

**Thurston Conservation District Board of Supervisors**  
**Regular Meeting Agenda**  
**August 22nd, 2019 (5:30pm - 8:00pm)**  
**2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588**



1. **Welcome, Introductions, Audio Recording Announcement** **5:30 PM**  
5 minutes
2. **Washington State Conservation Commission Updates, Jean Fike/Alison Halpern** **5:35 PM**  
10 minutes
3. **Agenda Review** **5:45 PM**  
5 minutes
4. **Consent Agenda - Action Item** **5:50 PM** A/S: 92  
5 minutes
  - A. July Financial Report
  - B. July 2nd, 2019 Board Meeting Minutes
  - C. July 25th, 2019 Board Meeting Minutes
  - D. WACD Resolution: CD input into WSCC staff evaluations
  - E. WACD Resolution: OPMA "whistleblower" protection
  - F. WACD Resolution: WSCC Criteria for allegations against supervisors
  - G. WSCC Cost Share Contract: 7632
  - H. WSCC Cost Share Contract: 11306
  - I. Shellfish NTA MOU
  - J. Riparian NTA MOU
  - K. TRPC MOU
  - L. WSCC Shellfish Cost Share Addendum
  - M. WSCC Drought Funding Addendum
5. **Public Comment** **5:55 PM**  
\*Three minutes per person 15 minutes
6. **Partner Reports** **6:10 PM**  
10 minutes
  - A. Natural Resources Conservation Service (NRCS), Jeff Swotek
  - B. Washington Association of Conservation Districts (WACD), Doug Rushton
  - C. National Association of Conservation Districts (NACD), Doug Rushton
7. **Financial Report** **6:20 PM** A/S: 92  
15 minutes
  - A. 2019 Mid-Year Budget Revision Amendment, Sarah Moorehead - **Action Item**
  - B. Rates and Charges Renewal Update, Sarah Moorehead
  - C. TCD Board Vacant Positions All - **Action Item**
  - D. Thurston CD Accountability Audit (2014-2018), Sarah Moorehead
8. **Governance** **6:35 PM** A/S: 92  
50 minutes
  - A. TCD Executive Director, All - **Action Item**
  - B. Legal Services Contract, All - **Action Item**
  - C. District Representation, All - **Action Item**
  - D. Union Negotiations Update, Sarah Moorehead - **Action Item**
  - E. Strategic Planning Process Development, All
  - F. Associate Supervisors and Citizens Advisory Committee Discussion, All
  - G. September Work Session Topic List, All
9. **Executive Session: To discuss pending litigation with legal counsel.** **7:25 PM**

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

10 minutes

10. **Executive Session Report Out - Action Item**

7:35 PM

5 minutes

11. **Other Reports**

7:40 PM

5 minutes

A. Board of Supervisor Reports

B. Interim Executive Director Report

C. Correspondence

**Adjourn**

7:45 PM

**Total Time Allotment: 2 hr 30 min**

Key: GAP (Governance Action Plan), A/S (Annual & Strategic Plans)

## Important Dates

### August

20th TCD Executive Director Open House

TCD Office

22nd Regular Monthly Board Meeting: 5:30pm - 8pm

TCD Office

### September

12th TCD Board Work Session: 3pm - 5pm

TCD Office

26th Regular Monthly Board Meeting: 5:30pm - 8pm

TCD Office

Tab 4

# Thurston Conservation District Consent Agenda Decision Sheet August 22<sup>nd</sup>, 2019



## Consent Agenda - Action Item

- A. July Financial Report
  - B. July 2nd, 2019 Board Meeting Minutes
  - C. July 25th, 2019 Board Meeting Minutes
  - D. WACD Resolution: CD input into WSCC staff evaluations
  - E. WACD Resolution: OPMA “whistleblower” protection
  - F. WACD Resolution: WSCC Criteria for allegations against supervisors
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  - H. WSCC Cost Share Contract: 11306
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  - K. TRPC MOU
  - L. WSCC Shellfish Cost Share Addendum
  - M. WSCC Drought Funding Addendum
- 

### A. July Financial Report

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

### B. July 2nd, 2019 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting



C. July 25th, 2019 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

D. WACD Resolution: CD input into WSCC staff evaluations

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

E. WACD Resolution: OPMA “whistleblower” protection

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

F. WACD Resolution: WSCC Criteria for allegations against supervisors

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

G. WSCC Cost Share Contract: 7632

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

H. WSCC Cost Share Contract: 11306

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

I. Shellfish NTA MOU

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

J. Riparian NTA MOU

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

K. TRPC MOU

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

L. WSCC Shellfish Cost Share Addendum

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

M. WSCC Drought Funding Addendum

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT,  
WASHINGTON ON JULY 2ND, 2019 AND EFFECTIVE IMMEDIATELY.

SIGNED:

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Paul Pickett, Board Chair

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TJ Johnson, Vice Chair

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David Iyall, Board Auditor

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Doug Rushton, Board Member

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Betsie DeWreede, Board Member

ATTEST:

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Sarah Moorehead, Interim Executive Director

**THIS  
INFORMATION  
SENT  
ELECTRONICALLY  
-  
JULY FINANCIAL  
REPORT**

## July 2019 Financial Notes

### Year-to-Date Profit and Loss (Page 1)

1. The following grants have not yet been signed. Expenses have been charged to these grants, but vouchers have not been generated. This means that the *Grant Revenue* numbers in the P&L Statements are \$28,993.64 lower than actual. These grants will be signed with an effective date of July 1, 2019.
  - ESRP Shore Friendly
  - VSP 2020
  - Shellfish NTA
  - Riparian NTA
2. The year-to-date *Legal Expense* number increased by \$12,612.50 in July because we only just recorded the April, May and June invoices that we received on July 25, 2019. We have worked with Ben to make sure invoices are received monthly.

### July Profit and Loss (Page 2)

3. The *Rates and Charges* income received in July was \$2,703.53 compared to the \$33,463.50 received in June. This drop was expected. We can expect the monthly *Rates and Charges* income to remain low until we get the income jump we expect in November.

### Balance Sheet (Page 4)

4. In July, the majority of our cash was still in our checking account. We moved \$50,000 from the checking account to the savings account in early August. The interest rates for the two accounts are the same.

### Unrestricted Budget vs Actual (Page 5-6)

5. We have started invoicing to the WSCC's Implementation grant.
6. As part of the Mid-Year Budget Revision, we decreased the *Salaries & Benefits – Public Records Requests* budget amount to \$2,000 based on an actual figure of \$915. It appears that number was incorrect. The actual cost of staff time spent on public records requests is \$2,308.06. We are now over budget for this line item. Staff feels that we do not need to amend the budget amount for this line item because 1) our overall administrative staff numbers are way under budget and 2) this sub-account was originally created, not to allocate extra money to staff, but to track administrative time spent doing PDRs.
7. Because of unexpected legal activity, staff is proposing to increase the *Legal Fees & Services* budget amount by \$20,000 to \$53,309.58. To cover this increase, staff proposes reducing the budget surplus by \$5,000, cutting out the *Office Relocation* budget of \$10,000 and reducing the *Reserve Fund* budget amount by \$5,000 to \$60,000. These changes will be reflected in the Unrestricted Budget vs Actual report once the board approves the proposed Revised Mid-Year Budget Amendments.

### Unrestricted Budget vs Actual (Page 5-6)

8. The shaded areas on the Grant Balances Report indicate those grants that have not yet been signed, have not yet been vouchered and expenses have been recorded to the grants. These grants will be signed with an effective date of July 1, 2019.

## Thurston Conservation District

## Profit &amp; Loss

January through July 2019

	Jan - Jul 19
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	222.45
3431130 · Soil Testing	3,450.24
3431120 · Rental Income	467.33
3411150 · Miscellaneous Sales	6.50
Total 3431100 · Retail Sales	4,146.52
3611100 · Interest Income	11.87
3300000 · Grant Revenue	251,590.55
3685201 · Rates and Charges	312,728.27
3670000 · Contributions Private	2,500.00
Total Income	570,977.21
Gross Profit	570,977.21
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	240,583.35
Stipends	1,000.00
5314101 · Legal Fees & Services	34,309.58
5314102 · Audit & Accounting	9,294.28
5314103 · Computer Services	6,354.86
5314106 · PDR Expense	99.00
5314100 · Professional Services	14,585.55
5355001 · Election Expense	32,428.70
5314400 · Advertising	4,107.99
5314117 · Soil Testing	2,477.40
Hiring Costs	90.00
5314104 · Janitorial Services	1,575.00
5314501 · Office Rent	31,600.00
5314700 · Utilities	4,425.77
5314503 · Equipment Leases	1,657.55
5314200 · Communications	3,313.42
5313102 · Photocopier Usage	1,526.47
5354800 · Repairs & Maintenance	2,428.26
5313101 · Office Supplies	2,861.46
5314202 · Postage & Shipping	3,142.23
5313401 · Plants for Resale	1,156.95
Project Expenses	
5314901 · Meeting & Event Supplies	960.00
5313103 · Project Supplies	4,809.61
5314116 · Project Equipment	9,669.56
5314113 · Teacher Substitute Stipends	9,173.22
5314112 · Bus Transportation	12,552.58
5314502 · Site Rental	734.06
Total Project Expenses	37,899.03
5314902 · Dues and Subscriptions	6,250.00
Board Meeting Snacks	207.21
5314203 · Printing Services	5,008.01
5314307 · Licenses and Permits	36.00
5314302 · Staff - Conference & Training	723.90
5314300 · Staff - Travel	3,282.26
5314301 · Board Travel	63.80
5314108 · Construction & Landscaping	9,097.02
5314110 · Bank Fees & Interest Charges	1,674.71
5314600 · Liability Insurance Premiums	7,987.75
5314111 · Late Fees & Penalties	192.00
Outstanding Debt	8,763.79
5314998 · Sponsor Match Allocation	0.00
Budget Reconciliation	0.00
66900 · Reconciliation Discrepancies	0.95
5945360 · Capital Outlays	
5966601 · Office Furniture & Equipment	639.44
5966402 · Computer & Software Purchases	2,424.65
5966400 · Machinery	6,558.19
Total 5945360 · Capital Outlays	9,622.28
Total Expense	489,826.53
Net Ordinary Income	81,150.68
Net Income	81,150.68

**Thurston Conservation District**  
**Profit & Loss**  
**July 2019**

08/16/19

Accrual Basis

	Jul 19
<b>Ordinary Income/Expense</b>	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	185.74
3431130 · Soil Testing	430.90
3411150 · Miscellaneous Sales	6.50
Total 3431100 · Retail Sales	623.14
3611100 · Interest Income	1.40
3300000 · Grant Revenue	47,899.39
3685201 · Rates and Charges	2,703.53
Total Income	51,227.46
Gross Profit	51,227.46
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	47,948.02
5314101 · Legal Fees & Services	12,612.50
5314102 · Audit & Accounting	471.45
5314103 · Computer Services	1,736.00
5314100 · Professional Services	396.32
5314117 · Soil Testing	328.80
Hiring Costs	90.00
5314104 · Janitorial Services	225.00
5314501 · Office Rent	7,900.00
5314700 · Utilities	1,009.53
5314503 · Equipment Leases	306.66
5314200 · Communications	366.61
5313102 · Photocopier Usage	233.51
5354800 · Repairs & Maintenance	2,303.31
5313101 · Office Supplies	131.39
5314202 · Postage & Shipping	25.05
5313401 · Plants for Resale	2,382.45
Project Expenses	
5314901 · Meeting & Event Supplies	123.46
5313103 · Project Supplies	2,129.34
5314116 · Project Equipment	-130.14
5314113 · Teacher Substitute Stipends	3,857.58
5314112 · Bus Transportation	6,097.86
Total Project Expenses	12,078.10
5314902 · Dues and Subscriptions	5,190.00
Board Meeting Snacks	116.03
5314302 · Staff - Conference & Training	33.90
5314300 · Staff - Travel	344.36
5314110 · Bank Fees & Interest Charges	574.67
5314600 · Liability Insurance Premiums	1,174.25
5314111 · Late Fees & Penalties	12.00
5945360 · Capital Outlays	
5966601 · Office Furniture & Equipment	420.84
5966402 · Computer & Software Purchases	1,989.34
Total 5945360 · Capital Outlays	2,410.18
Total Expense	100,400.09
Net Ordinary Income	-49,172.63
Net Income	-49,172.63

**Thurston Conservation District**  
**Profit & Loss Prev Year Comparison**  
**July 2019**

	Jul 19	Jul 18	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3431100 · Retail Sales				
3411140 · TCD Equipment Rentals	185.74	289.26	-103.52	-35.8%
3431130 · Soil Testing	430.90	221.82	209.08	94.3%
3431120 · Rental Income	0.00	65.94	-65.94	-100.0%
3411150 · Miscellaneous Sales	6.50	0.00	6.50	100.0%
<b>Total 3431100 · Retail Sales</b>	<b>623.14</b>	<b>577.02</b>	<b>46.12</b>	<b>8.0%</b>
3611100 · Interest Income	1.40	11.04	-9.64	-87.3%
3300000 · Grant Revenue	47,899.39	49,341.62	-1,442.23	-2.9%
3685200 · County Assessment	0.00	540.12	-540.12	-100.0%
3685201 · Rates and Charges	2,703.53	0.00	2,703.53	100.0%
<b>Total Income</b>	<b>51,227.46</b>	<b>50,469.80</b>	<b>757.66</b>	<b>1.5%</b>
<b>Gross Profit</b>	<b>51,227.46</b>	<b>50,469.80</b>	<b>757.66</b>	<b>1.5%</b>
<b>Expense</b>				
5966699 · Vehicle Allocation	0.00	0.00	0.00	0.0%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
5531010 · Salaries & Benefits	47,948.02	43,703.22	4,244.80	9.7%
5314101 · Legal Fees & Services	12,612.50	0.00	12,612.50	100.0%
5314102 · Audit & Accounting	471.45	4,475.22	-4,003.77	-89.5%
5314103 · Computer Services	1,736.00	1,727.40	8.60	0.5%
5314100 · Professional Services	396.32	9,096.92	-8,700.60	-95.6%
5314117 · Soil Testing	328.80	0.00	328.80	100.0%
Hiring Costs	90.00	0.00	90.00	100.0%
5314104 · Janitorial Services	225.00	225.00	0.00	0.0%
5314501 · Office Rent	7,900.00	7,900.00	0.00	0.0%
5314700 · Utilities	1,009.53	589.69	419.84	71.2%
5314503 · Equipment Leases	306.66	305.55	1.11	0.4%
5314504 · Vehicle Leases	0.00	712.41	-712.41	-100.0%
5314200 · Communications	366.61	360.64	5.97	1.7%
5313102 · Photocopier Usage	233.51	325.45	-91.94	-28.3%
5354800 · Repairs & Maintenance	2,303.31	0.00	2,303.31	100.0%
5313101 · Office Supplies	131.39	308.74	-177.35	-57.4%
5314202 · Postage & Shipping	25.05	53.97	-28.92	-53.6%
5313401 · Plants for Resale	2,382.45	1,225.50	1,156.95	94.4%
<b>Project Expenses</b>				
5314901 · Meeting & Event Supplies	123.46	154.66	-31.20	-20.2%
5313103 · Project Supplies	2,129.34	3,255.91	-1,126.57	-34.6%
5314116 · Project Equipment	-130.14	0.00	-130.14	-100.0%
5314113 · Teacher Substitute Stipends	3,857.58	1,530.00	2,327.58	152.1%
5314112 · Bus Transportation	6,097.86	558.25	5,539.61	992.3%
5314502 · Site Rental	0.00	310.05	-310.05	-100.0%
<b>Total Project Expenses</b>	<b>12,078.10</b>	<b>5,808.87</b>	<b>6,269.23</b>	<b>107.9%</b>
5314902 · Dues and Subscriptions	5,190.00	0.00	5,190.00	100.0%
Board Meeting Snacks	116.03	0.00	116.03	100.0%
5314302 · Staff - Conference & Training	33.90	585.00	-551.10	-94.2%
5314300 · Staff - Travel	344.36	135.50	208.86	154.1%
5314108 · Construction & Landscaping	0.00	5,000.00	-5,000.00	-100.0%
5314110 · Bank Fees & Interest Charges	574.67	144.49	430.18	297.7%
5314600 · Liability Insurance Premiums	1,174.25	951.25	223.00	23.4%
5314111 · Late Fees & Penalties	12.00	137.00	-125.00	-91.2%
5314105 · Miscellaneous Expenses	0.00	0.78	-0.78	-100.0%
66900 · Reconciliation Discrepancies	0.00	600.00	-600.00	-100.0%
5945360 · Capital Outlays				
5966601 · Office Furniture & Equipment	420.84	0.00	420.84	100.0%
5966402 · Computer & Software Purchases	1,989.34	0.00	1,989.34	100.0%
<b>Total 5945360 · Capital Outlays</b>	<b>2,410.18</b>	<b>0.00</b>	<b>2,410.18</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>100,400.09</b>	<b>84,372.60</b>	<b>16,027.49</b>	<b>19.0%</b>
<b>Net Ordinary Income</b>	<b>-49,172.63</b>	<b>-33,902.80</b>	<b>-15,269.83</b>	<b>-45.0%</b>
<b>Net Income</b>	<b>-49,172.63</b>	<b>-33,902.80</b>	<b>-15,269.83</b>	<b>-45.0%</b>



Thurston Conservation District  
**Balance Sheet**  
As of July 31, 2019

	Jul 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
3081001 - Checking-7444 Timberland	136,755.37
3088020 Savings Accounts	10,776.37
3088030 Counter Cash	45.00
<b>Total Checking/Savings</b>	147,576.74
<b>Accounts Receivable</b>	80,673.50
<b>Other Current Assets</b>	4,956.25
<b>Total Current Assets</b>	233,206.49
<b>TOTAL ASSETS</b>	<b>233,206.49</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	29,539.73
Credit Cards	1,517.27
Other Current Liabilities	60,595.25
<b>Total Current Liabilities</b>	91,652.25
<b>Long Term Liabilities</b>	60,741.35
<b>Total Liabilities</b>	152,393.60
<b>Equity</b>	80,812.89
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>233,206.49</b>

Thurston Conservation District  
**Unrestricted Budget vs. Actual**  
 January through July 2019

9:51 AM  
 08/16/2019  
 Accrual Basis

July: 58.33%

**Income**

	Jan - Jul 19	Budget	\$ Over Budget	% of Budget
3431100 · Retail Sales				
3411140 · TCD Equipment Rentals	222.45	500.00	-277.55	44.49%
3431130 · Soil Testing	3,404.33	4,500.00	-1,095.67	75.65%
3431120 · Rental Income	467.33	791.00	-323.67	59.08%
3411150 · Miscellaneous Sales	6.50	0.00	6.50	0.0%
3611100 · Interest Income	11.87	50.00	-38.13	23.74%
3670000 · Contributions Private	2,500.00	2,500.00	0.00	100.0%
3300000 · Grant Revenue	23,260.39	95,600.00	-72,339.61	24.33%
3685201 · Rates and Charges	312,728.27	551,475.00	-238,746.73	56.71%
Program Allocations	-86,300.00	-86,300.00	0.00	100.0%
5966699 · Vehicle Allocation	2,846.64	5,049.00	-2,202.36	56.38%
5314999 · Overhead Allocation	24,398.08	36,574.00	-12,175.92	66.71%
<b>Total Income</b>	<b>283,545.86</b>	<b>610,739.00</b>	<b>-327,193.14</b>	<b>46.43%</b>

