



Thurston Conservation District Board of Supervisors

Regular Meeting Agenda

September 26th, 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. **Agenda Review** **5:45 PM**
5 minutes
3. **Consent Agenda – Action Item** **5:50 PM** *A/S: 92*
5 minutes
 - A. August Financial Report
 - B. August 22nd, 2019 Board Meeting Minutes
 - C. WSCC Cost Share Contract: Participant ID 17423
 - D. WSCC Cost Share Contract: Participant ID 17436
 - E. WSCC Cost Share Contract: Participant ID 11437
 - F. WSCC Livestock TA Addendum
 - G. VSP MOU
 - H. Sentinel Landscape Grant Agreement
 - I. Reschedule November and December Board Meeting and Work Session Dates
4. **Public Comment** **5:55 PM**
**Three minutes per person* *15 minutes*
5. **Partner Reports** **6:10 PM**
10 minutes
 - A. Natural Resources Conservation Service (NRCS), *Jeff Swotek*
 - B. Washington State Conservation Commission (WSCC), *Jean Fike*
 - C. Washington Association of Conservation Districts (WACD), *Doug Rushton*
 - D. National Association of Conservation Districts (NACD), *Doug Rushton*
6. **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*
7. **Governance** **6:35 PM** *A/S: 92*
15 minutes
 - A. Union Negotiations Update, *Sarah Moorehead*
 - B. Strategic Planning, *Sarah Moorehead*
 - i. Review of Natural Resource Priorities
 - ii. Community Sessions
 - C. September Work Session Topic List, *All*

8. Executive Session: To discuss pending litigation with legal counsel.

7:05 PM

15 minutes

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.

9. Executive Session Report Out

7:30 PM

5 minutes

10. TCD Policy 1.5: Associate Board Supervisors – Action Item

7:35 PM

15 minutes

11. Other Reports

7:50 PM

10 minutes

- A. Board of Supervisor Reports
- B. Executive Director Report
- C. Correspondence

Adjourn

8:00 PM

Time Allotment: 2hr 30 min
Key: A/S (Annual & Strategic Plans)

Important Dates

September

24th	Rates and Charges Public Hearing (Thurston County): 5:30pm	TC Courthouse
26th	Regular Monthly Board Meeting: 5:30pm - 8pm	TCD Office

October

2nd	Green Drinks with TCD: 5pm - 7pm	Well 80 Brewing (Olympia)
9th	WACD Southwest Area Meeting: 8:30am - 3pm	WDFW Office (Ridgefield)
10th	TCD Board Work Session: 3pm - 5pm	TCD Office
19th	Orca Recovery Day: 10am – 2pm	West Bay Park (Olympia)
24th	Regular Monthly Board Meeting: 5:30pm - 8pm	TCD Office

November

7th	TCD Board Work Session: 3pm - 5pm	TCD Office
21st	Regular Monthly Board Meeting: 5:30pm - 8pm	TCD Office
30th	WACD Annual Meeting	Tacoma, WA

December

1st - 2nd	WACD Annual Meeting	Tacoma, WA
12th	Board Work Session & Meeting (Proposed): 3pm - 8pm	TCD Office

Item

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Thurston Conservation District Consent Agenda Decision Sheet September 26th, 2019



Consent Agenda - Action Item

- A. August Financial Report
 - B. August 22nd, 2019 Board Meeting Minutes
 - C. WSCC Cost Share Contract: Participant ID 17423
 - D. WSCC Cost Share Contract: Participant ID 17436
 - E. WSCC Cost Share Contract: Participant ID 11437
 - F. WSCC Livestock TA Addendum
 - G. VSP MOU
 - H. Sentinel Landscape Grant Agreement
 - I. Reschedule November and December Board Meeting and Work Session Dates
-

A. August Financial Report

Proposed action: accept without amendment and approve.

Action taken:

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

B. August 22nd, 2019 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

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

C. WSCC Cost Share Contract: Participant ID 17423

Proposed action: accept without amendment and approve.

Action taken:

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

D. WSCC Cost Share Contract: Participant ID 17436

Proposed action: accept without amendment and approve.

Action taken:

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

E. WSCC Cost Share Contract: Participant ID 11437

Proposed action: accept without amendment and approve.

Action taken:

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

F. WSCC Livestock TA Addendum

Proposed action: accept without amendment and approve.

Action taken:

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

G. VSP MOU

Proposed action: accept without amendment and approve.

Action taken:

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

H. Sentinel Landscape Grant Agreement

Proposed action: accept without amendment and approve.

Action taken:

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

I. Reschedule November and December Board Meeting and Work Session
Dates

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 SEPTEMBER 26TH, 2019 AND EFFECTIVE IMMEDIATELY.

SIGNED:

Paul Pickett, Board Chair

TJ Johnson, Vice Chair

David Iyall, Board Member

Doug Rushton, Board Auditor

Betsie DeWreede, Board Member

ATTEST:

Sarah Moorehead, Executive Director



MEMO

To: TCD Board of Supervisors

From: Sarah Moorehead (*Executive Director*)

Date: September 26th, 2019

Subject: Electronic Consent Agenda Items

The following consent agenda items sent electronically:

- C. WSCC Cost Share Contract: Participant ID 17423
- D. WSCC Cost Share Contract: Participant ID 17436
- E. WSCC Cost Share Contract: Participant ID 11437
- G. VSP MOU
- H. Sentinel Landscape Grant Agreement

August 2019 Financial Notes

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

1. As of the publication of this report, the following grants have not yet been signed. Expenses have been charged to these grants, but vouchers have not been generated for the months of July and August. This means that the *Grant Revenue* numbers in the P&L Statements are \$48,336.39 lower than they should be. These grants will be signed with an effective date of July 1, 2019.
 - ESRP Shore Friendly
 - FY19-21 CREP Cost Share
 - VSP 2020
 - Shellfish NTA
 - Riparian NTA

August Profit and Loss (Page 2)

2. The *Rates and Charges* income received in July was \$1,690.01. We expect the *Rates and Charges* income to remain low until we get the income jump expected in November.
3. The \$12,762.50 *Legal Fees and Services* line item includes the \$6,000 amount to Shawn Newman.
4. The \$16,510.25 *Liability Insurance Premiums* includes the \$15,336.00 annual payment to Enduris.

Unrestricted Budget vs Actual (Pages 5-6)

5. The Budget amounts included this report have been updated to reflect the *Proposed Amended Mid-Year Revision Budget*.

Grant Balances Report (Pages 7-8)

6. 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 & Loss

January through August 2019

	Jan - Aug 19
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	464.91
3431130 · Soil Testing	3,750.34
3431120 · Rental Income	533.27
3411150 · Miscellaneous Sales	6.50
Total 3431100 · Retail Sales	4,755.02
3611100 · Interest Income	14.42
3300000 · Grant Revenue	300,353.03
3685201 · Rates and Charges	314,418.28
3670000 · Contributions Private	2,500.00
Total Income	622,040.75
Gross Profit	622,040.75
Expense	
5966899 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	306,936.31
Stipends	1,000.00
5314101 · Legal Fees & Services	47,020.08
5314102 · Audit & Accounting	10,171.59
5314103 · Computer Services	7,627.86
5314108 · PDR Expense	99.00
5314100 · Professional Services	14,585.55
5355001 · Election Expense	32,428.70
5314400 · Advertising	4,119.23
5314117 · Soil Testing	2,903.40
Hiring Costs	90.00
5314104 · Janitorial Services	1,800.00
5314501 · Office Rent	31,600.00
5314700 · Utilities	4,795.93
5314503 · Equipment Leases	2,028.23
5314200 · Communications	4,018.31
5313102 · Photocopier Usage	1,526.47
5354800 · Repairs & Maintenance	2,728.53
5313101 · Office Supplies	4,149.19
5314202 · Postage & Shipping	3,280.60
5313401 · Plants for Resale	1,156.95
Project Expenses	
5314901 · Meeting & Event Supplies	1,216.22
5313103 · Project Supplies	9,641.07
5314116 · Project Equipment	9,669.56
5314113 · Teacher Substitute Stipends	9,788.22
5314112 · Bus Transportation	12,552.58
5314502 · Site Rental	734.06
Total Project Expenses	43,601.71
5314902 · Dues and Subscriptions	6,250.00
Board Meeting Snacks	202.21
5314203 · Printing Services	5,008.01
5314307 · Licenses and Permits	261.00
5314302 · Staff - Conference & Training	723.69
5314300 · Staff - Travel	3,536.32
5314301 · Board Travel	399.64
5314108 · Construction & Landscaping	9,477.02
5314110 · Bank Fees & Interest Charges	1,741.15
5314600 · Liability Insurance Premiums	24,498.00
5314111 · Late Fees & Penalties	231.00
Sales Tax Adjustments	104.88
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	731.16
5966402 · Computer & Software Purchases	2,529.00
5966400 · Machinery and Tools	6,558.19
Total 5945360 · Capital Outlays	9,818.35
Total Expense	598,683.65
Net Ordinary Income	23,357.10
Net Income	23,357.10

Thurston Conservation District
Profit & Loss
August 2019

	Aug 19
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	242.46
3431130 · Soil Testing	300.10
3431120 · Rental Income	65.94
	608.50
Total 3431100 · Retail Sales	
3611100 · Interest Income	0.65
3300000 · Grant Revenue	43,087.61
3685201 · Rates and Charges	1,690.01
Total Income	45,386.77
Gross Profit	45,386.77
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	64,713.97
5314101 · Legal Fees & Services	12,762.50
5314102 · Audit & Accounting	877.31
5314103 · Computer Services	1,273.00
5314400 · Advertising	11.24
5314117 · Soil Testing	426.00
5314104 · Janitorial Services	225.00
5314700 · Utilities	370.16
5314503 · Equipment Leases	370.68
5314200 · Communications	704.89
5354800 · Repairs & Maintenance	300.27
5313101 · Office Supplies	1,828.16
5314202 · Postage & Shipping	138.37
Project Expenses	
5314901 · Meeting & Event Supplies	256.22
5313103 · Project Supplies	4,831.46
5314113 · Teacher Substitute Stipends	615.00
Total Project Expenses	5,702.68
5314307 · Licenses and Permits	225.00
5314300 · Staff - Travel	254.06
5314301 · Board Travel	335.84
5314108 · Construction & Landscaping	380.00
5314110 · Bank Fees & Interest Charges	66.44
5314600 · Liability Insurance Premiums	16,510.25
5314111 · Late Fees & Penalties	39.00
5945360 · Capital Outlays	
5966601 · Office Furniture & Equipment	39.31
5966402 · Computer & Software Purchases	104.35
Total 5945360 · Capital Outlays	143.66
Total Expense	107,658.48
Net Ordinary Income	-62,271.71
Net Income	-62,271.71

