total 3400000 · Charges for Goods and Services	28,982.63
3300000 · Grant Revenues	755,647.98
3600000 · Miscellaneous Revenues	
3699100 · Miscellaneous Other	1,631.51
3685000 · Special Assessments - Service	320,437.75
3670000 · Nongovernmental Contributions	46,222.20
3610000 · Interest and Other Earnings	100.09
3620000 · Rents and Leases	384.23
Total 3600000 · Miscellaneous Revenues	368,775.78
Total Income	1,153,406.39
Gross Profit	1,153,406.39
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	684,834.82
5314101 · Legal Fees & Services	10,000.00
5314102 · Audit & Accounting	8,511.69
5314103 · Computer Services	13,116.51
5314100 · Professional Services	49,163.67
5314400 · Advertising	1,419.53
5314203 · Printing Services	1,022.10
5314104 · Janitorial Services	3,832.50
5314501 · Office Rent	26,208.00
5314700 · Utilities	3,505.45
5314503 · Equipment Leases	6,931.01
5314504 · Vehicle Leases	2,776.55
5314200 · Communications	6,009.73
5313102 · Photocopier Usage	228.87
5354800 · Repairs & Maintenance	3,391.02
5314505 · Software Licenses	6,267.64
5313101 · Office Supplies	2,268.05
5314202 · Postage & Shipping	909.25
5314902 · Organizational Dues & Licenses	1,430.21
5314117 · Soil Testing	2,339.09
5313401 · Plants for Resale	14,503.40
Project Expenses	14,214.19
5314302 · Staff - Conference & Training	3,201.50
5314300 · Staff - Travel	4,056.96
5314119 · Cultural Resources	5,959.00
5314108 · Construction & Landscaping	136,028.47
5314109 · Cost Share	42,935.25
5314110 · Bank Fees & Interest Charges	30.00
5314600 · Liability Insurance Premiums	12,559.98
66300 · Sales Tax Adjustments	23.25
5945360 · Capital Outlays	
5945363 · Equipment & Office Furniture	4,586.53
5945364 · Computer Hardware	3,892.46
5945365 · Machinery and Tools	4,944.21
5945366 · Vehicle Purchases	49,667.75
Total 5945360 · Capital Outlays	63,090.95
Total Expense	1,130,768.64
Net Ordinary Income	22,637.75
Net Income	22,637.75

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

	Jun 22
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	196.24
3451120 · Nutrient Spreader Rentals	87.31
3451130 · Poultry Equipment & Tool Rentals	402.12
3451150 · Partner Fee for Service	7,256.73
Total 3451100 · Soil/Water Conservation Service	7,942.40
Total 3400000 · Charges for Goods and Services	7,942.40
3300000 · Grant Revenues	195,380.91
3600000 · Miscellaneous Revenues	
3699100 · Miscellaneous Other	0.38
3685000 · Special Assessments - Service	2,827.31
3670000 · Nongovernmental Contributions	2,218.56
3610000 · Interest and Other Earnings	17.67
3620000 · Rents and Leases	92.87
Total 3600000 · Miscellaneous Revenues	5,156.79
Total Income	208,480.10
Gross Profit	208,480.10
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	111,943.08
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	269.79
5314103 · Computer Services	3,932.00
5314100 · Professional Services	2,350.00
5314104 · Janitorial Services	600.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	348.72
5314503 · Equipment Leases	335.33
5314504 · Vehicle Leases	513.38
5314200 · Communications	1,306.97
5354800 · Repairs & Maintenance	246.15
5314505 · Software Licenses	62.34
5313101 · Office Supplies	127.70
5314202 · Postage & Shipping	48.18
5314117 · Soil Testing	158.20
Project Expenses	3,095.46
5314300 · Staff - Travel	965.96
5314108 · Construction & Landscaping	35,033.03
5314109 · Cost Share	700.00
5314600 · Liability Insurance Premiums	2,068.33
5945360 · Capital Outlays	
5945363 · Equipment & Office Furniture	2,500.84
5945366 · Vehicle Purchases	41,000.00
Total 5945360 · Capital Outlays	43,500.84
Total Expense	213,973.46
Net Ordinary Income	-5,493.36
Net Income	-5,493.36

# Thurston Conservation District

## Profit & Loss Prev Year Comparison

### January through June 2022

	Jan - Jun 22	Jan - Jun 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	3,787.08	2,712.51	1,074.57	39.6%
3451120 · Nutrient Spreader Rentals	347.20	0.00	347.20	100.0%
3451130 · Poultry Equipment & Tool Rentals	644.48	1,284.60	-640.12	-49.8%
3451140 · Plant Sales	15,099.22	14,709.49	389.73	2.7%
3451150 · Partner Fee for Service	9,104.65	300.64	8,804.01	2,928.4%
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>28,982.63</b>	<b>19,007.24</b>	<b>9,975.39</b>	<b>52.5%</b>
<b>Total 3400000 · Charges for Goods and Services</b>	<b>28,982.63</b>	<b>19,007.24</b>	<b>9,975.39</b>	<b>52.5%</b>
3300000 · Grant Revenues	755,647.98	599,541.65	156,106.33	26.0%
3600000 · Miscellaneous Revenues				
3699100 · Miscellaneous Other	1,631.51	0.00	1,631.51	100.0%
3685000 · Special Assessments - Service	320,437.75	318,521.41	1,916.34	0.6%
3670000 · Nongovernmental Contributions	46,222.20	13,619.27	32,602.93	239.4%
3610000 · Interest and Other Earnings	100.09	74.43	25.66	34.5%
3620000 · Rents and Leases	384.23	462.93	-78.70	-17.0%
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>368,775.78</b>	<b>332,678.04</b>	<b>36,097.74</b>	<b>10.9%</b>
<b>Total Income</b>	<b>1,153,406.39</b>	<b>951,226.93</b>	<b>202,179.46</b>	<b>21.3%</b>
<b>Gross Profit</b>	<b>1,153,406.39</b>	<b>951,226.93</b>	<b>202,179.46</b>	<b>21.3%</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	684,834.82	590,499.71	94,335.11	16.0%
5314101 · Legal Fees & Services	10,000.00	14,141.00	-4,141.00	-29.3%
5314102 · Audit & Accounting	8,511.69	1,571.43	6,940.26	441.7%
5314103 · Computer Services	13,116.51	10,822.47	2,294.04	21.2%
5314100 · Professional Services	49,163.67	14,832.95	34,330.72	231.5%
5314400 · Advertising	1,419.53	749.00	670.53	89.5%
5314203 · Printing Services	1,022.10	1,108.77	-86.67	-7.8%
5314104 · Janitorial Services	3,832.50	3,333.00	499.50	15.0%
5314501 · Office Rent	26,208.00	26,208.00	0.00	0.0%
5314700 · Utilities	3,505.45	4,541.04	-1,035.59	-22.8%
5314503 · Equipment Leases	6,931.01	1,859.89	5,071.12	272.7%
5314504 · Vehicle Leases	2,776.55	2,404.84	371.71	15.5%
5314200 · Communications	6,009.73	5,469.68	540.05	9.9%
5313102 · Photocopier Usage	228.87	229.43	-0.56	-0.2%
5354800 · Repairs & Maintenance	3,391.02	3,020.99	370.03	12.3%
5314505 · Software Licenses	6,267.64	14,685.90	-8,418.26	-57.3%
5313101 · Office Supplies	2,268.05	2,438.22	-170.17	-7.0%
5314202 · Postage & Shipping	909.25	1,629.65	-720.40	-44.2%
5314902 · Organizational Dues & Licenses	1,430.21	5,182.63	-3,752.42	-72.4%
5314117 · Soil Testing	2,339.09	1,681.20	657.89	39.1%
5313401 · Plants for Resale	14,503.40	12,241.53	2,261.87	18.5%
Project Expenses	14,214.19	11,230.14	2,984.05	26.6%
5314302 · Staff - Conference & Training	3,201.50	374.95	2,826.55	753.9%
5314300 · Staff - Travel	4,056.96	3,494.66	562.30	16.1%
5314301 · Board Travel	0.00	68.32	-68.32	-100.0%
5314119 · Cultural Resources	5,959.00	0.00	5,959.00	100.0%
5314108 · Construction & Landscaping	136,028.47	55,086.59	80,941.88	146.9%
5314109 · Cost Share	42,935.25	75,267.64	-32,332.39	-43.0%
5314110 · Bank Fees & Interest Charges	30.00	0.00	30.00	100.0%
5314600 · Liability Insurance Premiums	12,559.98	9,931.52	2,628.46	26.5%
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	4,586.53	108.23	4,478.30	4,137.8%
5945364 · Computer Hardware	3,892.46	6,659.51	-2,767.05	-41.6%
5945365 · Machinery and Tools	4,944.21	0.00	4,944.21	100.0%
5945366 · Vehicle Purchases	49,667.75	0.00	49,667.75	100.0%
<b>Total 5945360 · Capital Outlays</b>	<b>63,090.95</b>	<b>6,767.74</b>	<b>56,323.21</b>	<b>832.2%</b>
<b>Total Expense</b>	<b>1,130,768.64</b>	<b>881,296.06</b>	<b>249,472.58</b>	<b>28.3%</b>
<b>Net Ordinary Income</b>	<b>22,637.75</b>	<b>69,930.87</b>	<b>-47,293.12</b>	<b>-67.6%</b>
<b>Net Income</b>	<b>22,637.75</b>	<b>69,930.87</b>	<b>-47,293.12</b>	<b>-67.6%</b>

# Thurston Conservation District

## Balance Sheet

As of June 30, 2022

	Jun 30, 22
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	126,737.53
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	167,735.07
3082003 · Saving-2410 Education Center	57,524.80
	<hr/>
Total 3088020 · Savings Accounts	225,259.87
3088030 · Counter Cash	100.00
3088040 · PayPal Account	530.64
	<hr/>
Total Checking/Savings	352,628.04
Accounts Receivable	337,372.66
Other Current Assets	
3090500 Prepaid Accounts	8,439.70
3092000 · 309.20.00 Cash on Hand	11,905.63
	<hr/>
Total Other Current Assets	20,345.33
	<hr/>
Total Current Assets	710,346.03
	<hr/>
<b>TOTAL ASSETS</b>	<b>710,346.03</b>
	<hr/>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	18,494.61
Credit Cards	6,854.74
Other Current Liabilities	
3861100 · Sales Tax Payable	829.28
3861000 · Payroll Liabilities	
3861005 · PERS Deferral Payable	17,288.74
3861007 · State Unemployment Payable	4,242.40
3861008 · Union Dues	892.55
3861009 · State L&I Payable	1,254.12
3861010 · WA - Family & Medical Leave	910.82
3861011 · Vacation & Sick Leave Payable	91,852.60
3861013 · WA State Cares Act	691.50
	<hr/>
Total 3861000 · Payroll Liabilities	117,132.73
	<hr/>
Total Other Current Liabilities	117,962.01
	<hr/>
Total Current Liabilities	143,311.36
	<hr/>
Total Liabilities	143,311.36
Equity	567,034.67
	<hr/>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>710,346.03</b>
	<hr/>