**Expense**

5531010 · Salaries & Benefits - Admin	42,339.15	175,659.00	-133,319.85	24.1%
5531010 · Salaries & Benefits - District Services	6,547.80	10,634.00	-4,086.20	61.57%
5531010 · Salaries & Benefits - Elections	4,503.82	8,000.00	-3,496.18	56.3%
5531010 · Salaries & Benefits - Public Records Requests	2,308.06	2,000.00	308.06	115.4%
5531010 · Salaries & Benefits - Grant Writing	3,484.26	10,000.00	-6,515.74	34.84%
5531010 · Salaries & Benefits - Unfunded Trainings	915.03	8,020.00	-7,104.97	11.41%
5531010 · Salaries & Benefits - Working Lands Initiative	0.00	3,000.00	-3,000.00	0.0%
5314101 · Legal Fees & Services	34,309.58	34,000.00	309.58	100.91%
5314102 · Audit & Accounting	9,294.28	16,824.00	-7,529.72	55.24%
5314103 · Computer Services	6,354.86	22,710.00	-16,355.14	27.98%
5314106 · PDR Expense	99.00	2,000.00	-1,901.00	4.95%
5314100 · Professional Services	1,208.00	2,500.00	-1,292.00	48.32%
5355001 · Election Expense	32,428.70	35,000.00	-2,571.30	92.65%
5314400 · Advertising	937.99	2,436.00	-1,498.01	38.51%
5314117 · Soil Testing	1,927.40	3,000.00	-1,072.60	64.25%
Governance Training/Study	0.00	10,000.00	-10,000.00	0.0%
Hiring Costs	5,305.19	10,000.00	-4,694.81	53.05%
5314104 · Janitorial Services	1,575.00	3,784.00	-2,209.00	41.62%
5314501 · Office Rent	31,600.00	47,400.00	-15,800.00	66.67%
5314700 · Utilities	4,425.77	7,749.00	-3,323.23	57.11%
5314503 · Equipment Leases	1,657.55	3,072.00	-1,414.45	53.96%
5314504 · Vehicle Leases	0.00	3,730.00	-3,730.00	0.0%
5314200 · Communications	2,970.29	7,385.00	-4,414.71	40.22%
5313102 · Photocopier Usage	1,526.47	4,059.00	-2,532.53	37.61%
5354800 · Repairs & Maintenance	2,428.26	6,000.00	-3,571.74	40.47%

	Jan - Jul 19	Budget	\$ Over Budget	% of Budget
5313101 · Office Supplies	1,333.83	5,000.00	-3,666.17	26.68%
5314202 · Postage & Shipping	439.31	3,000.00	-2,560.69	14.64%
5313401 · Plants for Resale	1,156.95	3,000.00	-1,843.05	38.57%
5314901 · Meeting & Event Supplies	88.26	1,500.00	-1,411.74	5.88%
5313103 · Project Supplies	26.22	2,000.00	-1,973.78	1.31%
5314502 · Site Rental	0.00	500.00	-500.00	0.0%
5314902 · Dues and Subscriptions	6,250.00	7,000.00	-750.00	89.29%
Board Meeting Snacks	207.21	745.00	-537.79	27.81%
5314302 · Staff - Conference & Training	0.00	5,500.00	-5,500.00	0.0%
5314306 · Board - Conference & Training	0.00	2,500.00	-2,500.00	0.0%
5314300 · Staff - Travel	1,279.66	5,500.00	-4,220.34	23.27%
5314301 · Board Travel	63.80	5,000.00	-4,936.20	1.28%
5314110 · Bank Fees & Interest Charges	1,515.74	2,000.00	-484.26	75.79%
5314600 · Liability Insurance Premiums	8,219.75	14,091.00	-5,871.25	58.33%
5314111 · Late Fees & Penalties	192.00	500.00	-308.00	38.4%
Reserve Fund	0.00	65,000.00	-65,000.00	0.0%
Outstanding Debt	25,925.79	27,000.00	-1,074.21	96.02%
Office Relocation	0.00	10,000.00	-10,000.00	0.0%
5966601 · Office Furniture & Equipment	639.44	1,500.00	-860.56	42.63%
5966402 · Computer & Software Purchases	54.95	5,000.00	-4,945.05	1.1%
<b>Total Expense</b>	<b>228,377.37</b>	<b>605,298.00</b>	<b>-376,920.63</b>	<b>37.73%</b>

Thurston Conservation District  
Restricted Budgets vs Actuals  
July 2019

Not yet signed and not yet vouchered.

	Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	Remaining Budget	% of Total Time	% of Total Budget	
RCO	East Fork McLane Project	R030	16-1406	1-Mar-17	31-Dec-20	110,500.00	5,563.00	448.35	5,114.65	63.04%	86.01%
	ESRP Shore Friendly	R035		1-Jul-19	1-Jul-21	227,551.00	56,887.75	1,353.48	55,534.27	4.00%	0.59%
DOE	Deschutes	E100	WQC-2018- ThurCD-00174	1-Jul-19	30-Apr-22	247,511.00	49,502.20	4,700.41	44,801.79	2.94%	1.90%
WSCC	Drought Funding	W040	19-13-DR	1-Jul-19	31-Dec-19	53,050.00	53,050.00	0.00	53,050.00	0.00%	0.00%
	FY18-19 Chehalis Flood	W050	18-13-FL	1-Mar-18	30-Jun-21	132,400.00	68,573.00	41,875.72	26,697.28	42.50%	79.84%
	FY19-20 Chehalis Flood	W050	20-13-FL	1-Jul-19	30-Jun-21	93,226.82	23,306.71	0.00	23,306.71	4.17%	0.00%
	Shellfish Cost Share	W060	20-13-SH	15-Aug-19	30-Jun-21	88,729.80	22,182.45	0.00	22,182.45	0.00%	0.00%
	CREP TA	W070	18-13-CE	1-Jul-17	30-Jun-19	68,247.00	11,184.11	11,184.11	0.00	104.17%	50.87%
	CREP TA	W070	20-13-CE	1-Jul-19	30-Sep-19	11,700.00	11,700.00	1,049.46	10,650.54	33.33%	8.97%
	FY17-19 CREP Cost Share	W070 CS	18-13-CE	1-Jul-17	30-Jun-19	38,066.65	8,950.00	8,950.00	0.00	104.17%	77.36%
	FY19-21 CREP Cost Share	W070 CS	20-13-CE	1-Jul-19	1-Jul-21		Not Yet Finalized			4.00%	
	NRI Cost Share	W080	20-13-NR	1-Jul-19	30-Jun-21	95,750.00	23,937.50	1,002.14	22,935.36	4.17%	1.05%
	Livestock	W025	18-13-LT	1-Jul-19	30-Jun-20	25,000.00	12,500.00	0.00	12,500.00	8.33%	0.00%

Miscellaneous											
	Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	Remaining Budget	% of Total Time	% of Total Budget	
	Soil Health Grant	M065	16-49-TS	21-Jun-17	15-Aug-20	30,736.34	23,730.34	18,141.33	5,589.01	68.42%	81.82%
	VSP 2019	M400		1-Jan-18	30-Jun-19	77,460.00	65,938.00	65,937.78	0.22	105.56%	100.00%
	VSP 2020	M400		1-Jul-19	30-Jun-21	74,000.00	18,500.00	14,617.87	3,882.13	4.17%	19.75%
	TCD VSP	M450		1-Feb-19	30-Jun-20	40,000.00	40,000.00	6,549.32	33,450.68	35.29%	16.37%
	Shellfish NTA	M600		1-Jul-19	30-Jun-20	130,525.00	65,262.50	8,009.33	57,253.17	8.33%	6.14%
	Riparian NTA	M650		1-Jul-19	28-Feb-21	37,000.00	12,500.00	312.55	12,187.45	5.00%	0.84%

Thurston Conservation District  
**Restricted Budgets vs Actuals**  
 July 2019

Not yet signed and not yet vouchered.

	Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	Remaining Budget	% of Total Time	% of Total Budget
South Sound Green	Interlocal Agreements	G019-SS	1-Jan-19	31-Dec-19	49,200.00	49,200.00	24,574.47	24,625.53	58.33%	49.95%
	TCC	TCC	1-Jan-12	Until Spent	69,813.00	44,144.00	22,400.57	21,743.43	NA	68.85%
	NOAA ELG	G019.105	1-May-16	30-Jun-19	45,059.33	4,350.33	4,350.33	0.00	102.63%	100.00%
	FY18-19 NOAA B-WET	G019.106	1-Aug-18	31-Jul-19	5,866.00	8,091.38	8,091.38	0.00	100.00%	169.37%
	FY19-20 NOAA B-WET	G019.106	1-Aug-19	31-Jul-20	18,313.76	2,500.00	2,485.68	14.32	0.00%	13.57%
	TCD Nearshore	G019.115	1-Jan-19	31-Dec-19	18,300.00	18,300.00	7,726.01	10,573.99	58.33%	42.22%
	TCD Allocation	G019.110	1-Jan-19	31-Dec-19	20,501.00	20,501.00	11,846.75	8,654.25	58.33%	57.79%
	McLane Salmon Trail		1-Sep-19	31-Dec-19	4,716.80	4,716.80	0.00	4,716.80	0.00%	0.00%
	ESD 113 Climate Ed	G019.104	1-Jan-19	31-Dec-19	4,861.20	4,861.20	4,861.20	0.00	58.33%	100.00%
	Prairies and Pollinators	G019.27	22-Mar-17	31-Aug-19	30,000.00	19,859.00	5,431.14	14,427.86	96.67%	51.91%

# Thurston Conservation District

## Payments Detail

July 2019

12:41 PM

08/16/2019

Type	Num	Date	Name	Fund	Account	Paid Amount
Check	EFT	07/01/2019	Regence - Health Care	UNRESTRICTED:Administration	5312011 - Medical Benefits	2,770.34
Credit Card Charge	8748	07/02/2019	Meconi's	UNRESTRICTED:Administration	Board Meeting Snacks	54.19
Credit Card Charge	8747	07/02/2019	Dell	WSSC:W050 - Chehalis Flood Outreach	5966402 - Computer & Software Purchases	1,962.05
Credit Card Charge		07/07/2019	T Sheets	UNRESTRICTED:Administration	5314102 - Audit & Accounting	71.05
Liability Check	EFT	07/09/2019	QuickBooks Payroll Service	UNRESTRICTED:Administration	Payroll	12,730.24
Check	EFT	07/09/2019	Wells Fargo			22,905.95
Liability Check	EFT	07/10/2019	Internal Revenue Service	UNRESTRICTED:Administration	Payroll Taxes	3,666.16
Bill Pmt -Check	EFT	07/10/2019	Pacific Disposal	UNRESTRICTED:Administration	5314702 - Garbage Service	50.70
Bill Pmt -Check	20064	07/10/2019	April Devitt	GREEN:G019.115 TCD Nearshore	5314100 - Professional Services	200.00
Bill Pmt -Check	20065	07/10/2019	Bishop, Stephanie	GREEN:G019-SS GREEN(General)	Project Supplies and Mileage	229.06
Bill Pmt -Check	20066	07/10/2019	Comcast	UNRESTRICTED:Administration	Internet and Telephone	374.11
Bill Pmt -Check	20067	07/10/2019	Culligan Water Co.	UNRESTRICTED:Administration	5313101 - Office Supplies	36.79
Bill Pmt -Check	20068	07/10/2019	Grays Harbor Conservation District	MISC:M400 - VSP	5314100 - Professional Services	1,281.91
Bill Pmt -Check	20069	07/10/2019	Jacqueline Winter	GREEN:G019.115 TCD Nearshore	5314100 - Professional Services	1,700.00
Bill Pmt -Check	20070	07/10/2019	Jan-Pro Cleaning Systems	UNRESTRICTED:Administration	5314104 - Janitorial Services	225.00
Bill Pmt -Check	20071	07/10/2019	Marguerite Abplanalp	UNRESTRICTED:Administration	5354803 - Vehicle Maintenance	30.53
Bill Pmt -Check	20072	07/10/2019	Nicole Warren	MISC:M065 - Soil Health	5314305 - Meals / Per Diems	248.53
Bill Pmt -Check	20073	07/10/2019	Nisqually Automotive & Towing	UNRESTRICTED:Administration	5313101 - Office Supplies	
Bill Pmt -Check	20074	07/10/2019	Olympia School District	UNRESTRICTED:Administration	5354803 - Vehicle Maintenance	93.33
Bill Pmt -Check	20075	07/10/2019	Pacific Disposal	GREEN:G019.105 NOAA ELG	5314112 - Bus Transportation	212.41
Bill Pmt -Check	20076	07/10/2019	Petrocard	UNRESTRICTED:Administration	5314702 - Garbage Service	52.70
Bill Pmt -Check	20077	07/10/2019	Puget Sound Energy	UNRESTRICTED:Administration	5313201 - Vehicle Fuel	70.73
Bill Pmt -Check	20078	07/10/2019	Ricoh, USA Inc - Usage	UNRESTRICTED:Administration	Electricity and Gas	383.43
Bill Pmt -Check	20079	07/10/2019	Susan Shelton	UNRESTRICTED:Administration	5313102 - Photocopier Usage	252.67
Bill Pmt -Check	20080	07/10/2019	VSP - Vision Care	UNRESTRICTED:Administration	5314305 - Meals / Per Diems	32.00
Bill Pmt -Check	20081	07/10/2019	WA St Auditor's Office	UNRESTRICTED:Administration	5312011 - Medical Benefits	39.10
Bill Pmt -Check	20082	07/10/2019	White, Nora	UNRESTRICTED:Administration	5314102 - Audit & Accounting	1,051.05
Bill Pmt -Check	20083	07/10/2019	Whitlock Limited Partnership 1	WSSC:W050 - Chehalis Flood Outreach	Meals and Mileage	36.88
				UNRESTRICTED:Administration	5314501 - Office Rent	3,950.00



Type	Num	Date	Name	Fund	Account	Paid Amount
Credit Card Charge	8780	07/10/2019	Rubber Stamp Champ	UNRESTRICTED:Administration	5313101 · Office Supplies	40.05
Credit Card Charge		07/10/2019	Amazon	UNRESTRICTED:Administration	5966601 · Office Furniture & Equipment	420.84
Credit Card Credit	8797	07/12/2019	Amazon	WSSC:W050 - Chehalis Flood Outreach	5314116 · Project Equipment	-130.14
Credit Card Charge	8781	07/15/2019	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	12.94
Liability Check	EFT	07/17/2019	WA St Dept of Retirement Systems	UNRESTRICTED:Administration	PERS	6,084.91
Credit Card Charge		07/18/2019	Wells Fargo	UNRESTRICTED:Administration	5314110 · Bank Fees & Interest Charges	39.00
Credit Card Charge	8766	07/19/2019	Amazon	GREEN:G019-SS GREEN(General)	5966402 · Computer & Software Purchases	27.29
Bill Pmt -Check	20084	07/22/2019	A & L Western Agricultural Labs	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	132.00
Bill Pmt -Check	20085	07/22/2019	Arthur West	UNRESTRICTED:Administration	5314101 · Legal Fees & Services	507.08
Bill Pmt -Check	20086	07/22/2019	Bishop, Stephanie		VOID	0.00
Bill Pmt -Check	20087	07/22/2019	Cory Paulsen	GREEN:G019.27 Prairies and Pollinators	5314100 · Professional Services	327.47
Bill Pmt -Check	20088	07/22/2019	EMD Millipore	GREEN:G019.105 NOAA ELG	5313103 · Project Supplies	673.22
Bill Pmt -Check	20089	07/22/2019	Hach Company	GREEN:G019.105 NOAA ELG	5313103 · Project Supplies	1,326.95
Bill Pmt -Check	20090	07/22/2019	Mara Healy	WSSC:W070 - CREP	5314304 · Mileage	13.34
Bill Pmt -Check		07/22/2019	Marguerite Abplanalp	WSSC:W050 - Chehalis Flood Outreach		
Bill Pmt -Check	20091	07/22/2019		MISC:M400 - VSP	5314305 · Meals / Per Diems	206.00
Bill Pmt -Check	20092	07/22/2019	National Assoc of Conservation Dist	UNRESTRICTED:Administration	5314902 · Dues and Subscriptions	775.00
				GREEN:G019.105 NOAA ELG	5314112 · Bus Transportation	
				GREEN:G019.106 NOAA B-WET	5314112 · Bus Transportation	
				GREEN:G019.115 TCD Nearshore	5314113 · Teacher Substitute Stipends	
Bill Pmt -Check	20093	07/22/2019	Olympia School District	GREEN:G019.105 NOAA ELG	5314113 · Teacher Substitute Stipends	5,185.31
				GREEN:G019.106 NOAA B-WET	5314113 · Teacher Substitute Stipends	
				GREEN:TCC:G019.28 Dawkins	5314113 · Teacher Substitute Stipends	
				GREEN:G019-SS GREEN(General)	5314113 · Teacher Substitute Stipends	
Bill Pmt -Check	20094	07/22/2019	Ricoh USA, Inc.	UNRESTRICTED:Administration	5314503 · Equipment Leases	185.34
Bill Pmt -Check	20095	07/22/2019	Terry's Automotive Group	UNRESTRICTED:Administration	5354803 · Vehicle Maintenance	2,303.31
Bill Pmt -Check	20096	07/22/2019	Thurston County Treasurer	UNRESTRICTED:Administration	5314110 · Bank Fees & Interest Charges	492.77
Bill Pmt -Check	20097	07/22/2019	WA St Auditor's Office	UNRESTRICTED:Administration	5314102 · Audit & Accounting	400.40
Bill Pmt -Check	20098	07/22/2019	WACD	UNRESTRICTED:Administration	5314902 · Dues and Subscriptions	5,040.00
Bill Pmt -Check	20099	07/22/2019	Washington Conservation Society	UNRESTRICTED:Administration	5314902 · Dues and Subscriptions	150.00
Bill Pmt -Check	20100	07/22/2019	White, Nora	MISC:M400 - VSP	Mileage and Event Supplies	44.14
Bill Pmt -Check	20101	07/22/2019	WSU	UNRESTRICTED:Administration	5314103 · Computer Services	1,736.00
Credit Card Charge	8786	07/22/2019	Home Depot	UNRESTRICTED:Administration	5313101 · Office Supplies	43.15
Credit Card Charge	8788	07/23/2019	Capitol Campus Parking	MISC:M650 - Riparian NTA	5314307 · Parking fees	2.00

Type	Num	Date	Name	Fund	Account	Paid Amount
Liability Check	EFT	07/24/2019	QuickBooks Payroll Service	UNRESTRICTED:Administration	Payroll	15,371.32
Credit Card Charge	8789	07/24/2019	Craigslit	UNRESTRICTED:Administration	Hiring Costs	90.00
Liability Check	EFT	07/25/2019	Internal Revenue Service	UNRESTRICTED:Administration	Payroll Taxes	4,837.72
Bill Pmt -Check	EFT	07/25/2019	Regence - Life Insurance	UNRESTRICTED:Administration	5312011 - Life Insurance	23.42
Credit Card Charge	8791	07/25/2019	Eastsite Urban Farm & Garden	MISC:M600 - Shellfish NTA	5314901 - Meeting & Event Supplies	90.92
Credit Card Charge	8792	07/25/2019	Mediterranean Breeze	UNRESTRICTED:Administration	Board Meeting Snacks	61.84
Credit Card Charge		07/25/2019	Shell Gas	UNRESTRICTED:Administration	5313201 - Vehicle Fuel	45.96
Credit Card Charge	8798	07/25/2019	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 - Postage & Shipping	12.11
Credit Card Charge	8790	07/26/2019	Olympia Food Co-Op	MISC:M600 - Shellfish NTA	5313103 - Project Supplies	6.70
Credit Card Charge	8795	07/29/2019	Event Bright	MISC:M600 - Shellfish NTA	5314302 - Staff - Conference & Training	33.90
Liability Check	EFT	07/30/2019	WA St Dept of L&I	UNRESTRICTED:Administration	3860009 - 09 State L&I Payable	1,365.07
Sales Tax Payment	EFT	07/30/2019	WA St Dept of Revenue	UNRESTRICTED:Administration	State Sales Tax	129.93
Liability Check	EFT	07/30/2019	WA St Dept of Employment Security	UNRESTRICTED:Administration	3860006 - 06 State Unemployment	880.84
Credit Card Charge	8799	07/30/2019	Best Buy	UNRESTRICTED:Administration PDR	5313101 - Office Supplies	19.66
Credit Card Charge	8681	07/30/2019	Michaels	MISC:M600 - Shellfish NTA	5313103 - Project Supplies	122.47



Thurston Conservation District Board of Supervisors  
July 25<sup>th</sup>, 2019  
Regular Meeting Minutes  
(5:30pm – 8:30pm)



**Meeting: 5:30pm – 8:30pm**

**Present at Meeting:**

Paul Pickett, TCD Board Supervisor	Sarah Moorehead, Interim Executive Director (IED)
Doug Rushton, TCD Board Supervisor	Ben Cushman, TCD Attorney
David Iyall, TCD Board Supervisor	Alison Halpern, Conservation Commission
TJ Johnson, TCD Board Supervisor	Leah Kellogg, TCD Administrative Assistant
Betsie De Wreede, TCD Board Supervisor	Tony Wilson, Public

**Action Items:**

1. Interim Executive Director Sarah Moorehead to revise Consent Calendar cover sheet to include Resolution #2019-13 and #2019-14
2. Interim Executive Director Sarah Moorehead to draft a get well card on behalf of the TCD Board and staff for WSCC employee
3. Interim Executive Director Sarah Moorehead to gather information regarding NRSC Section 7 model for federal funding and bring it to the work session to develop the concept into action.
4. Move items "A" Governance Timeline review and "D" Associate Supervisor and Citizens Advisory Committee discussion to the Work session on August 8<sup>th</sup>.
5. The Questions for the Executive Director Interviews will be discuss and decided on at the 8-8-19 Work session.
6. Supervisor Pickett volunteered to draft a policy development on Citizens advisory Committee and Associate Supervisor.