Thurston Conservation District

Profit & Loss Prev Year Comparison

August 2019

	Aug 19	Aug 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3411140 · TCD Equipment Rentals	242.46	119.38	123.08	103.1%
3431130 · Soil Testing	300.10	729.13	-429.03	-58.8%
3431120 · Rental Income	65.94	65.94	0.00	0.0%
Total 3431100 · Retail Sales	608.50	914.45	-305.95	-33.5%
3611100 · Interest Income	0.65	5.19	-4.54	-87.5%
3300000 · Grant Revenue	43,087.61	102,995.90	-59,908.29	-58.2%
3685200 · County Assessment	0.00	440.98	-440.98	-100.0%
3685201 · Rates and Charges	1,690.01	0.00	1,690.01	100.0%
Total Income	45,386.77	104,356.52	-58,969.75	-56.5%
Gross Profit	45,386.77	104,356.52	-58,969.75	-56.5%
Expense				
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	64,713.97	42,421.77	22,292.20	52.6%
5314101 · Legal Fees & Services	12,762.50	2,000.00	10,762.50	538.1%
5314102 · Audit & Accounting	877.31	4,968.46	-4,091.15	-82.3%
5314103 · Computer Services	1,273.00	1,467.00	-194.00	-13.2%
5314100 · Professional Services	0.00	5,799.23	-5,799.23	-100.0%
5314400 · Advertising	11.24	0.00	11.24	100.0%
5314117 · Soil Testing	426.00	213.80	212.20	99.3%
5314104 · Janitorial Services	225.00	225.00	0.00	0.0%
5314501 · Office Rent	0.00	3,950.00	-3,950.00	-100.0%
5314700 · Utilities	370.16	315.62	54.54	17.3%
5314503 · Equipment Leases	370.68	184.67	186.01	100.7%
5314504 · Vehicle Leases	0.00	577.00	-577.00	-100.0%
5314200 · Communications	704.89	370.64	334.25	90.2%
5313102 · Photocopier Usage	0.00	172.91	-172.91	-100.0%
5354800 · Repairs & Maintenance	300.27	742.39	-442.12	-59.6%
5313101 · Office Supplies	1,828.16	64.07	1,764.09	2,753.4%
5314202 · Postage & Shipping	138.37	59.86	78.51	131.2%
5313401 · Plants for Resale	0.00	1,877.00	-1,877.00	-100.0%
Project Expenses				
5314901 · Meeting & Event Supplies	256.22	75.12	181.10	241.1%
5313103 · Project Supplies	4,831.46	1,209.23	3,622.23	299.6%
5314113 · Teacher Substitute Stipends	615.00	0.00	615.00	100.0%
Total Project Expenses	5,702.68	1,284.35	4,418.33	344.0%
5314307 · Licenses and Permits	225.00	117.00	108.00	92.3%
5314302 · Staff - Conference & Training	0.00	40.00	-40.00	-100.0%
5314300 · Staff - Travel	254.06	23.05	231.01	1,002.2%
5314301 · Board Travel	335.84	0.00	335.84	100.0%
5314108 · Construction & Landscaping	380.00	47,600.00	-47,220.00	-99.2%
5314110 · Bank Fees & Interest Charges	66.44	165.55	-99.11	-59.9%
5314600 · Liability Insurance Premiums	16,510.25	951.25	15,559.00	1,635.6%
5314111 · Late Fees & Penalties	39.00	22.41	16.59	74.0%
5945360 · Capital Outlays				
5966601 · Office Furniture & Equipment	39.31	0.00	39.31	100.0%
5966402 · Computer & Software Purchases	104.35	0.00	104.35	100.0%
Total 5945360 · Capital Outlays	143.66	0.00	143.66	100.0%
Total Expense	107,658.48	115,613.03	-7,954.55	-6.9%
Net Ordinary Income	-62,271.71	-11,256.51	-51,015.20	-453.2%
Net Income	-62,271.71	-11,256.51	-51,015.20	-453.2%

Thurston Conservation District
Balance Sheet
As of August 31, 2019

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	16,800.97
3088020 Savings Accounts	
3082002 · Saving-6568 Timberland	51,218.49
3082003 · Saving-2410 Shellfish Fund	9,559.87
Total 3088020 Savings Accounts	60,778.36
3088030 Counter Cash	235.00
Total Checking/Savings	77,814.33
Accounts Receivable	106,649.23
Other Current Assets	
3090500 Prepaid Accounts	
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	3,835.00
3092000 · 309.20.00 Cash on Hand	105.00
Total Other Current Assets	3,940.00
Total Current Assets	188,403.56
TOTAL ASSETS	188,403.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	35,325.84
Credit Cards	3,010.20
Other Current Liabilities	
Sales Taxes Payable	107.80
3861000 · Payroll Liabilities	28,991.66
Total Other Current Liabilities	29,099.46
Total Current Liabilities	67,435.50
Total Liabilities	67,435.50
Equity	120,968.06
TOTAL LIABILITIES & EQUITY	188,403.56

Thurston Conservation District
Unrestricted Profit & Loss Budget vs. Actual
 January through August 2019

12:07 PM
 09/19/2019
 Accrual Basis

August 66.67%

Income

3431100 · Retail Sales

3411140 · TCD Equipment Rentals	464.91	500.00	-35.09	92.98%
3431130 · Soil Testing	3,704.43	4,500.00	-795.57	82.32%
3431120 · Rental Income	533.27	791.00	-257.73	67.42%
3411150 · Miscellaneous Sales	6.50	0.00	6.50	100.0%
3611100 · Interest Income	14.42	50.00	-35.58	28.84%
3670000 · Contributions Private	2,500.00	2,500.00	0.00	100.0%
3300000 · Grant Revenue	47,143.66	90,044.00	-42,900.34	52.36%
3685201 · Rates and Charges	314,418.28	551,475.00	-237,056.72	57.01%
Program Allocations	-28,304.81	-101,856.00	73,551.19	27.79%
5966699 · Vehicle Allocation	3,163.32	5,049.00	-1,885.68	62.65%
5314999 · Overhead Allocation	29,699.17	36,574.00	-6,874.83	81.2%

Total Income

373,343.15 589,627.00 -216,283.85 63.32%

Expense

5531010 · Salaries & Benefits

5531010 · District Services	68,690.65	147,368.00	-78,677.35	46.61%
5531010 · Public Records Requests	7,474.86	10,634.00	-3,159.14	70.29%
5531010 · Elections	2,432.28	2,000.00	432.28	121.61%
5531010 · Staff Training	4,503.82	8,000.00	-3,496.18	56.3%
5531010 · Funding Development	3,906.05	8,020.00	-4,113.95	48.7%
5531010 · Working Lands	4,705.80	10,000.00	-5,294.20	47.06%
5531010 · Working Lands	0.00	3,000.00	-3,000.00	0.0%
5314101 · Legal Fees & Services	0.00	3,000.00	-3,000.00	0.0%
5314101 · Legal Fees & Services	47,020.08	54,000.00	-6,979.92	87.07%
5314102 · Audit & Accounting	10,171.59	16,824.00	-6,652.41	60.46%
5314103 · Computer Services	7,627.86	22,710.00	-15,082.14	33.59%
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	941.26	2,436.00	-1,494.74	38.64%
5314117 · Soil Testing	2,023.40	3,000.00	-976.60	67.45%
Governance Training/Study	0.00	0.00	0.00	0.0%
Hiring Costs	8,927.72	10,000.00	-1,072.28	89.28%
5314104 · Janitorial Services	1,800.00	3,784.00	-1,984.00	47.57%
5314501 · Office Rent	31,600.00	47,400.00	-15,800.00	66.67%
5314700 · Utilities	4,795.93	7,749.00	-2,953.07	61.89%
5314503 · Equipment Leases	2,028.23	3,072.00	-1,043.77	66.02%
5314504 · Vehicle Leases	0.00	3,730.00	-3,730.00	0.0%
5314200 · Communications	3,675.18	7,385.00	-3,709.82	49.77%
5313102 · Photocopier Usage	1,526.47	4,059.00	-2,532.53	37.61%

Thurston Conservation District
Unrestricted Profit & Loss Budget vs. Actual
 January through August 2019

12:07 PM
 09/19/2019
 Accrual Basis

August 66.67%

	Jan - Aug 19	Budget	\$ Over Budget	% of Budget
5354800 · Repairs & Maintenance	2,728.53	6,000.00	-3,271.47	45.48%
5313101 · Office Supplies	3,061.46	5,000.00	-1,938.54	61.23%
5314202 · Postage & Shipping	577.68	3,000.00	-2,422.32	19.26%
5313401 · Plants for Resale	1,156.95	3,000.00	-1,843.05	38.57%
5314901 · Meeting & Event Supplies	288.60	1,500.00	-1,211.40	19.24%
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	6,475.00	7,000.00	-525.00	92.5%
Board Meeting Snacks	202.21	745.00	-542.79	27.14%
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	1,371.14	5,500.00	-4,128.86	24.93%
5314301 · Board Travel	399.64	5,000.00	-4,600.36	7.99%
5314110 · Bank Fees & Interest Charges	1,741.15	2,000.00	-258.85	87.06%
5314600 · Liability Insurance Premiums	24,730.00	14,091.00	10,639.00	175.5%
5314111 · Late Fees & Penalties	231.00	500.00	-269.00	46.2%
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 Savings Plan	0.00	10,000.00	-10,000.00	0.0%
5966601 · Office Furniture & Equipment	731.16	1,500.00	-768.84	48.74%
5966402 · Computer & Software Purchases	159.30	5,000.00	-4,840.70	3.19%
Total Expense	317,392.71	587,007.00	-269,614.29	54.07%

Thurston Conservation District
Restricted Budgets vs Actuals
August 2019

Not yet signed and not yet vouchered.

	Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	2019 Remaining Budget	% of Total Time	% of Total Budget
RCO	East Fork McLane Project	R030	1-Mar-17	31-Dec-20	110,500.00	5,563.00	448.35	5,114.65	65.22%	95.37%
	ESRP Shore Friendly	R035	1-Jul-19	1-Jul-21	227,551.00	56,887.75	3,934.73	52,953.02	8.00%	1.73%
DOF	Deschutes	E100	WQC-2018-ThurCD-00174	1-Jul-19	30-Apr-22	247,511.00	49,502.20	6,333.03	5.88%	2.56%
WSCC	Livestock	W025	20-13-LT	1-Jul-19	30-Jun-21	50,000.00	12,500.00	4,045.63	8.33%	8.09%
	Drought Funding	W040	19-13-DR	1-Jul-19	31-Dec-19	53,050.00	53,050.00	626.63	0.00%	1.18%
	FY18-19 Chehalis Flood	W050	18-13-FL	1-Mar-18	30-Jun-21	132,400.00	68,573.00	47,578.67	45.00%	84.14%
	FY19-20 Chehalis Flood	W050	20-13-FL	1-Jul-19	30-Jun-21	93,226.82	23,306.71	0.00	8.33%	0.00%
	CTA	W055	20-13-IM	1-Jul-19	30-Jun-20	11,111.00	5,555.50	0.00	16.67%	0.00%
	Shellfish Cost Share TA	W060	20-13-SH	15-Aug-19	30-Jun-21	30,113.46	7,528.37	2,349.83	0.00%	7.80%
	Shellfish Cost Share	W060 CS	20-13-SH	15-Aug-19	30-Jun-21	120,453.84	30,113.46	0.00		0.00%
	FY17-19 CREP TA	W070	18-13-CE	1-Jul-17	30-Jun-19	68,247.00	11,184.11	11,184.11	108.33%	50.87%
	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	108.33%	77.36%
	FY19-21 CREP TA	W070	20-13-CE	1-Jul-19	30-Jun-21	33,847.00	8,461.75	1,971.32	8.33%	5.82%
	FY19-21 CREP Cost Share	W070 CS	20-13-CE	1-Jul-19	1-Jul-21		380.00		8.00%	
	NRI Cost Share	W080	20-13-NR	1-Jul-19	30-Jun-21	95,750.00	23,937.50	2,307.22	8.33%	2.41%

	Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	2019 Remaining Budget	% of Total Time	% of Total Budget
Miscellaneous	Soil Health Grant	M065	16-49-TS	21-Jun-17	15-Aug-20	30,736.34	23,730.34	19,935.80	71.05%	87.65%
	JBLM - SLP	M075		1-Jul-19	30-Jun-21	18,750.00	4,687.50	1.16	8.33%	0.01%
	Working Lands Initiative	M100		1-Aug-19	31-Dec-19	3,000.00	3,000.00	186.33	20.00%	6.21%
	VSP 2019	M400		1-Jan-18	30-Jun-19	77,460.00	65,938.00	65,937.78	111.11%	100.00%
	VSP 2020	M400		1-Jul-19	30-Jun-21	74,000.00	18,500.00	27,680.85	8.33%	37.41%
	TCD VSP	M450		1-Feb-19	30-Jun-20	40,000.00	40,000.00	248.44	41.18%	0.62%
	Shellfish NTA	M600		1-Jul-19	30-Jun-20	130,525.00	65,262.50	16,028.26	16.67%	12.28%
	Riparian NTA	M650		1-Jul-19	28-Feb-21	37,000.00	12,500.00	312.55	10.00%	0.84%
	Orca Recovery Day	M060		31-Aug-19	31-Dec-19	4,500.00	4,500.00		20.00%	0.00%
	Climate Change Workshop	M700		1-Aug-19	31-Dec-19	500.00	500.00	76.73	20.00%	15.35%

Thurston Conservation District
Restricted Budgets vs Actuals
 August 2019

Not yet signed and not yet vouchered.

	Account Number	Grant Number	Grant Period		Total Grant Amount	2019 Budget	2019 Actual	2019 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	29,715.62	19,484.38	66.67%	60.40%
	TCC	TCC	1-Jan-12	Until Spent	69,813.00	44,144.00	22,597.45	21,546.55	NA	69.14%
	NOAA ELG	G019.105	1-May-16	30-Jun-19	45,059.33	4,350.33	4,350.33	0.00	105.26%	100.00%
	FY18-19 NOAA B-WET	G019.106	1-Aug-18	31-Jul-19	12,421.06	10,577.06	10,577.06	0.00	108.33%	100.00%
	FY19-20 NOAA B-WET	G019.106	1-Aug-19	31-Jul-20	18,313.76	2,500.00	348.00	2,152.00	0.00%	1.90%
	TCD Nearshore	G019.115	1-Jan-19	31-Dec-19	18,300.00	18,300.00	8,242.82	10,057.18	66.67%	45.04%
	TCD Allocation	G019.110	1-Jan-19	31-Dec-19	20,501.00	20,501.00	13,206.45	7,294.55	66.67%	64.42%
	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	66.67%	100.00%
	Prairies and Pollinators	G019.27	22-Mar-17	31-Aug-19	30,000.00	19,859.00	6,779.93	13,079.07	100.00%	56.40%

Thurston Conservation District Payments Made Detail Report August 2019

1:21 PM
09/19/2019
Accrual Basis

Type	Date	Num	Name	Funding Code	Account	Amount
Credit Card Charge	08/01/2019	8826	Indeed	UNRESTRICTED:A038 - Employee Recruit	5314400 · Advertising	-3.27
Check	08/02/2019	EFT	Regence - Health Care	UNRESTRICTED:W086 Implementation	5312011 · Medical Benefits	-6,959.48
Credit Card Charge	08/02/2019	8800	Big Lots	UNRESTRICTED:W086 Implementation	5313101 · Office Supplies	-7.60
Credit Card Charge	08/05/2019		Ground Mound Food Mart	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	-40.32
Credit Card Charge	08/06/2019	8802	Costco	GREEN:G019-SS GREEN(General)	5313103 · Project Supplies	-95.58
Credit Card Charge	08/06/2019	8682	Haggen	MISC:M400 - VSP	5314901 · Meeting & Event Supplies	-16.57
Credit Card Charge	08/06/2019	8769	City of Olympia	GREEN:G019-SS GREEN(General)	5314307 · Parking fees	-1.25
Liability Check	08/07/2019	EFT	WA St Dept of Retirement Systems	UNRESTRICTED:Administration	PERS	-9,031.17
Liability Check	08/07/2019	EFT	Internal Revenue Service	UNRESTRICTED:Administration	Payroll Taxes	-5,402.46
Credit Card Charge	08/07/2019	8804	Crains Office Supply	RCO:R035 - ESRP Shore Friendly:R035.2 -	5313101 · Office Supplies	-611.09
Credit Card Charge	08/07/2019		T Sheets	UNRESTRICTED:W086 Implementation	5314102 · Audit & Accounting	-76.51
Credit Card Charge	08/07/2019	8805	Amazon	UNRESTRICTED:W086 Implementation	5966402 · Computer & Software Purchases	-30.59
Liability Check	08/08/2019		QuickBooks Payroll Service	UNRESTRICTED:Administration	Payroll	-12,753.36
Liability Check	08/08/2019		QuickBooks Payroll Service	UNRESTRICTED:Administration	Payroll	-4,451.10
Bill Pmt -Check	08/08/2019	20120	Whitlock Limited Partnership 1	UNRESTRICTED:W086 Implementation	Office Rent & Utilities	-4,430.99
Bill Pmt -Check	08/08/2019	20118	WACD	DISTRICT SERVICES:W097 - Plant Sale	5313401 · Plants for Resale	-2,382.45
Bill Pmt -Check	08/08/2019	20108	North Thurston Public Schools	GREEN:NOAA B-WET & TCD Nearshore	Teach Stipends & Bus Transportation	-1,858.25
Bill Pmt -Check	08/08/2019	20117	WA St University Energy Program	UNRESTRICTED:W086 Implementation	5314103 · Computer Services	-1,273.00
Bill Pmt -Check	08/08/2019	20119	Wells Fargo	UNRESTRICTED:W086 Implementation	Wells Fargo Payment	-630.41
Bill Pmt -Check	08/08/2019	20103	Comcast	UNRESTRICTED:W086 Implementation	Internet and Telephone	-376.61
Bill Pmt -Check	08/08/2019	20115	United Concordia Insurance Co	UNRESTRICTED:W086 Implementation	5312012 · Dental Benefits	-326.10
Bill Pmt -Check	08/08/2019	20110	Puget Sound Energy	UNRESTRICTED:W086 Implementation	Electricity and Gas	-249.78
Bill Pmt -Check	08/08/2019	20113	Ricoh, USA Inc - Usage	UNRESTRICTED:W086 Implementation	5313102 · Photocopier Usage	-233.51
Bill Pmt -Check	08/08/2019	20107	King Conservation District	DISTRICT SERVICES:A040 - Envirothon Pr	5314100 · Professional Services	-200.00
Bill Pmt -Check	08/08/2019	20102	A & L Western Agricultural Laboratories	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	-196.80
Bill Pmt -Check	08/08/2019	20106	Get Outside Olympia	GREEN:G019.27 Prairies and Pollinators	5314100 · Professional Services	-196.32
Bill Pmt -Check	08/08/2019	20112	Ricoh USA, Inc.	UNRESTRICTED:W086 Implementation	5314503 · Equipment Leases	-185.34
Bill Pmt -Check	08/08/2019	20114	Tumwater School District	GREEN:G019.115 TCD Nearshore	5314112 · Bus Transportation	-137.05
Bill Pmt -Check	08/08/2019	20105	FP Mailing Solutions	UNRESTRICTED:W086 Implementation	5314503 · Equipment Leases	-121.32
Bill Pmt -Check	08/08/2019	20116	VSP - Vision Care	UNRESTRICTED:W086 Implementation	5312011 · Medical Benefits	-86.02
Check	08/08/2019	EFT	Postal IA	UNRESTRICTED:Administration	5314202 · Postage & Shipping	-50.00

