

**Thurston Conservation District
Consent Calendar Decision Sheet
June 25, 2020 Board Meeting**



A. May 14th, 2020 Special Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

B. May 28th, 2020 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

C. May Financial Report

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

D. SKOOKUMCHUCK Planting Addendum (WSCC)

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 June 25, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Vice Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

ATTEST:

Sarah Moorehead, Executive Director



**Thurston Conservation District Board of Supervisors
May Board Meeting Agenda
Thu, June 25th, 2020 5:30 PM - 8:00 PM (PDT)**

Please join my meeting from your computer, tablet or smartphone.

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<https://global.gotomeeting.com/install/852933725>

- 1. Welcome, Introductions, Audio Recording Announcement** **5:30 PM**
5 minutes
- 2. Agenda Review** **5:35 PM**
5 minutes
- 3. Consent Agenda – Action Item** **5:45 PM**
5 minutes
 - A. May 14th, 2020 Special Meeting Minutes
 - B. May 28th, 2020 Board Meeting Minutes
 - C. May Financial Report
 - D. Skookumchuck Planting Addendum (WSCC)
- 4. Public Comment** **5:50 PM**
**Three minutes per person*
15 minutes
- 5. Partner Reports (if present)**
 - A. Washington State Conservation Commission (WSCC), *Jean Fike* **6:05 PM**
 - B. Washington Association of Conservation Districts (WACD), *Doug Rushton* *15 Minutes*
 - C. National Association of Conservation Districts (NACD), *Doug Rushton*
 - D. Washington State Department of Ecology, *Alena Reynolds*
- 6. Continuity of Operations During COVID-19, All** **6:20 PM**
10 Minutes
 - A. TCD Return to Work Protocol – **Action Item**
- 7. Governance, All** **6:30 PM**
20 minutes
 - A. Debrief Clackamas Farm & Conservation Resource Center Presentation
 - B. July Work Session Topic List
- 8. Mid-Term Elected Seat Appointment Interview(s)** **6:50 PM**

20 Minutes

9. Executive Session: Evaluate qualifications of applicant to vacant Board position. **7:20 PM**
RCW 42.30.110 (h) To evaluate the qualifications of a candidate for appointment to elective office. 10 Minutes

10. Executive Session Report Out, All – Action Item **7:30 PM**
5 Minutes

11. Other Reports **7:35 PM**
A. Board of Supervisor Reports, All 15 minutes
B. Executive Director Report, Sarah Moorehead

Adjourn **7:50 PM**
Time Allotment: 2hr 20min

Important Dates

June

23rd WACD Board Meeting, FY 2021 Budget Adoption Web
25th June Board Meeting: 5:30-8 TBA

July

14th July Work Session: 3-5pm TBA
18-20th NACD Summer Meeting Web
30th July Board Meeting: 5:30-8pm TBA

Item

3

Thurston Conservation District Board of Supervisors
May 14th, 2020
Special Meeting Minutes: via GoToMeeting 3pm – 4:13pm
Originally scheduled: 3pm- 5:30pm



1 **Meeting: 3:00pm – 5:30pm**

Present at Meeting:

TJ Johnson, TCD Board Chair	Ben Cushman, TCD Attorney
Betsie DeWreede, TCD Vice Chair	Leah Kellogg, TCD Staff
David Iyall, TCD Board Auditor	Sarah Moorehead, TCD Executive Director
Doug Rushton, TCD Board Supervisor	

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Summary of Action Items:

- J ACTION ITEM: move April Minutes to May 29th Consent Agenda.
- J ACTION ITEM: Board has given the Executive Director direction to develop internal steps to prepare for Stage 4 and Staff returning to the office.
- J ACTION ITEM: Staff will ensure hearing impaired access with social distancing amplification in place for proposed educational and work party events.
- J ACTION ITEM: TCD’s 5 year Strategic Plan will be added as an Action Item to the May Board Meeting Agenda.
- J ACTION ITEM: Ben Cushman will revise a draft Bid Policy to adhere to the current laws. This document should be ready for Board review by the June Work Session.
- J ACTION ITEM: Final Drafts of the 2019 TCD Report of Accomplishments and the 2020 Annual plan of Work will be completed and moved to action items on the May Board Meeting.

Summary of Motions Passed:

- J *Supervisor DeWreede moved to adopt the Revised Agenda. Supervisor Iyall seconded. Motion passed, (4-0).*
- J *Supervisor Rushton moved to add the April 23rd Minutes to the May 29th Consent Agenda. Supervisor DeWreede seconded. Motion passed, (4-0).*
- J *Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed, (4-0).*

Full Version of the Minutes

28 **Welcome & Introductions**

29 3:00pm TCD Board Chair TJ Johnson called the May 14th, 2020 Special Board Meeting to order
30 via an online forum *Go To Meeting*. Thurston Conservation District Board, Staff, and partners
31 were introduced by the Board Chair verbally. TCD Board Chair Johnson will name out
32 Supervisors on each vote and announced that the meeting is audio recorded.

33 **Agenda Review - Action Item**

34) Move item 5 Discuss the Midterm Appointment for elected position to item 11 after the
35 Executive Session.

36

37 *Supervisor DeWreede moved to adopt the Revised Agenda. Supervisor Iyall seconded. Motion*
38 *passed, (4-0).*

39

40

41 **April 23rd 2020 Minutes Review and Revision, All -Action Item**

42

43 *Supervisor Rushton moved to add the April 23rd Minutes to the May 28th Consent Agenda.*
44 *Supervisor DeWreede seconded. Motion passed, (4-0).*

45

46

47 **ACTION ITEM: move April Minutes to May 28th Consent Agenda.**

48

49 **Continuity of Operations during COVID-19, All**

50 **A. TCD Staff and Operation Update**

51) TCD has been encouraged to telework until stage 4 of the Governor's Phased
52 approach to re-opening Washington State.

53) WSCC has issued a return to work protocol that TCD wants to adopt once the
54 Governor has cleared Thurston County for Stage 4.