**Motions Passed:**

1. ***Supervisor De Wreede moved to adopt the revised Consent Agenda. Supervisor Iyall seconded. Motion passed unanimously.***
2. ***Supervisor Rushton moved to adopt the Consent Agenda. Supervisor Johnson seconded. Motion passed unanimously.***
3. ***Supervisor Johnson moved to accept and approve the Midyear Budget Revision. Supervisor Iyall seconded. Motion passed unanimously.***
4. ***Supervisor Johnson moved the approval of the Amended Policy. Supervisor Rushton seconded. Motion passed unanimously.***
5. ***Supervisor Johnson moved to reject the offer in the Hanna vs TCD case. Supervisor Iyall seconded. Motion passed unanimously. Supervisors Rushton and Pickett will be refusing to vote due to being involved in the case.***
6. ***Supervisor Johnson moved to direct our Counsel to contact Enduris and request they defend the District in the West case against the District. Supervisor Rushton seconded. Motion passed unanimously.***

40 **7. Supervisor Rushton moved to authorize to make a payment to Mr. West in the amount**  
41 **of \$507.00 delivered by TCD's Legal Counsel. Supervisor Iyall seconded. Motion passed**  
42 **unanimously.**

43 **8. Supervisor Johnson moved to adjourn. Supervisor Iyall seconds. Motion passed**  
44 **unanimously. Meeting ends at 8:45pm**

45  
46 **Regular Monthly Meeting: 5:30 pm – 8:00 pm**

47  
48 **Welcome & Introductions**

49 Supervisor Pickett called the meeting to order at 5:30 pm. Thurston CD Board, Staff, partners,  
50 and public introduced themselves. This meeting is being audio recorded.

51  
52 **Agenda Review**

- 53  
54 ) Move 6- C&D resolutions go to Consent Calendar (same resolutions as last year) and  
55 asked Sarah to do a revised Consent Calendar cover sheet to include the change.  
56 ) Add a report on the legal ground and public facts for what need to go into an executive  
57 session in between Governance and Executive session  
58 ) Update CD defense on the Hanna case after Executive session and before discussing the  
59 West case.  
60 ) Discuss chair seats with the NACD to warm up for the next work session.  
61 ) Discuss the 7/8/2019 PDR requests under section F in Governance.  
62 ) Explore the option of going under the NRCS per ESA Proposal with Fish and Wildlife.  
63 ) Discuss with Counsel the West settlement "Whereas" error (Counsel admits fault in  
64 error and will not charge district for the time to correct error) that needs to be  
65 corrected before the check can be issued. Added to Consent Calendar.

66  
67 ***Supervisor De Wreede moved to adopt the Revised Agenda. Supervisor Iyall seconded.***  
68 ***Motion passed unanimously.***  
69

70 **Consent Agenda-ACTION ITEM**

- 71 A. June Financial Report  
72 B. May 30, 2019 Board Meeting Minutes  
73 C. TCD Policy 1.6.2: Meeting Minutes Procedure  
74 D. TCD 1.2.1: Board Supervisor Remote Attendance  
75 E. TCD Policy 4.7: Public Records and Disclosures  
76 F. Interdistrict Agreement for Professional Engineering Services  
77 G. WSCC Master Contract Addendums (NRI, Implementation, CREP)  
78 H. Resolution 2019-13 WSCC Cost Share Rate  
79 I. Resolution 2019-14 Cooperate Labor Rate  
80 J. Resolution 2019-15 Revised West amended resolution that Council is providing

81  
82 ***Supervisor Rushton moved to adopt the Consent Agenda. Supervisor Johnson seconded.***  
83 ***Motion passed unanimously.***  
84  
85

86 **Public Comment**

87 *\*Three minutes per person*  
88 Tony Wilson, Public  
89  
90

91 **Partner Reports**

92 **A. Washington State Conservation Commission (WSCC), *Alison Halpern***

- 93 ) Update on recovery of WSCC Employee.
- 94 ) WSCC Met in Grant County and approved Livestock TA Guidelines, ensuring a fair
- 95 process for CD's to get equal funding. The Livestock Grant is now open.
- 96 ) Received the second Thurston CD Investigation report and voted to fill the
- 97 expired appointment position that Supervisor Rushton has been representing.
- 98 They are currently accepting applicants for the position.
- 99 ) Supervisors Rushton and Pickett would like to attend the August 21, 2019
- 100 elections; there is partial funding for travel expenses and per diem that WSCC
- 101 will cover.

102 **B. Natural Resource Conservation Service (NRCS), *Doug Rushton***

- 103 ) NRCS suggested that TCD could be covered under section 7 ESA and Fish and
- 104 Wildlife. WRSC suggested we, or the WSCC, create our own section 7 to use
- 105 Federal funds where endangered species are present. To be discussed at the
- 106 next work session with more writing information is available.

107 **C. National Association of Conservation Districts (NACD), *Doug Rushton***

- 108 ) NACD summer meeting is in Santa Fe August 3-7, 2019 NACD Forestry Resource
- 109 Policy Group. Supervisor Rushton will be attending
- 110 ) There is an annual meeting in Las Vegas in February 2020 that is far more
- 111 comprehensive.

112 **D. Washington Association of Conservation Districts (WACD), *Doug Rushton***

- 113 ) WACD Executive Director Search is ongoing. They are looking for candidates.
- 114 ) Meetings are being posted for September in Clark Conservation District in
- 115 Vancouver. Supervisors are encouraged to attend.
- 116 ) Five proposed resolutions for the November WACD meeting
  - 117 1. Whistle Blower Protection Policy
  - 118 2. Spurious Public Disclosure Request
  - 119 3. Propose that the WACD Board review the timeline of WACD Annual
  - 120 Meeting to better coordinate with the Washington State Legislature to
  - 121 ensure WSCD has time to work on policy before the session begins.
  - 122 4. Commission criteria for allegations against Supervisors WACD to work
  - 123 with the Commission to create policy and consideration establishing

- criteria process to timely address allegations brought to them about Supervisors both spurious and non spurious.
5. WACD work with WSCC to allow for CDs to have input into WSCC staff evaluations (i.e. regional managers).

#### **Financial Reports-ACTION ITEM**

##### **A. 2019 Mid-Year Budget Revision, Susan Shelton and Sarah Moorehead-ACTION ITEM**

- ) The Midyear Budget reflected the approved budget, the current tracking of that Budget, and the difference between the two. This allows the board to review increase and decrease in funding. They discussed and clarified with staff about how to keep on track for the remainder of the 2019 year. They discussed renewing Legal Counsel.
- ) New funding sources; Shore Friendly, NRI Cost-Share, Riparian NTA, Livestock TA, Shellfish NTA increase in funding.
- ) Staffing Plan: Executive Director funding will be from administrative, the SSG assistant is increased to full time because grant funding will cover the cost, Education and Outreach assistant will be full time covered by various grants reflecting the allocation of funds for such a position.

***Supervisor Johnson moved to adopt and approve the Midyear Budget Revision. Supervisor Iyall seconded. Motion passed unanimously. Supervisor Iyall is very happy with the report.***

WSCC Alison Halpern needed to leave early so the agenda was moved around to allow Counsel provided an update for WSCC on the legal issues facing the district.

#### **Public Legal Report, Ben Cushman**

1. Counsel gave a public presentation on the following to the Board:
  - a. suspended funding issue
  - b. Two ongoing litigations cases
  - c. Address the Answer and Cross Claim that Mr. Cushman has filed against the district on behalf of Mr. Johnson and Mr. Makmire.
  - d. Counsel advised dismissing a declaration of Summery Judgment in the Hanna case.

Supervisor Pickett called a 5 minute break at 7:00pm

Resumed at 7:12pm

#### **Financial Report Continued**

##### **A. Rates and Charges Renewal Update, Sarah Moorehead**

- ) Successful meeting with the board of county commissioners. TCD presented resolutions regarding Rates and Charges that have been approved by the board. The goal is to collaborate between County and CD. Supervisor DeWreede, Supervisor Iyall, and Alison Halpern from the WSCC were in attendance. Once the County decides to adopt the proposed Rates and Charges the County Staff

will hold a public meeting and begin to implement new Rates and Charges.  
TCD's part in this process is complete. The process is in the Counties hands. TCD  
will support the County in their process.

*Supervisor Johnson has concerns regarding being behind schedule and motions to table items  
Governance-A and Governance-D which are not time sensitive and move them to the work  
session.*

**B. Executive Director Recruitment Update, TJ Johnson**

- ) The position close on 8-2-19, allowing a two week recruitment
- ) The Hiring Committee wants to meet on 8-8-19. This meeting will be prior to the  
work session. This meeting is when the Committee will select the 2 or 3  
applicants they would like the Board to interview.
- ) The interview process of the three candidates will go on the afternoon of 8-22-  
19, before the board meeting. Potentially taking action on the 8-22-19 Board  
meeting to decide on who they will offer the position to.
- ) The interview questions will be discussed at the work session on 8-8-19.
- ) The Board discussed the Executive Director position being contracted or right to  
work. Right to work was the consensus.

**C. TCD Policy 8.2 Organization Mobile Phone and Similar Device.**

- ) WSCC recommended taking out any language regarding personal call on the  
devises out of the policy. The WSCC recommend no personal calls at all and the  
repeated disregard for this policy so could result in performance improvement  
policy to correct behavior or loss of the cell phone use.

***Supervisor Johnson moved the approval of the Amended Policy. Supervisor Rushton  
seconded. Motion passed unanimously.***

**E. August Work Session Topic List.**

- ) Topic List Review
- ) Minutes Review & Revision:
  - o July 2<sup>nd</sup>, 2019
  - o July 25<sup>th</sup>, 2019
- ) WACD Resolutions:
  - o Review draft WACD Resolutions
- ) 2020 Election Preparation
- ) Rejoining the TRCP
- ) Adding Resolutions to the Consent Calendar
- ) Legal Services Review
- ) Interview Questions for Executive Director Position:
- ) Citizen's Advisory Committee Discussion

210           ) Working Lands Preservation Discussion:  
 211            o 0 Net Loss of Farmland – Zahn Parcel  
 212            o Working Lands Preservation Staff Update – Sarah  
 213           ) Staff Presentation: Voluntary Stewardship Program, *Marguerite Abplanalp*  
 214            (*Natural Resource Technician*)  
 215           ) August Board Meeting Agenda Development  
 216           ) IED Important Updates & Announcements (*if needed*)

217  
 218 **Executive Session: Pending Litigation with Legal Counsel- *Action Item tabled till the next work***  
 219 ***session.*** Attending: Board and Counsel

220           Ñ **Executive session Begins at 7:45 pm -20 mins in duration**  
 221           Ñ **8:05pm Executive session declared an extension of 20 mins**  
 222           Ñ **Executive session Ended at 8:25 pm**

223           **Reopening open meeting 8:28 pm**

224 **Executive session Report Out**

225           Ñ TCD has received a settlement offer in the Hanna case from Sean Newman in the  
 226           sum of \$7,500.00. Counsel advises to reject offer.

227  
 228 ***Supervisor Johnson moved to reject the offer in the Hanna vs TCD case. Supervisor Iyall***  
 229 ***seconded. Motion passed unanimously. Supervisors Rushton and Pickett abstained from***  
 230 ***voting due to being involved in the case.***

231  
 232 ***Supervisor Johnson moved to direct our Counsel to contact Enduris and request they defend***  
 233 ***the District in the West vs TCD case against the District. Supervisor Rushton seconded. Motion***  
 234 ***passed unanimously.***

235

236 Counsel will give Mr. West settlement check in the amount of \$507.00 after the judgment has  
 237 passed.

238 ***Supervisor Rushton moved to authorize to make a payment to Mr. West in the amount of***  
 239 ***\$507.00 delivered by TCD's Legal Counsel. Supervisor Iyall seconded. Motion passed***  
 240 ***unanimously.***

241  
 242 **August Work Session, Thursday August 8<sup>th</sup>, 2019 from 2-5 pm**

243 **Next Board Meeting is August 22<sup>nd</sup>, 2019 from 5:30-8 pm**  
 244

245 ***Supervisor Johnson moved to adjourn. Supervisor Iyall seconded. Motion passed unanimously.***  
246 ***Meeting ends at 8:45pm***

247  
248 **Adjourn, All**  
249

250 Respectfully,

251

252

253 \_\_\_\_\_  
254 Paul Pickett, Board Chair

Thurston Conservation District Board of Supervisors  
July 2<sup>nd</sup>, 2019  
Regular Meeting Minutes  
(5:30pm – 8:30pm)



**Meeting: 5:30pm – 8:30pm**

**Present at Meeting:**

Paul Pickett, TCD Board Supervisor	Sarah Moorehead, Interim Executive Director (IED)
Doug Rushton, TCD Board Supervisor	Ben Cushman, TCD Attorney
David Iyall, TCD Board Supervisor	Jean Fike, SCC
TJ Johnson, TCD Board Supervisor	Leah Kellogg, TCD Administrative Assistant
Betsie De Wreede, TCD Board Supervisor	Tony Wilson, Public
Jeff Swotok, NRCS	Ron Holtcamp, Public

**Action Items:**

1. Consent Agenda
2. Consent Agenda Revision
3. Financial Reports
4. WSCC Authorized Signatures Form
5. Rates and Charges Renewal Update
6. Supervisors wanted the documents for resolution 2019-12 before passing the motion.
7. Executive Director Job Description and Hiring Process
8. Supervisor Pickett moves to add a line to the Committee Outline stating that if the Committee cannot come to a consensus; the Supervisors can elevate the decision process to the Board and it will be discussed by calling a special meeting. No second. Motion dies.
9. Ad Hoc Executive Director Search Committee
10. #2019-12 Establishing a Process for Landowners to Appeals of Rates and Charges.
11. Authorization, approval, and signature for Natural Resource Technician Nicole Warren to attend a certified Planning Course
12. Executive Session: Performance and evaluation discussion of Interim Executive Director
13. Adjourn, All

**Motions Passed:**

1. Supervisor Johnson moved to approve Agenda. Supervisor DeWreede Seconds. Motion passed unanimously.
2. Supervisor Rushton moved to remove D, E, and F from Consent Agenda. Supervisor Iyall seconded. Motion passed unanimously.
3. Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor Johnson seconded. Motion passed unanimously.
4. Supervisor Johnson moved to accept and approve the Monthly Financial report. Supervisor Iyall seconded. Motion passed unanimously.
5. Supervisor Johnson moved to approve WSCC Authorization Signature Form. Supervisor Iyall seconded. Motion passed unanimously, Resolution 2019-10.



- 42 6. *Supervisor DeWreede moved that we adopt the Resolution 2019-11 and 2019-12.*  
43 *Supervisor Johnson seconded. Discussion points:*
- 44 7. *Supervisor DeWreede amends the motion of resolution 2019-11 and omit (temporarily*  
45 *table) 2019-12. Supervisor Johnson seconded. Discussion, Supervisor Rushton calls for*  
46 *a point of order regarding the order of the motion made. Motion Passed unanimously.*
- 47 8. *Supervisor Johnson moved to adopt the Executive Director Position Description as*  
48 *amended with our conversation. Supervisor Rushton Seconded. Staff agrees and the*  
49 *Motion Passed unanimously.*
- 50 9. *Motion Died*
- 51 10. *Supervisor Johnson moved to adopt the Ad Hoc Executive Director Search Committee*  
52 *description as written. Supervisor Rushton seconded. Motion passed unanimously.*
- 53 11. *Supervisor Rushton moved pass Resolution 2019-12 establishing a Process for*  
54 *Landowners to Appeals of Rates and Charges. Supervisor Iyall seconded. Motion*  
55 *passed unanimously*
- 56 12. *Supervisor Rushton moved pass Authorization, approval and signature for NRCS*  
57 *Certification for Nicole Warren. Supervisor De Wreede seconded. Motion passed*  
58 *unanimously.*
- 59 13. *Supervisor Johnson moved to extend the executive director job description (that was*  
60 *just approved) to also cover our Interim Executive Director and that we compensate*  
61 *our Interim Executive Director at the same rate the Executive Director would be*  
62 *compensated at \$84,294.96 prorated effective immediately, which was established in*  
63 *the Budget. Supervisor Rushton seconded. Motion passed unanimously.*
- 64 14. *Supervisor Johnson moved to adjourn the meeting at 8:30 pm. Supervisor Iyall*  
65 *seconded. Motion passed unanimously.*

66  
67 **Regular Monthly Meeting: 5:30 pm – 8:00 pm**

68 1. **Welcome & Introductions**

69 Supervisor Pickett called the meeting to order at 5:32 pm. Thurston CD Board, Staff,  
70 partners, and public introduced themselves. This meeting is being audio recorded.