Type	Date	Num	Name	Funding Code	Account	Amount
Bill Pmt -Check	08/08/2019	20111	Regence - Life Insurance	UNRESTRICTED:W086 Implementation	5312017 - Life Insurance	-30.62
Bill Pmt -Check	08/08/2019	20109	Pacific Disposal	UNRESTRICTED:W086 Implementation	5314702 - Garbage Service	-30.09
Bill Pmt -Check	08/08/2019	20104	Deschutes Law Group		VOID	0.00
Credit Card Charge	08/12/2019	2019-0812	Premier Media Group	UNRESTRICTED:W086 Implementation	5314307 - Licenses and Permits	-225.00
Credit Card Charge	08/12/2019	8814	NewEgg	UNRESTRICTED:Administration	5966402 - Computer & Software Purchases	-65.57
Credit Card Charge	08/12/2019		Wells Fargo	UNRESTRICTED:Administration	5314111 - Late Fees & Penalties	-39.00
Credit Card Charge	08/12/2019	8809	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 - Postage & Shipping	-10.94
Credit Card Charge	08/13/2019	8823	NewEgg	UNRESTRICTED:Administration	5966402 - Computer & Software Purchases	-8.19
Credit Card Charge	08/15/2019	8815	Cornell Soil Health Lab	MISC:M065 - Soil Health	5314117 - Soil Testing	-330.00
Credit Card Charge	08/15/2019	8811	Amazon	UNRESTRICTED:Administration	5966601 - Office Furniture & Equipment	-39.31
Credit Card Charge	08/15/2019	8812	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 - Postage & Shipping	-10.94
Liability Check	08/16/2019	EFT	WA St Dept of Retirement Systems	UNRESTRICTED:Administration	DCP	-50.00
Credit Card Charge	08/18/2019		Wells Fargo	UNRESTRICTED:Administration	5314110 - Bank Fees & Interest Charges	-18.34
Check	08/19/2019	EFT	Postal IA	UNRESTRICTED:Administration	5314202 - Postage & Shipping	-50.00
Bill Pmt -Check	08/20/2019	20123	Deschutes Law Group	UNRESTRICTED:W086 Implementation	5314101 - Legal Fees & Services	-8,000.00
Bill Pmt -Check	08/20/2019	20127	North Thurston Public Schools	GREEN:G019.27 Prairies and Pollinators	5314112 - Bus Transportation	-5,431.14
Bill Pmt -Check	08/20/2019	20132	WA St Auditor's Office	UNRESTRICTED:Administration	5314102 - Audit & Accounting	-800.80
Bill Pmt -Check	08/20/2019	20128	Olympia School District	GREEN:G019.106 NOAA BAWET	5314113 - Teacher Substitute Stipends	-348.00
Bill Pmt -Check	08/20/2019	20051	Olympian, The	UNRESTRICTED:Administration	5314400 - Advertising	-300.50
Bill Pmt -Check	08/20/2019	20124	Jan-Pro Cleaning Systems	UNRESTRICTED:W086 Implementation	5314104 - Janitorial Services	-225.00
Bill Pmt -Check	08/20/2019	20131	VSP - Vision Care	UNRESTRICTED:Administration	5312011 - Medical Benefits	-86.02
Bill Pmt -Check	08/20/2019	20130	Petrocard	UNRESTRICTED:Administration	5313201 - Vehicle Fuel	-33.56
Bill Pmt -Check	08/20/2019	20125	Karin Strelloff	WSCC:W050 - Chehalis Flood Outreach	5314304 - Mileage	-31.90
Credit Card Charge	08/20/2019	8884	Farm Fresh Market	MISC:M400 - VSP	5314901 - Meeting & Event Supplies	-26.75
Credit Card Charge	08/20/2019	8816	Wagners European Bakery	UNRESTRICTED:A038 - Employee Recruit	5314901 - Meeting & Event Supplies	-24.60
Bill Pmt -Check	08/20/2019	20121	A Peterson	MISC:M400 - VSP	5314304 - Mileage	-23.20
Bill Pmt -Check	08/20/2019	20133	White, Nora	MISC:M400 - VSP	5314304 - Mileage	-20.30
Bill Pmt -Check	08/20/2019	20126	Mara Healy	UNRESTRICTED:A120-Vehicles	5314304 - Mileage	-9.86
Credit Card Charge	08/20/2019	8817	Farm Fresh Market	UNRESTRICTED:Administration	5314901 - Meeting & Event Supplies	-4.89
Bill Pmt -Check	08/20/2019	20122	Crains Office Supply		VOID	0.00
Credit Card Charge	08/21/2019	8819	The Olympia Seafood Company	UNRESTRICTED:A037 - Staff Training (Unf	5314901 - Meeting & Event Supplies	-38.25
Credit Card Charge	08/21/2019	8818	Safeway	UNRESTRICTED:A037 - Staff Training (Unf	5314901 - Meeting & Event Supplies	-15.94
Liability Check	08/22/2019		QuickBooks Payroll Service	UNRESTRICTED:Administration	Payroll	-16,377.29
Bill Pmt -Check	08/22/2019	20134	Shawn Newman	UNRESTRICTED:Administration	5314101 - Legal Fees & Services	-6,000.00
Liability Check	08/22/2019	EFT	Internal Revenue Service	UNRESTRICTED:Administration	Payroll Taxes	-5,139.50
Liability Check	08/22/2019	EFT	WA St Dept of Employment Security	UNRESTRICTED:Administration	3861010 - WA - Family & Medical Leave	-169.60

Type	Date	Num	Name	Funding Code	Account	Amount
Liability Check	08/22/2019	EFT	WA St Dept of Retirement Systems	UNRESTRICTED:Administration	DCP	-50.00
Credit Card Charge	08/26/2019	8821	Party City	UNRESTRICTED:A037 - Staff Training (Unf	5314901 · Meeting & Event Supplies	-10.86
Credit Card Charge	08/27/2019	8822	Vic's Pizzeria	UNRESTRICTED:Administration	5314901 · Meeting & Event Supplies	-80.68
Bill Pmt -Check	08/27/2019	EFT	Pacific Disposal	UNRESTRICTED:W086 Implementation	5314702 · Garbage Service	-1.65
Credit Card Charge	08/29/2019	189295-0	Crains Office Supply	UNRESTRICTED:Administration	5313101 · Office Supplies	-56.80
Credit Card Charge	08/29/2019	8825	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	-16.49
Credit Card Charge	08/30/2019	8828	Amazon	UNRESTRICTED:Administration	5354801 · Office Equipment	-65.55
Credit Card Charge	08/30/2019	189295-1	Crains Office Supply	UNRESTRICTED:Administration	5313101 · Office Supplies	-7.31
Credit Card Charge	08/31/2019	8846	Facebook	MISC:M700 - Climate Change Workshop	5314400 · Advertising	-7.97

Thurston Conservation District Board of Supervisors
August 22nd, 2019
Special Meeting Minutes (2:00pm - 5:00 pm)
Regular Meeting Minutes (5:30pm – 8:00pm)



Special Meeting: 2:00 pm – 5:00 pm

Present at Meeting:

Paul Pickett, TCD Board Chair	TJ Johnson, TCD Board Supervisor
Doug Rushton, TCD Board Supervisor	Jean Fike, Conservation Commission

1. Search Committee report

Supervisor Johnson summarized the results of the Executive Director candidate search: Ten applications were received. Four applications were incomplete and ineligible. Six applications were reviewed and three were selected for interview. The three finalists met with staff and with the public at separate meetings on August 20th. A list of interview questions were developed for Board review.

The Board reviewed and edited interview questions.

Special Meeting recessed at 2:24pm

Executive Session: Evaluate the qualifications of an applicant for public employment, RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment. Candidate Charlene Andrade, Jean Fike, and Supervisors Pickett, Johnson and Rushton in attendance. 2:30pm – 3:00pm.

Special Meeting recessed.

Executive Session: Evaluate the qualifications of an applicant for public employment, RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment. Candidate Tim O'Brien, Jean Fike, and Supervisors Pickett, Johnson and Rushton in attendance. 3:15pm – 3:45pm.

Special Meeting recessed.

Executive Session: Evaluate the qualifications of an applicant for public employment, RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment. Candidate Sarah Moorehead, Jean Fike, and Supervisors Pickett, Johnson and Rushton in attendance. 4:00pm – 4:30pm.

Special Meeting recessed.

Executive Session: Evaluate the qualifications of an applicant for public employment, RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment. Candidate Jean Fike, Supervisors Pickett, Johnson and Rushton in attendance. 4:35pm – 5:00pm. Special Meeting adjourned.