55) The Staff has been asked to extend their telework agreements through the end of
56 June 2020.

57) TCD is looking into education events and work party guidelines to ensure safe
58 practices.

59) TCD needs to have protocol for interacting with vendors and clients.

60

61 **ACTION ITEM: Board has given the Executive Director direction to develop internal steps**
62 **to prepare for Stage 4 and Staff returning to the office.**

63

64 **ACTION ITEM: Staff will ensure hearing impaired access with social distancing**
65 **amplification in place for proposed educational and work party events.**

66

67

68 **Review of the Strategic Plan Community Feedback, All**

69) The Public feedback does not warrant edits to the existing document.

70) The TCD Strategic Plan has moved into the final editing phase.

71

72 **ACTION ITEM: TCD's 5 year Strategic Plan will be added as an Action Item to the May**
73 **Board Meeting Agenda.**

74

75

76 **Equipment Rental and Soil Testing Services update, All**

- 77) The programs are up and running with community participation and support.
- 78) Equipment Rental and Soil Program updates will be removed as a standing item
- 79 on future agendas and topic lists.

80

81 **Policy Development, All**

- 82) The District has identified different ways it procures projects, goods, and services.
- 83) MRSC guidance policy is the framework TCD will use to draft a comprehensive
- 84 Bid Policy.
- 85) There are three different kinds of bids that will be addressed in the Policy:
 - 86 i. Large construction projects.
 - 87 ii. Contracting professional services.
 - 88 iii. Procuring other types of goods and services.
- 89) Once the Board approves the policy, Staff will generate a checklist to ensure TCD
- 90 is moving through a systematic process and obtaining proper documents for future
- 91 bids.

92 **ACTION ITEM: Ben Cushman will revise a draft Bid Policy to adhere to the current laws.**
93 **This document should be ready for Board review by the June Work Session.**

94 **Executive Director and Board Updates and Announcements, All**

95 **A. Board of Supervisor Reports**

- 96) Spooner Farm Parcel and No Farmland Loss updates.
 - 97 o Supervisor Johnson is working with Olympia City Council Member Dani
 - 98 Madrone to help facilitate an action plan.
 - 99 o City Councilwomen Madrone along with Members of the City of Olympia
 - 100 Land Use Committee are interested in developing a City of Olympia
 - 101 Mitigation Policy for Farmland.
 - 102 o A meeting with City officials, president of the Community Farmland Trust,
 - 103 Sarah Moorehead and Supervisor Johnson will be scheduled to consider
 - 104 mitigation policies from other communities.
 - 105 o NACD and WACD will be notified. TCD has asked for support and resources
 - 106 during this process.

107

108 **B. Executive Director Report**

- 109) Schedule 22 Financial Report has been submitted to the State Auditor's Office.
- 110) The final draft of the 2019 TCD Report of Accomplishments is complete and is ready
- 111 to be sent to the Board of Supervisors for approval at the May Board Meeting.
- 112) The 2019 TCD Report of Accomplishments will be included in the 2020 Annual plan
- 113 of Work, which will be submitted to WSCC.

114

115 **ACTION ITEM: Final Drafts of the 2019 TCD Report of Accomplishments and the 2020**
116 **Annual plan of Work will be completed and moved to action items on the May Board**
117 **Meeting.**

118
119

120 **Executive Session**, to discuss the midterm appointment vacancy. 3:45pm-4:08pm

121 In attendance: TCD Board Supervisors, Executive Director Sarah Moorehead, and Legal
122 Counsel Ben Cushman. The web meeting was moved to separate meeting room via Go to
123 Meeting and will return to the public meeting room when finished.

124 *RCW 42.30.110 (h) To evaluate the qualifications of a candidate for appointment to vacant*
125 *elective office.*

126 *Started at 3:45pm for 30 minutes and ended early at 4:08pm. No action was taken.*

127 **11. Executive Session Report out, All- Action Item**

- 128) The application period is extended to the end of May. Board has asked Staff to use
129 additional outreach to recruit diversity into the existing Board.
130) All applications will be considered after the application period has ended.

131 **May Board Meeting Agenda Development, tentative items:**

- 132) April 23rd minutes and Financial Reports on the Consent Calendar
133) Update on the Covid-19 response
134) The Strategic Plan, consider for adoption - *action item*
135) 2020 TCD Annual Plan - *action item*
136) Ecology update (if available)
137) WSCC update
138) WACD and NACD updates
139) Midterm Appointment for vacant elected Position update in the Executive Director
140 Report.

141
142 *Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed, (4-0).*

143
144 **Adjourn 4:13pm**

145 Respectfully,

X

T.J. Johnson
TCD Board Chair

147

Thurston Conservation District Board of Supervisors
May 28th, 2020
Regular Meeting Minutes – Virtual GoToMeeting
5:30pm – 7:49pm
Originally scheduled: 5:30pm – 8:00pm



1 **Meeting: 5:30pm – 7:00pm**

2 **Present at Meeting:**

TJ Johnson, TCD Board Chair	Leah Kellogg, TCD Staff
Betsie DeWreede, TCD Vice Chair	Sarah Moorehead, TCD Executive Director
David Iyall, TCD Board Auditor	Jean Fike, WSCC
Doug Rushton, TCD Board Supervisor	Sheila Marcoe, Dept. of Ecology
Ben Cushman, TCD Attorney	

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Summary of Action Items:

-) ACTION ITEM: Staff will draft the TCD Return to Work Plan/ Proposal for the Board to review at the June 9th Special Session.
-) ACTION ITEM: Staff will update the change to the Board Meeting date to the proper outlets.
-) ACTION ITEM: Ben will write a work session level memorandum of the Code of Conduct Policy for the Board to discuss at the June 9th Special Meeting.