71  
72 2. **Agenda Review**

- 73  
74 ) Creating a Work Session Topic List, for upcoming Work Session. Topic List to be added to  
75 section Governance as 7/D.  
76 ) We will post a proposed topic list for all future work sessions.  
77 ) No work session tonight, incorrect heading on agenda page.  
78 ) Adding an approval for our natural resource technician conservation planning training  
79 #2 to move to section 7/ E in Governance.  
80 ) Proposed tabling Consent agenda items D; Shellfish NTA Grant MOU with Thurston  
81 County, E; Riparian Program NTA MOU with Thurston County, F; 2020/21 VSP MOU with

Thurston County because contracts are being reviewed by county, will be ready for view by July board meeting

***Supervisor Johnson moved to approve Agenda. Supervisor DeWreede Seconded. Motion passed unanimously.***

**3. Consent Agenda-Action Item**

***Supervisor Rushton moved to remove D, E, and F from Consent Agenda. Supervisor Iyall seconded. Motion passed unanimously.***

) In future board meeting a cover sheet for consent agenda packet will be included  
N Moved May Check Register and to Financial Report to section 6/A

***Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor Johnson seconded. Motion passed unanimously.***

**4. Public Comment**

*\*Three minutes per person*

Tony Wilson, Public

Ron Holtcamp, Public

**5. Partner Reports**

**A. Washington State Conservation Commission (WSCC), Jean Fike**

) Change of biennium is happening and WSCC is closing out vouchers.  
Funding for the upcoming financial year will be made available.

) Commission meeting Moses Lake Aug 18, 2019

) All district meeting in Ellensburg Aug. 21, 2019 on the subject of district elections geared toward Supervisors and District Executives.

) Supervisor Pickett and Rushton will be meeting with members' of the 22<sup>nd</sup> district to discuss CD elections. Meet with Ron Pence and Mary Hall to discuss what our CD election reform might look like.

) Annual report page due in August 26, 2019.

1. Projects to highlight and accomplishments to flag ship the district in the past year. Goals moving forward will be created by Ms. Moorehead and she will send a draft to the Board.

) Awards for Natural Resource Project Initiative, Thurston Conservation District.

1. The Arny Project, Irrigation Pipeline Sprinkler Systems and Stout Roof/Covers Runoff and Waste Storage Facility. These two projects were awarded funding. These projects are Natural Resources Investment (NRI) that is high priority within CD.
2. Two separate farms won awards.

- 125 3. Sarah will bring funding award addendums for NRI projects that  
126 will need approval in July before proceeding.
- 127 B. Natural Resource Conservation Service (NRCS), *Jeff Swotek*
- 128 ) Announcing that NRCS has finished final round of obligation for  
129 Environmental Incentive Program and are taking applications 2020  
130 program cycle through Oct. 2019
- 131 ) NRCS closed large Wetlands Reserve Easement (WRE) In Thurston  
132 County, 50 acers planning on Implementation of Restoration Easement,  
133 available from 2020 onward.
- 134 ) Evaluating the timeline for the Programmatic Biological Assessment and  
135 opinion finished by second or third quarter of 2020. They will be taking  
136 individual assessments until program is implemented into 2020 timeline,  
137 which will affect TCD. In the event of TCD working in partnership with  
138 other agencies the assessment will not apply.
- 139 C. Washington Association of Conservation Districts (WACD), *Doug Rushton*
- 140 ) WACD Executive Directors last day was June 28, 2019. They are looking  
141 for candidates.
- 142 ) Meetings are being posted for September in Clark Conservation District in  
143 Vancouver. Supervisors are encouraged to attend.
- 144 ) Resolutions should be added to the Work Session Topic List for July, to  
145 give Supervisors a chance to review before August Work Session, when  
146 the resolutions will need to be submitted.
- 147 D. National Association of Conservation Districts (WACD), *Doug Rushton*
- 148 ) 2019 Urban Agriculture Conservation Grants and Assistance Grants, there  
149 are 4 Grants available in Washington State: Ruse Rock Lake in South East,  
150 Okanagan North Central, Spokane Native Tribes, and in Grant County.
- 151 ) NACD summer meeting is in Santa Fe, New Mexico August 3-7, 2019
- 152 ) NACD Forestry Resource Policy Group met in San Juan, Puerto Rico on  
153 June 16-21, 2019.

154

155 **6. Financial Reports, *David Iyall***

156 **A. Monthly Financial Report**

- 157 ) Discussed the board reviewing the check register and the Monthly  
158 Financial Report. In addition a monthly expense report, electronic funds,  
159 and credit card payments have been added to the board packet to ensure  
160 all available information regarding forecast and budgets is available.
- 161 ) There was some discussion regarding the legal requirement of certifying  
162 the amount spent. The format for monthly financial reports has been  
163 established with the Board and the Auditor and will continue to be  
164 implemented.

165 ***Supervisor Johnson moved to accept and approve the Monthly Financial report. Supervisor***  
166 ***Iyall seconded. Motion passed unanimously.***

167

168 **B. WSCC Authorized Signatures Form, Sarah Moorehead Action Item**

169 ) Draft based on prior biennium authorization forms and the combination  
170 of board and staff member's roles. This format is used to approve which  
171 board members are authorized to sign for the Executive Director's  
172 paperwork. This is an internal delegated position however any Supervisor  
173 can legally sign. The Commission would like delegated Supervisors on file.  
174  
175

176 ***Supervisor Johnson moved to approve WSCC Authorization Signature Form. Supervisor***  
177 ***lyall seconded. Motion passed unanimously, Resolution 2019-10.***  
178

179 **Meeting breaks at 6:34 pm, IED Moorehead passed out forms to sign.**

180 **Meeting resumes at 6:43 pm.**  
181

182 **C. Rates and Charges Renewal Update, Sarah Moorehead**

183 ) A public hearing was held on June 20, 2019 and a time period of three  
184 week prior and two weeks after the meeting TCD accepted written  
185 comments. We received 18 responses from testimony at the hearing and  
186 in written comments. 18/18 people were in favored of our rates and  
187 charges, none in opposition. 5/18 comments articulated that they were  
188 interested in a duration of 5 years, 9/18 comments articulated being  
189 interested in 10 years, and 4 comments did not reference any stipulated  
190 timeline.

191 ) The package submitted to the County Commissioners Office needs to be  
192 drafted prior to the briefing which is scheduled on July 22, 2019 at 1 pm.  
193 TCD will be submitting the resolution #2019-11 Adopting a System of  
194 Rates and Charges, and #2019-12 Establishing a Process for Landowners  
195 to Appeals of Rates and Charges. The package is due to the County before  
196 August 1, 2019 and needs to be adopted beforehand.  
197

198 ***Supervisor DeWreede moved that we adopt the Resolution 2019-11 and 2019-12.***

199 ***Supervisor Johnson seconded. Discussion points:***  
200

201 ) The duration of the Rates and Charges was debated between Supervisors. The  
202 duration of 5 or 10 years was discussed.

203 ) Supervisors wanted the documents for resolution 2019-12 before passing the  
204 motion.  
205

206 ***Supervisor DeWreede amends the motion of resolution 2019-11 and omit (temporarily***  
207 ***table) 2019-12. Supervisor Johnson seconded. Discussion, Supervisor Rushton calls for***  
208 ***a point of order regarding the order of the motion made. Motion Passed unanimously.***  
209 **Supervisors will revisit resolution 2019-12 by the end of the meeting.**  
210

211 **7. Governance, All Action Item**

212 **Supervisor Pickett suggests skipping to 7/C, in case they run out of time**

213 N Executive Director Job Description and Hiring Process

214 J The Supervisors discussed the roles and duties of the Executive Director.  
215 They Changed line 82 of the job description to read “Works with the  
216 board to prepare a 5 year plan”. The spoke to the verbiage and word  
217 smithing of the description. They discussed if the position would be at  
218 will employment or use employment contract. The title of Executive  
219 Director is common terminology used in our area and partner districts.

220 ***Supervisor Johnson moved to adopt the Executive Director Position Description as***  
221 ***amended with our conversation. Supervisor Rushton Seconded. Staff agrees and the***  
222 ***Motion Passed unanimously.***

223 J Supervisor Johnson reads aloud Second Proposal regarding an Ad Hoc  
224 Executive Director Search Committee for the Purpose of Advertising the  
225 position, recruiting candidates, reviewing applications, screening  
226 candidates, checking references, and selecting finalist to be interviewed by  
227 the Board of Supervisors, which will make the final hiring position.  
228 J The Committee shall be composed of 2 Supervisors selected by the Board  
229 and 1 Staff Representative to be selected by the Staff. The Committee  
230 will be chaired by one Supervisor Representative.  
231 J The Staff representative will coordinate the distribution and applications,  
232 and serve as a liaison between the applicants and the other members of  
233 the Committee.  
234 J The Committee will strive to reach a consensus on its decisions, but when  
235 unable to reach consensus will make the decisions based on the direction  
236 of the majority, with each if the three Committee Members having equal  
237 voice and voting power.  
238 J The goal of the Search Committee is to provide a list of finalist for the  
239 position of Executive Director to the Board of Supervisors prior to the  
240 August 2019 board’s business meeting.

241 **Supervisor Pickett handed the gavel to Supervisor Johnson and stepped down as chair**  
242 **to make a motion.**

243 ***Supervisor Pickett moves to add a line to the Committee Outline stating that if the***  
244 ***Committee cannot come to a consensus; the Supervisors can elevate the decision***  
245 ***process to the Board and will be discussed by calling a special meeting. Motion dies for***  
246 ***lack of a second.***

Supervisor Johnson gives the gavel back to Supervisor Pickett who resumes his duties as Chair.

*Supervisor Johnson moved to adopt the Ad Hoc Executive Director Search Committee description as written. Supervisor Rushton seconded. Motion passed unanimously.*

) Committee Supervisors are Doug Rushton and T.J. Johnson

**Due to Running behind Chair suggests tabling 7/A Policy Review and Revision and 7/B Governance Review Timeline to the Work Secession.**

E. #2019-12 Establishing a Process for Landowners to Appeals of Rates and Charges.

*Supervisor Rushton moved to pass Resolution 2019-12 establishing a Process for Landowners to Appeals of Rates and Charges. Supervisor Iyall seconded. Motion passed unanimously.*

) Board authorization, approval, and signature for TCD's Natural Resource Technician Nicole Warren to attend a Certified Planning Course this fall, she has already taken the prerequisite for this course. This course allows our Staff to certify their conservation plans that we produce. NRCS certification is very important because it adds accountability and credibility. We are currently using an out of house Certified Planners. Some of the cost of this course is paid for by grants and some is budgeted for Staff training programs.

*Supervisor Rushton moved to pass Authorization, approval and signature for NRCS Certification for Nicole Warren. Supervisor De Wreede seconded. Motion passed unanimously.*

**8. Executive Session: Performance and evaluation discussion of Interim Executive Director. –Action Item.** Attending: Board, Counsel, and Interim Executive Director present.

) Executive session Begins at 7:40 pm -10 mins in duration

) Executive session Ended at 7:56 PM

Reopening open meeting 7:57 pm

*Supervisor Johnson moved to extend the executive director job description (that was just approved) to also cover our Interim Executive Director and that we compensate our Interim Executive Director at the same rate the Executive Director would be compensated at \$84,294.96 prorated effective immediately, which was established in the Budget. Supervisor Rushton seconded. Motion passed unanimously.*

\*For Public Record the Board believes they are correcting a historic flaw, because Mrs. Moorehead has been doing the job of Executive Director. It is only fair to be compensated as such.

**9. Tabled Executive Session Report Out, until July Work Session.**

**10. Executive Session: Pending Litigation with Legal Counsel- *Action Item tabled till the next work secession.*** Attending: *Board*, Counsel, and Interim Executive Director present.

Ñ Executive session Begins at 8:00 pm -10 mins in duration

Ñ Executive session Ended at 8:10 pm

Reopening open meeting 8:11 pm

**11. Tabled Executive session Report Out, Until July Work Session- *Action Item tabled till the next work secession.***

**12. Tabled Authorization of Payment for West Case Judgement, until July Work Session- *Action Item tabled till the next work secession.***

**13. Other Reports/ Topics for the July Work Session List**

- A. WCD resolutions or WCD and NACD and how they work together presentation for July Work Session. This is so they can prepare for the August resolutions to be submitted to the County Committee. Also discussion about being on the Advisory Committee.
- B. Associate Supervisors
- C. August Topics for Work Session
  - ) Commitment to the County to create an Advisory Committee
- D. The County Policy on No Net Loss of Farmland and what TCD role is in that Policy. TCD needs to address this in July because City of Olympia will implement this Policy in August.
- E. Reminder that there will be one Staff Presentation for every Work Session moving forward for the next 3 months. The July Presentation will be given By Nora White and T.J. Johnson.

**7. Governance /Topics for the July Work Session List**

- A. Policy review and Revision
  - ) Remote Participation Policy
  - ) District Mobil Phone Policy
  - ) Minuets Policy

314 **July Work Session, Thursday July 11, 2019 from 2-5 pm, Potluck at 1 pm**

315 **Next Board Meeting is August 22, 2019 from 5:30-8 pm**

316

317

318 ***Supervisor Johnson moved to adjourn the meeting at 8:30 pm. Supervisor Iyall***  
319 ***seconded. Motion passed unanimously.***

320 **Adjourn, All**

321

322 Respectfully,

323

324 \_\_\_\_\_  
325 Paul Pickett, TCD Chair

326

327





## WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

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### WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

**Resolution No. 2019-XX**

**Title:** CD input into WSCC staff evaluations.

**Problem:** Conservation district staff work closely with WSCC staff, particularly their regional managers. Regional managers have a large influence on how and what districts do. The WSCC needs to know how their staff is working with districts - effectiveness, issues, service delivery, and general performance (and probably others) – from a CDs point of view so that when, for example, a WSCC regional manager's evaluation is due input would be sought from the district with whom that regional manager works.

At present there is no formal mechanism for CDs to have input into WSCC staff performance and this is especially important for regional manager-local CDs in order to gauge effectiveness of those employees. This has been mentioned in the past, but as yet there is no action.

**Recommendation:**

WACD work with WSCC to develop a pilot program for CD input into regional manager annual evaluations for the 2020 calendar year. They would then report back to both WACD and WSCC on results of that pilot and with recommendation(s) for future actions.

**Presented by:**

Thurston Conservation District



WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

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WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

Resolution No. 2019-XX

**Title:** OPMA “whistleblower” protection.

**Problem:** No protection for a supervisor to daylight an illegal executive session.

Under the Open Public Meetings Act (Chapter 42.30 RCW)(OPMA), in section 110, [Executive sessions](#), there are descriptions of what those sessions should cover.

There is no process by which an official can address actions by others in an executive session that fall outside the allowed parameters. If a board member feels executive session discussion is not what was cited in the agenda, they have limited recourses – make their displeasure known and/or leave the executive session.

**Recommendation:**

WACD and WSCC work with legislature (and potential partners) to develop a process for supervisors (and others) who feel an executive session is illegitimate, based on the criteria under §110 of the OPMA, to report this violation without violating OPMA rules for confidentiality.

**Presented by:**

Thurston Conservation District



## WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

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### WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

#### Resolution No. 2019-XX

**Title:** WSCC Criteria for allegations against supervisors.

**Problem:** WSCC needs a clear process and criteria for evaluating and responding to allegations against supervisors.

The WSCC is charged with investigating and possibly removing supervisors of conservation districts. However, the WSCC does not have published rules or procedures for conducting such investigations. As a result, recent investigations have been confusing and have appeared ad hoc. Because of this, the Thurston County Superior Court has ruled that the post-investigation hearing process used by WSCC in such investigations was not the proper process. The WSCC should provide published rules and procedures governing how such investigations and following hearings are conducted. These published rules and procedures should provide for a clear and understandable process both in investigation and in any hearing following the investigation so that WSCC staff, supervisors under investigation, and the conservation districts served by such supervisors can have a clear understanding of the process and so that the process can be conducted as efficiently and cost effectively as possible.

**Recommendation:**

WACD work with WSCC to draft a policy for consideration by the WSCC establishing criteria and process to timely address allegations brought to WSCC about supervisors, both spurious and non-spurious, in order to address them quickly and equitably.

**Presented by:**

Thurston Conservation District

## **CONTRACT TO PERFORM GOVERNMENTAL ACTIVITIES**

**Between  
THURSTON COUNTY**

**And  
THURSTON CONSERVATION DISTRICT**

**THIS CONTRACT** is entered into in duplicate originals between THURSTON COUNTY, hereinafter "County," and THURSTON CONSERVATION DISTRICT, hereinafter "District" (collectively, "the Parties").

WHEREAS, it is to the mutual advantage of the County and the District to cooperate in identification and remediation of pollution associated with agricultural activities in the shellfish growing watersheds, as described herein, in order to make the most efficient use of their powers to provide services and facilities needed by the citizens residing within their respective jurisdictions; and

WHEREAS, RCW 39.34.080 authorizes a public agency to contract with another public agency to perform any governmental activity that each public agency is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract;

NOW, THEREFORE, in consideration of the mutual promises and covenants recited herein, it is mutually agreed by the parties as follows:

### **I. PURPOSE**

The Parties desire to identify and remediate pollution associated with agricultural activities in Shellfish Growing Area watersheds by implementing pre-approved best management practices and excluding livestock from surface waters, primarily through technical and financial assistance and compliance actions when necessary. The purpose of this Contract is to implement this goal by working cooperatively under an EPA National Estuary Program South Sound Shellfish Recovery Near Term Action Implementation grant awarded to Pierce County and which the COUNTY is a subrecipient..

### **II. SERVICES**

The services to be performed under this Contract by the District for the period ending June 30, 2020, are shown in Exhibit AA, Statement of Work attached hereto as Exhibit AA and incorporated by reference herein. This statement of work is derived from Task 3 and Task 4 of the EPA National Estuary Program South Sound Shellfish Recovery, Near Term Action Implementation, Subrecipient Agreement, attached hereto as Exhibit AB and incorporated by reference herein.

Upon award of funding for the period beginning April 1, 2019, the County expressly authorizes the District to survey and prioritize farm sites, provide outreach, educational, technical and financial assistance to landowners, assess best management practice implementation effectiveness, conduct administrative tasks needed to carry out these activities, and implement pre-approved best management practices specific and in accordance with the Statement of Work: Thurston Conservation District, attached as Exhibit AA and incorporated herein by reference. EPA NEP South Sound Shellfish Recovery Near Term Action Implementation - Effective April 1, 2017, is also attached as Exhibit AB and incorporated herein by reference.

### **III. DURATION**

The term of this Contract shall commence after the approval by the governing body of each party and following the filing of this Contract as required by RCW 39.34.040 by either filing with the Thurston County Auditor's office or listed by subject on either party's website or other electronically retrievable public source. This Contract shall terminate on June 30, 2020, unless amended or terminated sooner as provided herein.

The County agrees that the District may begin the performance of work under this Contract beginning April 1, 2019, provided that payment for that work shall become allowable only after the execution of the contract by both parties and compliance with RCW 39.34.040.

### **IV. COMPLIANCE WITH CONSOLIDATED CONTRACT**

The District shall comply with all applicable terms, conditions, assurances and certifications of the Subrecipient Agreement between Pierce County Planning and Public Works and Thurston County Public Health & Social Services Department (CONTRACT #SC-105503 Amend #2), including without limitation all requirements for subrecipients of federal funding, and the Statement of Work for the EPA Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program- Effective August 2, 2016, attached hereto as Exhibit AC.

### **V. PAYMENT**

The County agrees to reimburse the District for all actual direct and related indirect costs related to the services provided herein up to the maximum amount of \$130,525 for the period ending June 30, 2020. Invoices shall be submitted not more often than monthly for all services performed in the prior month. The County will make payment to the District within 30 days after receiving a complete invoice from the District.

### **VI. ADMINISTRATION**

The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for administration of this Contract and for coordinating and monitoring performance under this Contract. In the event such representatives are changed, the party making the change shall notify the other party.