Regular Meeting: 5:30pm – 8:00pm

Present at Meeting:

Paul Pickett, TCD Board Chair	Sarah Moorehead, TCD Executive Director
Doug Rushton, TCD Board Supervisor	Ben Cushman, TCD Attorney
TJ Johnson, TCD Board Supervisor	Leah Kellogg, TCD Staff
Jean Fike, Conservation Commission	Tony Wilson, Public

Action Items:

1. Dissolve the position of Interim Executive Director.
2. The Executive Director will bring an updated copy of the Mid-Year Budget Revision for approval at the next meeting.
3. The findings in the Audit report will be sent to Enduris, The Executive Director will send the Report.
4. Draft a press release and send to the appropriate sources that announces the successful Audit Report and the WSCC renewed confidence in the district.
5. The results of meeting with County Auditor Mary Hall will be discussed in the September 12th Work Session.

Motions Passed:

1. *Supervisor Rushton moved to adopt the Revised Agenda. Supervisor Johnson seconded. Motion passed unanimously.*
2. *Supervisor Johnson moved to adopt the Consent Agenda. Supervisor Rushton seconded. Motion passed unanimously.*
3. *Supervisor Rushton moved to offer the position of Executive Director of Thurston Conservation District to Sarah Moorehead. Supervisor Johnson seconded. Motion passed unanimously.*
4. *Supervisor Johnson motioned moving \$10,000 from Government Training Study into legal fees and advises Staff to update the Mid-Year Budget Revision Amendment based on the changes to staffing. Supervisor Rushton seconded. Motion passed unanimously*
5. *Supervisor Johnson moved to appoint Supervisor Doug Rushton as Auditor until such time that the Board chooses to revisit that decision. Supervisor Pickett seconded. Motion passed. Supervisor Rushton abstained.*
6. *Supervisor Rushton motioned to approve the substantive term of the Shellfish MTA MOU with a signature to occur upon receipt of a contract that include terms incorporated by writing of terms incorporated by reference. Supervisor Johnson seconded. Motion passed unanimously.*
7. *Supervisor Rushton moved to re-adopt the Actions and Motions of Thurston Conservation District from February 2019 through July 2019. Supervisor Johnson seconded. Motion passed unanimously.*
8. *Supervisor Johnson moved to direct Council offer a settlement in an amount not to exceed \$6000.00 to resolve all claims against all parties in the Hanna case. The amount of which*

87 *will be offset in reduction of council fees in Hanna case with no net loss to the District.*

88 *Counsel recommends settling.*

89 *Supervisor Pickett and Rushton recused themselves and Supervisor Johnson voted aye. The*
90 *legal counsel advised that, in this case, with three as a Quorum, a vote of 1 aye and 2*
91 *recusals is a legal passage of the motion. Motion passed.*

92 *9. Supervisor Johnson moved to direct Staff to retain Jeff Freimund to represent the District in*
93 *the Cross Claim filed by Sean Newman in the West case and any other related claims.*

94 *Supervisor Rushton seconded. Motion passed unanimously.*

95 *10. Supervisor Rushton moved to adjourn the meeting. Supervisor Johnson seconded. Motion*
96 *passed unanimously.*

97
98 **Regular Monthly Meeting: 5:30 pm – 8:00 pm**

99
100 **Welcome & Introductions**

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

103
104 David Iyall and Betsie DeWreede were unavailable and were excused.

105
106 **Washington State Conservation Commission Legal Update, Jean Fike**

107
108 Washington Conservation Commission held a special session on July 20, 2019 to discuss ongoing
109 Legal issues. Much of the meeting was in executive session. The Commission passed a Motion at
110 that meeting as follows:

111 ***Motion by Commissioner Longrie, to recommend that the Conservation Commission direct the***
112 ***Attorney General office to Appeal the decision by Superior Court in the matter of Johnson vs.***
113 ***Conservation Commission and enter the process of entering a Stay of Superior Court Judges***
114 ***decision, seconded by Commissioner Williams, motion passed.***

115 Fike noted that there is no written decision, and the timeline is uncertain. Counsel Cushman noted
116 that there is only an oral ruling, so the status of the affected Board seat is uncertain.

117
118 **Agenda Review**

119) Items in the agenda were reordered.

120) A quick election update was added.

121 ***Supervisor Rushton moved to adopt the Revised Agenda. Supervisor Johnson seconded. Motion***
122 ***passed unanimously.***

123
124 **Consent Agenda – ACTION ITEM**

125 **A.** July Financial Report

126 **B.** July 2nd, 2019 Board Meeting Minutes

- 127 C. July 25th, 2019 Board Meeting Minutes
- 128 D. WACD Resolution: CD input into WSCC staff evaluations
- 129 E. WACD Resolution: OPMA “whistleblower” protection
- 130 F. WACD Resolution: WSCC Criteria for allegations against supervisors
- 131 G. WSCC Cost Share Contract: 7632
- 132 H. WSCC Cost Share Contract: 11306
- 133 I. **Shellfish NTA MOU: removed, moved to 7-E before Governance**
- 134 J. Riparian NTA MOU
- 135 K. TRPC MOU
- 136 L. WSCC Shellfish Cost Share Addendum
- 137 M. WSCC Drought Funding Addendum

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

140

141 **Hiring a TCD Executive Director**

142 Supervisor Johnson reviewed the hiring process:

- 143) July 25, 2019: The Search Committee was formed at the regular Board meeting, consisting of
- 144 Supervisor Doug Rushton, Supervisor T.J. Johnson and Nora White (representing Staff).
- 145) Notice of the position was posted in July on the website and other job sites with an
- 146 application deadline of August 2, 2019.
- 147) Ten applications were received.
- 148) August 8, 2019: The committee met to review applicants. Four applications were incomplete
- 149 and ineligible. The Committee reviewed six applications that met the criteria, and
- 150 recommended 3 candidates to recommend for interviews and a Board decision.
- 151) August 8, 2019: The Board at its Work Session approved 3 candidates: Charlene Andrade,
- 152 Tim O’Brian, and Sarah Moorehead.
- 153) The Committee organized interviews of the candidates with staff, and an open house to
- 154 meet with the public.
- 155) August 20, 2019: Staff interviews took place in the morning. The open house took place in
- 156 the evening.
- 157) Nora White compiled staff comment and public comments and sent them to the Board prior
- 158 to interviews.
- 159) August 22, 2019: At the Special Session, Board interviewed candidates, and discussed the
- 160 merits of each candidate.

161 ***Supervisor Rushton moved to offer the position of Executive Director of Thurston Conservation***
162 ***District to Sarah Moorehead. Supervisor Johnson seconded. Motion passed unanimously.***

163
164) Effective date of the hire is September 1, 2019.
165) WSCC supports the decision and will assist with the paperwork.
166) Supervisor Pickett and Johnson will develop a hiring letter, and meet with Ms. Moorehead
167 on August 29th, 2019 to discuss hiring letter, expectations, paperwork, and hiring dates.
168) Supervisor Johnson will attend the next Staff meeting to announce decision.
169) Supervisor Johnson will contact the other applicants to notify them of the Board's decision.
170) Supervisor Pickett will contact Ramiro Chavez at Thurston County to notify him of the
171 Board's decision.

172 **Public Comment**

173 Tony Wilson, Public

174 **Partner Reports**

175 Natural Resources Conservation Service (NRCS)

176) Jeff Swotek was absent - no report.

177 Washington State Conservation Commission (WSCC), Jean Fike

178) WSCC cancelled the all-Districts Election and Policy Meeting in Ellensburg

179) A tour was organized for staff of the Organization of Financial Management, to help
180 clarify what Districts do and how the funding is allocated.

181) WSCC is confident of how the District is functioning, and will be stepping back from
182 attending every TCD meeting. They are going to start attending once a month, and
183 then after a few months, once a quarter. WSCC is always available in a support role
184 when necessary.

185) Supervisor asked about support for strategic planning. Stu Trefry will provide support,
186 along with Ms Fike.

187 Washington Association of Conservation Districts (WACD), Doug Rushton

188) A written report was provided.

189) Attended a Conservation Commission workshop in Ellensburg. The workshop came
190 up with a blanket statement to cover all the Districts:

191 "Conservation Districts are the community hub, bringing people and resources
192 together through voluntary locally lead conservation, ensuring a healthy and
193 sustainable future."

194 National Association of Conservation Districts (NACD), Doug Rushton

195) Written report was provided.

- 196) Farm Bill listening session hosted by Michael Crowderawler, the first Vice President
197 of NACD on August 21, 2019 at Barker Ranch, West Richland. Leaders in Farm Bill
198 implementation attended, including Associate NRCS Chief Norton.
199) In order to implement the Farm Bill, NRCSACD will have to allocate more staff.

200 **Financial Report**

201 2019 Mid-Year Budget Revision Amendment, Sarah Moorehead - **Action Item**

- 202) The Mid-Year Revision Amendment was tabled until September.
203) Staff discussed cost savings from the Executive Director hire, and possible
204 reallocation of those funds.
205) In the budget, there was \$10,000 for governance training, but this objective was met
206 without spending the money.
207) The Executive Director will update staffing plan, for the September meeting, which
208 also allows reallocation of funding.

209 ***Supervisor Johnson motioned moving \$10,000 Government training study into Legal fees and***
210 ***advice staff to update the Mid-Year Budget Revision Amendment based on the changes to***
211 ***staffing. Supervisor Rushton seconded. Motion passed unanimously***

212 Rates and Charges Renewal Update, Sarah Moorehead

- 213) The Executive Director reached out to a county representative: no updates and the
214 hearing has not been scheduled.
215) Mid-Year Progress Report was submitted to the County before the deadline.
216) The Executive Director shared the “No Findings” Audit Report with the County.

217 TDC Board Vacant Positions

- 218) Supervisor Rushton volunteered to be the sit in Board Auditor until the WSCC appeal
219 is resolved.
220) Rushton awaits a decision by the WSCC in September regarding his application for
221 reappointment to the position he currently holds.