Summary of Motions Passed:

-) *Supervisor Rushton moved to adopt the Revised Agenda. Supervisor DeWreede seconded. Motion passed, (4-0).*
-) *Supervisor Iyall moved to adopt the revised Consent Agenda. Supervisor Rushton seconded. Motion passed unanimously, (4-0).*
-) *Supervisor Rushton moved to approve the 2020-2025 TCD Strategic Plan. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*
-) *Supervisor Iyall moved to approve the 4.6 Procurement Bid Policy Procedures. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*
-) *Supervisor Rushton moved to approve the 2020-05 Resolution for Small Works Roster for Awarding Public Jobs. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*
-) *Supervisor Rushton moved to change the July Board Meeting to July 30th. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*
-) *Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed with Supervisor Pickett Abstained (4-0).*

Full Version of the Minutes

29 **Welcome & Introductions**

30 5:30 pm TCD Board Chair TJ Johnson called the May 28th, 2020 Regular Board Meeting to
31 order via an online forum Go To Meeting. Thurston CD Board, Staff, and partners were

32 introduced by the Board Chair verbally. Chair Johnson will name out Supervisors on each vote,
33 and announced the meeting is audio recorded.

34 **Agenda Review - Action Item**

- 35) Add Resolution 2020-05 Establishing the Small Work Roster as Item 7-D, *-Action Item*
- 36) Add consideration of rescheduling the July Board Meeting date from 7-23-20 to 7-30-20
- 37 as Item 8 after Governance and before ED and Board Reports.
- 38) Add Item 9 June Special Meeting Agenda Items.
- 39) Add Item 10 Partner Reports

40

41 ***Supervisor Rushton moved to adopt the Revised Agenda. Supervisor DeWreede seconded.***

42 ***Motion passed unanimously, (4-0).***

43

44 **Consent Agenda – Action Item**

45 A. April 23rd, 2020 Board Meeting Minutes

46 B. April 2020 Financial Report

47

48 Note: The Board has discussed and with consensus agreed to remove Financial Reports from the
49 Agenda as an Item.

50

51 ***Supervisor Iyall moved to adopt the revised Consent Agenda. Supervisor Rushton seconded.***

52 ***Motion passed unanimously, (4-0).***

53

54 **Public Comment** *Three minutes per person

55 Two members of the public attended via Go to Meeting. No one chose to speak and no written
56 comments were submitted. One chose not to identify themselves.

57

58 **Continuity of Operations during COVID-19, All**

59 **A. TCD Staff and Operation Update**

60) Washington State Board of Health cleared TCD to enter phase 2 of the
61 Governor’s 4 Phase Plan, but government agencies are encouraged to continue to
62 telework through June 2020.

63) The WSCC has sent out a Return to Work Plan. A draft of this plan that will be
64 adapted to fit TCD will be available for the Board to review at the June 9th Work
65 Session to be tentatively implemented by July 1, 2020.

66) There will be a draft of a proposal of how to reopen public meetings alongside the
67 Return to Work Plan presented at the June 9th Special Meeting.

68

69 **ACTION ITEM: Staff will draft the TCD Return to Work Plan/ Proposal for the Board to**
70 **review at the June 9th Special Session.**

71

72 **Financial Report**

73 A. **Financial Report Update, Sarah Moorehead**

74) No April 2020 Financial Report overview was required as it was moved to
75 Consent Agenda. Future questions and comments should be addressed prior to
76 meeting
77

78 **Governance**

79 **A. 2020-2025 Strategic Plan, All- Action Item**

- 80) There were multiple opportunities for the Public to be involved in drafting this plan, namely
81 listening sessions for the public to provide public comment and providing the public with the
82 final plan and a survey so they could provide feedback to the Board.
83) The final draft of the 2020-2025 TCD Strategic Plan is complete and ready for review with minor
84 changes.
85

86 *Supervisor Rushton moved to approve the 2020-2025 TCD Strategic Plan. Supervisor*
87 *DeWreede seconded. Motion passed unanimously, (4-0).*
88

89 **B. 2020 Annual Plan, All- Action Item**

- 90) The plan has identified clear measurable metrics for staff to track over the next year.
91) The simple format was created for the public to easily access.
92) The 2020 Annual Work Plan links directly through content and format of the 2020-2025
93 Strategic Plan and aligns with the adopted TCD Annual Budget.

94 *Noted in minutes:* the Staff and Board want to develop and practice inclusive recruitment
95 strategies, (groups such as veterans) as a part of TCD's desire to work on engaging under
96 represented groups in the community.
97

98 *Supervisor Iyall moved to approve the 2020 TCD Annual Plan. Supervisor DeWreede*
99 *seconded. Motion passed unanimously, (4-0).*
100

101 **C. 4.6 Procurement Bid Policy Procedures, All –Action Item**

- 102) Clarifies the different types of procurement the district may or may not engage
103 such as: goods and services.
104) The Policy follows directly with MRSC guidelines.
105) Clear definitions and processes for Staff to follow.
106) Conduct and dispute resolution is addressed by documentation, with bidders and
107 contractors on rosters (see D, following)..
108

109 *Supervisor Iyall moved to approve the 4.6 Procurement Bid Policy Procedures. Supervisor*
110 *DeWreede seconded. Motion passed unanimously, (4-0).*
111

112 **D. Resolution 2020-05 Small Works Roster for Awarding Public Jobs, All –Action Item**

- 113) No comments or questions were discussed.
114

115 *Supervisor Rushton moved to approve the 2020-05 Resolution for Small Works Roster for*
116 *Awarding Public Jobs. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*
117

118 **Consideration of moving the July Board Meeting Date, All- Action Item**

119) The Thursday July 23rd Board Meeting will be moved to Thursday July 30th to
120 accommodate Staff preparation time.

121 **ACTION ITEM: Staff will update the change to the Board Meeting date to the proper**
122 **outlets.**

123 *Supervisor Rushton moved to change the July Board Meeting to July 30th. Supervisor*
124 *DeWreede seconded. Motion passed unanimously, (4-0).*

125
126 **June 9, 2020 Special Meeting Agenda List, All**

- 127) Review and edit May 28th Board Meeting Minutes.
- 128) Reassess Covid-19 Health Crisis.
- 129) Discuss building the new Education and Conservation Center with Tom Salzer.
- 130) An Executive Session to discuss Mid-Term supervisor vacancy.- *Action Item*
- 131) Consider Code of Conduct Policy. – *Action Item*
- 132) Consider June 25th Board Meeting Agenda Items.