The County's representative shall be:  
Jane Mountjoy-Venning  
Thurston County Environmental Health Division  
412 Lilly Road NE  
Olympia, WA 98506  
Phone: (360) 867-2643  
E-mail: [venninj@co.thurston.wa.us](mailto:venninj@co.thurston.wa.us)

The District's representative shall be:  
**Sarah Moorehead**  
Thurston Conservation District  
2918 Ferguson Street SW, Suite A,  
Tumwater, WA 98502  
Phone: (360) 754-3588 x136  
E-mail: [smoorehead@thurstoncd.com](mailto:smoorehead@thurstoncd.com)

Wherever written notice is required under this Contract, such notice shall be provided to the representatives designated above.

## **VII. RELATIONSHIP OF THE PARTIES**

The employees or agents of each party who are engaged in the performance of this Contract shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party. This Contract is for the benefit of the parties, and no third party beneficiary relationship is intended. No separate legal entity is created by this Contract. No joint organization is created. No common budget is to be established. No personal or real property is to be jointly acquired or held.

## **VIII. INDEMNIFICATION AND HOLD HARMLESS**

Each party agrees to indemnify and hold harmless the other party, its elected and appointed officers, employees, and agents from and against any and all claims, demands, and/or causes of action of any kind or nature, including but not limited to attorneys fees and costs, arising from its own action and/or inactions, and those of its elected and appointed officers, employees, and agents in conjunction with this Contract. In the event of concurrent negligence of the parties, each party's obligations hereunder shall apply only to the extent of fault attributable to that party, its elected and appointed officers, employees, and agents. It is further provided that no liability shall attach to the County by reason of entering into this Contract except as expressly provided herein.

## **IX. INSURANCE**

The District shall maintain workers' compensation insurance as required by Title 51 RCW, and shall provide evidence of coverage to the Thurston County Risk Management Division.

The District certifies that it is a member of the Enduris Washington insurance pool. The District shall maintain membership in the Enduris insurance pool from the time services commence until services are completed. Certificates, policies, and endorsements expiring before completion of services shall be promptly replaced with written notice mailed to Thurston County.

#### **X. RECORDS RETENTION AND AUDIT**

During the progress of the work and for a period not less than six (6) years from the final date of payment, the records and accounts pertaining to the work and accounting therefore are to be kept available for inspection and audit by either party and their authorized representatives, including the Joint Legislative Audit and Review Committee, the State Auditor, and authorized federal officials. Copies of all records, accounts, documents, or other data pertaining to the work will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the 6-year retention period.

#### **XI. TERMINATION**

Either party may terminate this Contract upon thirty (30) days prior written notice to the other party.

The County may terminate this Contract, in whole or in part, on the date set forth in a written notice of termination if funding is withdrawn, reduced, or limited in any way during the term of this Contract.

If this Contract is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Contract prior to the effective date of termination. The indemnification and hold harmless provisions of this Contract shall survive the expiration or termination of the Contract and completion of the services.

#### **XII. CHANGES, MODIFICATIONS, AND AMENDMENTS**

The Contract may be changed, modified, amended or waived only by written agreement executed by the parties hereto.

#### **XIII. GOVERNANCE**

This Contract is entered into pursuant to and under the authority granted by the laws of the State of Washington. The provisions of this Contract shall be construed to conform to those laws. Any action at law, suit in equity, or judicial proceeding arising out of this Contract shall be instituted and maintained only in a court of competent jurisdiction in Thurston County, Washington.

#### **XIV. COMPLIANCE WITH LAWS**

The parties agree to comply with all applicable federal, state, and local laws, rules, and regulations in the performance of this Contract, as now existing or hereafter adopted or amended.

**XV. SEVERABILITY**

If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Contract which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Contract, and to this end the provisions of this Contract are declared to be severable.

**XVI. WAIVER**

A failure by either party to exercise its rights under this Contract shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Contract unless stated to be such in a writing signed by an authorized representative of the party.

**XVII. ENTIRE CONTRACT**

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have caused this Contract to be executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Thurston Conservation District

Thurston County Public Health & Social Services  
Department

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Schelli Slaughter, Director

\_\_\_\_\_  
Vice-Chair

Approved as to Form:

\_\_\_\_\_  
XXXXXX, Attorney

ATTEST:



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Clerk of the Board

Approved as to Form:  
Jon Tunheim  
Prosecuting Attorney

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Deputy Prosecuting Attorney

## **Exhibit AA: Thurston Conservation District Scope of Work**

*Note: Task and subtask numbers in this Scope refer to specific deliverables within Pierce County's agreement with the Washington State Department of Health and may not be sequential.*

### **Task 3: Agricultural Best Management Practices and Technical Assistance**

**Objective:** Manage funds for the installation of water quality Best Management Practices (BMPs) and provide education, outreach, and technical assistance to landowners in the Henderson Inlet and Nisqually Reach Shellfish Protection Districts.

#### **Subtask 3.1.2**

The DISTRICT will manage funds for the installation of 5 agricultural BMPs as outlined in the Strategic Initiative National Estuary Program Funds: Agricultural Best Management Practice Guidelines (Guidelines). Participants are eligible for up to 100% reimbursement of riparian buffer implementation costs and associated livestock exclusion fencing, and up to 75% reimbursement for the costs of other eligible best management practices. Funds may be combined with other BMP funding sources, like the Conservation Commission or Environmental Quality Incentives Program (EQIP), if needed to fully fund BMP projects.

Site specific BMP implementation will include the following services:

- Design and supervise installation of BMP projects.
- Conduct initial and follow up site visits to ensure proper installation, use, and maintenance of BMPs.
- Conduct administrative tasks for grant reporting, coordination, and cost share reimbursement.
- Maintain project records and submit grant reporting information.
- Collect and report necessary information for payment vouchers.
- Provide administrative assistance to participants to meet reporting requirements for cost share reimbursement.
- Review data and records necessary for grant reporting and payment vouchers for accuracy.

In addition to the services listed above, the DISTRICT will also perform the following actions:

1. Submit potential livestock BMP project lists to DOH to confirm that cooperative land owners have been identified.
2. Gain pre-approval from DOH for potential BMP projects and ensure that projects meet the Guidance for the NEP Agricultural Livestock Best Management Practices Fund by submitting a list of proposed projects and their locations to DOH.
3. Submit progress reports on the number, type, cost and approximate location of BMPs completed and in progress, with both the total amount for each reporting period and a running total.

#### **Subtask 3.2.1**

The DISTRICT will provide technical assistance services to landowners. This will include performing 40 site visits and developing written, prioritized recommendations for individual properties. This may also include evaluating BMP implementation effectiveness and assisting with the design and installation of water quality BMPs whose implementation are not funded through this agreement.

These services may include the following:

1. Conduct outreach activities to landowners and stakeholders to increase awareness of technical assistance services.
2. Provide technical assistance to landowners to site, design, prioritize, and construct BMPs including engineering services, if needed.
3. Develop and supervise the installation of water quality BMP projects.
4. Conduct initial and follow up site visits to ensure proper installation, use, and maintenance of BMPs.
5. Assess BMP implementation effectiveness
6. Conduct administrative tasks for grant reporting
7. Report on BMPs implemented and water quality problems corrected as a result of technical assistance activities.

Deliverables:

<b>Deliverable</b>	<b>Due Date</b>
Preliminary list of prospective BMP projects	March 31, 2019 or within 90 days of executing this agreement
BMP Pre-approval documentation	June 1, 2020
BMP installation reports	June 15, 2020
Report number of technical assistance site visits completed	October 10, 2019; January 10, April 10, June 15 2020
Final Project Report Submitted to Pierce County	June 15, 2020

**Task 3 Budget: \$115,325**

**Task 4: Education & Outreach**

Objective: Correct and prevent pollution from bacterial sources by educating local residents about septic system operations and maintenance and farm or land management practices.

**Subtask 4.1.2**

Attend 6 events at locations convenient to Henderson Inlet and Nisqually Reach residents and present information on bacterial pollution and pollution prevention actions such as septic system maintenance and farm or land management practices. Events can include fairs, neighborhood meetings, or pertinent local interest group meetings. It is expected that the COUNTY and DISTRICT will work jointly on this subtask.

Subtask 4.2.1

Assist in the preparation and editing of one Water Quality Report to be distributed locally. (Pierce County will manage the report preparation and printing contracting processes.)

Deliverables:

<b>Deliverable</b>	<b>Due Date</b>
Attend 6 Events	June 1, 2020
Assist with 1 Water Quality report	June 1, 2020

**Task 4 Budget: \$15,200**

Assumptions:

1. These activities may be used to provide match for other grants obtained by the DISTRICT.
2. The DISTRICT and COUNTY are responsible for confirming that monies received through the National Estuary Program can be used as allowable match for other grant programs.
3. The DISTRICT will promote the availability of the workshops and farm and landowner resource opportunities.
4. The DISTRICT will be able to locate 40 cooperative land owners in the Henderson Inlet and Nisqually drainages to provide technical assistance site visits and 5 willing to implement corrections.

Exhibit AB: Contract GVL22510 between Washington State Department of Health and Pierce County Surface Water Management

Exhibit AC: Subrecipient Agreement No. SC-105503 Second Amendment, between Pierce County and Thurston County

**THIS  
INFORMATION  
SENT  
ELECTRONICALLY  
-  
RIPARIAN NTA**

## INTERLOCAL AGREEMENT FOR PLANNING SERVICES

This Agreement is entered into in duplicate this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between Thurston Regional Planning Council, ("TRPC,") and Thurston Conservation District ("TCD").

### Recitals:

WHEREAS, TRPC is an intergovernmental board established in Thurston County in 1967 under RCW 36.70.060;

WHEREAS, TRPC may provide, on a contractual basis, planning and technical assistance for member and nonmember agencies as set forth in the TRPC Agreement and Operating Procedures;

WHEREAS, ENTITY desires to enter into an agreement with TRPC to perform certain planning services as hereinafter agreed to by both parties.

NOW, THEREFORE, in consideration of covenants, conditions, performances and promises contained herein, the parties agree as follows:

### I. PURPOSE. The general objective(s) of this Agreement shall be as follows:

- A. TRPC will engage facilitate the Deschutes Watershed Council in six annual meetings (for a total of 18 meetings), wherein stakeholders collaborate on actions to implement the recommendations of the Deschutes River TMDL. TRPC may spend up to \$25 per meeting not to exceed \$450 for light refreshments associated with the Deschutes Watershed Council.
- B. TRPC will take detailed meeting minutes from Deschutes Watershed Council meetings and share them with TCD to be uploaded to the Department of Ecology's EAGL system.

### II. DUTIES OF TRPC.

TRPC shall perform the following duties:

- A. In order to accomplish the general objective(s) of this Agreement, TRPC shall perform the duties included in the attached Scope of Work.
- B. TRPC shall establish and maintain books, records, documents, and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this agreement. To

facilitate the administration of this Agreement, separate project accounts shall be established and maintained within TRPC's existing accounting system. TRPC shall track employee time and expenses for all projects agreed to within this Agreement and provide ENTITY with a monthly invoice, which will include an accounting of expenses and status of work elements.

III. DURATION OF THE AGREEMENT.

The time schedule for completion of TRPC's duties shall be July 1, 2019 through April 30, 2022.

IV. EFFECTIVE DATE.

This Agreement shall become effective upon the later of the approval of this Agreement by each party's governing body.

V. PAYMENT FOR SERVICES.

ENTITY shall pay TRPC for planning services rendered, as specified herein in a total amount not to exceed \$19,743. TRPC shall submit monthly vouchers for services rendered under this Contract and ENTITY shall pay thereon within thirty (30) days of receipt.

VI. PROHIBITION AGAINST ASSIGNMENT

Neither this Agreement nor any interest therein may be assigned by either party, without first obtaining the written consent of the other party.

VII. OWNERSHIP OF MATERIALS.

Ownership of materials produced as part of this Agreement, including but not limited to documents, maps, computer data diskettes, etc. shall be the property of ENTITY and shall be made available upon request.

VIII. TERMINATION.

This Agreement may be terminated upon thirty (30) days written notice to the other party. ENTITY agrees to be responsible for financial obligations incurred by TRPC up through, and including the date of termination, for work performed on behalf of ENTITY. Upon receipt of written notice of termination of this Agreement, TRPC

agrees not to undertake any further obligations on behalf of ENTITY beyond the date scheduled for termination.

IX. ADMINISTRATION; ACQUISITION OF PROPERTY.

This Agreement will be administered by ENTITY. It is not anticipated that real or personal property will be acquired by the parties under the terms of this Agreement, therefore there is no need for provisions in this Agreement that specify the distribution of such property upon termination.

X. EQUAL EMPLOYMENT OPPORTUNITY.

In connection with the execution of this contract, TRPC shall not discriminate against any employee or applicant for employment because of race, creed, marital status, age, color, sex, national origin, sexual orientation or disability.

XI. HOLD HARMLESS/INDEMNIFICATION.

TRPC shall defend, indemnify and hold ENTITY, its officers, officials, employees and volunteers harmless from any all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of TRPC in performance of this Agreement, except for injuries and damages caused by the sole negligence of ENTITY.

ENTITY shall defend, indemnify and hold TRPC, its officers, officials, employees and volunteers harmless from any all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of ENTITY in performance of this Agreement, except for injuries and damages caused by the sole negligence of TRPC. ENTITY further agrees that any liability for decisions based on SEPA determinations as well as liability for land use and development decisions shall be the sole responsibility of ENTITY and TRPC will have no duty to defend or indemnify ENTITY.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of TRPC and ENTITY, its officers, officials, employees, and volunteers, TRPC's liability, including the duty and cost to defend, hereunder shall be only to the extent of TRPC's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes TRPC's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.



TRPC shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by TRPC, its agents, representatives, or employees.

A. Insurance Term

TRPC shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by TRPC, its agents, representatives, or employees.

B. No Limitation

TRPC's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of TRPC to the coverage provided by such insurance, or otherwise limit ENTITY's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance.

TRPC shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance.

D. Minimum Amounts of Insurance.

TRPC shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

E. Other Insurance Provisions.

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. TRPC's insurance coverage shall be primary insurance as respect to ENTITY. Any insurance, self-insurance, or insurance pool coverage maintained by ENTITY shall be excess of TRPC's insurance and shall not contribute with it.
2. TRPC's insurance shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to ENTITY.

F. Acceptability of Insurers.

Insurance is to be placed with insurers with a current A. M. Best rating of not less than A:VII.

G. Verification of Coverage.

TRPC shall, upon request, furnish ENTITY with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirement.

XII. INDEPENDENT CONTRACTOR.

The parties intend that an independent contractor relationship will be created by this Agreement. ENTITY will not exercise control and direction over the work of TRPC, and is interested primarily in the results to be achieved. Subject to paragraphs herein, the implementation of services pursuant to this Agreement will lie solely within the discretion of TRPC. No agent, employee, servant or representative of TRPC shall be deemed to be an employee, agent, servant or representative of ENTITY for any purpose, and the employees of the TRPC are not entitled to any of the benefits ENTITY provides for its employees. TRPC will be solely and entirely

responsible for its acts and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of this Agreement.

In the performance of the services herein contemplated TRPC is an independent contractor with the authority to control and direct the performance of the details of the work; however, the results of the work contemplated herein must meet the approval of ENTITY and shall be subject to ENTITY's general rights of inspection and review to secure the satisfactory completion thereof.

As an independent contractor, TRPC shall be responsible for the reporting and payment of all applicable local, state, and federal taxes.

### **XIII. REPORTS AND INSPECTIONS.**

TRPC such times and in such forms as ENTITY may require, shall furnish to ENTITY such statements, records, reports, data, and information as ENTITY may request pertaining to matters covered by this Agreement. All of the reports, information, data, records, and other related materials, prepared or assembled by TRPC under this Agreement are subject to public disclosure pursuant to Ch. 42.17 RCW. To the extent allowed by Ch. 42.17 RCW, reports, information, data, records, and other related materials prepared or assembled by the TRPC under this Agreement that contain information that is personal and wherein a right to privacy exists, or that falls under a statutorily-specified exemption from disclosure, will be exempt from disclosure. Generally, Chapter 42.17, R.C.W. requires disclosure of all but the most personal and sensitive information in ENTITY hands.

The TRPC shall at any time during normal business hours and as often as ENTITY or State Examiner may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit ENTITY or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. ENTITY shall receive a copy of all audit reports made by the agency or firm as to TRPC's activities. ENTITY may, at its discretion, conduct an audit at its expense, using its own or outside auditors, of TRPC's activities that relate, directly or indirectly, to this Agreement.

### **XIV. COMPLIANCE WITH LAWS.**

TRPC, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.

XV. POLITICAL ACTIVITY PROHIBITED.

None of the funds, materials, property or services provided directly or indirectly under the Agreement shall be used for any partisan political activity, or to further the election or defeat of any candidate for public office.

XVI. NOTICE.

Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the last page of this Agreement.

XVII. GOVERNING LAW AND VENUE.

This Agreement has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Agreement shall be governed by laws of the State of Washington, both as to interpretation and performance.

Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained only in any of the courts of competent jurisdiction in Thurston County, Washington.

XVIII. SEVERABILITY.

If, for any reason, any part, term or provision of this Agreement is held by a court of the United States to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

IN WITNESS WHEREOF, TRPC and ENTITY have executed this Contract as of the date and year written below.

THURSTON REGIONAL PLANNING COUNCIL  
2424 Heritage Court SW, Suite A  
Olympia, WA 98502

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Marc Daily, Executive Director

Thurston Conservation District  
2918 Ferguson Street SW, Suite A  
Tumwater, WA 98512

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Paul Pickett  
TCD District Board Chair

ATTEST:

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Sarah Moorehead  
TCD Interim Executive Director

## SCOPE OF WORK

**Attach Proposal**

# Washington State Conservation Commission

## FORM 4: ADDENDUM

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Aug 15, 2019 3:34 PM

Conservation District: Thurston

GRANT PROGRAM: Shellfish

Overhead Rate: 25%

Submitted By: Sarah Moorehead

Email: [smoorehead@thurstoncd.com](mailto:smoorehead@thurstoncd.com)

---

Total Grant Award: 88729.80

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 88729.80

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Intermediate Outcome #1: 43730.00

(17423) Cost Share Award \$34,983.84

Practice(s) Awarded

- o Fence \$5,435.90
- o Heavy Use Area Protection \$22,299.75
- o Tree/Shrub Establishment \$6,042.89
- o Access Control \$1,205.30

Technical Assistance Award \$8,745.96

Intermediate Outcome #2: 45000.00

(17436) Cost Share Award \$36,000

Practice(s) Awarded

- o Heavy Use Area Protection \$36,000

Technical Assistance Award \$9,000

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**Total of Intermediate Outcomes:** 88729.80

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# Washington State Conservation Commission

## FORM 4: ADDENDUM

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Aug 15, 2019 3:34 PM

Conservation District: Thurston

GRANT PROGRAM: Other: Drought Funding

Overhead Rate: 25%

Submitted By: Sarah Moorehead

Email: [smoorehead@thurstoncd.com](mailto:smoorehead@thurstoncd.com)

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Total Grant Award: 53050.00

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 53050.00

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Intermediate Outcome #1: 8750.00

Overhead

Intermediate Outcome #2: 39000.00

TA/Education & Outreach

- 6 community meetings/workshops to disseminate drought information and education
- Development of Irrigation Management Plans
- Drought technical assistance

Intermediate Outcome #3: 5300.00

Equipment

- 13 soil moisture meters

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**Total of Intermediate Outcomes:** 53050.00

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Tab 6

WACD Update for  
Thurston CD August 22, 2019 Board Meeting

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## **WACD VACANCIES**

### **Status WACD Executive Director Recruitment**

Application period closed at 5 pm August 14, 2019. Please send a cover letter and a résumé. References will be required for finalists.