# 2022 Restricted Budgets vs Actuals



As of June 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	<b>RCO</b>											
2	ESRP Shore Friendly	R035		07/01/21	06/30/23	340,458	196,260	171,974	63,255	108,719	50.00%	42.35%
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	7,500,000	0	21,690	7,276	14,415	NA	100.00%
7	SRFB Cozy Valley	R060	21-1089C	09/23/21	09/23/23	132,778	116,712	119,951	14,816	105,135	38.44%	12.10%
8	ESRP Zangle Cove	R070	20-1517R	07/01/21	12/31/23	110,072	106,516	8,948	1,442	7,506	39.93%	3.23%
9	<b>DOE</b>											
10	Deschutes	E100	WQC-2018-ThurCD-00174	07/01/19	To be extended	244,401	178,087	83,816	7,226	76,590	NA	27.13%
11	<b>Federal</b>											
12	Frogs on Farm Cost Share	US080		08/15/20	08/15/25	93,135	85,073	43,178	7,765	35,413	37.49%	8.66%
14	<b>WSCC</b>											
15	Livestock	W025	22-13-LT	07/01/21	06/30/23	20,000	15,123	10,000	379	9,621	50.00%	24.38%
16	Skookumchuck Planting	W030	20-13-ER	04/01/20	12/31/24	744,780	282,325	197,426	139,772	57,654	47.29%	62.09%
17	Chehalis Flood Plain	W050	22-13-FL	09/01/21	06/30/23	128,333	81,952	100,821	39,984	60,837	45.36%	36.14%
18	Chehalis Lead	W150	22-13-RIT	10/01/21	06/30/23	72,000	56,297	47,711	14,370	33,342	42.79%	21.81%
19	Shellfish Cost Share	W060	22-13-SH	07/01/21	06/30/23	220,660	157,549	188,662	50,514	138,148	50.00%	28.60%
20	CREP	W070	22-13-CE	07/01/21	06/30/23	36,247	28,966	9,415	1,384	8,031	50.00%	20.09%
21	NRI Cost Share TA	W080	22-13-NR	07/01/21	06/30/23	99,927	92,613	79,898	4,546	75,352	50.00%	7.32%
22	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%
23	Food Support Program	W090	22-13-FP	05/16/22	06/30/22	5,000	3	5,000	4,997	Closed	100.00%	99.93%
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	17,939	12,165	2,334	9,831	41.51%	11.51%
28	Sentinel Landscape Program (SLP)	M075		10/01/21	07/30/24	888,225	753,657	371,607	85,397	286,211	26.40%	15.15%
29	One Tree Planted	M085		09/03/21	until spent	33,076	29,462	31,915	2,453	29,462	NA	10.93%



	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	WCRRI Prairie Habitat Enhancement	M095		01/01/22	06/30/25	119,954	115,703	27,993	4,251	23,741	14.17%	3.54%
31	WFC Meyer	M100		10/01/20	06/06/22	4,224	26	763	737	Closed	100.00%	99.38%
32	<b>Thurston County</b>											
33	FY21-23 VSP	TC400		07/01/21	06/30/23	150,000	71,934	78,025	32,792	45,233	50.00%	52.04%
34	TC Riparian Streamside 1	TC510	06-21	07/01/21	08/31/22	52,285	12,261	42,338	30,010	12,328	85.48%	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	85.48%	92.12%
36	TC Riparian Streamside 3	TC530	08-21	07/01/21	08/31/22	49,964	12,532	39,218	26,686	12,532	85.48%	74.92%
37	NTAqua	TC700		07/01/19	09/30/22	196,000	50,432	109,021	58,589	50,432	92.26%	74.27%
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	49.59%	42.45%
40	ESD 113 Climate Education	G019.104		05/01/22	08/31/22	10,000	0	10,000	10,000	0	49.59%	100.00%
41	FY20-21 NOAA B-WET	G019.106		01/01/22	12/31/23	12,881	8,714	5,000	4,167	833	24.79%	32.35%
42	NFWF Five Star	G019.108		01/01/22	12/31/22	11,700	11,700	11,700	0	11,700	49.59%	0.00%
43	Dawkins 2021	G019.28		01/01/21	until spent	22,000	-0	8,150	8,150	Closed	NA	100.00%
44	Dawkins 2022	G019.28		01/01/22	until spent	25,000	21,569	25,000	3,431	21,569	NA	13.72%
45	Community Foundation	G019.29		01/01/22	until spent	5,000	0	5,000	5,000	Closed	NA	100.00%
46	TCC	TCC		01/01/18	until spent	9,418	40		0	0	NA	99.57%
47	<b>Teens in Thurston Volunteer Program</b>									0		
48	WCS TNT	T070		01/01/22	until spent	500	382	500	118	382	NA	23.63%
49	Nisqually TNT 2021	G019.60		01/13/21	until spent	4,900	1,211	1,211	0	1,211	NA	75.28%
50	Nisqually TNT 2022	G019.60		01/19/22	until spent	4,000	4,000	4,000	0	4,000	NA	0.00%
51	<b>Envirothon Program</b>									0		
52	Chehalis Tribe Envirothon	T040		01/01/22	until spent	2,500	0	2,500	2,500	Closed	NA	100.00%
53	Nisqually Indian Tribe Envirothon	T040		01/01/22	until spent	5,000	1,323	5,000	3,677	1,323	NA	73.54%
54	<b>Partner Fee for Service</b>											
55	Engineer Cluster Agreement	P400		NA	NA	NA	NA	NA	1,875	NA	NA	NA

# 2022 Unrestricted Budget vs Actual



June 50.00%

	Account Name	2022 Budget	2022 Actual	\$ Over Budget	% of Budget
1	<b>-</b>	<b>892,991</b>	<b>434,663</b>	<b>-458,328</b>	<b>48.7%</b>
2	<b>-</b> 3451100 · Soil/Water Conservation Service	<b>55,200</b>	<b>28,151</b>	<b>-27,049</b>	<b>51.0%</b>
3	<b>-</b> Food Production and Consumption	1,900	644	-1,256	33.9%
4	3451130 · Poultry Equipment & Tool Rentals	1,900	644	-1,256	33.9%
5	<b>-</b> Soil Conservation and Health	5,850	4,134	-1,716	70.7%
6	3451110 · Soil Testing	5,000	3,787	-1,213	75.7%
7	3451120 Soil Health Equipment Rental	850	347	-503	40.8%
8	<b>-</b> Community Outreach and Education	46,500	15,099	-31,401	32.5%
9	3451140 · Plant Sales	46,500	15,099	-31,401	32.5%
10	TCD Swag Shop	0	0	0	
11	<b>-</b> Water Quality & Quantity and Protection & Restoration of Ecosystems	0	4,185	4,185	
12	Partner Fee for Service - Landscaping Crew	0	4184.59	4184.59	
13	<b>-</b> Other Income	950	4,089	3,139	430.4%
14	3670000 · Nongovernmental Contributions	0	2,000	2,000	
15	3620000 · Rental Income	800	357	-443	44.7%
16	3611100 · Interest Income	150	100	-50	66.7%
17	3600000 · Miscellaneous Income	0	1,632	1,632	
18	<b>+</b> 3300000 · Grant Revenue	<b>117,823</b>	<b>13,000</b>	<b>-104,823</b>	<b>11.0%</b>
20	3685201 · Rates and Charges	<b>554,668</b>	<b>320,438</b>	<b>-234,230</b>	<b>57.8%</b>
21	<b>-</b> Overhead	<b>165,300</b>	<b>73,074</b>	<b>-92,226</b>	<b>44.2%</b>
22	5314999 · Overhead Allocation	155,800	67,193	-88,607	43.1%
23	5966699 · Vehicle Allocation	9,500	5,881	-3,619	61.9%
24	<b>Cash Surplus / 2021 Carry Overs</b>	<b>88,456</b>	<b>0</b>	<b>-88,456</b>	<b>0.0%</b>
25	<b>- Program Allocation</b>	<b>432,645</b>	<b>189,972</b>	<b>-242,673</b>	<b>43.9%</b>
26	<b>-</b> Local Food Production and Consumption	16,500	4,256	-12,244	25.8%
27	Poultry Equipment Rentals	16,500	4,256	-12,244	25.8%
28	<b>-</b> Producer Support & Preservation and Expansion of Working Lands	22,300	3,927	-18,373	17.6%
29	Working Lands Preservation Initiative	22,300	3,927	-18,373	17.6%
30	<b>-</b> Water Quality & Quantity and Protection & Restoration of Ecosystems	5,000	0	-5,000	0.0%
31	TCD Habitat Cost Share	5,000	0	-5,000	0.0%
32	Partner Fee for Service - Landscaping Crew	0	0	0	
33	<b>-</b> Soil Conservation and Health	46,600	35,347	-11,253	75.9%
34	Soil Health Testing	40,600	25,343	-15,257	62.4%
35	Soil Health Equipment Rental	6,000	10,004	4,004	166.7%
36	<b>-</b> Community Outreach and Engagement	181,620	91,328	-90,292	50.3%
37	Conservation Education Center	61,920	18,600	-43,320	30.0%
38	District Communications	68,750	33,395	-35,355	48.6%
39	Plant Sale	41,750	31,469	-10,281	75.4%
40	Elections	9,200	7,864	-1,336	85.5%

	Account Name	2022 Budget	2022 Actual	\$ Over Budget	% of Budget
41	<input type="checkbox"/> Adult and Youth Conservation Education	52,500	34,703	-17,797	66.1%
42	South Sound Green	46,300	28,503	-17,797	61.6%
43	Teens in Thurston Volunteer Program	4,200	4,200	0	100.0%
44	Envirothon	2,000	2,000	0	100.0%
45	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	108,125	20,412	-87,713	18.9%
46	Conservation TA	98,125	20,412	-77,713	20.8%
47	JEDI Work	10,000	0	-10,000	0.0%
48	<input type="checkbox"/> Expense	473,802	278,566	-195,236	58.8%
49	<input type="checkbox"/> Administrative Salaries & Benefits	231,725	130,941	-100,784	56.5%
56	<input type="checkbox"/> Professional Services	63,036	31,628	-31,408	50.2%
57	5314101 · Legal Services	25,000	10,000	-15,000	40.0%
58	5314102 · Audit & Accounting	14,036	8,512	-5,524	60.6%
59	5314103 · Computer Services	19,000	13,117	-5,883	69.0%
60	5314100 · Professional Services	5,000	0	-5,000	0.0%
61	<input type="checkbox"/> Facility, Vehicles and Maintenance	129,000	96,525	-32,475	74.8%
62	5314104 · Janitorial Services	8,000	3,833	-4,168	47.9%
63	5314501 · Office Rent	50,000	24,648	-25,352	49.3%
64	5314700 · Utilities	8,000	3,391	-4,609	42.4%
65	5314503 · Equipment Leases	3,000	1,769	-1,231	59.0%
66	5314504 · Vehicle Leases	5,700	2,777	-2,923	48.7%
67	5966604 · Vehicle Purchase	30,000	41,000	11,000	136.7%
68	5314200 · Communications	10,300	5,614	-4,686	54.5%
69	5313102 · Photocopier Usage	1,000	229	-771	22.9%
70	5354800 · Repairs & Maintenance	2,000	1,570	-430	78.5%
71	Computer Hardware Purchases	4,500	1,940	-2,560	43.1%
72	Computer Software	5,000	5,169	169	103.4%
73	Equipment & Office Furniture	1,500	4,587	3,087	305.8%
74	<input type="checkbox"/> Supplies	11,750	3,505	-8,245	29.8%
75	5313101 · Office Supplies	3,500	2,076	-1,424	59.3%
76	5314202 · Postage & Shipping	500	264	-236	52.9%
77	5314902 · Organizational Dues & Licenses	7,750	1,165	-6,585	15.0%
78	<input type="checkbox"/> Conferences, Training and Travel	10,971	3,407	-7,564	31.1%
79	5314302 · Staff Conference & Training Fees	1,971	500	-1,471	25.4%
80	Board Conference and Training Fees	2,500	0	-2,500	0.0%
81	5314300 · Staff Travel	4,000	2,907	-1,093	72.7%
82	Board Travel	2,500	0	-2,500	0.0%
83	<input type="checkbox"/> Insurance and Banking	27,320	12,560	-14,760	46.0%
84	5314110 · Bank Fees & Interest Charges	500	0	-500	0.0%
85	5314600 · Liability Insurance Premiums	26,320	12,560	-13,760	47.7%
86	5314111 · Late Fees & Penalties	500	0	-500	0.0%
87	<input type="checkbox"/> Savings	75,000	0	-75,000	0.0%
88	Reserve Fund	37,500	0	-37,500	0.0%
89	Conservation Education Center Savings Plan	37,500	0	-37,500	0.0%
90	Net Income (Surplus or Deficit)	0	-33,875	-33,875	