222 ***Supervisor Johnson moved to appoint Supervisor Doug Rushton as Auditor until such time that the***
223 ***Board chooses to revisit that decision. Supervisor Pickett seconded. Supervisor Rushton abstained.***
224 ***Motion passed.***

225 Thurston Conservation District Accountability Audit (2014-2018), Sarah Moorehead

- 226) The audit is done; it was finalized on Monday August 19, 2019. The Auditor’s report
227 offered helpful suggestions that Staff have already started to implement. The Report had
228 no “findings” for the District.
- 229) The next audit will be in 2121 covering 2019-2020.
- 230) The Executive Director will send the findings in the report, along with a WSCC letter
231 stating their vote of confidence, to Enduris.
- 232) The Board requested that staff draft a press release to send out to the appropriate
233 sources that announces the successful Audit Report and WSCC renewed confidence in
234 the district.

235 Shellfish NTA MOU, Sarah Moorehead

- 236) The County would like to add some specific language in the agreement. The terms are
237 the same and contract will be changed by copying and pasting new legal sections.
238 Beyond that addition, nothing else has changed.

239 Counsel articulated the language of the Motion.

240 ***Supervisor Rushton moved to approve the substantive term of the Shellfish MTA MOU with a***
241 ***signature to occur upon receipt of a contract that include terms incorporated by writing of terms***
242 ***incorporated by reference. Supervisor Johnson seconded. Motion passed unanimously.***

243 **Governance**

244 Election Update, All

- 245) A meeting is set for Tuesday August 27th, 2019 with County Auditor Mary Hall to
246 discuss the support they can provide TCD given the 2020 primary elections.
- 247) The results of that meeting will be discussed in the September 12th Work Session.

248 Union Negotiations Update, Sarah Moorehead

- 249) We are still pending schedule for the first bargaining team joint meeting, process
250 is underway.
- 251) Once the negotiation begins, the Board will add a standing Executive Session
252 moving forward for the purpose of updates on negotiations on the agenda,
253 consistent with OPMA.

254 Strategic Planning Process Development, All

- 255) Having the full board present and Stu from the Commission is important. Table to
256 work session.

257 Associate Supervisors and Citizens Advisory Committee Discussion, All

258) The second hour of the Work Session can be spent on this topic.

259) Tabled until the work session

260 **A. September Work Session Topic List, All**

261) Strategic planning- spend at least an hour with the goal of setting a clear process.

262) Minutes

263) Advisory Committee's goal is to start a good solid draft; the Executive Director

264 will provide Citizens Advisory Council Examples from other districts. 30 minutes.

265) MOU and Contracts- intended to brief about what would be signed on regular

266 meeting on consent agenda. 15 minutes

267) Staff Presentation 15 minutes

268) Governance timeline

269 Meeting recessed 7:00pm – 7:12pm

270 **Executive Session:** To discuss pending litigation with legal counsel. Opened at 7:12 for 20 minutes.

271

272 RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to

273 agency enforcement actions, or to discuss with legal counsel representing the agency litigation or

274 potential litigation to which the agency, the governing body, or a member acting in an official

275 capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely

276 to result in an adverse legal or financial consequence to the agency.

277 **Executive Session Recessed at 7:30pm**

278 **Executive Session Report Out - Action Item 7:32 PM**

279) Due to the Superior Court's decision in Johnson vs. WSCC, past motions taken with

280 Supervisor Iyall are not clearly completed actions.

281) Recommendation from Counsel to ratify the actions where Supervisor Iyall was

282 present and accounted for.

283) A list compiled by Staff, reflects Feb- April 2nd 2019 all motions by the Board and April

284 to July 19th 2019 all motions with Supervisor Iyall as mover, the second, or a voter.

285 ***Supervisor Rushton moved to re-adopt the Actions and Motions of Thurston Conservation District***

286 ***in the document provided by Counsel from February 2019 through July 2019. Supervisor Johnson***

287 ***seconded. Motion passed unanimously.***

288 ***Supervisor Johnson moved to direct Council offer a settlement in an amount not to exceed***
 289 ***\$6000.00 to resolve all claims against all parties in the Hanna case. The amount of which will be***
 290 ***offset by a reduction of council fees in Hanna case with no net cost to the District.***

291 ***Supervisor Pickett and Rushton recused themselves and Supervisor Johnson voted aye. The District***
 292 ***Counsel advised that, in this case, with three as a Quorum, a vote of 1 aye and 2 recusals is a legal***
 293 ***passage of the motion. Motion passed.***

294 The District Counsel noted that this is a special accommodation to encourage settlement in the case,
 295 the result being the district doesn't pay any money; this is not a usual accommodation to be used
 296 for similar lawsuits in the future.

297 **Executive Session reconvened**, Counsel Cushman, Sarah Moorehead, Supervisors Pickett, Johnson
 298 and Rushton in attendance, to discuss pending litigation in the West Case and contract outside
 299 counsel, due to a conflict of interest with current Counsel. Opened at 7:35pm for 15minutes–

300 **Executive Session closed at 7:48pm**

301 **Executive Session report out pertaining to the Cross Claim- Action Item**

302 J In the West case, Counsel suggests obtaining outside separate counsel to undertake the
 303 defense of the Cross Claim and any other actions pertaining to the West Case.
 304 Recommendation from Counsel, insurance company, and Supervisors produced 3 firms that
 305 would be appropriate.

306 J Staff has reached out to 3 firms, received proposals from 2 firms; Phillip Bourgeois and
 307 Freimund Jackson and Tardiff. The Board has reviewed them and recommendations from
 308 Executive Director and Counsel. Cost measures may be different between firms.

309 ***Supervisor Johnson moved to direct Staff to retain Jeff Freimund to represent the District in the***
 310 ***Cross Claim filed by Sean Newman in the West case and any other related claims. Supervisor***
 311 ***Rushton seconded. Motion passed unanimously.***

312 Executive Director mentioned that this hiring process followed District Policy 4.6.
 313

314 **Other Reports**

315 A. Board of Supervisor Report- NONE

316 B. Interim Executive Director Report

317 J Thankful the Board for thorough hiring process. She is grateful for the support in
 318 offering her the position.

319 **B. Correspondence**

320) The WACD area meeting is coming up in October.

321

322 ***Supervisor Rushton moved to adjourn the meeting. Supervisor Johnson seconded. Motion passed***
323 ***unanimously.***

324 **Adjourn, All**

325

326 Respectfully,

327

328 _____
329 Paul Pickett, TCD Chair

330

Washington State Conservation Commission

FORM 4: ADDENDUM

Conservation District: Thurston
GRANT PROGRAM: Other: Livestock TA
Overhead Rate: 25%
Submitted By: Sarah Moorehead
Email: smoorehead@thurstoncd.com

Total Grant Award: 50000.00

Intermediate Outcome #1: 30,000.00

A minimum of 10 conservation plans (conservation plans for livestock owners, DNMPs, plans to address regulatory referrals, etc.) will be developed.

Intermediate Outcome #2: 20,000.00

Technical assistance will be provided to a minimum of 60 producers. Participation in Henderson Inlet PIC program and county-wide assistance with regulatory referrals.



MEMO

To: TCD Board of Supervisors

From: Sarah Moorehead (*Executive Director*)

Date: September 26th, 2019

Subject: Reschedule November and December 2019 Meeting

During the September 12th, 2019 work session the Board proposed rescheduling the November and December 2019 Board Meeting and Work Session dates to the following, for approval at the September 26th, 2019 Board Meeting:

Thursday, November 7th, 2019:

November Board Work Session (3:00pm – 5:00pm)

Thursday, November 21st, 2019:

November Regular Board Meeting (5:30pm – 8:00pm)

Thursday, December 12th, 2019:

December Board Work Session (3:00pm – 5:00pm)

December Regular Board Meeting (5:30pm – 8:00pm)

Item

6



MEMO

To: TCD Board of Supervisors

From: Sarah Moorehead (*Executive Director*)

Date: September 26th, 2019

Subject: Proposed Amended Mid-Year Revised Budget

At the August 22nd, 2019 Regular Board Meeting, the Board provided staff with additional revisions to amend the Mid-Year Revised Budget. The revised budget is attached. A summary of the revisions is included below:

1. Combined the IED and the ED positions for a savings of \$22,186 from the original budget amount and a savings of \$28,291 from the mid-year budget.
2. Removed the Governance Training amount from the budget for a savings of \$10,000
3. Increased budget amount to cover unanticipated legal expenses for a cost of by \$20,000.

Additional revisions are proposed based on need and availability of funds:

1. Added a new program allocation line item 1.4.4 'CTA Funding' to reflect the Conservation Technical Assistance required budget proviso associated with the WSCC Implementation Grant dollars in line 1.2.1. This reallocated \$5,556 to the CTA Funding line item.
2. Added \$10,000 of available funding to a new program allocation line item 1.4.5 'TA' utilizing surplus funding to serve TCD customers requesting assistance types that fall outside existing grant funded geographies/priorities.

Notes:

-) The Reserve Fund amount remains at \$65,000.
-) The Office Relocation amount remains at \$10,000.
-) All proposed revisions are included in red with patterned background in the attached budget, and inclusive of notations explaining each revision.
-) The net income in the proposed budget is \$2,621.