The anticipated start date for employment is October 2, 2019.

### **WACD Plant Materials Center Sales Manager**

1. Located in Bow.
2. Sales 50%; Customer service 30%; marketing 20%.
3. Application deadline August 30
4. <https://www.wadistricts.org/news-and-events/sales-manager-job-description/>

## **UPCOMING WACD MEETINGS**

### **Board Meetings**

WACD board of directors Meeting – September 17 in Ellensburg

WACD board of Directors Meeting – December 2 in Tacoma; Murano Hotel (downtown)

### **WACD Area Meetings -**

1. NW – October 8 in **Snohomish County**. Exact location to be determined.
2. SW – October 9 in **Clark County**. Exact location to be determined.
3. NE – 10/14<sup>th</sup> **Spokane**. Exact location to be determined.
4. NC - 10/17<sup>th</sup> in **Foster Creek**. Exact location to be determined.
5. **SE – 10/22 in Pomeroy** - 8:30-4:00 at Pataha Flour Mill; 50 Hutchins Hill Rd; Pomeroy, WA 99347
6. SC – 10/23 in **Ellensburg** - 9:00 to 3:30 at Kittitas Valley Event Center – Armory Main Hall, 901 E. 7th Ave, Ellensburg, WA 98926

**WACD Annual Meeting** – first week in December, 2019 at the Murano Hotel in downtown Tacoma.

Details to be soon posted on [WACD website](#). A request for proposal for assistance in conducting the annual meeting is in process, since we do not have an executive director.

## NACD 2019 Summer Meeting – Selected Notes

August 1-7, 2019 Santa Fe, NM

### **PEOPLE** Washington state attendees (Apologies to anyone I have omitted);

Michael & Gretchen Crowder	Benton CD and NACD 1 <sup>st</sup> VP
Larry Davis	Whatcom CD, WACD board, NACD Tribal RPG & board alternate
Laura Johnson	WSCC, presenter
Ray Ledgerwood	Board Works by Ledgerwood
Roylene Comes at Night	NRCS-WA State Conservationist
Doug Rushton	Thurston CD, WACD board; NACD Forestry RPG, NACD board
Stu Trefry	WSCC, NACD Urban RPG

### **GENERAL NACD NEWS** (See agenda [here](#))

1. Budget for FY 20 is \$16.5 million of which \$14.42 million is grants and about \$1.2 million from dues. Consensus was that NACD financially is in good shape.
2. NACD conducting listening sessions nationwide to hear/understand members' views and concerns.
3. NACD is updating its strategic plan, including reviewing policies and position statements. Goal of clear performance measures for each action item.
4. Congress is in recess. Now is good time to contact your congress people and staff. See NACD's Grass Roots advocacy page – click [here](#).
5. The Natural Resources Policy Committee is developing comments on the revised Forest Service National Environmental Policy Act revisions on categorical exclusions.
6. Doug was on panel of chairs of 7 NACD regions discussing accomplishments, challenges and needs.
7. **Concurrent session presentation - Building the Capacity and Coordination to Market Conservation Districts.** Washington State Conservation Commission Communications Coordinator **Laura Johnson** and NACD Board Member Doug Rushton gave overview of the [marketing toolkit](#) created by the SCC for conservation districts. Well received by about 50 attendees from around the country.
8. **NACD resolutions** – the primary criteria for submitting resolutions to NACD are they need to have regional or national implications and be an issue of natural resource concern.

### **WA RESOLUTIONS STATUS**

WA had 7 resolutions going to NACD at the 2019 Annual meeting - four assigned to the Operations Committee and 3 to the Legislative Committee. NACD pared that to four.

<b>Resolution</b>	<b>NACD Committee Assigned to</b>	<b>Follow-up strategy</b>	<b>Progress/Action (as of August 2019 summer mtg)</b>
<b>CRP Soil Rental Rates and Soil Productivity Factors (A-3) (Originated with Asotin)</b>	NACD legislative committee (Michael Crowder, A. Schmidt; C. Garrison)	Government Affairs will ask FSA why they eliminated appeals process & try to reinstate it	NACD spoke with FSA and they don't have any information yet; will have to wait until new CRP Rules out later this year
<b>Conservation Practices on Prevented Planting Acres (A-5) (Originated with Palouse)</b>	NACD legislative committee (Michael Crowder, A. Schmidt; C. Garrison)	Government Affairs to ask RMA & NRCS for more information	Staff/Committee have received NRCS updates on this; staff has spoken with RMA and there are several initiatives on the issue due to flooding in Midwest this year

## NACD 2019 Summer Meeting – Selected Notes

August 1-7, 2019 Santa Fe, NM

<b>Allow Increased NRCS Attendance at Local CD Board Meetings (B-2)(Originated with Okanogan)</b>	District Operations & Member Services Committee - Kim LaFleur, F. Williams; Kimberly Uldricks	Letter to NRCS	No action yet
<b>Conservation Planning Training (B-4) (Originated with Grant and Palouse)</b>	District Operations & Member Services Committee - Kim LaFleur, F. Williams; Kimberly Uldricks	Letter to NRCS	No action yet

### **RESOURCE POLICY GROUPS**

1. Larry Davis (Whatcom) attended the **Coastal Resource Policy Group** (RPG), help refine and reword its mission and objectives. As a reward, he was invited to join the committee. Larry said that whether or not he was a member, he would be glad to participate through May 2021. Similarly, Doug is working with the **Urban and Community RPG**.
2. Larry Davis attended in the **Tribal Outreach and Partnership** (TOP) RPG meeting. <http://www.nacdnet.org/?s=tribal+outreach> Meeting was noteworthy for the number of tribes sending a representative. At the conclusion of the meeting, Michael Crowder announced that Larry succeeds him as chair. In a first action step, Larry will work with Dave Vogel (who provides contract support to TOP) to submit a grant application for funding support to the Native American Agriculture Fund. The day prior, most of the attendees went on a tour 90' north of Santa Fe to visit the Taos Pueblo, a U.N. World Heritage Site.
3. Doug Rushton (Thurston) attended the **Forestry RPG** meeting. <http://www.nacdnet.org/about-nacd/what-we-do/forestry/> If you have a CD forestry success story, please send to Doug.
  - ◇ Discussed wildfire project funded for 2019-21, compiling recommended partner list to invite to regional wildfire summits, and developed a rough template for an agenda.
  - ◇ Discussed priority landscape project funded for 2019-21 reviewing proposed work plan and recommended deliverables and strategies for educating CDs about program opportunities.
  - ◇ RPG reviewed latest draft of RPG's 2020-22 Strategic Plan. Plan is in line with NACD strategic plan and to be finalized in Las Vegas meeting.

### **OTHER IMPORTANT ITEMS**

1. The [Next Generation Leadership Institute](#) (NGLI) is to train supervisors for future opportunities for leadership and developing capacity.
2. NASCA (National Association of State Conservation Agencies): <http://www.nascanet.org/> or
3. National Conservation District Employees Association (NCDEA) - <https://sites.google.com/site/myncdea/home> Tom Salzer provided a Pacific Region update.
4. National Association of Conservation Districts (NACD) information <http://www.nacdnet.org/>
5. 2020 NACD Annual Meeting is at Bally's in Las Vegas, February 8-12, 2020.
6. 2020 NACD Summer Meeting is in Bismarck, ND; July 18-21, 2020.
7. 2020 Annual NACD Joint Pacific/SW Region meeting will be in Hawaii, likely in September.
8. 2021 NACD 75<sup>th</sup> Annual meeting is at Canal Street Marriott in New Orleans February 6-10, 2021.
9. NACD app available from the Apple app store or Google Play. If I can download it, so can you!

Respectfully submitted: Doug Rushton; WACD National Director. NOTE: These are summary notes and are not exhaustive and are based on what I heard and my paraphrasing – I am responsible for errors or omissions. I have provided comments only for those sessions I attended.

M:\NACD\2019\8-3 to 7-2019 Santa Fe NACD Summer Mtg\Report back to WA\7-10-19 Second draft.docx

Tab 7

**Thurston Conservation District**  
**2019 Unrestricted Budget**  
**Proposed Mid-Year Amended Budget**

15-Aug-19

**Legend**

Highlighted changes to the 2019 Mid-year  
Revised Budget approved on 7/25/2019.



Line		2019 Budget	2019 YTD Actual	Proposed Revision	Budget Difference	Notes
<b>1.0</b>	<b>Income</b>					
<b>1.1</b>	<b>3431100 · Retail Sales</b>					<b>\$8,341</b>
1.1.1	3411140 · TCD Equipment Rentals	978	37	500	-478	
1.1.2	3431130 · Soil Testing	1,862	3,222	4,500	2,638	
1.1.3	3431120 · Rental Income	791	476	791		
1.1.4	3611120 · Interest on Savings	251	10	50	-201	
1.1.5	Private Contributions	0	2,500	2,500	2,500	
<b>1.2</b>	<b>3300000 · Grant Revenue</b>					<b>\$95,600</b>
1.2.1	3340000 · State Grants	90,000	0	95,600	5,600	
<b>1.3</b>	<b>3685200 · Rates &amp; Charges</b>	<b>551,475</b>	<b>312,728</b>	<b>551,475</b>		<b>\$551,475</b>
<b>1.4</b>	<b>Program Allocations</b>					<b>-\$86,300</b>
1.4.1	Allocated to South Sound Green	-20,501	-10,770	-28,000	7,499	
1.4.2	Allocated to Nearshore	-18,300	-6,591	-18,300		
1.4.3	Allocated to VSP	-40,000	6,425	-40,000		
<b>1.5</b>	<b>Overhead</b>					<b>\$41,624</b>
1.5.1	5314999 · Salary Overhead from Grants	28,136	18,287	36,574	8,439	
1.5.2	5966699 · Vehicle Overhead from Grants	6,595	2,525	5,049	-1,546	
<b>1.6</b>	<b>Total Income</b>	<b>601,287</b>		<b>610,740</b>	<b>9,453</b>	

<b>2.0</b>	<b>Expense</b>					
<b>2.1</b>	<b>5531010 · Salaries &amp; Benefits</b>					<b>\$175,659</b>
2.1.1	Executive Director (FT)	39,907		33,381	-6,526	
2.1.2	Interim Executive Director	43,240		55,871	12,631	
2.1.3	Administrative Assistant (FT)	33,848		29,678	-4,170	
2.1.4	Accountant (PT)	41,631		56,728	15,097	
2.1.5	Interim Exec Dir Merit Bonus	0		0		
<b>2.2</b>	<b>Staff Time</b>					<b>\$41,654</b>
2.2.1	Staff Time - District Services	10,634	5,245	10,634		
2.2.2	Staff Time - Elections	5,421	4,412	8,000	2,579	Estimated 2019 increased time for 2020 election
2.2.3	Staff Time - Public Records Requests	3,951	569	2,000	-1,951	
2.2.4	Staff Time - Grant Writing	15,000	2,143	10,000	-5,000	
2.2.5	Staff Time - Unfunded Trainings & Certifications	8,020	915	8,020		
2.2.6	Staff Time - Working Lands Initiative	0		3,000	3,000	

**Thurston Conservation District**  
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XXXXXXXXXX

Line		2019 Budget	2019 YTD Actual	Proposed Revision	Budget Difference	Notes
2.3	Professional Services					<b>\$158,470</b>
						Increased budget amount by \$20,000 to cover unanticipated legal expenses. Actual amount includes Apr, May, Jun invoices received in Jul.
2.3.1	5314101 • Legal Services	34,000	32,310	54,000	20,000	
2.3.2	5314102 • Audit & Accounting	16,824	9,294	16,824		
2.3.3	5314103 • Computer Services	10,204	6,355	22,710	12,506	Required upgrade to new server
2.3.4	PDR IT Expenses	5,000	99	2,000	-3,000	
2.3.5	5314100 • Professional Services	15,640	1,008	2,500	-13,140	
2.3.6	5355001 • Election Expense	35,000	32,429	35,000		
2.3.7	5314400 • Advertising	2,436	938	2,436		
2.3.8	5314117 • Soil Testing	3,000	1,731	3,000		
2.3.9	Governance Training/Study	10,000	0	10,000		
2.3.10	Hiring Costs	20,645	4,085	10,000	-10,645	
2.4	Facility, Vehicles and Maintenance					<b>\$90,179</b>
2.4.1	5314104 • Janitorial Services	3,784	1,575	3,784		
2.4.2	5314501 • Office Rent	47,400	27,650	47,400		
2.4.3	5314700 • Utilities	7,749	3,644	7,749		
2.4.4	5314503 • Equipment Leases	2,699	1,536	3,072	373	
2.4.5	5314504 • Vehicle Leases	5,221	0	3,730	-1,491	
2.4.6	Computer Equipment	5,000	55	5,000		
2.4.7	5314200 • Communications	7,385	2,604	7,385		
2.4.8	5313102 • Photocopier Usage	4,059	1,293	4,059		
2.4.9	5354800 • Repairs & Maintenance	5,159	2,428	6,000	841	
2.4.10	5314502 • Site Rental	500	0	500		
2.4.11	Office Furniture & Equipment	0	639	1,500	1,500	
2.5	Supplies					<b>\$22,245</b>
2.5.1	5313101 • Office Supplies	12,454	1,302	5,000	-7,454	
2.5.2	5314202 • Postage & Shipping	3,635	427	3,000	-635	
2.5.3	5313401 • Plants for Resale	2,971	-1,226	3,000	1,255	
2.5.4	5314901 • Meeting & Event Supplies	2,532	88	1,500	-1,032	
2.5.5	5314902 • Dues, Subscriptions & Licenses	6,136	6,250	7,000	864	
2.5.6	5313103 • Project Supplies	8,578	26	2,000	-6,578	
2.5.7	Board Meeting Snacks	400	145	745	345	

**Thurston Conservation District**  
**2019 Unrestricted Budget**  
**Proposed Mid-Year Amended Budget**

15-Aug-19

**Legend**

Highlighted changes to the 2019 Mid-year  
Revised Budget approved on 7/25/2019.

XXXXXXXXXX

Line		2019 Budget	2019 YTD Actual	Proposed Revision	Budget Difference	Notes
2.6	Conferences, Training and Travel					\$18,500
2.6.1	5314302 · Conference & Training Fees	5,500	0	5,500		
2.6.2	Board Conference and Training Fees	2,500	0	2,500		
2.6.3	5314300 · Staff Travel	5,500	1,200	5,500		
2.6.4	Board Travel	5,000	64	5,000		
2.7	Insurance and Banking					\$16,591
2.7.1	5314110 · Bank Fees & Interest Charges	975	1,516	2,000	1,025	\$492.77 is Annual Administrative fee for Rates & Charges
2.7.2	5314600 · Liability Insurance Premiums	14,091	6,814	14,091		
2.7.3	5314111 · Late Fees & Penalties	500	182	500		
2.8	Savings and Debt Pay Down					\$87,000
2.8.1	Reserve Fund	42,795		60,000	17,205	Reduced mid-year budget amount by \$5,000 to cover unanticipated legal expenses.
2.8.2	Outstanding Debt	27,000	25,926	27,000		Outstanding Debt of \$25,926 paid
2.8.3	Office Relocation Savings Plan	0		0	0	Removed \$10,000 budget amount to cover unanticipated legal expenses.
3.0	Total Expense	583,923		610,298	26,375	
4.0	Net Income	17,364		442	-16,922	



Tab 8



**TCD Board of Supervisors  
Monthly Work Session  
Thursday, September 12<sup>th</sup>, 2019 (3:00 pm)  
2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588**

No.	Item
-----	------

- |     |  |
|-----|--|
| 1.  | <b>Topic List Review</b>   |
| 2.  | <b>Minutes Review &amp; Revision:</b><br>a. August 22 <sup>nd</sup> , 2019                                 |
| 3.  | <b>Strategic Planning Process</b>  |
| 4.  | <b>Associate Supervisors</b>   |
| 5.  | <b>Citizens Advisory Committee</b>   |
| 6.  | <b>Governance timeline</b>   |
| 7.  | <b>MOU's &amp; Contracts</b>   |
| 8.  | <b>Staff Presentation: East Fork McLane Fish Passage Project</b> ( <i>Mara Healy, Habitat Specialist</i> ) |
| 9.  | <b>September Board Meeting Agenda Development</b>  |
| 10. | <b>ED Important Updates &amp; Announcements</b> ( <i>if needed</i> )                                       |

Tab

11

**To: TCD Board of Supervisors**  
**From: Sarah Moorehead (Interim Executive Director)**  
**Date: August 22<sup>nd</sup>, 2019**  
**Subject: Interim Executive Director's Report**

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## **Priority Initiative Updates**

### **Rates and Charges**

Thurston CD has completed all statutory requirements to pursue a System of Rates and Charges for 2020-2024. Thurston CD will continue to support Thurston County as they proceed with their statutory requirements pertaining to Rates and Charges.

Staff completed the 2019 Rates and Charges mid-year progress report (attached).

There is no update on scheduling a public hearing date at Thurston County as of 8.16.19.

### **Working Lands Preservation**

Meetings with WSCC have occurred to discuss funding strategies and opportunities for working lands easements and other preservation activities. Challenges and opportunities with RCPP and partnering with WSCC on WWRP funding is currently being assessed and the WSCC new easement policy is being analyzed. WSCC's Office of Farmland Preservation now has approved guidance for CDs wishing to support working lands easements, and continues to be strong partner in Thurston CD's efforts to bring working lands easement funding into our area.

## **District Operations**

### **July 25<sup>th</sup>, 2019 Action Items:**

- 1. Interim Executive Director Sarah Moorehead to draft a get well card on behalf of the TCD Board and staff for WSCC employee**  
*Completed.*
- 2. Interim Executive Director Sarah Moorehead to gather information regarding NRSC Section 7 model for federal funding and bring it to the work session to develop the concept into action.**  
*In progress, information will be available at upcoming work session.*

3. **Move items “A” Governance Timeline review and “D” Associate Supervisor and Citizens Advisory Committee discussion to the Work session on August 8th.**

*Completed.*

4. **Supervisor Pickett volunteered to draft a policy development on Citizens advisory Committee and Associate Supervisor.**

*In progress.*

## **Grant Funding**

A funding award for Drought Technical Assistance funding have been awarded from WSCC to support landowners dealing with drought issues and provide educational opportunities (\$53,050). Addendum included for approval in 8.22.2019 meeting packet.

A scope of work through the Sentinel Landscapes Partnership has been finalized, awarding TCD an addition \$15,000 over two years to support VSP – focusing on technical assistance and ISP development on prairie lands. The final contract will be ready for TCD Board approval in September.

Thurston CD has applied for \$100,000 in Livestock TA dollars through WSCC for the current biennium (FY19 & 20). Awards are anticipated to be made near the end of August. Addendums will be ready for TCD Board approval in September.

## **Cost Share**

Thurston CD has received two more cost share awards from WSCC through Shellfish funding (addendums included in the 8.22.2019 meeting packet) focused on the Henderson and Nisqually watersheds (manure storage, livestock exclusion fencing, planting, two heavy use areas).

Contracts for beginning work on the Natural Resources Investment cost share projects are also included for approval in the 8.22.2019 meeting packet. (Chehalis Basin manure storage structure and irrigation line efficiencies).

## **2018 Accountability Audit (2015-2017)**

Thurston CD's 2018 Accountability Audit has concluded. The final report, with on findings, will be available publicly on Monday, August 19<sup>th</sup>, 2019.

## **WSCC Annual Report**

Staff are finalizing the WSCC Annual Report, which will be submitted by the August 26<sup>th</sup>, 2019 deadline. A copy will be sent to Supervisors, and utilized in public outreach and social media throughout the next year.