**Thurston Conservation District**  
**Payment Report**  
**June 2022**

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	10255	6/1/2022	Cheveron	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration PI	5314107 · Project Supplies	29.00
Check	EFT	6/1/2022	Delta Dental	UNRESTRICTED:A010-Overhead	5531022 · Dental Benefits	1,164.40
Credit Card Charge	10184	6/6/2022	Frogg Toggs	MISC:M100 - WFC Meyer	5314107 · Project Supplies	623.53
Credit Card Charge	10222	6/6/2022	US Postal Service	TCD Programs:T098 - Soil Health Testing:T098.0 - Shipping & Sup	5314202 · Postage & Shipping	9.58
Check	EFT	6/6/2022	Regence - Health Care	UNRESTRICTED:A010-Overhead	5531021 · Medical Benefits	12,658.16
Credit Card Charge	10263	6/7/2022	Target	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	41.83
Credit Card Charge	10277	6/7/2022	kiperts Korner Feed	TCD Programs:T030 - District Communications:T030.0 - District C	5314901 · Meeting & Event	91.39
Credit Card Charge	1162894449	6/7/2022	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	153.16
Check	EFT	6/7/2022	Wells Fargo		Credit Card Expenses	10,077.52
Check	EFT	6/7/2022	TPSC Benefits	UNRESTRICTED:A010-Overhead	5531021 · Medical Benefits	1,064.85
Bill Pmt -Check	21251	6/8/2022	Ali Bailey	TCD Programs:T030 - District Communications:T030.0 - District C	5314304 · Mileage	17.55
Bill Pmt -Check	21252	6/8/2022	All City Cleaning Services	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	600.00
Bill Pmt -Check	21253	6/8/2022	Ashley Lewis	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration PI	5314108 · Construction & Landscaping	1,111.11
Bill Pmt -Check	21254	6/8/2022	Comcast	UNRESTRICTED:A010-Overhead	5314204 · Internet Services	139.85
				UNRESTRICTED:A010-Overhead	5314201 · Telephone	158.84
Bill Pmt -Check	21255	6/8/2022	Community Farmland Trust	TCD Programs:T099 - Food Processing and Tools Rentals	5314501 · Office Rent	260.00
Bill Pmt -Check	21256	6/8/2022	Haley Hernandez	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration PI	5314108 · Construction & Landscaping	1,111.11
				TCD Programs:T030 - District Communications:T030.0 - District C	5314304 · Mileage	35.42
Bill Pmt -Check	21257	6/8/2022	Kiana Sinner_V	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration PI	5314304 · Mileage	29.83
				WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration PI	5314107 · Project Supplies	313.76
Bill Pmt -Check	21258	6/8/2022	Lindsey Swardz	WSCC:W060 - Shellfish Cost Share:W060.1 - Landowner Swardz	5314109 · Cost Share	35,526.60
				Partner Fee for Service:P400 - Engineer Cluster Agreement:P400	5314304 · Mileage	26.91
				WSCC:W060 - Shellfish Cost Share:W060.1 - Landowner Swardz	5314304 · Mileage	29.84
Bill Pmt -Check	21259	6/8/2022	Marguerite Abplanalp	MISC:M075 - Sentinel Landscape Program (SLP)	5314304 · Mileage	26.33
				Thurston County:TC700 - NTAqua:TC700.2 - Task 4.2 Ag BMP Im	5314304 · Mileage	34.52
Bill Pmt -Check	21260	6/8/2022	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	69.90
Bill Pmt -Check	21261	6/8/2022	Natural Waters, LLC	RCO:R060 - SRFB Cozy Valley:R060.2 - Task 2 Project Developme	5314100 · Professional Services	750.00
Bill Pmt -Check	21262	6/8/2022	Puget Sound Energy	UNRESTRICTED:A010-Overhead	5314701 · Electricity	97.65
Bill Pmt -Check	21263	6/8/2022	Reed Ingalls	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration PI	5314108 · Construction & Landscaping	1,111.11
Bill Pmt -Check	21264	6/8/2022	Thurston County Central Services	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	21265	6/8/2022	Whatcom Conservation District	TCD Programs:T100 - Working Lands Initiative	5314100 · Professional Services	233.86
Bill Pmt -Check	21266	6/8/2022	Yan Dong_V	UNRESTRICTED:A010-Overhead	5314304 · Mileage	36.28
Credit Card Charge	10234	6/9/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	12.95
Credit Card Charge	2706610	6/9/2022	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	20.73
Liability Check	EFT	6/9/2022	QuickBooks Payroll Service		Payroll	29,566.71
Liability Check	EFT	6/9/2022	Internal Revenue Service		3861004 · Federal Income Tax Payable	3,526.00
Liability Check	EFT	6/9/2022	Internal Revenue Service		3861003 · FICA Payable	2,558.05
Liability Check	EFT	6/9/2022	Internal Revenue Service		3861003 · FICA Payable	2,558.05
Liability Check	EFT	6/9/2022	Internal Revenue Service		3861003 · FICA Payable	598.26
Liability Check	EFT	6/9/2022	Internal Revenue Service		3861003 · FICA Payable	598.26
Liability Check	EFT	6/9/2022	WFSE Union Dues		3861008 · Union Dues	873.41
Liability Check	EFT	6/9/2022	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	1,116.41
Liability Check	EFT	6/9/2022	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	5,799.44

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Liability Check	EFT	6/9/2022	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	7,713.80
Credit Card Charge	10264	6/11/2022	Simple and Delicious Donut	TCD Programs:T070 -Teens in Thurston Volunteer Program	5314901 · Meeting & Event	22.43
Credit Card Charge	10227	6/14/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	26.25
Credit Card Charge	10265	6/14/2022	Target	GREEN:TCC:G019.28 Dawkins	5313101 · Office Supplies	30.59
Credit Card Charge	10266	6/14/2022	JoAnn	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	36.59
Credit Card Charge	3860997	6/14/2022	Buzzsprout	TCD Programs:T030 - District Communications:T030.2 - Podcast I	5374001 · Web Hosting and Maintenance	12.00
Credit Card Charge	10273	6/15/2022	Best Buy	UNRESTRICTED:Administration:W086 Implementation:W086.3 -	5945363 · Equipment & Office Furniture	2,261.14
Credit Card Charge	10228	6/16/2022	Grainger	TCD Programs:T099 - Food Processing and Tools Rentals	5314107 · Project Supplies	37.52
Credit Card Charge	10267	6/16/2022	Cheveron	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pl	5314107 · Project Supplies	14.57
Credit Card Charge	12009	6/16/2022	US Postal Service	TCD Programs:T098 - Soil Health Testing:T098.0 - Shipping & Sup	5314202 · Postage & Shipping	12.46
Credit Card Charge	12009	6/16/2022	US Postal Service	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	14.44
Credit Card Charge	10278	6/17/2022	kiperts Korner Feed	TCD Programs:T030 - District Communications:T030.0 - District C	5314901 · Meeting & Event	3.40
Bill Pmt -Check	EFT	6/17/2022	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	62.08
Credit Card Charge	E0300J64BV	6/19/2022	Microsoft	UNRESTRICTED:A010-Overhead	5314505 · Software Licenses	144.40
Credit Card Charge	10282	6/21/2022	Best Buy	UNRESTRICTED:Administration:W086 Implementation:W086.3 -	5945363 · Equipment & Office Furniture	229.73
Check	EFT	6/21/2022	TPSC Benefits	UNRESTRICTED:A010-Overhead	5531021 · Medical Benefits	67.50
Credit Card Charge	10231	6/22/2022	Amazon	TCD Programs:T099 - Food Processing and Tools Rentals	5314107 · Project Supplies	18.59
Credit Card Charge	10231	6/22/2022	Amazon	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	22.96
Credit Card Charge	10279	6/22/2022	SaraGlove	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pl	5314108 · Construction & Landscaping	134.00
Credit Card Charge	10283	6/22/2022	FAA	UNRESTRICTED:Administration:W086 Implementation:W086.3 -	5945363 · Equipment & Office Furniture	5.00
Liability Check	EFT	6/22/2022	Internal Revenue Service		3861004 · Federal Income Tax Payable	3,347.00
Liability Check	EFT	6/22/2022	Internal Revenue Service		3861003 · FICA Payable	2,399.93
Liability Check	EFT	6/22/2022	Internal Revenue Service		3861003 · FICA Payable	2,399.93
Liability Check	EFT	6/22/2022	Internal Revenue Service		3861003 · FICA Payable	561.28
Liability Check	EFT	6/22/2022	Internal Revenue Service		3861003 · FICA Payable	561.28
Credit Card Charge	10232	6/23/2022	US Postal Service	TCD Programs:T098 - Soil Health Testing:T098.0 - Shipping & Sup	5314202 · Postage & Shipping	11.70
Credit Card Charge	10286	6/23/2022	ReclaimDrone.com	UNRESTRICTED:Administration:W086 Implementation:W086.3 -	5945363 · Equipment & Office Furniture	4.13
Credit Card Charge	10286	6/23/2022	ReclaimDrone.com	UNRESTRICTED:A010-Overhead	5945363 · Equipment & Office Furniture	0.84
Credit Card Charge	10311	6/23/2022	Wordpress	GREEN:TCC:G019.28 Dawkins	5374001 · Web Hosting and Maintenance	328.20
Credit Card Charge	P1-74112867	6/23/2022	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	109.98
Liability Check	EFT	6/23/2022	QuickBooks Payroll Service		Payroll	28,008.20
Liability Check	EFT	6/23/2022	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	975.00
Credit Card Charge	10310	6/24/2022	Wordpress	GREEN:TCC:G019.28 Dawkins	5374001 · Web Hosting and Maintenance	19.69
				UNRESTRICTED:A010-Overhead	5945366 · Vehicle Purchases	32,000.00
Bill Pmt -Check	21267	6/24/2022	Awesome Ford	UNRESTRICTED:Administration:W086 Implementation:W086.3 -	5945366 · Vehicle Purchases	9,000.00
				GREEN:G019.104 ESD 113 Climate Ed	5314901 · Meeting & Event	70.49
Credit Card Charge	10307	6/26/2022	Fred Meyer	GREEN:TCC:G019.28 Dawkins	5314901 · Meeting & Event	35.28
Credit Card Charge	10281	6/27/2022	Silt Management Supplies	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration Pl	5314108 · Construction & Landscaping	1,302.87
Credit Card Charge	10304	6/28/2022	Seven Eleven	GREEN:G019.104 ESD 113 Climate Ed	5314901 · Meeting & Event	16.95
Credit Card Charge	10305	6/28/2022	Trader Joes	GREEN:G019.104 ESD 113 Climate Ed	5314901 · Meeting & Event	10.95
Bill Pmt -Check	EFT	6/28/2022	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	235.33
Credit Card Charge	10235	6/29/2022	Kiperts Trailer Sales	TCD Programs:T096 - Nutrient Spreader Rentals	5354802 · Rental Equipment	246.15
Credit Card Charge	10308	6/29/2022	Nineveh Assyrian	GREEN:G019.104 ESD 113 Climate Ed	5314901 · Meeting & Event	799.16
Credit Card Charge	MC11969550	6/29/2022	Mail Chimp	TCD Programs:T030 - District Communications:T030.0 - District C	5314505 · Software Licenses	61.27
Bill Pmt -Check	21268	6/29/2022	A & L Western Agricultural Laboratories	TCD Programs:T098 - Soil Health Testing:T098.1 - Test Reports	5314117 · Soil Testing	264.00
Bill Pmt -Check	21269	6/29/2022	All City Cleaning Services	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	600.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	21271	6/29/2022	William Townsend	WSCC:W070 - CREP	5314109 · Cost Share	700.00
Bill Pmt -Check	21272	6/29/2022	Goebel Septic Tank Service, Inc	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration PI	5314503 · Equipment Leases	100.00
Bill Pmt -Check	21274	6/29/2022	Marguerite Abplanalp	Thurston County:TC700 - NTAqua:TC700.2 - Task 4.2 Ag BMP Im	5314304 · Mileage	36.86
Bill Pmt -Check	21275	6/29/2022	Midwest Labs	TCD Programs:T098 - Soil Health Testing:T098.1 - Test Reports	5314117 · Soil Testing	158.20
Bill Pmt -Check	21276	6/29/2022	Peninsula Environmental Group, Inc.	Thurston County:TC530 - Riparian Streamside Wolt/Morley:TC53	5314108 · Construction & Landscaping	18,379.20
Bill Pmt -Check	21277	6/29/2022	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	530.30
Bill Pmt -Check	21278	6/29/2022	Puget Sound Energy	UNRESTRICTED:A010-Overhead	5314701 · Electricity	107.81
				UNRESTRICTED:A010-Overhead	5314703 · Gas	153.64
Bill Pmt -Check	21280	6/29/2022	Regence - Life Insurance	UNRESTRICTED:A010-Overhead	5531026 · Life Insurance	63.90
Bill Pmt -Check	21281	6/29/2022	Thurston County Fairgrounds	TCD Programs:T097 - Plant Sale	5314901 · Meeting & Event	250.00
Bill Pmt -Check	21282	6/29/2022	Tracking Y Ranch	USFWS:US80 Frogs on Farms	5314109 · Cost Share	3,750.00
Bill Pmt -Check	21283	6/29/2022	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	1,296.78
Bill Pmt -Check	21284	6/29/2022	WA St Conservation Commission	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	513.38
Bill Pmt -Check	21285	6/29/2022	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	3,932.00
				TCD Programs:T030 - District Communications:T030.0 - District C	5314304 · Mileage	17.55
				MISC:M075 - Sentinel Landscape Program (SLP)	5314304 · Mileage	11.70
Bill Pmt -Check	21286	6/29/2022	White, Nora	TCD Programs:T030 - District Communications:T030.0 - District C	5314304 · Mileage	4.68
				TCD Programs:T030 - District Communications:T030.0 - District C	5314305 · Meals / Per Diems	18.00
				MISC:M075 - Sentinel Landscape Program (SLP)	5314304 · Mileage	11.70
Bill Pmt -Check	21287	6/29/2022	Ashley Lewis	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration PI	5314108 · Construction & Landscaping	222.22
				Partner Fee for Service:P200 - Capitol Land Trust:P200.4 - Invasiv	5314108 · Construction & Landscaping	777.78
Bill Pmt -Check	21288	6/29/2022	Haley Hernandez	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration PI	5314108 · Construction & Landscaping	222.22
				Partner Fee for Service:P200 - Capitol Land Trust:P200.4 - Invasiv	5314108 · Construction & Landscaping	777.78
Bill Pmt -Check	21289	6/29/2022	Reed Ingalls	WSCC:W030 - Skookumchuck:W030.3 -Mngmnt & Restoration PI	5314108 · Construction & Landscaping	222.22
				Partner Fee for Service:P200 - Capitol Land Trust:P200.4 - Invasiv	5314108 · Construction & Landscaping	777.78