133
134 **ACTION ITEM: Ben will write a work session level memorandum of the Code of Conduct**
135 **Policy for the Board to discuss at the June 9th Special Meeting.**

136
137 **Other Reports**

138 **A. Department of Ecology Update, Sheila Marcoe**

- 139) Several staff changes have occurred. Ms. Marcoe is the new Supervisor of the
140 Non-point Source Pollution unit and the Construction Storm Water and Municipal
141 Storm Water unit.
- 142) Alena Reynolds was introduced and is the new Water Quality Non-Point Source
143 Specialist for the Puget Sound Watershed.
- 144) Karin Strelloff has been meeting with Thurston County Environmental Health and
145 Code Enforcement quarterly to identify and report complaints and concerns
146 identified as sites of concern in the community.

147 **B. WACD and NACD Update, Supervisor Doug Rushton**

- 148) Written reports were provided in the board packet.

149
150 **C. WSCC Update, Jean Fike**

- 151) WSCC has updated the Operating Fund Allocation from 2 months to 6 months
152 based on what their budget looks like moving forward.
- 153) Registration is open for the virtual WADE event.

154 **D. Board of Supervisor Report, All**

- 155 Ñ Supervisor DeWreede suggests a more robust and comprehensive approach to editing
156 and proofing documents. Staff is attending Government Document Proofreading and
157 Editing virtual classes to accommodate this request.
- 158 Ñ Supervisor Johnson participated in a phone call regarding the Spooner Farms Parcel
159 that was attended by Supervisor Johnson, Sarah Moorehead, Councilwoman

160 Madrone, and Patrick Rofe/Marcie Cleaver from the Community Farmland Trust. The
161 call concerned The City of Olympia establishing a No Farmland Loss Mitigation
162 Taskforce. Councilwoman Madrone has expressed support for drafting a Mitigation
163 Policy Act.

164 Ñ Supervisor Rushton suggested TCD should send the Whidbey Island Conservation
165 District a thank you note for allowing TCD to use their Strategic Plan as a template
166 for our own. Executive Director will act on this.

167 **E. Executive Director Report, Sarah Moorehead**

168) We are officially in Phase 2 of the Governor’s Re-opening Plan.

169) Workshops and event guidelines will be referenced in the Re-Opening Plan.

170) The Affordable Gardening Webinar has been very successful and will help
171 transition into virtual setting for workshops and educational events. These can be
172 posted on the website as well.

173) Puget Sound NRCS Local Working Group meeting identified priority for NRCS
174 Local Working Group funding. The funds can be paired or leveraged into current
175 TCD funding.

176) TCD has received funding for new projects: The Salmon Recovery Project in
177 Chehalis Basin and The Protection and Restoration Project funded by the Wild
178 Fish Conservancy.

179) Staff has integrated Smart Sheet Software into district operations.

180) Staff is pulling together new grants for the 2020 Mid-Year Budget Review using
181 Smart Sheets for Board to revise and add to the July Work Session discussion and
182 consider for passage in the July Board Meeting.

183

184 ***Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed with***
185 ***Supervisor Pickett Abstained (4-0).***

186

187 **Adjourn 7:49pm**

188 Respectfully,

X

T.J. Johnson
TCD Board Chair

190

Thurston Conservation District June 2020 Financial Notes

Financially, as well as programmatically, the District continues to operate normally even as staff works remotely.

Unrestricted Profit & Loss Budget vs Actual (Page 8 and 9)

District Staff is currently working on the proposed Mid-Year Revised Unrestricted Budget to account for changes in spending during the first half of the year. Budget revisions are a result of a number of circumstances:

- **Changes (improvements) to our District Services as we adapt to office closures due to the coronavirus shut down.** For example, decreased revenue and spending for *Soil Testing* and *Postage & Shipping*; , increased *Staff Time* for public service communications including the District's Market Place webpage; increased *Computer Services* spending for remote working; decrease spending for *Janitorial Services*; new *Office Rental* and *Capital Equipment* expenses to purchase and store poultry process trailers; inability to lease or purchase *Vehicles*; decreases in *Utilities* and *Photocopier Usage*; decreased spending in *Staff and Board Conferences*, *Training and Travel*; and increased spending remote working *Computer Hardware*.
- **Line items mistakenly left off the original budget.** Including, *Project Equipment* for the Plant Sale; *Site Rental* for Strategic Planning Sessions; and *Licenses and Permits*.
- **Unanticipated changes in costs.** For example, decreased spending for *Legal Fees & Services* and *Audit & Accounting*; increases in *Advertising* expenses to announce the open board seat; and increased *Office Rent*.