# July 2019 Staff Report

## Progress on Annual Plan

Goals Worked On	Work Done
1	J 2 Shore Friendly Program - Site visits/technical assistance – Totten Inlet shoreline; Pierce County project feasibility assessment for a bulkhead removal
2	J 1 Contract finalization for South Sound Shore Friendly Grant
8	J Stream bug monitoring with Olympia School District youth (22)
13	J 17 soil test reports for 14 landowners
14	J Attended meeting of the JBLM Sentinel Landscape Partnership, which has as its goal the protection of critical habitat and working agricultural lands in area surrounding JBLM. Funding opportunities through Department of Defense offer a promising route to achieve this goal.
15	J Continued development of 3 CREP plans
17	J 20-Sorted/assigned 20 “Requests for Assistance” (RFAs) for habitat improvement assistance
18	J 5-Meeting participation, Chehalis Basin Partnership, WRIA 22/23 Habitat Work Group, Early Action Design Team, Habitat Project Committee
19	J Compiled VSP metrics for 5-year report and sent to Charissa Waters.
22	J 59- Experience level not tracked; Only site visits and phone calls J Held two educational events (see #25) J Provided TA to 11 landowners J Gave technical assistance to 1 beginning farmer and 1 experienced producer. J 85-Sorted the backlog of landowner “Requests for Assistance” (RFAs) to align landowners with available staff/funding (and to ID unfunded needs)
25	J Grazing and Fencing Systems workshop (7/16) and Farm Plan Farm Walk workshop (7/18)
26	J Rented PPE to 5 property owners J Rented one weed wrench
27	J Got the Green Poultry Scalding Unit repaired, we can now rent out two Poultry Processing Units.
28	J Working with Marguerite Ablanalp, we successfully picked up the work that Anthony Waldrop had started. We conducted our first VSP site visits to landowners, and began the steps on constructing their ISPs and laying out a template for efficient future production J Continued development of 3 CREP plans J Finished 2 complete ISPs
29	J 20 Recommended BMPs

	J Recommended 23 BMPS
30	J 10 Implemented BMPs 50%
32	J Held 2 workshops/field tours & 1 school/community garden tour. 8/15 workshops complete for 2019, 2/5 community meetings complete, and 5/5 field tours complete for 2019
37	J Provided resources to 15 attendees at tour of urban community gardens
42	J Rented a weed wrench to a land owner
48	J attended monthly FSN & STEDI meetings; participated in leading FSN tour of community gardens
49	J purchased locally for 7/18 workshop
52	J Explored WA DNR dataset of historical wildfire occurrences and performed some exploratory analyses of their location, in order to quantify risk and risk trends across county. Integrated DNR wildfire dataset into TCD's internal geodatabase.
55	J Continued outreach for workshop "Flexible Farming: Adapting to a Changing Climate" to be held 9/7/19
57	J Workshop from #55 is funded via REAP
59	J Shared TCD technical resources to community garden leadership and City of Olympia Parks Dept. J Worked alongside of Thurston County Farm Bureau Member to strength partnership and raise awareness of services to this community.
61	J 2-South Puget Sound Shore Friendly Initiative Presentation to Alliance for Healthy South Sound Exec Committee / OFM tour of Chehalis sites
78	J Served 115 people at outreach events and workshops J 1-Working with staff to develop an Orca Awareness/volunteer stewardship event at West Bay Park in Olympia
82	J Pulled together the financial numbers for the Rates & Charges Mid-Year Progress Report. Then Sarah submitted the Rates & Charges Mid-Year Progress Report.
84	J 1-SFSS Grant \$227,551 starting 7/1/2019
88	J Assisted with hiring processes for Admin Assistant, Outreach and SSG assistants, and ED
89	J Participated in soil health and other required training to obtain Certificate in Conservation Planning
92	J Obtained approval of the proposed 2019 Mid-Year Budget Revision.
94	J Maintained District social media and provided consistent outreach
	J

# Staff Highlights

- ) In July, the technical team worked together to rank and submit 3 high priority cost share projects to the Washington Conservation Commissions' Shellfish Investments Fund. We completed budget estimates and worked with the landowners to develop initial project designs. If funded, these projects will benefit water quality in nearby waterbodies that drain into Henderson Inlet and the Nisqually Reach. The best management practices in these projects include a manure storage structure, heavy use area footing, revegetation habitat planting, and livestock exclusion fencing.
- ) Grant management (DOE); Attended TRPC's Climate Mitigation Work Group session; Planning for new school year; Submitted Quarterly Report to local jurisdictions for SSG; Completed final reporting for NOAA BWET grant report; Completed final report for Scientific Collection Permit; Finalized SSG assistant position description; Delivered safety meeting at TCD staff meeting and led safety tour for new employees; Led stream bug monitoring session with Olympia middle and high school students at Pioneer Park; Annual leave (7/1-7/5 and 7/26)
- ) This July, the VSP work at TCD took rapid shape. The handoff of information and data from Anthony Waldrop of GHCD went smoothly at the end of June. Through dedicated effort, I and Marguerite Ablanalp were able to organize Anthony Waldrop's work into our own system, aggregate data from past VSP participants into metrics for the 5-year report, and conduct multiple site visits with VSP participants, all while beginning the process of formulating our own in-house ISP template, which is taking the form of a resource-rich, accessible, living document.
- ) In July I participated as a presenter at the Pasture Management and Fencing Systems Field Day to share about Thurston CD's CREP, VSP, and cost-share programs. This workshop had about 80 attendees from diverse producer backgrounds and provided hands on and visual demonstrations of how prairie ecosystems can function in a rotational grazing plan, as well as what kinds of movable fencing help to make that possible.
- ) During July, I designed and proposed a cost-share project for consideration by the WSCC Shellfish Fund ranking committee. The project is located on a commercial creamery located within the recently down-graded Henderson Inlet Shellfish Protection District, which has extremely well documented water quality concerns related to nutrients and pathogens. The project design includes nearly 2 acres of wetland restoration, livestock exclusion fencing and heavy use area protection, all of which will help improve water quality by decreasing nutrient and pathogen inputs if funded.





## 2019 Annual Work Plan Thurston Conservation District

### Mid-Year Progress Report

For More Information Contact:

Sarah Moorehead, Interim Executive Director  
360.754.3588, x136; [smoorehead@thurstoncd.com](mailto:smoorehead@thurstoncd.com)



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#### Mission of the Thurston Conservation District

- *Thurston Conservation District, a non-regulatory agency, strives to conserve and sustain the beneficial use and protection of local natural resources through partnerships with the County's rural, agricultural, and urban communities, as well as local, state, federal and tribal agencies.*

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#### Natural Resource Priorities

##### 1. Water Quality and Quantity

As a valuable and vital resource, water quality and quantity impact every sector of life. We will continue to provide education and technical assistance to all land owners/operators within our district that aims to inform and mitigate the individual's impact to water quality and quantity. We strive for clean drinking water, the upgrade of 303(d) listed stream segments, meeting Total Maximum Daily Load (TMDL) pollution reduction targets, and upgrades to commercial and recreational shellfish harvesting areas. In addition to implementing Best Management Practices and green infrastructure to reduce or treat stormwater, we provide active and on-going education to our most sensitive shellfish producing areas: the [Henderson Inlet and Nisqually Reach Shellfish Protection Districts](#).

##### 2. Protect and Restore Ecosystems

We recognize the quantity and diversity of critical ecosystems within our region and strive to protect intact habitat, while working to restore degraded areas. Thurston County is home to state and federally listed endangered species, prairie ecosystems, vital marine and estuarine habitat, forestland, sensitive riparian areas and shellfish beds. Education is the first step to resource conservation on private lands and the district will continue to engage the community to raise awareness of the vital roles our critical ecosystems and their processes play. We will also continue to coordinate financial resources and facilitate ecosystem recovery from the local level.

### **3. Producer Support and Preservation of Working Lands**

In an effort to continue to support the preservation of working lands, Thurston Conservation District will continue offering [technical assistance and conservation planning services](#) to landowners/operators (supported through measures and goals in *Rural and Urban Land Stewardship*). We are the technical provider for [the Voluntary Stewardship Program \(VSP\)](#). The VSP is an alternative approach for counties to meet critical areas ordinance goals on private lands, while maintaining agricultural viability. In addition, we will work to educate new and beginning landowners/operators of working lands. We assist small and large producers and commercial and non-commercial operations. We will continue to work with existing land owners/operators to implement Conservation Practice Standards and Best Management Practices and assist with planning for their future and beyond retirement. We will continue to partner with key organizations and individuals to provide quality technical, financial and educational resources. We promote regenerative agriculture and sustainable forestry encouraging conservation of natural resources, and economic viability of the operation.

### **4. Urban and Rural Land Stewardship**

We recognize the diversity within our community and adapt to meet the needs of our rural and urban settings. Through technical assistance and education, we work to foster stewardship of natural resources from all individuals in our community. Thurston Conservation District strives to be the go-to resource for land owners/operators concerning all natural resource conservation issues on their land.

### **5. Local Food Production and Consumption**

By increasing engagement in the local food system, Thurston Conservation District is supporting working lands, rural economic development, reduction of pollution caused by product processing and transportation, equitable access to healthy local food, and the economic viability of our agricultural community and geographic region. Locally produced food connects people to the land, improves our region's food security, creates more informed land stewards, and fosters support for resource conservation, the agricultural community and farmland preservation.

### **6. Climate Change Adaptability**

To help producers and land owners/operators understand and adapt to the changing climate, we continue to engage in and relay the best available science through education and technical assistance services. We seek to support our community in proactive climate change adaptation measures such as flood and fire prevention, drought, ocean acidification in local marine waters, suitable crops, and forest regeneration incorporating climate adaptability, and alternative pest and plant disease control. We are committed to work with our community to conserve and protect our

natural resources in response to climate change. In addition, we strive as an organization to demonstrate sustainable practices in our work and office culture.

## **Operations: Information / Education Priorities and District Operations**

### **1. Community Outreach and Engagement**

It is of foundational importance to the Thurston Conservation District to engage the community in active conservation and the regenerative use of natural resources. Through volunteer projects and participation in district programs and services, we seek to facilitate a strong relationship with land owners/operators in our area. By increasing our presence and continuously adapting to meet the communities' needs, the Thurston Conservation District can provide effective conservation programs for working lands as well as other clientele.

### **2. Adult and Youth Conservation Education**

We seek to provide in-depth natural resource conservation education to both youth and adults. Education is the first step to conservation. In collaboration with our partners, we provide [workshops; on-site tours, training courses and other events](#) that help individuals become stewards of our shared natural resources. Providing education to youth creates a lifelong stewardship ethic and strong connection and understanding of natural resource conservation issues. We also make our clients aware of training and education opportunities by acting as a clearing house for information in natural resources and related topics.

### **3. District Operations**

As an organization, Thurston Conservation District operates in a transparent and ethical manner. We leverage funding from multiple sources to increase our conservation impact on the ground. We pride ourselves in accountable financial processes, diligent and wise use of public and private dollars, and clean audits. In addition, we will continue to find sustainable avenues to grow as an organization and increase our positive impact in Thurston County.

## Natural Resource Program Areas: Water Quality and Quantity

**Goal(s):** Provide education and technical assistance to all land owners/operators within our district that aims to inform and mitigate the individual's impact to water quality and quantity. We strive for clean drinking water, the upgrade of 303(d) listed stream segments, meeting Total Maximum Daily Load (TMDL) pollution reduction targets, and upgrades to commercial and recreational shellfish harvesting areas

**Funding Source(s):** [Rates & Charges](#), [Washington State Conservation Commission \(WSCC\)](#), [South Sound GREEN Program \(SSG\)](#), [PSP Near Term Action](#), [Service Fees \(Soil Testing\)](#)

Strategic Plan Goal <sup>1</sup>	Activities for 2019	Progress Report
1	Assist 5 shoreline landowners (in areas identified by NPS tool as med/high priority) to implement practices that support water quality and quantity.	<b>EXCEEDED:</b> 9 shoreline landowners served (8 vegetation management consultations, 1 bulkhead/shoreline management consultation).
2	By 2022, Thurston Conservation District will successfully garner funds to implement a <a href="#">Shore Friendly Thurston</a> program.	<b>COMPLETED:</b> Funding of ~\$227K has been secured for TCD's Shore Friendly Program. TCD is leading the implementation of the South Sound Shore Friendly Initiative partnering Conservation Districts: Pierce and Mason. The total award for the South Sound Shore Friendly Initiative is \$665,880.
5	Restore ½ mile of riverine, marine, and wetland conditions to achieve functionality (either directly or facilitated by TCD).	<b>EXCEEDED:</b> 2.5 miles of riverine, marine, and wetland conditions to achieve functionality through the Conservation Reserve Enhancement Program and the Aquatic Species Restoration Program.
8	1,200 youth will collect water quality data on more than 46 monitoring sites through the <a href="#">South Sound GREEN (SSG)</a> program and share this data with community partners.	<b>IN PROGRESS:</b> 1129 students have participated in water quality testing.
9	Assist 3 landowner(s) to implement water use efficiencies.	<b>IN PROGRESS:</b> 2 landowners served with the implementation of water use efficiencies.

<sup>1</sup>Reference Natural Resource Goals identified in TCD's 2017-2022 5-Year Plan

Strategic Plan Goal	Activities for 2019	Progress Report
11	Efforts supported by TCD to reduce nonpoint source pollution, resulting in the upgrade of 15 acres of shellfish beds and no new downgrades in any shellfish area.	<b>ONGOING:</b> TCD is responsible for implementing Best Management Practices, educational services and outreach about landowner assistance programs; these are factors that contribute to downgrades of shellfish area. TCD does not regulate upgrades/downgrades.
12	Host 2 workshops addressing agricultural practices impacting surface/groundwater.	<b>COMPLETED:</b> Hosted 2 workshops addressing agricultural practices impacting surface/groundwater (Pasture Renovation, Mud Management Workshop).
13	Provide 150 <a href="#">soils tests</a> .	<b>IN PROGRESS:</b> 119 soil tests analyzed.
*	Participate in Puget Sound CD Caucus by attending at least 75% of meetings and be involved in coordinated efforts.	<b>IN PROGRESS:</b> Continued involvement in Puget Sound CD Caucus meetings. Currently serving as lead CD on Coordinator hiring committee.
<p style="text-align: right;"><b><u>Water Quality and Quantity</u></b>  <b>Total program costs: \$104,279</b>  <b>Rates and Charges: 37% (\$38,452)</b>  <b>Grant funded: 63%</b></p>		





## Natural Resource Program Areas: Protect and Restore Ecosystems

**Goal(s):** Provide educational, technical, and cost share assistance to support landowner stewardship of ecosystem resources and continue to engage the community to raise awareness of the vital roles our critical ecosystems and their processes.

**Funding Source(s):** [Rates & Charges](#), [Washington State Conservation Commission \(WSCC\)](#)

Strategic Plan Goal	Activities for 2019	Progress Report
14	Facilitate the protection of 200 acres to increase ecosystem protection.	<b>IN PROGRESS:</b> 77.5 acres conserved to increase ecosystem protection.
15	Facilitate enrollment of 15 acres in the <a href="#">Conservation Reserve Enhancement Program (CREP)</a> .	<b>IN PROGRESS:</b> 14.5 acres under enrollment in the Conservation Reserve Enhancement Program.
16	Seek funding as appropriate to implement one (1) culvert/barrier removal project.	<b>IN PROGRESS:</b> Pursuing funding through Aquatic Species Restoration Plan to complete phase 3 culvert replacement/barrier correction project on Skookumchuck.
17	Facilitate the restoration of 50 acres of degraded habitat.	<b>EXCEEDED:</b> 77.5 acres of degraded habitat restored.
18	Work with partners to identify priority areas and actions for each watershed and collaborate for implementation.	<b>ONGOING:</b> TCD continuously works with partners to identify watershed priorities and opportunities to collaborate for implementation. (Ex. Thurston County, South Puget Sound Salmon Enhancement Group, WDFW, Office of the Chehalis Basin, Dept. of Ecology, and others).
		<b><u>Protect and Restore Ecosystems</u></b> Total program costs: \$163,152 <b>Rates and Charges: 37% (\$60,161)</b> Grant funded: 63%

## Natural Resource Program Areas: Producer Support and Preservation of Working Lands

**Goal(s):** Provide [technical assistance and conservation planning](#) services to landowners/operators. Assist with implementation of Best Management Practices. Serve as the technical provider for the [Voluntary Stewardship Program](#). Assist new and beginning working lands managers (commercial and non-commercial) in planning for future and beyond retirement. Partner with key organizations and individuals to provide quality technical, financial and educational resources. Promote regenerative agriculture and sustainable forestry encouraging conservation of natural resources and economic viability of the operations.

**Funding Source(s):** [Rates & Charges](#), [Washington State Conservation Commission \(WSCC\)](#), Thurston County [Voluntary Stewardship Program \(VSP\)](#), Service Fees ([Equipment Rental](#))

Strategic Plan Goal	Activities for 2019	Progress Report
19	Participate in <a href="#">VSP Work Group</a> meetings to develop implementation plan and adaptive management protocols and implement VSP program.	<b>ONGOING:</b> TCD is an active partner in the VSP Workgroup and continues to expand outreach and implementation of the program.
22	Serve 400 producers, including beginning, experienced, and retiring producers, as well as across commercial and non-commercial operations.	<b>EXCEEDED:</b> 397 producers served (including beginning, experienced, and retiring producers - commercial and non-commercial operations).
23	Enroll 200 acres in <a href="#">South Sound FarmLink</a> .	<i>Pending funding in 2019. Goal completed in 2018.</i>
24	Offer successional planning training and resources to retiring producers.	<i>Pending funding in 2019.</i>
25	Offer technical training and resources to new and beginning producers.	<b>COMPLETED:</b> 7 workshops held on technical best practices or programs that benefit new and beginning producers.
26	Increase use of equipment rentals to 150 landowner/operators.	<b>IN PROGRESS:</b> Equipment rental program re-opened July 5 <sup>th</sup> , 2019.

Strategic Plan Goal	Activities for 2019	Progress Report
27	Determine additional equipment needs to meet landowner/operators needs.	<b>COMPLETED:</b> Purchased new manure spreader that has greater holding capacity in June 2019.
<p><b><u>Producer Support and Preservation of Working Lands</u></b>  Total program costs: \$140,120  <b>Rates and Charges: 48% (\$66,824)</b>  Grant funded: 52%</p>		





## Natural Resource Program Areas: Rural and Urban Land Stewardship

**Goal(s):** Provide support to landowners, forest landowners, and agricultural producers for the purpose of protecting natural resources and enhancing the local working lands economy and communities.

**Funding Source(s):** [Rates & Charges](#), [Washington State Conservation Commission \(WSCC\)](#), [Shellfish Fund](#), [National Estuaries Program](#)

Strategic Plan Goal	Activities for 2019	Progress Report
28	Develop 15 conservations plans (including <a href="#">CREP</a> plans, forestry plans, and <a href="#">VSP Individual Stewardship Plans</a> ).	<b>COMPLETED:</b> 15 conservations plans developed (including <a href="#">CREP</a> plans, forestry plans, and <a href="#">VSP Individual Stewardship Plans</a> ).
29	Recommend 150 Best Management Practices to landowners/operators.	<b>COMPLETED:</b> Recommend 206 Best Management Practices to landowners/operators.
30	Work with landowners/operators to implement 60% of Best Management Practices (BMPs)	<b>IN PROGRESS:</b> Currently assisting landowners/operators to implement 54% of Best Management Practices (BMPs).
31	Develop follow-up evaluation and effectiveness monitoring plan for landowners/operators who implement BMP recommendations.	<b>IN PROGRESS:</b> Funding secured to begin follow-up evaluation and effectiveness monitoring plan for landowners/operators who implement BMP recommendations in Henderson Inlet and Nisqually Reach.
32	Host 15 workshops, 5 community meetings, and 5 field tours for residents of Thurston County to highlight rural and urban land stewardship practices and principles.	<b>IN PROGRESS:</b> Hosted 4 workshops, 2 field tours and 2 community meetings.
33	Coordinate 1 volunteer-driven work party to restore degraded habitat.	<b>IN PROGRESS:</b> Orca Day planning in progress for October 2019.
34	Partner to treat 15 acres of invasive (non-native) species (plants & animals) and restore with native plant species.	<b>IN PROGRESS:</b> 2 acres of invasive (non-native) species (plants & animals) and restore with native plant species treated.