## Accounting

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**From:** Commission@scc.wa.gov <noreply+8424e8a37d3ee7b7@formstack.com>  
**Sent:** Wednesday, June 29, 2022 8:33 AM  
**To:** Accounting  
**Subject:** FORM 4: Addendum

# Washington State Conservation Commission

## FORM 4: ADDENDUM

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Jun 29, 2022 8:32 AM

### Conservation District: Thurston

**GRANT PROGRAM: Implementation (Must account for Basic Allocation Request below)**

**Overhead Rate: 25%**

Submitted By: Susan Shelton  
Email: accounting@thurstoncd.com

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**Total Grant Award: 117823.00**

Basic Allocation Award (if applicable): 117823.00

**Total to be obligated under this Addendum: 0.00**

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**Intermediate Outcome #1: 117823.00**

Implementation

**Intermediate Outcome #2:**

**Intermediate Outcome #3:**

**Intermediate Outcome #4:**

**Intermediate Outcome #5:**

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**Total of Intermediate Outcomes: 117823.00**

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## Accounting

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**From:** Commission@scc.wa.gov <noreply+8424e8a37d3ee7b7@formstack.com>  
**Sent:** Wednesday, June 29, 2022 2:06 PM  
**To:** Accounting  
**Subject:** FORM 4: Addendum

# Washington State Conservation Commission

## FORM 4: ADDENDUM

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Jun 29, 2022 2:05 PM

**Conservation District: Thurston**

**GRANT PROGRAM: CREP**

**Overhead Rate: 25%**

Submitted By: Susan Shelton  
Email: accounting@thurstoncd.com

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**Total Grant Award: 16923.50**

Basic Allocation Award (if applicable):

**Total to be obligated under this Addendum: 16923.50**

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**Intermediate Outcome #1: 16923.50**

Technical Assistance

**Intermediate Outcome #2:**

**Intermediate Outcome #3:**

**Intermediate Outcome #4:**

**Intermediate Outcome #5:**

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**Total of Intermediate Outcomes: 16923.50**

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**AMENDMENT TO CONSULTANT PROFESSIONAL SERVICES CONTRACT BETWEEN ANCHOR QEA, LLC AND THURSTON  
CONSERVATION DISTRICT**

**Riverbend Ranch ASRP Project Development Professional Services Contract #2021-01**

**Project: ASRP Riverbend Ranch Project, Phase 2: Design & Implementation (TCD R050 – ASRP Riverbend)**

**Description:** Anchor QEA, LLC will provide professional services to Thurston Conservation District to complete the Preliminary Design, Permitting and Final Design of the ASRP Riverbend Ranch Project, as well as participate in Design Team Coordination tasks.

1. **Term of Agreement.** The Parties agree to extend the term of the Original Agreement for four (4) years (“Renewed Term”) from July 15, 2022 (“New Effective Date”), pending Thurston Conservation District Board approval, and with conditions stated under the Original Agreement unless otherwise intentionally omitted, modified and/or amended under this Amendment.
2. **Scope of Work to be Performed.** The Parties agree to amend the scope of the Original Agreement to include work and services described in Exhibit B (“New Scope of Work”). The consultant shall perform the work and services described in Exhibit B. If specified in Exhibit B, the work and services shall be performed pursuant to task orders issued by the District. In the event of a conflict between Exhibit B and this Agreement, the provisions of this Agreement shall prevail.
3. **Compensation.** The District shall pay the Consultant for all completed work and services as provided in Exhibit B. The total amount paid under this Agreement shall not exceed **\$401,510 dollars** unless mutually agreed upon in writing by the parties.

CONSULTANT

THURSTON CONSERVATION DISTRICT

By \_\_\_\_\_

By \_\_\_\_\_

Owner/Principal, Anchor QEA, LLC

Board of Supervisors, Chair

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

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





**Exhibit B**  
**New Scope of Work**

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Riverbend Ranch ASRP Project Development

**Professional Services Contract #2021-01**

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## Exhibit B: New Scope of Work

### PROJECT SCOPE OF WORK

This Scope of Work describes the cooperative working arrangement between the Thurston Conservation District (TCD) and **Anchor QEA, LLC (Anchor QEA)**, under the **Riverbend Ranch ASRP Project Development** agreement with Thurston Conservation District, **#2021-01**. This project is funded by the Chehalis Basin Strategy Restoration Project Grant Program. This new scope of work describes the design phase tasks for bringing the Riverbend Ranch reach-scale restoration project from the conceptual design stage through completion of final designs, specifications, and permitting. Anchor QEA, LLC will be the prime consultant and will subcontract with a local survey firm to provide bathymetric surveying of the project reach, from river mile (RM) 11 to 14 on the Skookumchuck River to support hydraulic modeling and design analysis.

#### Task 1. Preliminary Design.

##### **Budget: \$136,540**

The goal of the preliminary design phase is to advance the conceptual design to permit-ready preliminary design plans, conduct hydraulic modeling to refine the design to ensure there are no adverse off-site impacts, develop a preliminary construction cost estimate, and develop additional details to support construction planning and implementation.

- a. Anchor QEA (and subcontractor) will conduct a bathymetric survey of the project reach to support development of a 2-dimensional hydraulic model (HEC-RAS 2D).
- b. Anchor QEA will develop the 2-dimensional hydraulic model to evaluate the local and upstream/downstream effects of the proposed conceptual design and any revisions proposed during preliminary design refinements. A continuous surface merging the bathymetric survey with existing floodplain LiDAR will be used to develop the hydraulic model and will be run for existing conditions and proposed conditions at typical low-flow conditions and the 2-year, 10-year, and 100-year peak flows. Model outputs will be used to analyze structural stability and longevity of design elements, demonstrate aquatic species benefits, and avoid adverse impacts to neighbors and specific land use features. The hydrology developed in the conceptual design will be used in the hydraulic modeling.
- c. The existing FEMA 1-dimensional model (HEC-RAS 1D) will be modified to include the proposed design to assess potential effects on the 100-year floodplain to support Thurston County floodplain review. This scope does not include preparing a Conditional Letter of Map Revision (CLOMR) for FEMA. If that became necessary, a contract modification would be required.
- d. Anchor QEA will develop preliminary design plans in AutoCAD Civil 3D based on the conceptual designs and any revisions proposed based on any issues identified by the hydraulic modeling analysis or landowners. The preliminary design plans will include proposed engineered log jam design details, proposed side-channel and backwater channel alignments and grading plans, and revegetation details. Preliminary plans will also include proposed access and staging areas, preliminary erosion control measures, and references as appropriate to the parallel culvert replacement project being designed by others. Anchor QEA will develop an outline of the construction specifications and prepare a Basis of Design Report (BODR) to accompany the preliminary designs. The following design sheets (up to 25 sheets) are anticipated for the preliminary design.