Thurston Conservation District
Profit & Loss
 January through May 2020

	Jan - May 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	11,896.50
3411140 · TCD Equipment Rentals	861.51
3431130 · Soil Testing	1,679.46
3431120 · Rental Income	743.81
Total 3431100 · Retail Sales	15,181.28
3611100 · Interest Income	14.02
3300000 · Grant Revenue	245,150.16
3685201 · Rates and Charges	280,868.86
3670000 · Contributions Private	1,249.59
3600000 · Miscellaneous Revenue	0.00
Total Income	542,463.91
Gross Profit	542,463.91
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	371,533.77
5314101 · Legal Fees & Services	9,410.00
5314102 · Audit & Accounting	1,361.69
5314103 · Computer Services	8,879.21
5314100 · Professional Services	4,307.50
5314400 · Advertising	2,459.40
5314117 · Soil Testing	1,618.60
5314104 · Janitorial Services	696.00
5314501 · Office Rent	21,320.00
5314700 · Utilities	2,274.72
5314503 · Equipment Leases	1,048.36
5314200 · Communications	4,475.11
5313102 · Photocopier Usage	893.93
Software Licenses	3,199.98
5354800 · Repairs & Maintenance	81.98
5313101 · Office Supplies	1,364.87
5314202 · Postage & Shipping	744.02
5313401 · Plants for Resale	7,641.47
Project Expenses	
5314901 · Meeting & Event Supplies	681.60
5313103 · Project Supplies	2,100.69
5314116 · Project Equipment	473.03
5314113 · Teacher Substitute Stipends	1,128.13
5314112 · Bus Transportation	548.14
5314502 · Site Rental	450.00
Total Project Expenses	5,381.59
5314902 · Dues and Subscriptions	1,910.00
Board Meeting Snacks	167.50
5314203 · Printing Services	1,826.00
5314307 · Licenses and Permits	31.00
5314302 · Staff - Conference & Training	210.00
5314300 · Staff - Travel	969.36
5314301 · Board Travel	188.03
5314108 · Construction & Landscaping	14,127.65
5314109 · Cost Share	8,482.00
5314110 · Bank Fees & Interest Charges	568.55
5314600 · Liability Insurance Premiums	6,390.00
5314111 · Late Fees & Penalties	400.43
Sales Tax Adjustments	-0.03
66900 · Reconciliation Discrepancies	-2.51
5945360 · Capital Outlays	
5966601 · Office Furniture & Equipment	5,267.60
5966402 · Computer Hardware	8,706.90
5966400 · Machinery and Tools	36.76
Total 5945360 · Capital Outlays	14,011.26
Total Expense	497,971.44
Net Ordinary Income	44,492.47
Net Income	44,492.47

Thurston Conservation District

Profit & Loss

06/16/20

May 2020

Accrual Basis

	<u>May 20</u>
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	539.80
3431130 · Soil Testing	-25.00
3431120 · Rental Income	65.94
	<hr/>
Total 3431100 · Retail Sales	580.74
3611100 · Interest Income	3.38
3300000 · Grant Revenue	48,424.87
3685201 · Rates and Charges	40,013.11
3600000 · Miscellaneous Revenue	-2,350.00
	<hr/>
Total Income	86,672.10
Gross Profit	86,672.10
Expense	
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	74,551.99
5314102 · Audit & Accounting	118.15
5314103 · Computer Services	1,472.00
5314400 · Advertising	344.32
5314501 · Office Rent	260.00
5314700 · Utilities	30.80
5314503 · Equipment Leases	185.51
5314200 · Communications	832.00
5313102 · Photocopier Usage	53.02
Software Licenses	28.44
5313101 · Office Supplies	32.54
Project Expenses	
5313103 · Project Supplies	91.98
5314116 · Project Equipment	81.38
5314113 · Teacher Substitute Stipends	723.71
5314112 · Bus Transportation	298.43
	<hr/>
Total Project Expenses	1,195.50
5314300 · Staff - Travel	149.50
5314109 · Cost Share	5,335.00
5314110 · Bank Fees & Interest Charges	78.12
5314600 · Liability Insurance Premiums	1,278.00
5314111 · Late Fees & Penalties	75.00
	<hr/>
Total Expense	86,019.89
Net Ordinary Income	652.21
Net Income	<hr/> <hr/> 652.21