Thurston Conservation District
2019 Unrestricted Budget
Proposed Mid-Year Amended Budget
10-Sep-19

Legend

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



Line		Original 2019 Budget	2019 YTD Actual	Revised Budget with Amendments	Budget Difference	Notes
1.0	Income					
1.1	3431100 · Retail Sales					\$8,341
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	
1.2	3300000 · Grant Revenue					\$90,044
1.2.1	3340000 · State Grants	90,000	0	90,044	44	Moved portion of funds to CTA
1.3	3685200 · Rates & Charges	551,475	312,728	551,475		\$551,475
1.4	Program Allocations					-\$86,300
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		
1.4.4	Allocated to CTA Funding	0	0	-5,556	5,556	Portion of WSCC implementation funding set aside for CTA.
1.4.5	Allocated to TA			-10,000	10,000	
1.5	Overhead					\$41,624
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	
1.6	Total Income	601,287		589,628	-11,659	

2.0	Expense					
2.1	5531010 · Salaries & Benefits					\$147,368
2.1.1	Interim / Executive Director (FT)	39,907		60,961	21,054	Combined IED and ED amounts for a savings of \$22,186 from the original budget and a savings of \$28,291 from the mid-year budget
2.1.2	Interim Executive Director	43,240		0	-43,240	
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		
2.2	Staff Time					\$41,654
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
2019 Unrestricted Budget
Proposed Mid-Year Amended Budget
10-Sep-19

Legend

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



Line		Original 2019 Budget	2019 YTD Actual	Revised Budget with Amendments	Budget Difference	Notes
2.3	Professional Services					\$148,470
						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	0		Reduced to cover legal expenses.
2.3.10	Hiring Costs	20,645	4,085	10,000	-10,645	
2.4	Facility, Vehicles and Maintenance					\$90,179
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					\$22,245
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
10-Sep-19

Legend

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



Line		Original 2019 Budget	2019 YTD Actual	Revised Budet with Amendments	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					\$102,000
2.8.1	Reserve Fund	42,795		65,000	22,205	
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		10,000	10,000	
3.0	Total Expense	583,923		587,007	3,084	
4.0	Net Income	17,364		2,621	-14,742	

Item

7



**TCD Board of Supervisors
Monthly Work Session
Thursday, October 10, 2019 (3:00 pm)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588**

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

- | | |
|----|--|
| 1. | Topic List Review |
| 2. | Staff Presentation: South Sound GREEN, Stephanie Bishop (SSG Program Manager) |
| 3. | Minutes Review & Revision:
a. September 26 th , 2019 |
| 4. | TCD Strategic Plan Development
a. Review/revise Resource Priorities for community sessions |
| 5. | 2020 Budget Development |
| 6. | Citizen's Advisory Committee Policy |
| 7. | October Board Meeting Agenda Development |
| 8. | ED Important Updates & Announcements (<i>if needed</i>)
a. 2020 Election Proposal |

Item

10

1.5 Associate Board Supervisor Policy

Established/Adopted: March 17, 2016

Updated: April 26, 2016

Purpose: The following policy provides parameters for the required duties of Associate Supervisors, as well as the process for selecting and terminating Associate Supervisors.

The mission of Thurston Conservation District (TCD) is to conserve and sustain the beneficial use and protection of natural resources in our local communities.

The District strives to make available technical, financial and educational resources to all land users and citizens of the District. To fulfill this mission effectively and efficiently the District must coordinate and collaborate with numerous agencies and organizations and reach out to the citizens of the District.

The Board of Supervisors should be adequately informed about natural resource conservation concerns and opportunities and land user needs. There is a tremendous diversity of land users and citizens in the District, representing varied interests, objectives and needs. It is impractical for a five-member Board of Supervisors to adequately represent such diversity and thoroughly understand the variety of needs and concerns that exist. Therefore, the Board relies on paid staff and volunteer Associate Supervisors for input and to help inform their decisions and disseminate information to the citizens of the District.

Associate Supervisors are a key component of the District's interactions and communication with the community it serves. District Supervisors and staff are encouraged to recruit potential new Associate Supervisors from members of the community who appear to have the interest and background to be a good candidate.

Policy: **Powers and Duties of Associate Supervisors**

Associate Supervisors serve the District in a similar capacity as a member of the Board of Supervisors, with the primary exception of not having authority to vote on official actions of the Board. Like the Board of Supervisors, Associate Supervisors are considered municipal officers, subject to certain limitations and restrictions associated with contracting with the District.

Associate Supervisors serve without compensation; however, with prior permission from the Executive Director, they may be reimbursed for expenses incurred conducting District business such as conference registrations, travel and lodging.

Unlike Supervisors, Associate Supervisors are not exempt from cost sharing limitations; however, the Board of Supervisors will review the ethics requirements for municipal officers set forth in RCW 42.23.030 and RCW 42.23.070 prior to consideration of cost-share projects for Associate Supervisors.

The following is a list of some of the common duties performed by Associate Supervisors:

-) Become familiar with the District's enabling legislation, handbook for Supervisors, and the state and national associations~~;~~.
-) Advise the Board of Supervisors on various subjects for which individual Associate Supervisors have experience or special expertise~~;~~.
-) Represent the interests of underrepresented sectors of the community;
-) Actively represent the resource users in their area of interest by knowing their concerns and accomplishments and use this information to help direct District policies~~;~~.
- + Be willing to perform duties that the Board delegates, including serving on special District committees; serving in a specific role within the District; or representing the District on external committees, commissions, councils, work groups, and associations formed by other organizations~~;~~.
-) Assist with outreach and education programs~~;~~.
-) Assist with the implementation of District projects~~;~~.
-) Assist with District administrative functions, such as the conducting of annual elections and audits~~;~~.
-) Assist with the development and distribution of annual plans of work and long-range plans~~;~~.
-) Collect information and feedback from citizens and recipients regarding District services and programs~~;~~ and.

Minimum Job Requirements

~~Minimum requirements of an Associate Supervisor are as follows:~~

-) Attend board meetings regularly (at least 6 meetings per year and not miss more than two consecutive meetings~~;~~).
-) Work with ~~t~~The Board to identify and perform specific on-going duties that match the expertise or knowledge of the Associate Supervisor with the needs of the District.
-) Participate in other roles or activities as needed that the Board requests or agrees to.
-) Must be a resident of the District and of legal voting age.

Qualifications & Skills

Associate Supervisors shall identify and demonstrate the knowledge, experience, and expertise that they will employ, including:

-) Proven abilities in building inclusive, community-based partnerships between individuals, agencies, and citizen groups with diverse interests and values;
-) A commitment to working as a team member with the District Staff and its Board;
-) Demonstrated experience and/or interest in:
 - natural resource issues;
 - community involvement and outreach;
 - technical knowledge and/or experience managing conservation projects,
 - public policy development and oversight; ~~and~~
 - conservation practices and policies affecting natural resources and/or working lands;

Selection Process & Term Length

-) A potential candidate may apply for an Associate Supervisor's position at any time. An application approved by the Board will be available for interested candidates on the District website or upon request.
-) The Board Supervisors will determine the suitability of a candidate through review of the application, an interview, and assessment of District needs and how the candidate meets those needs.
-) The Board appoints Associate Supervisors by majority vote at a regular TCD board meeting.
-) The term of office for Associate Supervisors shall be one calendar year, which the Board can renew annually.
 - An Associate Supervisor initially appointed in January through June will serve through the calendar year, while an initial appointment made in July through December will serve through the following calendar year.
-) In November of each year, the Board Chair or Executive Director will notify Associate Supervisors in writing to request renewal of their appointment.
-) In December of each year, the Board will vote on whether to renew the appointments of any current Associate Supervisors who have requested reappointment.
-) Associate Supervisors serve at the discretion of the Board of Supervisors, and the Board may terminate the appointment of Associate Supervisors at any time. Two weeks before a scheduled meeting that includes the potential termination of an appointment, the Board Chair or Executive Director will provide notice and offer the Associate Supervisor an opportunity to respond in writing or in person at the scheduled meeting.

Item

11

To: TCD Board of Supervisors
From: Sarah Moorehead (*Interim Executive Director*)
Date: July 25th, 2019
Subject: Interim Executive Director's Report



Priority Initiative Updates

Rates and Charges

Tuesday, September 24th, 5:30 pm
Thurston County Courthouse Campus
Building 1 Room 280
2000 Lakeridge Dr SW #3, Olympia, WA 98502

The Thurston County Board of County Commissioners will hold a public hearing on Tuesday, September 24th at 5:30 pm to receive public comment on the proposed system of Rates & Charges.

You may also submit written comment via U.S. Mail to LaBonita Bowmar, Clerk of the Board, Thurston County Courthouse, Commissioners Office, Building 1, Room 269, 200 Lakeridge Dr SW, Olympia, WA 98502, or e-mail at bowmarl@co.thurston.wa.us until the close of business on September 24, 2019 at 5 pm.

An update following the public hearing will be provided at the September 26th, 2019 Board meeting.

Working Lands Preservation

I met with NRCS to discuss work lands preservation strategies in tandem with endangered species preservation, including strategies to secure working lands easement funding, implement cost share and protect open space. Next, I will be meeting with WSU Extension, the Sentinel Landscape Partners and USFWS, among others, to continue to develop both a funding strategy and sustainable approach for Thurston CD to facilitate, fund and support a robust working lands preservation program.

Cost Share

Thurston CD has received a third cost share award from WSCC in September through the Shellfish fund located in Henderson Inlet. This project includes heavy use area protection, a composting facility, roof runoff and covers, plantings and subsurface drains.

In total, Thurston CD has been awarded five (5) cost share projects from WSCC to serve a variety of agricultural operations (dairy, equine, cattle, cropland) throughout Thurston County (Chehalis – 2, Henderson Inlet – 2, Nisqually – 1). Total cost share funds for project implementation: \$197,054. Total technical assistance funds to implement projects: \$49,263.46.

Drought Assistance

Save the date! Event details to follow.

Upcoming workshops and events to support producers dealing with the impacts of drought:

October 22nd – Listening session for Deschutes residents

November 2nd – Workshop on Irrigation Efficiencies and System Design with WSCC

November 5th – Listening Session for Chehalis residents

November 13th – Workshop on drought tolerant crops and drought practices with WSU

December 3rd – Listening session for Kennedy/Goldsborough/Black Lake residents

December 10th – Climate change impacts to local ag producer panel

District Operations

August 22nd, 2019 Action Items:

- 1. Remove the position of Interim Executive Director.**
Completed.
- 2. The Executive Director will bring an updated copy of the Mid-Year Budget Revision for approval at the next meeting.**
Completed. Included for addition to consent calendar at September 26th Board meeting.
- 3. The findings in the Audit report will be sent to Enduris, The Executive Director will send the Report.**
Completed.
- 4. The Board requested that a press release, which will be drafted by Staff, will be sent out to the appropriate sources to reflect the Audits findings and the WSCC renewed confidence in the district.**
Completed.
- 5. The results of meeting with County Auditor Mary Hall will be discussed in the September 12th Work Session.**
Completed.