- 1) Cover Sheet, including title, location and vicinity maps, and sheet index (one sheet)
- 2) Construction notes (one sheet)



- 3) Existing Conditions (survey, vegetation, OHWM, wetlands; two sheets)
- 4) Site Plan, i.e., the proposed Project design with the base survey map underlay (two sheets)
- 5) Survey Control Plan (two sheets)
- 6) Engineered log jam details (up to 5 sheets)
- 7) Grading Cross Sections (up to two sheets)
- 8) Revegetation Plan (up to 5 sheets)
- 9) Revegetation Plant Schedule (proposed species, spacing, and sizes)

e. Anchor QEA will prepare a preliminary construction cost estimate to incorporate all project elements included in the preliminary design and including a construction contingency, local taxes, and construction oversight and inspection.

#### **Assumptions**

- AutoCAD drawings will use Anchor QEA standard formatting and any suggested formatting or details provided by the ASRP program.
- The specifications outline will be special provisions amending the Washington State Department of Transportation (WSDOT) 2021 standard specifications including any suggested specifications provided by the ASRP program.
- A CLOMR for FEMA approval is not required.
- This task includes up to two site visits by the project manager, lead engineer, and staff engineer for data collection and design refinements with Thurston CD and landowners and one site visit review with the ASRP Project Technical Review Team.
- Draft deliverables will be prepared by Thurston CD review and a final set of deliverables will be prepared for ASRP Project Technical Review Team review. Any comments received on the final deliverables will be incorporated into the Final Design.

#### **Deliverables:**

- Preliminary design plans (11x17 pdfs), construction cost estimate (pdf), outline of specifications (pdf), Basis of Design Report (pdf)
- Hydraulic modeling results and graphics (11x17 pdfs)

#### **Task 2. Permitting**

##### **Budget: \$92,150**

This task includes preparing permit applications for Thurston CD submittal to the agencies, including baseline data collection to delineate wetlands and the OHWM of the Skookumchuck River and a field investigation to prepare a cultural resources assessment. This project should qualify for streamlined permitting with both a Nationwide Permit (#27 Aquatic Habitat Restoration and Enhancement) for the Clean Water Action Section 404 permit and the Fish Habitat Enhancement Program (FHEP) for Hydraulic Project Approval. The anticipated permit submittals include:



- a. Clean Water Act Section 404 Nationwide Permit, U.S. Army Corps of Engineers (includes Section 106 compliance and Endangered Species Act compliance)
- b. Clean Water Act Section 401 Water Quality Certification, Washington Department of Ecology
- c. Hydraulic Project Approval via streamlined FHEP, Washington Department of Fish and Wildlife
- d. Thurston County floodplain review

**Assumptions:**

- Wetland and OHWM delineation will take approximately 4 days of effort for two staff. As part of this field effort, Anchor QEA staff will support Thurston CD and U.S. Fish and Wildlife Service staff in conducting a pocket gopher survey, if any project elements are likely to affect areas identified as suitable for pocket gophers.
- One agency site visit and coordination meeting are included.
- A cultural resources site investigation is included estimated at 3 days of effort for two staff. Coordination with the ASRP program and cultural resources team and DAHP and the Tribes is also included.
- Up to 20 hours of agency coordination is included.
- Up to 20 hours of mentoring support to Thurston CD is included.

**Deliverables:**

- Wetland and OHWM delineation report
- Streamlined Biological Evaluation (no effect for most species, pocket gophers are the primary species that is known to be in the project area)
- Area of Potential Effect package (narrative and map, including proposed cultural resources investigation work plan/methods), Cultural Resources Assessment, and Inadvertent Discovery Plan
- Joint Aquatic Resources Project Application and attachments
- WDFW APPs on-line submittal
- Floodplain memorandum for Thurston County

**Task 3. Final Design.**

**Budget: \$114,500**

Following review of the preliminary design by Thurston CD, landowners, and the ASRP Project Technical Review Team, Anchor QEA will prepare the final design drawings, specifications, construction cost estimate, and BODR. It is assumed that one additional proposed condition hydraulic model run may be necessary to account for any final revisions to the design. The preliminary design drawings will be updated and refined and additional sheets added if needed to meet final design requirements as directed by the ASRP Project Technical Review Team (although it is not anticipated that additional sheets will be required). The amendments to WSDOT standard specifications will include both general specifications and special provisions. Anchor QEA will work with Thurston CD to incorporate any general specifications into the overall set that are standard for Thurston CD construction bid documents. The construction cost estimate will be revised to account for any design revisions, more recent material pricing, and





to account for the anticipated separate revegetation contracts. The final BODR will incorporate any revisions from the preliminary design.

#### **Assumptions**

- This task includes up to two site visits for review of final designs with the ASRP Project Technical Review Team and review with Thurston CD and landowners.
- Deliverables will be prepared in electronic format with two hard copy sets of full-size drawings prepared for Thurston CD.

#### **Deliverables:**

- Final design plans (11x17 and 24x36 pdfs and 2 hard copies in full-size), construction cost estimate (pdf), complete construction specifications (pdf), Basis of Design Report (pdf)

#### **Task 4. Project Management and Coordination.**

##### **Budget: \$21,820**

This task will include management of the project team, including subcontractors, monthly invoicing and reporting, and coordination with Thurston CD and landowners. This task also includes coordination with the ASRP program relative to technical reviews and acquisitions. This task also includes the preparation and maintenance of a shared calendar with anticipated delivery dates for Task subcomponents.

#### **Assumptions**

- Design phase will take approximately 9 months (with proposed construction starting in 2023).
- This task includes up to 10 monthly check-in calls with Thurston CD (up to 1 hour) and up to three additional site visits with landowners or project partners not accounted for in other tasks (Project Manager to attend site visits).

#### **Fee Estimate**

The estimated fee to conduct the above scope of work is \$365,010 and a detailed cost estimate is attached. A 10% contingency of \$36,500 is included, bringing the total to \$401,510. This estimated fee does not include construction bidding support or construction management services that are currently estimated in the construction cost estimate in the conceptual design report.

#### **Schedule**

Item	Completion Date
Notice to Proceed	July 15, 2022
Preliminary Design	February 28, 2023
Permit Applications	March 15, 2023
Final Design	June 30, 2023
Bid Documents Ready for Advertisement	September 15, 2023

#### **Invoicing**

Anchor QEA will submit vouchers/invoices for completed services on a monthly basis. Invoices for completed tasks (including hours & rate per task) will be paid by TCD within 60 days of receipt of invoice.



# Item

# 5

National Association of Conservation Districts  
July 15-20, 2022 Summer Meeting; San Juan, Puerto Rico  
**Summary Notes**

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Overview:

- Budget is in good shape. FY 2023 expenditures to be less than revenues. Budget was passed
  - Good progress on streamlining NACD policy book - renaming RPGs as subcommittees
  - Farm bill –essentially waiting until after the November election which will affect the direction and committee compositions.
  - NACD and NRCS priorities are noted.
- 

**I. OPERATIONS - Finances and Membership (Treasurer Gary Blair)**

- A. Current budget is in good stead – membership revenue (unrestricted) was \$914,000 or about 89% of the unrestricted budget.
- B. FY 23 budget: \$21.4 million projected revenues; \$21.3 million projected expenses. Projected increased travel costs and modest increases for employees. *Budget was approved.*
- C. Membership
  - 1. 1,827 paid members as of 6/30/21.
  - 2. 1,752 paid members as of 6/30/22.
  - 3. 2,935 districts nationwide of which 270 are in the Pacific region.
- D. Dues (status as of 6/30/22)
  - 1. Nationwide total dues paid - \$914,755
  - 2. Pacific region dues \$87,593. (Only SW region pays less in dues)
  - 3. Washington dues \$33,254. (The most paid in the Pacific region and only seven district nationwide pay more.)

**II. UPDATES - PRESIDENT (Michael Crowder) AND CEO (Jeremy Peters)**

- A. **Priorities:** 1)Financial security, 2)Increase partnerships, 3)Increase influence on policy and legislation, 4)Climate change, 5)Equity and social justice, 6)Ground water task force, 7)Pacific Islands special committee, 8)Advisory group of past presidents, 9)Informal social hour (*i.e.* “coffee with Crowder”), and 10)Updating policies.
- B. **Strategic Plan updating** – will also have an organizational audit and a fund raising plan. Hired Schultz and Williams consultancy for the fund raising plan with a goal to diversify revenue stream and build a multi-year reserve fund.
- C. **New affiliate organization** – state association executive directors. No current, formalized structure of how to work together and thinking is as affiliate organization, communications and coordination would be improved.
- D. **Policy Book and By-Laws** (changes for consideration at 2023 annual meeting).
  - 1. Committee recommendation to go from existing structure to three standing committees – *i.e.* legislative, natural resources and partnerships (which would subsume some of the former committees such as outreach, communications, stewardships, etc.).
  - 2. Resource Policy Groups (RPGs) to be renamed as subcommittees.
  - 3. Policy Book updates – about 50% done - the remainder to be done by 2023 annual meeting. Goal was for clean-up with no-substantive changes.
  - 4. Larry Davis provided well-received background on streamlining the policy book.

**III. FARM BILL** (NACD government affairs lead Chris Young and consultant Pelham Strong)

- A. President Crowder to speak on NACD’s 11 Principles at 7/22 Schrier listening session.

National Association of Conservation Districts  
July 15-20, 2022 Summer Meeting; San Juan, Puerto Rico  
**Summary Notes**

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- B. House is pretty far along in their efforts, including appropriations, which have been positive for our priorities – one of their mark-ups was over \$1 billion for conservation of which \$883 million was for conservation technical assistance.
- C. Senate – has not released any draft bills or mark-ups.
- D. Seems there is a lot of waiting and non-committal as most are waiting until after the November election. Whomsoever controls each house will also control committees and thus influence what gets considered.
- E. NACD has a task force which is tracking Farm Bill activity.

**IV. NATURAL RESOURCES CONSERVATION SERVICE – Chief Terry Cosby**

- Staffing is up but associated training needed for those folks.
- **Priorities:** 1)Remove barriers, 2)Every acre and every producer counts, 3)Improve communications, 4)Training for all; 5)Provide sound scientific data, 6)Retain locally-led, 7)Climate smart update (including existing programs), 8)Monitoring, 9)Urban agriculture.
- NRCS recently hired an urban agriculture director whom is working with Indiana developing a systematic approach for that program.
- Noted that some RCPP participants have complained the program needs more flexibility.
- Astor Boozer (NRCS Pacific Region lead) noted that about 1,300 have been hired but there is about 10% attrition each year. He also noted four senior leadership positions are currently vacant.

**V. MISCELLANEOUS**

- A. The [Next Generation Leadership Institute](#) (NGLI) is accepting applications for cohort 3. Go on line to [apply](#). NOTE – we have not had anyone from Washington in this leadership program.
- B. **NACD 2023 summer meeting** will be in Bismarck, ND.
- C. **2022 Pacific/SW joint meeting** continues to be developed for September 7-10 in Maui. No links yet for registration.
  - Emphasis will be conservation delivery system. Tour will be sea level rise and plants for resiliency.
  - A virtual component is planned.
- D. Two thought-provoking quotes from the conservation district manager in Jacksonville, Florida
  - “Progress moves at the speed of trust”.
  - “Control the narrative on conservation work in your area even if you aren’t doing the work”.
- E. Washington state had six attendees at the 2022 NACD summer meeting.

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These are a summary of 13 pages of notes and over 100 pages in the NACD “Board Book” which we NACD board members use in our deliberations. As there are concurrent sessions and unscheduled meetings, these are the highlights as I saw them. If you have specific questions, I will do my best to answer them or put you in touch with someone who can.