Thurston Conservation District

Profit & Loss Prev Year Comparison

January through May 2020

	Jan - May 20	Jan - May 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	11,896.50	0.00	11,896.50	100.0%
3411140 · TCD Equipment Rentals	861.51	36.71	824.80	2,246.8%
3431130 · Soil Testing	1,679.46	2,859.23	-1,179.77	-41.3%
3431120 · Rental Income	743.81	382.93	360.88	94.2%
Total 3431100 · Retail Sales	15,181.28	3,278.87	11,902.41	363.0%
3611100 · Interest Income	14.02	9.44	4.58	48.5%
3300000 · Grant Revenue	245,150.16	125,093.00	120,057.16	96.0%
3685201 · Rates and Charges	280,868.86	276,561.24	4,307.62	1.6%
3670000 · Contributions Private	1,249.59	2,500.00	-1,250.41	-50.0%
3600000 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
Total Income	542,463.91	407,442.55	135,021.36	33.1%
Gross Profit	542,463.91	407,442.55	135,021.36	33.1%
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	371,533.77	156,113.01	215,420.76	138.0%
Stipends	0.00	1,000.00	-1,000.00	-100.0%
5314101 · Legal Fees & Services	9,511.33	21,190.00	-11,678.67	-55.1%
5314102 · Audit & Accounting	1,361.69	8,059.03	-6,697.34	-83.1%
5314103 · Computer Services	8,879.21	3,749.00	5,130.21	136.8%
5314106 · PDR Expense	0.00	99.00	-99.00	-100.0%
5314100 · Professional Services	4,307.50	8,488.87	-4,181.37	-49.3%
5355001 · Election Expense	0.00	19,380.18	-19,380.18	-100.0%
5314400 · Advertising	2,358.07	710.89	1,647.18	231.7%
5314117 · Soil Testing	1,618.60	1,598.60	20.00	1.3%
5314104 · Janitorial Services	696.00	1,125.00	-429.00	-38.1%
5314501 · Office Rent	21,320.00	19,750.00	1,570.00	8.0%
5314700 · Utilities	2,274.72	3,159.47	-884.75	-28.0%
5314503 · Equipment Leases	1,048.36	1,350.89	-302.53	-22.4%
5314200 · Communications	4,475.11	2,229.57	2,245.54	100.7%
5313102 · Photocopier Usage	893.93	1,040.29	-146.36	-14.1%
Software Licenses	3,199.98	0.00	3,199.98	100.0%
5354800 · Repairs & Maintenance	81.98	26.22	55.76	212.7%
5313101 · Office Supplies	1,364.87	1,363.40	1.47	0.1%
5314202 · Postage & Shipping	744.02	3,089.03	-2,345.01	-75.9%
5313401 · Plants for Resale	7,641.47	-1,225.50	8,866.97	723.5%
Project Expenses				
5314901 · Meeting & Event Supplies	681.60	528.35	153.25	29.0%
5313103 · Project Supplies	2,100.69	2,214.34	-113.65	-5.1%
5314116 · Project Equipment	473.03	1,435.29	-962.26	-67.0%
5314113 · Teacher Substitute Stipends	1,128.13	4,862.64	-3,734.51	-76.8%
5314112 · Bus Transportation	548.14	4,251.41	-3,703.27	-87.1%
5314502 · Site Rental	450.00	474.00	-24.00	-5.1%
Total Project Expenses	5,381.59	13,766.03	-8,384.44	-60.9%
5314902 · Dues and Subscriptions	1,910.00	1,060.00	850.00	80.2%
Board Meeting Snacks	167.50	55.19	112.31	203.5%
5314203 · Printing Services	1,826.00	5,008.01	-3,182.01	-63.5%
5314307 · Licenses and Permits	31.00	0.00	31.00	100.0%
5314302 · Staff - Conference & Training	210.00	690.00	-480.00	-69.6%
5314300 · Staff - Travel	969.36	1,297.48	-328.12	-25.3%
5314301 · Board Travel	188.03	0.00	188.03	100.0%
5314108 · Construction & Landscaping	14,127.65	147.02	13,980.63	9,509.3%
5314109 · Cost Share	8,482.00	4,275.00	4,207.00	98.4%
5314110 · Bank Fees & Interest Charges	568.55	917.28	-348.73	-38.0%
5314600 · Liability Insurance Premiums	6,390.00	5,871.25	518.75	8.8%
5314111 · Late Fees & Penalties	400.43	180.00	220.43	122.5%
Sales Tax Adjustments	-0.03	0.00	-0.03	-100.0%
Outstanding Debt	0.00	8,763.79	-8,763.79	-100.0%
5314998 · Sponsor Match Allocation	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	-2.51	0.95	-3.46	-364.2%
5945360 · Capital Outlays				
5966601 · Office Furniture & Equipment	5,267.60	109.30	5,158.30	4,719.4%
5966402 · Computer Hardware	8,706.90	380.36	8,326.54	2,189.1%
5966400 · Machinery and Tools	36.76	0.00	36.76	100.0%
Total 5945360 · Capital Outlays	14,011.26	489.66	13,521.60	2,761.4%
Total Expense	497,971.44	294,818.61	203,152.83	68.9%
Net Ordinary Income	44,492.47	112,623.94	-68,131.47	-60.5%
Net Income	44,492.47	112,623.94	-68,131.47	-60.5%

Thurston Conservation District

Balance Sheet

As of May 30, 2020

	<u>May 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	136,804.53
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	65,014.57
3082003 · Saving-2410 Education Center	10,001.39
Total 3088020 · Savings Accounts	<u>75,015.96</u>
3088030 · Counter Cash	100.00
Total Checking/Savings	<u>211,920.49</u>
Accounts Receivable	103,597.36
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	5,580.00
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	<u>9,415.00</u>
3092000 · 309.20.00 Cash on Hand	4,624.06
Total Other Current Assets	<u>14,039.06</u>
Total Current Assets	<u>329,556.91</u>
TOTAL ASSETS	<u>329,556.91</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	4,157.96
Credit Cards	0.00
Other Current Liabilities	
25500 · Sales Tax Payable	14.78
3861000 · Payroll Liabilities	57,519.14
Total Other Current Liabilities	<u>57,533.92</u>
Total Current Liabilities	<u>61,691.88</u>
Total Liabilities	61,691.88
Equity	267,865.03
TOTAL LIABILITIES & EQUITY	<u>329,556.91</u>