Long Range Strategic Plan Update

See attached long range strategic plan update timeline, reflective of updates from the Board at the September 2019 Work Session.

2020 Budget Development Timeline

Below is the timeline discussed for development and approval of the 2020 Budget as presented at the September 2019 Work Session:

September

Board:

-) Approve funding addendums and grant agreements for 2020

Staff:

-) Compile restricted budgets for 2020
-) Develop draft proposed 2020 unrestricted budget (based on known expenses for 2020, 2019 actuals, and identified needs for the coming year)

October

Board:

-) Review 1st draft 2020 Budget
-) Discuss and develop 2020 Budget at October Work Session
-) Provide staff with direction for revision
-) Approve 2nd draft 2020 budget at October Board Meeting (if ready)

Staff

-) Make board directed revisions to 1st draft budget
-) Prepare 2nd draft budget for October Board Meeting approval (if ready)

OR

-) Continue budget revisions if substantial changes are required and/or more time development time is requested by the Board

November

Board:

-) Continue budget development at November work session (if needed)
-) Approve final 2020 Budget by November Board Meeting

Staff:

-) Prepare final draft 2020 Budget for Board approval at November Board Meeting

Long Range Strategic Planning Timeline

Updated September 19th, 2019

September

Board:

-) Develop strategic plan approach and timeline with WSCC at September Work Session

Staff:

-) Coordinate, schedule and advertise for community sessions according to timeline
-) Prepare strategic plan categories for Board review in preparation for community sessions

October

Board:

-) Review and revise strategic plan for community sessions as necessary
-) Define Board member role in community sessions

Staff:

-) Prepare materials and session design for community meetings

November

Board:

-) Attend strategic planning community sessions (3)

Staff:

-) Facilitate strategic planning community sessions (3)
-) Begin compiling community session feedback

December

Board:

-) Review community session feedback

Staff:

-) Send community session feedback to Board
-) Begin Board/Staff facilitated discussions on strategic plan resource priorities and measurable goals

January

Board:

-) Begin Board/Staff facilitated discussions on strategic plans

Staff:

-) Compile board/staff plan development into 1st draft plan

Long Range Strategic Planning Timeline

Updated September 19th, 2019

February

Board:

-) Review 1st draft plan for discussion at February work session
-) Provide revisions to staff
-) Approve final draft plan at February Board meeting (if ready)

Staff:

-) Review 1st draft plan and provide feedback to Board for February work session discussion
-) Prepare final draft plan for approval at February Board meeting (if ready)

March

Board:

-) Respond to community session feedback
-) *Make additional revisions (if needed)*
-) *Approve final draft plan (if additional time needed)*

Staff:

-) Respond to community session feedback (inclusive of Board comments)
-) *Make additional revisions (if needed)*
-) *Prepare final draft plan (if additional time needed)*

ED Comments:

-) The above timeline was revised by the Board at the September work session, in consultation with WSCC.
-) Strategic planning can be a time intensive process for both Board and Staff, on top of existing workloads – a timeline that allows for a thorough process done well, will be less stressful for all and generate a more polished product.
-) The above timeline is as expedited as I feel staff can support a robust strategic planning process, subject to change as the process changes.
-) Our current strategic plan includes measurable goals that are, after field testing, not measurable and need to be changed or replaced with actual measurable metrics.
-) Our current strategic plan includes too many highly specific measurable metrics. Broader metrics should be chosen to fully capture the impact of the District's work, and allow for more accurate data tracking.
-) A well done community session and comment period process will take time, AND be highly valuable to the organization.
-) TCD staff looks forward to working together collaboratively with the Board and the community to put forth the best strategic plan to guide our organization's future!

August 2019 Staff Report

Progress on Annual Plan

Goals Worked On	Work Done
1	<ul style="list-style-type: none"> ✓ One marine shoreline TA site visit. ✓ Held first partner coordination meeting with Shore Friendly South Sound program team (Thurston, Pierce and Mason CDs.) ✓ Provided TA to 2 landowners (Budd Inlet)
2	<ul style="list-style-type: none"> ✓ Continued work to finalize funding contract with RCO and Shore Friendly program partners.
8	<ul style="list-style-type: none"> ✓ 38 youth served: Water quality testing of Capitol Lake with 22 native youth (Steh-Chass Youth Camp); Water quality testing with 16 Northwest Youth Corps members at Capitol Land Trust's Inspiring Kids Preserve
13	<ul style="list-style-type: none"> ✓ 7 Landowners
15	<ul style="list-style-type: none"> ✓ Completed 2 planting plans, continued development of 3 CREP plans
18	<ul style="list-style-type: none"> ✓ Participated in local watershed planning and WRIA LE meetings to support TCD project development and collaboration with local partners to restore habitat and protect water quality and quantity.
22	<ul style="list-style-type: none"> ✓ 35 Producers ✓ 12 Site visits ✓ Trainings 1 hr NRCS Soil Health and 1 hr. Prepress for Conservation Planning Part 2 ✓ 5 technical assistance with landowners, 4 site visits on farms and 1 face to face in the office ✓ Maintained Technical Assistance Request tracking and funding database to support landowner need alignment with grant funding and staff capacity (126 landowners; 80 on wait list) ✓ Provided TA to 11 landowners
25	<ul style="list-style-type: none"> ✓ 1 TESC Presentation on Soil Health ✓ Maintained Technical Assistance Request tracking and funding database to support

	<p>landowner need alignment with grant funding and staff capacity (126 landowners; 80 on wait list)</p> <p>) Liming Workshop 8/20</p> <p>) Soils Workshop at Delphi Market 8/22</p> <p>) Pollinator Workshop at Delphi Market 8/29</p>
26	<p>) Rented PPE to 8 property owners, generated \$240</p>
28	<p>) Completed 1 ISP</p> <p>) Completed 2 planting plans, continued development of 3 CREP plans</p>
29	<p>) 10 Recommended BMPs</p> <p>) Recommended 16 BMPS</p> <p>) 9 BMPs recommended</p> <p>) Recommended 9 BMPs</p>
30	<p>) 5 Implemented BMPs 50%</p>
32	<p>) Assisted with Liming Workshop at the Gate City Schoolhouse</p> <p>) Held 3 workshops and one community tour. 17 out of required 15 workshops held-goal exceeded.</p>
33	<p>) Coordination of Orca Recovery Day event</p>
36	<p>) 1 Bill Arney Cost Share Project</p>
39	<p>) To date, the technical team has assisted 5 landowners with successful cost-share applications. These cooperators received a combined total of \$197,054 in funding awards through the Washington Conservation Commission's Shellfish investment Funds (3 landowners) and Natural Resources Investment Funds (2 landowners). All dollars will be invested in local projects that improve property stewardship and farm efficiencies, while also protecting water quality and are slated for completion by June 2021.</p>
41	<p>) 12 commercial operations site visits</p> <p>) Site visit and TA to a 1 Commercial goat dairy and 1 homestead garden</p>
48	<p>) Partnered with FSN and Th. Co. Food Bank to put on tour of local school gardens for community leaders and teachers. 2/10 events complete.</p>

49) 2/4 events in August had local food for participants
50) Partnered with FSN and Th. Co. Food Bank to put on tour of local school gardens and share resources about District's ability to help gardens
59) Tabled at the Th. Co Fair) Held workshops at the Delphi Farmers Market
78) 572 total attendees at this year's events.
86) Submitted application to Dawkins Charitable Trust
94) Maintained CD social media and newsletter outreach, tabled at Th. Co. Fair.

Staff Highlights

-) In August, I sampled soil from 6 farms participating in our soil health grant to be tested. These fields were tested in 2017, and I have been working with the 16 participating farmers to implement best management practices that maintain and improve soil health. Some of these practices include mulch tillage, reduced tillage, conservation cover, cover cropping, and nutrient management.
-) I attended a soil health training put on by NRCS. Gaining a deeper knowledge for soil health and looking forward to passing that information along to landowners and farmers! Finalized two ISP and delivered those to landowners.
-) This month, I helped complete an ISP for the landowner that I made my first site-visit in July as a new TCD employee. This landowner also successfully received cost-share funding for a Heavy Use Area project in August as part of an application put together by myself and Marguerite Abplanalp. It's been very rewarding to build that new relationship and be able to provide resources for the landowner to reach their conservation goals.
-) August was a really strong outreach month with consistent and robust presence at the Thurston County Fair with our booth (interacting with over 200 people in 5 days and

providing specific outreach to 4-H and FFA leaders) and 4 additional workshops or tours that had a combined attendance of 70 individuals.

-) This month I completed the project of getting TCD field staff set up with mobile phones. By supplying field staff with mobile phones, we increase efficiency, and make critical improvements to the safety systems available to our team in the field. Sarah supported the policy and procedure aspects of this project, and I took on all other aspects including coordination and information gathering of service providers, devices and associated equipment, mobile device management tools, record management and backup systems as well as coordinating with service providers, technical support, and completing set up and management of all staff accounts, devices and software.
-) Grant management (DOE and NFWF); broadened relationship with Salmon Defense, presented at Steh-Chass youth camp; reviewed applications and participated in interviews for ED position, Education and Outreach specialist and South Sound GREEN Watershed Educator; met with teachers to plan out 2019-2020 program year. Attended Northwest Aquatic and Marine Educators (NAME) meeting July 14-16.



Come Volunteer!

Orca

Recovery Day

2019

Be a part of the solution

SATURDAY OCTOBER 19, 10AM-2PM

WEST BAY PARK

700 W BAY DR NW OLYMPIA, WA 98502

Help protect our resident orca whales by volunteering to
restore shoreline along Budd Inlet.

Lunch, tools, and gloves provided.

Learn more and register at www.thurstoncd.com

Questions: Nora White nwhite@thurstoncd.com



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