Respectfully submitted

Doug Rushton

WACD national director  
NACD board member

[doug.rushton@thurstoncd.com](mailto:doug.rushton@thurstoncd.com)

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Item





6

# 2022 Mid-Year Revised Unrestricted Budget



	Account Name	2022 Approved Budget	2022 Mid-Year Revised Budget	Difference	Notes
1	<input checked="" type="checkbox"/> Income	892,991	903,172	10,181	
2	<input checked="" type="checkbox"/> 3431100 · Retail Sales	55,766	47,881	-7,885	
3	<input checked="" type="checkbox"/> Food Production and Consumption	1,900	1,600	-300	
4	3411140 · Poultry Equipment & Tool Rentals	1,900	1,600	-300	
5	<input checked="" type="checkbox"/> Soil Conservation and Health	5,850	6,550	700	
6	3431130 · Soil Testing	5,000	5,900	900	
7	Soil Health Equipment Rental	850	650	-200	
8	<input checked="" type="checkbox"/> Community Outreach and Education	46,500	36,000	-10,500	
9	3431110 · Plant Sales	46,500	36,000	-10,500	Budgeting calculation error
10	TCD Swag Shop	0	0	0	
11	<input checked="" type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	0	1,000	1,000	
12	Partner Fee for Service - Restoration Crew	0	1,000	1,000	
13	<input checked="" type="checkbox"/> Other Income	950	2,731	1,781	
14	3670000 · Contributions Private	0	100	100	
15	3431120 · Rental Income	800	800	0	
16	3611100 · Interest Income	150	200	50	
17	3600000 · Miscellaneous Income	0	1,631	1,631	
18	<input checked="" type="checkbox"/> 3300000 · Grant Revenue	117,823	132,823	15,000	
19	3340000 · State Grants	117,823	130,823	13,000	The entire State FY22 Implementation budget was spent in 2021. The District FY22 budget includes the entire expected FY23 Implementation grant; spending cannot begin until after July 1, 2022. Also includes additional \$13,000 Year-end funding from WSCC.
20	One Tree Planted	0	2,000	2,000	Moved from the Restricted Budget to cover the cost of the vehicle.
21	3685201 · Rates and Charges	554,668	554,668	0	
22	<input checked="" type="checkbox"/> Overhead	165,300	167,800	2,500	
23	5314999 · Overhead Allocation	155,800	155,800	0	
24	5966699 · Vehicle Allocation	9,500	12,000	2,500	
25	Cash Surplus / 2021 Carry Overs	88,456	88,456	0	Represents the carry-over income from the 2021 Budget, which was \$51,920 for the CEC, \$6,536 for the 2022 WA State Audit and \$30,000 for the vehicle purchase.
26	<input checked="" type="checkbox"/> Program Allocation	432,645	417,933	-14,712	
27	<input checked="" type="checkbox"/> Local Food Production and Consumption	16,500	8,500	-8,000	
28	Poultry Equipment Rentals	16,500	8,500	-8,000	Over estimated the Poultry portion of the old Equipment Rental program and underestimated the Soil Health portion. (see line 37)
29	<input checked="" type="checkbox"/> Producer Support & Preservation and Expansion of Working Lands	22,300	7,850	-14,450	
30	Working Lands Preservation Initiative	22,300	7,850	-14,450	This work is currently being funding by a grant.

	Account Name	2022 Approved Budget	2022 Mid-Year Revised Budget	Difference	Notes
31	<input type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	5,000	1,500	-3,500	
32	TCD Habitat Cost Share	5,000	0	-5,000	Funded through grants for 2022.
33	Restoration Crew & Equipment	0	1,500	1,500	
34	<input type="checkbox"/> Soil Conservation and Health	46,600	53,150	6,550	
35	Soil Health Testing	40,600	38,900	-1,700	
36	Soil Health Equipment Rental	6,000	14,250	8,250	Over estimated the Poultry portion of the old Equipment Rental program and underestimated the Soil Health portion. (see line 29)
37	<input type="checkbox"/> Community Outreach and Engagement	181,620	186,308	4,688	
38	Conservation Education Center	61,920	66,608	4,688	Includes the 2021 remaining budget.
39	District Communications	68,750	68,750	0	Includes Harvest Festival;
40	Plant Sale	41,750	41,750	0	
41	Elections	9,200	9,200	0	
42	<input type="checkbox"/> Adult and Youth Conservation Education	52,500	52,500	0	
43	South Sound Green	46,300	46,300	0	
44	Teens in Thurston Volunteer Program	4,200	4,200	0	Includes TCD Swag Shop expenses.
45	Envirothon	2,000	2,000	0	
46	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	108,125	108,125	0	
47	Conservation TA	98,125	98,125	0	Includes TCD VSP, Restoration Projects, and Conservation Project Administration
48	JEDI Work	10,000	10,000	0	
49	<input type="checkbox"/> Expense	473,802	498,695	24,893	
50	Administrative Salaries & Benefits	231,725	231,725	0	
51	<input type="checkbox"/> Professional Services	63,036	62,500	-536	
52	5314101 · Legal Services	25,000	23,000	-2,000	Jan retainer waived
53	5314102 · Audit & Accounting	14,036	12,500	-1,536	Includes the 2021 remaining budget of \$6,536 for the 2022 WA State Audit.
54	5314103 · Computer Services	19,000	22,000	3,000	Increased costs for Board Member email conversion and Microsoft Office 365 Upgrade
55	5314100 · Professional Services	5,000	5,000	0	Includes FCS
56	<input type="checkbox"/> Facility, Vehicles and Maintenance	129,000	151,350	22,350	
57	5314104 · Janitorial Services	8,000	8,000	0	
58	5314501 · Office Rent	50,000	50,000	0	
59	5314700 · Utilities	8,000	8,000	0	
60	5314503 · Equipment Leases	3,000	3,550	550	
61	5314504 · Vehicles	5,700	5,700	0	
62	5966604 · Vehicle Purchase	30,000	41,000	11,000	Includes the 2021 carryover budget of \$30,000 plus \$9,000 from WSCC Year-end funding plus \$2,00 from One Tree Planted funding.
63	5314200 · Communications	10,300	11,500	1,200	Additional cell phones for staff.
64	5313102 · Photocopier Usage	1,000	800	-200	Reduction in photocopier usage and paper processes

	Account Name	2022 Approved Budget	2022 Mid-Year Revised Budget	Difference	Notes
65	5354800 · Repairs & Maintenance	2,000	5,000	3,000	Includes vehicle and office equipment repairs & maintenance; Rental Equipment maintenance is captured in the Program Allocations.
66	Computer Hardware Purchases	4,500	4,500	0	
67	Computer Software	5,000	7,800	2,800	New Microsoft 365 subscription.
68	Equipment & Office Furniture	1,500	5,500	4,000	Includes \$2,500 for drone and \$1,500 for remote meeting equipment (WSCC Year-End \$)
69	 <b>Supplies</b>	<b>11,750</b>	<b>11,800</b>	<b>50</b>	
70	5313101 · Office Supplies	3,500	3,500	0	
71	5314202 · Postage & Shipping	500	550	50	
72	5314902 · Organizational Dues & Licenses	7,750	7,750	0	NACD, WACD, TRPC, WCS, MRSC, WACD SW Area Meeting & Vehicle Licenses
73	 <b>Conferences, Training and Travel</b>	<b>10,971</b>	<b>13,000</b>	<b>2,029</b>	
74	5314302 · Staff Conference & Training Fees	1,971	2,000	29	
75	Board Conference and Training Fees	2,500	2,500	0	
76	5314300 · Staff Travel	4,000	6,000	2,000	Includes all vehicle fuel purchases that are off-set by the Vehicle Allocation income (Line 20). Also, includes staff travel for administrative tasks - like getting checks signed.
77	Board Travel	2,500	2,500	0	
78	 <b>Insurance and Banking</b>	<b>27,320</b>	<b>28,320</b>	<b>1,000</b>	
79	5314110 · Bank Fees & Interest Charges	500	500	0	
80	5314600 · Liability Insurance Premiums	26,320	27,320	1,000	Expected increase in September & New Vehicle
81	5314111 · Late Fees & Penalties	500	500	0	
82	 <b>Savings</b>	<b>75,000</b>	<b>75,000</b>	<b>0</b>	
83	Reserve Fund	37,500	37,500	0	Brings the Reserve Fund balance up to \$205,129.
84	Conservation Education Center Savings Plan	37,500	37,500	0	Brings the CEC balance up to \$95,000.
85	<b>Net Income (Surplus or Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# 2022 Mid-Year Revised Restricted Budget



	Grant Code	Grant Name	Salaries & Benefits	Overhead	Travel	Goods & Services	Construction & Landscaping	Cost Share	2022 Total Budget
1		<b>Restricted Budget Totals</b>	<b>996,526</b>	<b>175,215</b>	<b>19,921</b>	<b>305,584</b>	<b>281,335</b>	<b>267,565</b>	<b>2,076,189</b>
2	R035	FY21-23 ESRP Shore Friendly	89,899	8,990	3,485	63,600	0	6,000	171,974
3	R040	FY22-UK ASRP Independence	4,599	0	0	0	0	0	4,599
4	R040	FY20-21 ASRP Independence	16,630	0	118	3,603	0	0	20,351
5	R050	FY22-UK ASRP Riverbend Phase 2	31,129	0	0	1,254	0	0	32,383
6	R050	FY20-21 ASRP Riverbend	5,405	0	0	9,169	0	0	14,575
7	R060	SRFB Cozy Valley	29,615	2,961	1,475	8,900	77,000	0	119,951
8	R070	Zangle Cove	3,040	0	150	49	5,709	0	8,948
9	W025	FY21-23 Livestock	7,000	1,750	150	0	0	0	8,900
10	W030	Skookumchuck Restoration	59,059	14,765	5,055	10,047	108,500	0	197,426
11	W050	FY21-23 Chehalis Flood Plain	79,076	21,090	2,533	1,150	0	0	103,849
12	W060	FY21-23 Shellfish Cost Share	24,864	6,216	1,623	5,959	0	150,000	188,662
13	W070	FY21-23 CREP	16,087	4,022	200	0	0	705	21,014
14	W080	FY21-23 NRI Cost Share	7,838	1,960	100	0	0	70,000	79,898
15	W086.2	Post Natural Disaster TA	2,283	217					2,500
16	W090	Food System Support	399	100	0	4,502	0	0	5,000
17	W150	FY21-23 Chehalis Lead	37,369	9,342	0	1,000	0	0	47,711
18	TC400	FY21-23 VSP	62,216	15,555	200	53	0	0	78,025
19	TC510	Riparian Streamside_Allen	8,666	867	103	726	31,976	0	42,338
20	TC520	Riparian Streamside_Wasserman	13,330	1,333	73	8	18,550	0	33,294
21	TC530	Riparian Streamside_Wolt/Morley	5,723	573	71	250	32,600	0	39,218
22	TC700	NTAqua	86,807	21,702	341	171	0	0	109,021
23	M063	AHSS Ross ORD	3,641	1,500	38	2,322	0	0	7,500
24	M070	Western SARE - Grassland Grazing	10,797	1,080	288	0	0	0	12,165
25	M075	Sentinel Landscape Program (SLP)	196,643	49,161	1,107	124,697	0	0	371,607
26	M085	One Tree Planted	0	0	0	2,479	5,000	0	7,479
27	M095	WCRRRI Prairie Habitat Enhancement	17,300	4,325	250	4,750	2,000	0	28,625
28	M100	WFC Meyer	123	12	5	625	0	0	763
29	M700	Training Scholarships	250	0	0	0	0	0	250
30	US080	Frogs on Farm	2,318	0	0	0	0	40,860	43,178
31	US90	USFWS Restoring South Sound	313	0	0	0	0	0	313