**Thurston Conservation District
Restricted Budgets vs Actuals**

New Grants

As of May 31, 2020

		Account Number	Grant Number	Grant Period		Total Grant Amount	2020 Budget	2020 Actual	2020 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	5,022.13	122.17	4,899.96	84.78%	95.57%
	ESRP Shore Friendly	R035		1-Jul-19	1-Jul-21	227,551.00	139,655.00	17,831.75	121,823.25	44.00%	14.67%
DOE	Deschutes	E100	WQC-2018-Th	1-Jul-19	30-Apr-22	247,511.00	100,133.00	3,850.91	96,282.09	32.35%	5.43%
WSSC	Livestock	W025	20-13-LT	1-Jul-19	30-Jun-21	50,000.00	21,842.00	6,120.05	15,721.95	45.83%	46.51%
	Drought Funding	W040	19-13-DR	1-Jul-19	30-Apr-20	53,050.00	9,005.30	9,005.30	0.00	Closed	
	Skookumchuck	W030		1-Apr-20	1-Jul-25	744,780.25	133,801.00	9,923.48	123,877.52	3.13%	1.33%
	FY20-21 Chehalis Flood	W050	20-13-FL	1-Jul-19	30-Jun-21	177,668.02	91,931.35	40,031.66	51,899.69	45.83%	44.92%
	Shellfish Cost Share TA	W060	20-13-SH	15-Aug-19	30-Jun-21	30,113.46	32,843.00	5,955.65	26,887.35	43.48%	33.50%
	Shellfish Cost Share	W060 CS	20-13-SH	15-Aug-19	30-Jun-21	120,453.84	134,454.00	0.00	134,454.00	43.48%	0.00%
	FY19-21 CREP TA	W070	20-13-CE	1-Jul-19	30-Jun-21	33,847.00	20,227.79	4,433.30	15,794.49	45.83%	23.45%
	FY19-21 CREP Cost Share	W070 CS	20-13-CE	1-Jul-19	30-Jun-21	26,811.50	13,044.33	8,482.00	4,562.33	45.83%	58.66%
	NRI TA	W080	20-13-NR	1-Jul-19	30-Jun-21	19,150.00	15,452.00	6,924.38	8,527.62	45.83%	55.47%
	NRI Cost Share	W080	20-13-NR	1-Jul-19	30-Jun-21	76,600.00	77,300.00	0.00	77,300.00	45.83%	0.00%
Misc	Soil Health Grant	M065	16-49-TS	21-Jun-17	15-Aug-20	32,136.34	4,125.46	560.55	3,564.91	94.74%	88.91%
	JBLM - SLP	M075		1-Jul-19	30-Jun-21	18,750.00	11,825.94	2,545.45	9,280.49	45.83%	18.97%
	NACD Home Grown Yelm	M090		1-Feb-20	1-Mar-21	50,000.00	38,461.00	6,171.02	32,289.98	28.57%	12.34%
	Orca Recovery Day	M060		1-Sep-19	Until Spent	5,940.00	2,570.19	502.60	2,067.59	NA	65.19%
Thurston County	VSP 2020	TC400	K2024	1-Jul-19	30-Jun-21	105,000.00	78,803.00	49,325.28	29,477.72	45.83%	71.93%
	Shellfish NTA	TC600		1-Jul-19	30-Jun-21	130,525.00	94,970.53	16,441.35	78,529.18	45.83%	39.84%
	Riparian NTA	TC650		1-Jul-19	28-Feb-21	36,875.00	29,553.00	16,744.45	12,808.55	55.00%	51.91%
	NTAqua	TC700		1-Mar-20	31-May-21	68,800.00	138,353.00	4,965.12	133,387.88	20.00%	7.22%
TCD Allocation	General TA	T080		1-Jan-20	31-Dec-20	10,000.00	10,000.00	9,953.40	46.60	41.67%	99.53%
	Working Lands Initiative	T100		1-Jan-20	31-Dec-20	3,000.00	3,000.00	1,952.41	1,047.59	41.67%	65.08%
	CTA	W055	20-13-IM	1-Jul-19	30-Jun-20	11,111.00	10,958.00	925.20	10,032.80	91.67%	59.79%
	TCD VSP	T400		1-Jan-20	31-Dec-20	40,000.00	40,000.00	45.67	39,954.33	41.67%	0.11%

**Thurston Conservation District
Restricted Budgets vs Actuals**

As of May 31, 2020

New Grants

		Account Number	Grant Number	Grant Period		Total Grant Amount	2020 Budget	2020 Actual	2020 Remaining Budget	% of Total Time	% of Total Budget
South Sound Green	Interlocal Agreements	G019-SS		1-Jan-20	31-Dec-20	49,200.00	49,200.00	27,017.77	22,182.23	41.67%	54.91%
	TCC	TCC		1-Jan-12	Until Spent	96,856.00	39,819.00	5,737.40	34,081.60	NA	58.31%
	FY19-20 NOAA B-WET	G019.106		1-Aug-19	31-Jul-20	18,313.76	30,334.00	4,833.69	25,500.31	83.33%	31.77%
	TCD Nearshore	G019.115		1-Jan-20	31-Dec-20	18,300.00	18,300.00	2,775.75	15,524.25	41.67%	15.17%
	TCD Allocation	G019.110		1-Jan-20	31-Dec-20	28,000.00	28,000.00	24,222.65	3,777.35	41.67%	86.51%
	ESD 113 Climate Change	G019.104		1-May-20	31-Dec-20	3,000.00	3,000.00	1,206.92	1,793.08	12.50%	40.23%
	McLane Salmon Trail	G019.107		1-Jan-20	31-Dec-20	5,000.00	6,695.00	0.00	6,695.00	41.67%	0.00%
	Prairies and Pollinators	G019.27		22-Mar-17	1-Aug-20	33,336.45	14,127.65	14,127.65	0.00	Closed	

Thurston Conservation District
 Unrestricted Profit & Loss Budget vs. Actual
 As of May 31 2020

9:00 AM
 06/16/2020
 Accrual Basis

May 41.67%

Income	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
3431100 · Retail Sales				
3431110 · Plant Sales	11,896.50	21,600.00	-9,703.50	55.08%
3411140 · TCD Equipment Rentals	861.51	2,800.00	-1,938.49	30.77%
3431130 · Soil Testing	1,679.46	5,500.00	-3,820.54	30.54%
3431120 · Rental Income	743.81	800.00	-56.19	92.98%
3611100 · Interest Income	14.02	25.00	-10.98	56.08%
3300000 · Grant Revenue	0.00	95,600.00	-95,600.00	0.00%
3685201 · Rates and Charges	280,868.86	551,475.00	-270,606.14	50.93%
3670000 · Contributions Private	1,249.59	0.00	1,249.59	100.00%
5966699 · Vehicle Allocation	1,030.19	4,500.00	-3,469.81	22.89%
5314999 · Overhead Allocation	35,157.36	84,000.00	-48,842.64	41.85%
Total Income	333,501.30	766,300.00	-432,798.70	43.52%

Program Allocation	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
SS Green	26,998.40	46,300.00	-19,301.60	58.31%
VSP	45.67	40,000.00	-39,954.33	0.11%
Program Allocations Total	27,044.07	86,300.00	-59,255.93	31.34%