Strategic Plan Goal	Activities for 2019	Progress Report
36	When applicable, include recommendations for stormwater treatment/maintenance in conservation plans.	<b>ONGOING:</b> Stormwater treatment/maintenance in conservation plans when applicable.
37	Increase outreach and program delivery focusing on <a href="#">urban resource stewardship</a> to 75 households in urban communities.	<b>IN PROGRESS:</b> Data compilation in progress from urban community garden tour.
39	Explore and apply for potential funding to expand cost share and conservation practice implementation opportunities by 5%.	<b>COMPLETED:</b> Funding secured to increase cost share and conservation practice opportunities by 321% (from \$111,000 to \$356,260).
40	By 2022, continue to host an <a href="#">equipment rental service</a> providing land owners/operators access to tools for implementing stewardship practices.	<b>ONGOING:</b> Equipment rental program re-opened July 5 <sup>th</sup> , 2019.
		<b><u>Rural and Urban Land Stewardship</u></b> Total program costs: \$348,689 <b>Rates and Charges: 38% (\$131,311)</b> Grant funded: 62%



## Natural Resource Program Areas: Local Food Production and Consumption

**Goal(s):** Increase engagement in local food system to support working lands, rural economic development, reducing pollution caused by processing and transportation, equitable access to healthy local food, improve economic viability of ag community.

**Funding Source(s):** [Rates & Charges](#), [Washington State Conservation Commission \(WSCC\)](#), [Thurston County Voluntary Stewardship Program \(VSP\)](#)

Strategic Plan Goal	Activities for 2019	Progress Report
41	Serve 50 commercial operations and 100 backyard/homestead gardens and 5 community gardens.	<b>IN PROGRESS:</b> 36 commercial operations, 31 backyard/homesteaders, 3 community gardens served.
42	Serve 20 backyard gardeners/homesteaders through the <a href="#">equipment rental program</a> .	<b>IN PROGRESS:</b> 1 backyard gardener/homesteader served. (Equipment rental program re-opened July 5 <sup>th</sup> , 2019.)
43	Increase service to backyard gardeners/homesteaders through the <a href="#">equipment rental program</a> by 10%.	<b>ONGOING:</b> Due to re-opening of programs, data will be compiled in 2019 annual report.
46	Increase the number of community gardens involved in <a href="#">soil testing program</a> to 3.	<b>IN PROGRESS:</b> Soil testing performed with 2 community gardens.
48	Work with partners to increase consumption and accessibility of locally produced food by supporting <a href="#">South Sound Food System Network</a> , <a href="#">STEDI</a> and other initiatives at 10 outreach events.	<b>ONGOING:</b> Continued participation in the South Sound Food Systems Network, South Thurston Economic Development Initiative and other initiatives to increase consumption and accessibility of locally produced food.
49	50% of district purchased refreshments for district hosted events will support local farm and food businesses.	<b>COMPLETED:</b> 50% of district purchased refreshments for district hosted events supports local farm and food businesses.
50	Identify partners to engage in identifying TCD's role to increase food accessibility for vulnerable populations in our community.	<b>ONGOING:</b> In 2019, TCD has established a strong partnership with Thurston County Foodbank and continues to identify other avenues to increase food accessibility for vulnerable populations in our community.
<p style="text-align: right;"><b><u>Local Food Production and Consumption</u></b>  <b>Total program costs: \$29,268</b>  <b>Rates and Charges: 37% (\$10,792)</b>  <b>Grant funded: 63%</b></p>		

## Natural Resource Program Areas: Climate Change Adaptability

**Goal(s):** Help producers and landowner/operators understand and adapt to the changing climate. Seek to support our community in proactive climate change adaptation measures. Work with community to conserve and protect our natural resources in response to climate change. Strive as an organization to demonstrate sustainable practices in our work and office culture.

**Funding Source(s):** [Rates & Charges](#), [Washington State Conservation Commission \(WSCC\)](#), [PSP Near Term Action](#), [Dept. of Ecology](#)

Strategic Plan Goal	Activities for 2019	Progress Report
52	Explore funding opportunities to fund <a href="#">Firewise program</a> , and apply as those opportunities present themselves.	<b>IN PROGRESS:</b> In progress of funding development to fully implement a Thurston County Firewise program. TCD staff continue to share Firewise resources and best practices with landowners.
54	Host 1 workshop and or site visit leading to implementation of the Firewise Program.	<i>Pending funding in 2019.</i>
55	Host 2 workshops addressing climate change adaptations for local producers and landowner/operators.	<b>COMPLETE:</b> Hosted 2 workshops addressing climate change adaptations for local producers and landowner/operators. (Pasture Renovation, Soil Health in Orchard Systems).
56	Identify climate change practices that utilize best available science, and develop effective monitoring and adaptive management protocols.	<b>ONGOING:</b> TCD is currently working with landowners/operators to implement practices climate change practices (fire preparedness, drought/flood mitigation and response, pest and disease management, and alternative crop production.
57	Assist one landowner/operator with development of 1 plan to address energy efficiencies  SPG: Assist landowner/operators to create 5 plans by 2022	<b>IN PROGRESS:</b> On-farm energy efficiencies event planning in progress for September 2019. Funding available to assist landowner/operators in applying addressing energy efficiencies through the Rural Energy for America Program.
<p align="right"><b><u>Climate Change Adaptability</u></b>  <b>Total program costs: \$35,590</b>  <b>Rates and Charges: 37% (\$13,124)</b>  <b>Grant funded: 63%</b></p>		

## Natural Resource Program Areas: Community Outreach and Engagement

**Goal(s):** Engage the community in active conservation and regenerative use of natural resources. Seek to facilitate strong relationships with landowners/operators in our area by increasing [volunteer opportunities](#) and participation in district programs and services. Increase presence and continuously adapt to meet the community's needs.

**Funding Source(s):** [Rates & Charges](#), [Washington State Conservation Commission \(WSCC\)](#), [Shellfish Fund](#), [National Estuaries Program](#)

Strategic Plan Goal	Activities for 2019	Progress Report
58	Increase the number of district volunteers to 15.	<b>EXCEEDED:</b> 143 volunteers have assisted in TCD events/programs.
59	Increase outreach to 5 new existing community organizations to raise awareness of TCD and our services.	<b>IN PROGRESS:</b> Increased 1 new community organization to raise awareness of TCD and our services.
60	75% of TCD outreach materials to be revised to ensure consistent, science-based, professional branding.	<b>ONGOING:</b> 50% of TCD outreach materials to be revised to ensure consistent, science-based, professional branding.
61	Conduct outreach to all elected officials representing Thurston Co (State, County, and Cities) to increase recognition of conservation districts as local resources on private lands.	<b>ONGOING:</b> TCD continues to participate annually in the Washington Association of Conservation District's Legislative Days. TCD continues to engage and build relationships with elected officials through one-on-one meetings, public briefings, tours and events to increase recognition of conservation districts as local resources on private lands.
62	Host annual legislative tours for each Leg district in Thurston Co.	<b>IN PROGRESS:</b> Annual legislative tour planning in progress for Fall 2019.
63	Conduct annual outreach to all State elected officials representing Thurston Co. during Legislative Session.	<b>COMPLETED:</b> TCD conducted outreach to all State elected officials representing Thurston County during Legislative Session, and continues to maintain relationships and raise awareness of Conservation Districts throughout the year.
64	Continue presence at City and County elected official meetings in Thurston Co, at least once in each jurisdiction.	<b>IN PROGRESS:</b> Planning is in progress for TCD representation at City and County elected official meetings.



Strategic Plan Goal	Activities for 2019	Progress Report
65	Host annual gathering showcasing our community impact and recognizing stewardship accomplishments of landowner/operators and partners.	<b>IN PROGRESS:</b> Annual gathering showcasing our community impact and recognizing stewardship accomplishments of landowner/operators and partners in progress for Fall 2019.
66	Produce and share annual portfolio of TCD's accomplishments, including submitting to Washington State Conservation Commission.	<b>IN PROGRESS:</b> TCD is wrapping up the 2018 annual portfolio of TCD's accomplishments, along with the 2018 Washington Conservation Commission Annual Report.
67	Engage community members to participate in TCD's continued organization development (annual & Strategic planning, funding and programmatic partnership opportunities, etc.)	<b>IN PROGRESS:</b> Strategic planning process planned for Fall 2019 to engage community members to participate in TCD's continued organization development.
<p style="text-align: right;"><b><u>Community Outreach and Engagement</u></b>  Total program costs: \$35,604  <b>Rates and Charges: 37% (\$13,129)</b>  Grant funded: 63%</p>		



## Natural Resource Program Areas: Adult & Youth Education

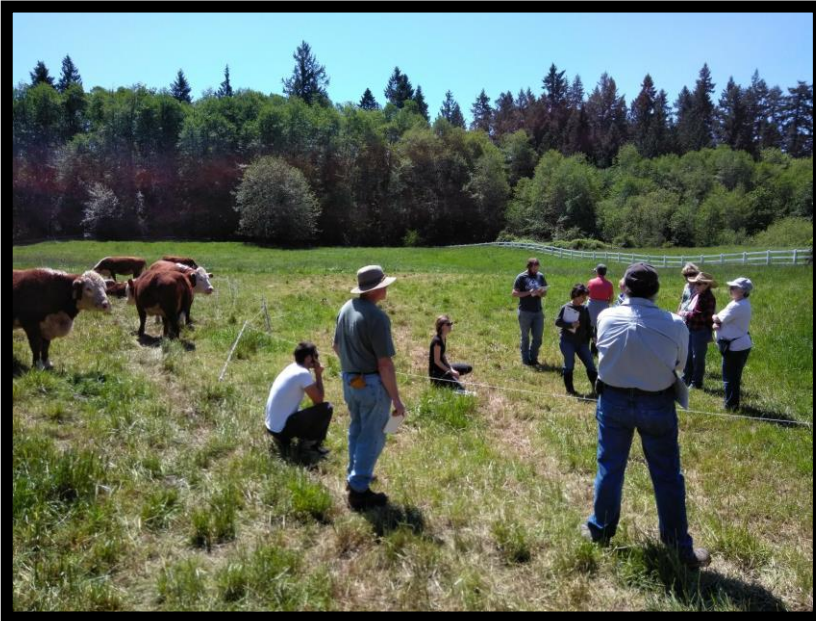
**Goal(s):** Provide in-depth natural resource conservation education to adults and youth. In collaboration with partners, provide [workshops, on-site tours, training courses, and other events](#) that help individuals become stewards. Make county residents aware of training and educational opportunities by acting as a clean house for information in natural resources and related topics.

**Funding Source(s):** [South Sound GREEN Program \(SSG\)](#), [Recreation and Conservation Office](#), [Shellfish Fund](#), Other Conservation Districts, [Plant Sale](#) revenues

Strategic Plan Goal	Activities for 2019	Progress Report
68	TCD will support the implementation of <a href="#">South Sound GREEN's (SSG)</a> 2016-20 Vision for the Future to continue to improve access to environmental education for local teachers and students.	<b>COMPLETED:</b> TCD supports the implementation of South Sound GREEN's (SSG) 2016-20 Vision for the Future to continue to improve access to environmental education for local teachers and students. This includes programmatic allocations to the South Sound GREEN
69	SSG will continue to engage participating teachers and volunteers and increase involvement by 2%.	<b>EXCEEDED:</b> South Sound GREEN increased involvement by 255% (from 40 participating teachers to 102).
70	1200 youth will participate in the Annual <a href="#">Student GREEN Congress</a> .	<b>IN PROGRESS:</b> 387 students participated in the 2019 Student GREEN Congress.
71	SSG to host at least 3 professional development opportunities for teachers to strengthen their knowledge of local conservation issues.	<b>EXCEEDED:</b> South Sound GREEN hosted 5 professional development opportunities for teachers.
72	500 students will participate in <a href="#">SSG's Puget Sound Nearshore</a> trips.	<b>EXCEEDED:</b> 821 students participated in South Sound GREEN Nearshore trips.
73	SSG will work to fully align water quality curriculum and supporting lessons to the Next Generation Science Standards.	<b>IN PROGRESS:</b> South Sound GREEN has adapted Nearshore field lessons to meet Next Generation Science Standards.
74	Increase the number of youth participating in the <a href="#">South Sound Regional Envirothon</a> by 20.	<b>EXCEEDED:</b> 100 students participated in the 2019 South Sound Regional Envirothon.



Strategic Plan Goal	Activities for 2019	Progress Report
75	Increase participation of high schools in the <a href="#">South Sound Regional Envirothon</a> by 1.	<b>EXCEEDED:</b> 8 total schools participated in the 2019 South Sound Regional Envirothon.
77	Partner to deliver <a href="#">Wheat Week</a> to 1000 students in 35 classrooms in Thurston County.	<b>EXCEEDED:</b> TCD partnered to deliver Wheat Week to 1,759 students and 71 teachers over 29 weeks in Thurston County.
78	Educate 100 adults through workshops and other educational events.	<b>EXCEEDED:</b> Educated 187 adults through workshops and other educational events.
<p style="text-align: right;"><b><u>Youth and Adult Education</u></b>  Total program costs: \$199,782  <b>Rates and Charges: 37% (\$73,669)</b>  Grant funded: 63%</p>		





## Natural Resource Program Areas: District Operations

**Goal(s):** Operate in a transparent and ethical manner. Leverage funding from multiple sources to increase our conservation impact on the ground. Retain accountable financial processes, diligent and wise use of public and private dollars, and clean audits. Continue to find sustainable avenues to grow as an organization and increase our positive impact in Thurston County.

**Funding Source(s):** [Rates & Charges](#), Other Districts, [Washington State Conservation Commission \(WSCC\)](#), [Russell Family Foundation](#)

Strategic Plan Goal	Activities for 2019	Progress Report
82	Demonstrate effectiveness of district programs and services to the community and elected officials to achieve approval of the Rates & Charges system.	<b>ONGOING:</b> TCD strives to continuously demonstrate effectiveness of district programs and services to the community and elected officials.
*	Pursue renewal of rates and charges for 2020 and beyond.	<b>IN PROGRESS:</b> Submitted 2020 -2024 Rates and Charges Proposal to Thurston County.
84	Work to bring the pre-1948 parcels within the city limits of Yelm, Tenino and Rainier incorporated into the district's boundaries.	<b>IN PROGRESS:</b> Plans to revisit bringing pre-1948 parcels within the city limits of Yelm, Tenino and Rainier incorporated into the district's boundaries for Fall 2019.
86	Increase funding by 10% to support programs and delivery.	<b>IN PROGRESS:</b> Grant funding increased by 10% in 2019 to support programs and delivery.
87	Continue efforts to relocate to a new facility with adequate space for staff, ability to house and grow <a href="#">equipment rental program</a> , develop and maintain onsite demonstration areas, and generally allow TCD to grow in response to needs of community.	<b>IN PROGRESS:</b> \$10,000 allocated in 2019 to begin efforts to relocate to a new facility with adequate space for staff, ability to house and grow equipment rental program, develop and maintain onsite demonstration areas, and generally allow TCD to grow in response to needs of community.
88	Increase staff by 40% to meet program and population needs.	<b>IN PROGRESS:</b> Staffing capacity increased by 50% from 2018 to begin to meet program and population needs.
89	Each staff and board member to participate in annual professional development and skill building opportunities.	<b>COMPLETED:</b> Each staff and board member has participated in at least one (1) annual professional development and skill building opportunity. Continued professional development is ongoing.

Strategic Plan Goal	Activities for 2019	Progress Report
90	Annually demonstrate consistent accountability and responsibility for public funds via successful completion of <a href="#">annual State Auditor reports, and regular audits</a> with 'finding-free' outcomes.	<b>COMPLETED:</b> Demonstrated consistent accountability and responsibility for public funds via successful completion of annual state audit reports and a 'finding-free' outcome of the 2014-2018 accountability audit.
91	Annually achieve and maintain the highest level of compliance with the Washington State Conservation Commission's Accountability and Performance Program (CAPP).	<b>COMPLETED:</b> Achieved and maintain the highest level of compliance with the Washington State Conservation Commission's Accountability and Performance Program (CAPP).
92	Annually share adopted budgets, annual, and strategic plans, public meeting notifications, and <a href="#">board meeting agendas and minutes</a> with the public.	<b>COMPLETED:</b> Adopted budgets, annual, and strategic plans, public meeting notifications, and board meeting agendas and minutes with the public.
93	Continuously protect the privacy of landowners/operators and their operations, in accordance with our ethic, in conjunction with legislative authority and Washington State Conservation Commission oversight.	<b>COMPLETED:</b> Privacy of landowners/operators and their operations, in accordance with our ethic, in conjunction with legislative authority and Washington State Conservation Commission oversight.
94	Reach 20,000 Thurston County residents via website, social media analytics, in person, etc.	<b>IN PROGRESS:</b> 4,731 Thurston County residents reached via website, social media analytics, in person, etc. (Social media posts reached 15,000 views.)
*	Review and update Policies & Procedures Manual.	<b>ONGOING:</b> Policies & Procedures Manual reviewed and updated regularly.
<p style="text-align: right;"><b><u>District Operations</u></b>  <b>Total program costs: \$223,023</b>  <b>Rates and Charges: 65% (\$144,014)</b>  <b>Grant funded: 35%</b></p>		

## 2019 Annual Budget Thurston Conservation District

Income			Expense	
<b>Unrestricted</b>			<b>Unrestricted</b>	
Rates and Charges	551,475		Salaries, Benefits & Staff Time	217,313
WSCC Implementation	95,600		Professional Services	138,470
Program Allocations	-86,300		Facility, Vehicles and Maintenance	90,179
Overhead	41,624		Supplies	22,245
District Services	8,341		Conferences, Trainings & Travel	18,500
			Insurance and Banking	16,591
<b>Unrestricted Total</b>	<b>610,740</b>		Savings and Debt Pay Down	102,000
			<b>Unrestricted total</b>	<b>605,298</b>
<b>Restricted</b>				
East Fork McLane	5,563			
ESRP Shore Friendly	56,888			
DOE Deschutes	49,502			
Chehalis	101,673			
CREP TA	17,034			
CREP Cost Share	7,158			
NRI Cost Share	23,938			
Livestock TA	12,500			
Soil Health	22,980			
VSP (TC & TCD)	124,438		<b>Restricted</b>	
Shellfish NTA	65,263		Salaries & Benefits	413,020
Riparian NTA	12,500		Goods & Services	245,965
South Sound Green	179,557		Cost Share	15,224
<b>Restricted Total</b>	<b>674,209</b>		<b>Restricted Total</b>	<b>674,209</b>
<b>Income Total</b>	<b>1,149,975</b>		<b>Expense Total</b>	<b>1,149,975</b>

## Thurston Conservation District 2019 Budget