	Grant Code	Grant Name	Salaries & Benefits	Overhead	Travel	Goods & Services	Construction & Landscaping	Cost Share	2022 Total Budget
32	E100	Ecology Grant	30,774	7,694	740	14,543	0	0	83,816
33	G019	South Sound Green	126,970	0	1,797	43,124	0	0	171,890
34	G019.60	Nisqually 2021 TNT	1,211	0	0	0	0	0	1,211
35	G019.60	Nisqually 2022 TNT	4,000	0	0	0	0	0	4,000
36	T070	WCS TNT	500	0	0	0	0	0	500
37	T040	Chehalis Tribe Envirothon	377	0	19	2,103	0	0	2,500
38	T040	Nisqually Indian Tribe Envirothon	4,500	0	0	500	0	0	5,000
39		PARTNERS	5,775						5,755

# Item

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# Thurston Conservation District Board of Supervisors

## Work Session Topic List & Board Meeting Agenda

August 23<sup>rd</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. July 26, 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   | <b>6:30 PM</b><br><i>5 minutes</i>  |
| 2. Agenda Review  | <b>6:35 PM</b><br><i>5 minutes</i>  |
| 3. Consent Agenda – <i>Action Item</i> <ol style="list-style-type: none"><li>A. July 26, 2022, Board Work Session &amp; Meeting Minutes</li><li>B. August 2022 Financial Report</li></ol> | <b>6:40 PM</b><br><i>5 minutes</i>  |
| 4. Public Comment<br>*Three minutes per person  | <b>6:45 PM</b><br><i>10 minutes</i> |
| 5. Partner Reports ( <i>if present</i> ) <ol style="list-style-type: none"><li>A. Natural Resources Conservation Service (NRCS), TBD</li></ol>  | <b>6:55 PM</b><br><i>15 minutes</i> |

- 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. Mid-Year Budget Review

## 7. Governance, *All–Action Item*

**7:10 PM**

- A. September 27, 2022 Work Session Topic List & Meeting Agenda Development
- B.

*5 minutes*

## Adjourn

**7:15 PM**

## *Informational Only Items:*

- I. Executive Director’s Report*

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## Important Dates

### September 2022 -

14-15<sup>th</sup> WSCC Pacific CD Meeting

Long Beach, WA

7-10<sup>th</sup> NACD 2022 Pacific and Southwest Meeting

Maui, HI

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

Virtual (Zoom)

### October 2022-

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

Virtual (Zoom)

# Informational Items

# Executive Director's Report

Sarah Moorehead – Executive Director

July 26, 2022

## **Priority Initiative Updates**

### **Educating the Educator – SSG's Summer Institute for Teachers**

Summer Institute for Teachers is a three-day teacher training held annually in early summer at the Billy Frank Jr. Nisqually National Wildlife Refuge. Since 2013 the theme for this training has focused on climate science with a mission to engage teachers in local, relevant science, dynamic field experiences, and a connected community. This year's theme: Drought and Wildfires, highlighted some of the heightened issues locally and nationally. Thirty teachers attended three days of amazing tribal speakers, research experts, hands-on activities, and lots of fun! They even had the incredible opportunity to explore the expansive South Sound prairies on Joint Base Lewis-McChord and learn about prairie management practices from on-base environmental technicians.



### **Voluntary Stewardship Program – A Closer Look**

Give a listen to the recent TCD podcast Conservation Starters episode, 'Voluntary Stewardship'. In this episode TCD staff and 5<sup>th</sup> generation farmer, Carissa Miller, dig deeper to understand some of the challenges that farmers in Thurston County face. This conversation highlights the importance of the Voluntary Stewardship Program (VSP) and the unique, alternatives to protect and voluntarily enhance environmentally critical areas while maintaining and improving the long-term viability of local agriculture.

Conservation Starters, Ep. 5 - *Voluntary Stewardship*:

<https://www.conservationstarters.com/1903207/10837202-voluntary-stewardship>

Additional information about the Voluntary Stewardship Program, including an introductory video and the current local work plan for the program can be found here:

<https://www.thurstoncd.com/working-lands/vsp/>



### **Shellfish Cost Share Project Complete!**

TCD completed the implementation of a manure composting facility and heavy use area on an equestrian property that drains to both Totten and Eld inlet watersheds and is in an aquifer recharge critical area. The manure composting facility was implemented in accordance with a TCD-developed nutrient management plan. This conservation project will help reduce on-farm runoff into shellfish-producing inlets of Puget Sound. The landowner is very pleased with the new facility and eager to implement the nutrient management plan recommendations!



### **Upcoming Farm Education Events**

TCD is partnering with WSU Extension and EcoStudies Institute to offer the following upcoming pasture and grazing-focused educational field walks!

Please RSVP to [nwhite@thurstoncd.com](mailto:nwhite@thurstoncd.com) or 360-999-3727 for directions.

#### **Rotational Grazing Treatments & Pasture Design Farm Walk**

When: July 25<sup>th</sup> @ 5:00 – 7:00 pm

Where: Bone Dry Ridge Farm & Flying Cow Creamery in Rochester, WA

All grazers, shepherds, ranchers and curious folks welcome! Join TCD, WSU Extension, and EcoStudies Institute, along with Selma Bjarnadottir and Keith Fagerness at Bone Dry Ridge, Fagerness Dairy, and Flying Cow Creamery, to learn about and see in action:

- Birdsfoot trefoil used as an anti-worming (anthelmintic) forage;
- How one grazing operation uses several approaches to paddock size and rest;
- Rotational grazing of sheep, dairy, and beef cows;
- Complete pasture establishment on an old vegetable field including soil testing, fertilization, tillage, and seeding of a new pasture mix.

### Cover Crop Trials Field Walk

When: August 11<sup>th</sup> @ 10:00 am – 12:00 pm

Where: Mallonee Farms in Curtis, WA

Join TCD, WSU Extension, & EcoStudies Institute along with host Maynard Mallonee at Mallonee Farms and NRCS staff to walk Mallonee Farms and look at their cover crop trial plot in their pastures. Together, we'll look at the test plot and see how their varieties of millet, sun hemp, oats, cowpeas, radish, and more are doing in order to make informed decisions about what to plant in pastures and fields in Western WA in the future. This is a great opportunity to see a wide variety of cover crops in action and to ask questions of regional professionals and researchers in order to choose the best cover crop for your landscape now and in the future.

### **Save-the-date! Orca Recovery Day – October 15<sup>th</sup>!**

Mark your calendars for TCD's 2022 Orca Recovery Day: Saturday, October 15<sup>th</sup>! This annual hands-on event engages citizens and raises awareness about local and regional efforts to recover the endangered Southern Resident orca whale. Volunteer for this community work party to do your part to help keep our water clean and wildlife habitat healthy! Event details to come. Stay informed at:

<https://www.thurstoncd.com/stewardship/ord/>

### **District Operations**

#### **June 28<sup>th</sup>, 2022 Board Meeting Action Items**

1. **ACTION ITEM: ED Moorehead will send out a Doodle Poll to Supervisors to arrange a specific date for WSCC tour with Chris Petitt.**  
*Completed.*
2. **ACTION ITEM: Executive Moorehead will send out a Doodle poll to supervisors with September dates for the TCD Board and Staff Summer Picnic.**  
*Completed.*

### **2021 Annual Report of Accomplishments**

Please review and enjoy our collective accomplishments of 2021 in our Annual Report!

You can view the full-color report on our website here:

<https://www.thurstoncd.com/about-us/annual-reports/>

### **2022 Annual Plan Mid-Year Progress Report**

Attached you will find TCD's 2022 Annual Plan mid-year progress report. Most notably, as of June 30<sup>th</sup>, 2022, TCD has completed or exceeded 58% of our annual plan actions! In addition, many of the remaining 'in-progress' actions are nearing completion and are anticipated to exceed our goal for 2022.



**Website Updates**

Communications staff are in the process of updating website menus, links, and web pages to improve the user experience and stay current as our information evolves and expands. This work is not anticipated to disrupt the current use of our website, however, there is a notification on our homepage in the event users find a page under brief construction.

**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.



# 2022 Annual Plan Mid-Year Progress Report

## Climate Change Adaptation and Mitigation

### 1) Assist with drought mitigation

- A. Provide water use technical recommendations to 10 urban and suburban community members. *In progress*

### 2) Enhance fire safety for land and homeowners

- A. Develop fire safety strategies and recommendations at 10 sites. *In progress*

### 3) Mitigate flood impacts on residents in the Chehalis Basin

- A. Host 2 community meetings focused on the Chehalis Basin Strategy to keep residents informed. *In progress*  
 B. Develop 1 floodplain restoration guidance documents for landowners. **EXCEEDED**  
 C. Participate in Chehalis Basin Strategy and protect landowner involvement in the process. **COMPLETED/ONGOING**

### 4) Assist farms in mitigating and adapting to climate change

- A. Host 2 workshops to help farmers adapt to climate change. *In progress*  
 B. Work with 2 farms to implement carbon sequestration practices. *In progress*  
 C. Develop carbon farming sections for conservation plans. **COMPLETED/ONGOING**  
 D. Improve emergency readiness for community members. **COMPLETED/ONGOING**

### 5) Improve community resilience to climate change

- A. Host 2 professional development opportunities for teachers. **COMPLETED**  
*Highlight* South Sound GREEN's Summer Institute for Teachers educated participants on the climate change impacts of wildfire and drought in our local area.

## Local Food Production and Consumption

### 6) Support urban and suburban food production

- A. Provide technical assistance to 2 community gardens, tribal gardens, school gardens or garden clubs. **EXCEEDED**  
*Highlight* TCD has supported 6 community, tribal and/or school gardens with technical assistance and education so far this year!  
 B. Provide technical assistance to 60 urban and suburban community members. *In progress*  
 C. Implement conservation BMPs on 1 farm within urban or urban growth areas **COMPLETED**  
 D. Host 2 workshops on backyard food production. *In progress*

### 7) Increase accessibility to healthy local food for community members of Thurston County

- A. Partner to expand food bank services with fresh local food in 1 area without current or sufficient support *In progress*  
 B. Strengthen partnerships with local organizations to support community gardens, school gardens, and home-based food production **COMPLETED/ONGOING**  
*Highlight* Created new partnership opportunities with Salish Roots Farm, supporting cultural gardening education with the Squaxin Island Tribe!  
 C. Partner to host 1 workshop for families on cooking with fresh food. *In progress*  
 D. Participate in regional and local food system networks and partnerships (South Sound Food System Network, Regional Food System Partnership, TCAT Regenerative Ag & Food **COMPLETED/ONGOING**

## Producer Support and Preservation of Working Lands

### 8) Work with partners to protect critical working lands through easements and acquisitions

A. Facilitate 1 new easement through the Chehalis Basin Strategy *In progress*

B. Develop a community-wide plan to facilitate working lands easements through partnerships (RCPP, Sentinel Landscape Partnership, Conservation Grazing Partnership) **COMPLETED**

*Highlight*

The Sentinel Landscape Partnership has adopted a multi-partner communications strategy to engage landowners in working lands easements!

### 9) Increase voluntary stewardship

A. Increase participation in the Voluntary Stewardship Program by 30 participants *In progress*

B. Develop 30 Individual Stewardship Plans *In progress*

C. Support community members through regulatory processes such as inspections and referrals **COMPLETED/ONGOING**

*Highlight*

TCD has helped community members with technical assistance to apply for Thurston County's Open Space tax program!

### 10) Support viable farms

A. Connect 5 producers to business planning and training courses and/or resources **COMPLETED/ONGOING**

B. Connect local producers to consumers through online tools and marketing support. **COMPLETED/ONGOING**

C. Support streamlined application and permitting processes for community members **COMPLETED/ONGOING**

*Highlight*

Site plans, mapping, and technical assistance provided to community members on Thurston County permitting processes and USDA's Environmental Quality Incentives Program applications to further enhance TCD conservation projects!

### 11) Increase support for forest stewardship

A. Facilitate the development of 4 forest management plans (FMPs) **EXCEEDED**

*Highlight*

TCD's Area Foresters have developed 5 Forest Management Plans in Thurston County.

B. Support efforts to preserve working forest land **COMPLETED/ONGOING**

### 12) Increase technical assistance to producers.

A. Facilitate 200 site visits with producers. *In progress*

B. Develop 2 NRCS Certified conservation plans. *In progress*

C. Provide technical recommendations on 300 BMPs. *In progress*

### 13) Bridge the gap between retiring and beginning producers

A. Offer 1 successional planning training course. **EXCEEDED**

B. Seek sustainable funding for South Sound FarmLink program. **COMPLETED/ONGOING**

*Highlight*

In addition, a new Veteran's Conservation Corps intern was hired to increase program capacity and support relationship building between beginning farmers and landowners within the veteran community!

C. Provide resources to 10 new farmers. **EXCEEDED**

D. Collaborate with existing land matching programs. **COMPLETED**

### 14) Support sustainable shellfish production

A. Work with 1 shellfish operation to implement conservation BMPs *In progress*

B. Conduct a needs assessment for local shellfish producers to identify areas to support and innovative ideas *In progress*

C. Support recovery of Olympia Oyster **COMPLETED/ONGOING**

*Highlight*

Partnered with Seattle Shellfish to provide education to students on Olympia Oyster Recovery.

### 15) Increase inventory and use of equipment rental service

A. Identify additional pieces of equipment needed by the community to expand TCD's rental program. **COMPLETED/ONGOING**

*Highlight*

To increase local food production, TCD now offers larger poultry equipment to support local farms and backyard bird owners to process their own turkeys and other large birds.

B. Ensure appropriate use of the equipment by creating technically sound guidance documents for all equipment. **COMPLETED/ONGOING**

C. Increase marketing and outreach to maximize appropriate equipment usage **COMPLETED/ONGOING**

## Protect and Restore Ecosystems

### 16) Work with partners to protect critical habitat through restoration easements and habitat enhancement contracts

A. Facilitate 2 conservation easements (termed or permanent) through TCD and partner programs. *In progress*

B. Strengthen partnerships with local accredited land trusts **COMPLETED/ONGOING**

### 17) Increase restoration of degraded habitat.

A. Create 2 pollinator habitat projects. *In progress*

B. Complete 1 wetland habitat enhancement projects. *In progress*

C. Treat 15 acres of invasive species. *In progress*

D. Develop 5 planting plans. *In progress*

E. Provide technical assistance to 50 community members. *In progress*

F. Facilitate 100 site visits with community members. *In progress*

### 18) Restore marine and freshwater habitat to support healthy aquatic species populations and functional floodplains

A. Plant 4 acres of riparian habitat to support salmon recovery. *In progress*

B. Develop 2 restoration projects in freshwater systems with salmon runs *In progress*

C. Support 30 shoreline community members to improve shoreline habitat *In progress*

### 19) Enhance ESA listen species habitat (plant & animal)

A. Work with 1 community members to improve Oregon Spotted Frog habitat. **COMPLETED**

B. Host 1 Orca Recovery Day events to bring awareness to endangered salmon and orca populations. *In progress*

*Highlight* Save the date! Join us on October 15th for the 2022 Orca Recovery Day event!

C. Work with 10 community members through VSP to support on farm management and recovery of listed species. *In progress*

### 20) Develop local riparian restoration cost-share program

A. Work with local and state partners to secure funding for local riparian restoration program **COMPLETED**

*Highlight* Conservation Districts statewide were successful in securing state funding for local riparian restoration!

## Soil Conservation and Health

### 21) Establish a soil health management program.

A. Provide soil analysis recommendations to 100 community members *In progress*

B. Host 2 soil health focused workshops **COMPLETED**

C. Develop cost share opportunities focused on soil health practices, including: cover cropping, reduced tillage, permanent ground cover integrated into production fields, etc. *In progress*

*Highlight* TCD successfully applied to new funding sources bring new soil health cost share opportunities to Thurston County!

D. Develop guidance resources for farm equipment use to protect soil health **COMPLETED**

E. Seek additional funding to support a soil health program. **COMPLETED/ONGOING**

## Water Quality and Quantity

### 22) Improved shoreline conditions.

A. Work with partners to facilitate the repair/upgrade of 1 septic systems in shellfish production areas. **EXCEEDED**

B. Support healthy shellfish growing areas by providing education and guidance on shoreline BMPs for 20 homeowners. **EXCEEDED**

*Highlight* TCD has provided educational resources and guidance to 76 shoreline homeowners to support shoreline BMP implementation!

### 23) Reduce surface & groundwater impacts from urban and rural land uses

A. Implement 2 conservation BMPs to reduce nutrient runoff. **EXCEEDED**

*Highlight* TCD has implemented 5 BMPs to reduce nutrient runoff through cost share opportunities!

### 24) Improve water use efficiencies and water conservation strategies

A. Implement 2 conservation projects to support in stream flow targets *In progress*

B. Develop 4 Irrigation Management Plans for local agricultural operations *In progress*

C. Develop written irrigation guidance resources for backyard gardeners *In progress*

## Community Outreach and Engagement

### 25) Build robust volunteer program to increase organizational impact and engagement

A. Engage 30 community volunteers.

**EXCEEDED**

*Highlight*

To date, TCD has engaged 138 volunteers, who have provided 268 hours of volunteer service - including 28 active youth engaged in the Teens in Thurston program!

B. Host 8 restoration work parties.

*In progress*

C. Dedicate 120 hours of community service to conservation.

**EXCEEDED**

D. Develop a youth volunteer network, engaging 10 youth in TCD volunteer opportunities.

**EXCEEDED**

### 26) Build relationships with elected officials.

A. Host 3 virtual or field tours for elected officials.

*In progress*

B. Present CD information and updates at 5 local jurisdiction meetings (ex. BOCC, City Council, Port).

*In progress*

C. Connect with legislators twice annually.

*In progress*

### 27) Improve accessibility of CD information

A. Develop relevant multi-lingual resources.

**COMPLETED/ONGOING**

*Highlight*

TCD's K12 watershed education program, South Sound GREEN focused on developing educational materials offered in Spanish.

B. Host 5 events appropriate for families and people of all ages.

**EXCEEDED**

C. Showcase CD projects and programs on 3 local and TCD-owned media platforms

**EXCEEDED**

### 28) Demonstrate the impact of our work to our community

A. Host annual gathering to showcase our community impact, our strong partnerships, and to recognize the stewardship accomplishments of community members and partners.

*In progress*

B. Create 2 new story maps to showcase TCD projects and partnerships.

*In progress*

## Adult and Youth Conservation Education

### 29) Support the implementation of South Sound GREEN's Vision for the Future

A. Engage 1,500 students in water quality testing

*In progress*

B. Educate 500 students through watershed and water quality related classroom lessons

**EXCEEDED**

*Highlight*

South Sound GREEN has educated 2,255 students to date - including 700 students at the South Sound GREEN Congress, a new record!

C. Host 3 professional development opportunities for teachers to strengthen their knowledge of water quality and local conservation issues.

**EXCEEDED**

D. Increase involvement in the South Sound GREEN program by 2 percent

**EXCEEDED**

### 30) Promote careers in natural resources.

A. Provide instruction to 1 secondary or college class.

**EXCEEDED**

*Highlight*

Instruction provided to 17 secondary or college classes in our community to date!

B. Offer alternative service opportunities for local AmeriCorps volunteers.

**COMPLETED/ONGOING**

C. Participate in Career Technical Educators Advisory Group

**COMPLETED/ONGOING**

### 31) Educate our community about natural resources conservation.

A. Host 30 educational opportunities for our community (workshops, tours, trainings, etc.).

*In progress*

*Highlight*

This year, the South Puget Sound Regional Envirothon engaged 7 schools from 4 counties in our annual natural resource based career and technical education competition!

B. Engage 400 community members through our Annual Native Plant Festival

**EXCEEDED**

*Highlight*

TCD's Annual Native Plant Festival engaged a record-breaking 1,200 community members in 2022!

## District Operations

### 32) Sustainable and consistent funding to achieve our mission.

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| A. Demonstrate impact of current Rates and Charges funding in the community. | <b>COMPLETED/ONGOING</b> |
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### 33) Design and plan for TCD's Conservation and Education Center.

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| A. Set aside funding annually. | <b>COMPLETED/ONGOING</b> |
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| B. Develop a conceptual design for feasibility study. | <i>In progress</i> |
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Highlight

TCD facilitated 5 Stakeholder Focus Groups as part of the Conservation and Education Center Feasibility Study to help engage diverse community members in early ideas around conceptual designs.

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| C. Locate and engage in securing land by 2024 | <i>In progress</i> |
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### 34) Thurston CD Board and Staff represent our community and have the capacity to support its needs.

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| A. Ensure on-going professional development for all staff positions. | <b>COMPLETED/ONGOING</b> |
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Highlight

TCD is celebrating a new Certified Planner designation from the Natural Resources Conservation Service on our technical team!

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| B. Develop and practice inclusive recruitment strategies. | <b>COMPLETED/ONGOING</b> |
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| C. Continue to support partnerships with the Vets on the Farm program, the Veteran's Conservation Corps and Resilient Veterans. | <b>COMPLETED/ONGOING</b> |
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| D. Hire to meet staffing needs identified in 2020-2025 Strategic Plan as funding becomes available. | <i>In progress</i> |
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| E. Implement communications plan to determine whether all cities in Thurston County would like to become part of the district boundary. | <i>In progress</i> |
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### 35) Improve data management and internal tracking systems

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| A. Continue to develop SmartSheet platform for programmatic and financial data tracking. | <b>COMPLETED/ONGOING</b> |
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### 36) Improve office sustainability and lower TCD's carbon footprint.

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| A. Move towards paperless practices (where feasible). | <b>COMPLETED/ONGOING</b> |
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| B. Purchase goods and services from local businesses first. | <b>COMPLETED/ONGOING</b> |
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| C. Purchase/lease hybrid vehicles for District use | <b>COMPLETED</b> |
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| D. Facilitate and support staff working from home to reduce carbon impacts from commuting. | <b>COMPLETED/ONGOING</b> |
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### 37) Conduct transparent, accountable, and ethical operations.

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| A. Update to Policies and Procedures Manual to reflect Collective Bargaining Agreement, current practices and changes to governing laws. | <b>COMPLETED</b> |
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| B. Timely responses to Public Disclosure Requests. | <b>COMPLETED/ONGOING</b> |
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| C. Include opportunities for public involvement in organizational planning and budget processes. | <b>COMPLETED/ONGOING</b> |
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| D. Maintain clean audits from the State Auditor's Office. | <b>COMPLETED/ONGOING</b> |
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Highlight

TCD completed another clean, no-findings audit for years 2019-2021 from the Washington State Auditor's Office!

**As of June 30, 2022, TCD has completed or exceeded 58% of the actions outlined in the 2022 Annual Plan!**