Expense	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
5531010 · Salaries & Benefits (Admin)	43,774.30	215,860.00	-172,085.70	20.28%
5531010 · Salaries & Benefits (District Services)	53,850.69	89,388.00	-35,537.31	60.24%
TCD Cost Share	0.00	5,000.00	-5,000.00	0.00%
5314101 · Legal Fees & Services	9,511.33	57,416.00	-47,904.67	16.57%
5314102 · Audit & Accounting	1,361.69	15,000.00	-13,638.31	9.08%
5314103 · Computer Services	8,879.21	15,500.00	-6,620.79	57.29%
5314100 · Professional Services	3,097.50	10,000.00	-6,902.50	30.98%
5355001 · Election Expense	3,847.13	6,500.00	-2,652.87	59.19%
5314400 · Advertising	2,098.07	1,500.00	598.07	139.87%
5314117 · Soil Testing	1,618.60	3,000.00	-1,381.40	53.95%
5314104 · Janitorial Services	696.00	5,000.00	-4,304.00	13.92%
5314501 · Office Rent	21,320.00	47,400.00	-26,080.00	44.98%
5314700 · Utilities	2,274.72	7,500.00	-5,225.28	30.33%
5314503 · Equipment Leases	1,048.36	3,050.00	-2,001.64	34.37%
5314504 · Vehicle Leases	0.00	15,000.00	-15,000.00	0.00%
5314200 · Communications	4,475.11	10,000.00	-5,524.89	44.75%
5313102 · Photocopier Usage	893.93	5,000.00	-4,106.07	17.88%
Software Licenses	2,991.51	3,400.00	-408.49	87.99%
5354800 · Repairs & Maintenance	0.00	7,000.00	-7,000.00	0.00%

Expense	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
5313101 · Office Supplies	1,295.32	7,000.00	-5,704.68	18.50%
5314202 · Postage & Shipping	405.52	1,500.00	-1,094.48	27.03%
5313401 · Plants for Resale	7,641.47	12,500.00	-4,858.53	61.13%
5314901 · Meeting & Event Supplies	859.13	2,000.00	-1,140.87	42.96%
5314116 · Project Equipment	391.65	0.00	391.65	100.00%
5314502 · Site Rental	-25.00	0.00	-25.00	100.00%
5314902 · Dues and Subscriptions	1,910.00	7,500.00	-5,590.00	25.47%
Board Meeting Snacks	167.50	960.00	-792.50	17.45%
5314307 · Licenses and Permits	31.00	0.00	31.00	100.00%
5314302 · Staff - Conference & Training	210.00	7,000.00	-6,790.00	3.00%
5314306 · Board - Conference & Training	0.00	2,500.00	-2,500.00	0.00%
5314300 · Staff - Travel	778.00	5,500.00	-4,722.00	14.15%
5314301 · Board Travel	188.03	5,000.00	-4,811.97	3.76%
5314110 · Bank Fees & Interest Charges	481.45	1,500.00	-1,018.55	32.10%
5314600 · Liability Insurance Premiums	6,390.00	15,336.00	-8,946.00	41.67%
5314111 · Late Fees & Penalties	400.43	500.00	-99.57	80.09%
5945361 · Road Signs	0.00	1,000.00	-1,000.00	0.00%
5945362 · Board Tablets	0.00	4,690.00	-4,690.00	0.00%
5966601 · Office Furniture & Equipment	5,267.60	3,000.00	2,267.60	175.59%
5966402 · Computer Hardware	8,706.90	5,000.00	3,706.90	174.14%
Reserve Fund	0.00	65,000.00	-65,000.00	0.00%
Conservation Education Center Savings	0.00	10,000.00	-10,000.00	0.00%
Total Expense	196,837.15	680,000.00	-483,162.85	28.95%
Net Income	109,620.08	0.00		

Thurston Conservation District
Payments Detail
May 2020

11:30 AM

06/16/2020

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	EFT	5/4/2020	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	30.80
Credit Card Charge	9217	5/4/2020	Taylor Shellfish Farms	GREEN:TCC:G019.65 Taylor Shellfish	5314116 · Project Equipment	81.38
Credit Card Charge	9260	5/4/2020	Amazon	DISTRICT SERVICES:A098 - Soil Tests	5313103 · Project Supplies	52.46
Check	EFT	5/5/2020	Regence - Health Care		5312011 · Medical Benefits	5,880.41
Liability Check		5/7/2020	QuickBooks Payroll Service		Payroll	19,395.62
Credit Card Charge		5/7/2020	T Sheets	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	118.15
Credit Card Charge	9219	5/8/2020	Ace Hardware	DISTRICT SERVICES:A099 - Equipment Rental	5313103 · Project Supplies	39.52
Liability Check	EFT	5/11/2020	Internal Revenue Service		Payroll Taxes	6,236.44
Liability Check	EFT	5/11/2020	WFSE Union Dues		3861008 · Union Dues	676.57
Liability Check	EFT	5/11/2020	WA St Dept of Retirement Systems		PERS DCP Payment	575.00
Liability Check	EFT	5/11/2020	WA St Dept of Retirement Systems		PERS Retirement	10,742.63
Bill Pmt -Check	20412	5/12/2020	Bull Dog Trailer Sales	DISTRICT SERVICES:A099 - Equipment Rental	5966601 · Office Furniture & Equipment	5,206.64
Bill Pmt -Check	20413	5/12/2020	Community Farmland Trust	DISTRICT SERVICES:A098 - Soil Tests	5314501 · Office Rent	520.00
Bill Pmt -Check	20414	5/12/2020	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20415	5/12/2020	Hydroseeding & Barkblower, Inc	GREEN:G019.27 Prairies and Pollinators	5314108 · Construction & Landscaping	9,792.00
Bill Pmt -Check	20416	5/12/2020	Mara Healy	WSCC:W070 - CREP	5314304 · Mileage	34.04
Bill Pmt -Check	20417	5/12/2020	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	43.64
Bill Pmt -Check	20418	5/12/2020	Nicole Warren	NRI Cost Share and Livestock	5314304 · Mileage	34.50
Bill Pmt -Check	20419	5/12/2020	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	641.50
Bill Pmt -Check	20420	5/12/2020	Olympian, The	UNRESTRICTED:A010-Overhead		156.31
Bill Pmt -Check	20421	5/12/2020	Regence - Life Insurance		5312017 · Life Insurance	37.22
Bill Pmt -Check	20422	5/12/2020	Ricoh, USA Inc - Usage	UNRESTRICTED:A010-Overhead	5313102 · Photocopier Usage	75.76
Bill Pmt -Check	20423	5/12/2020	Smartsheet Inc.	UNRESTRICTED:A010-Overhead	Software Licenses	2,884.87
Bill Pmt -Check	20424	5/12/2020	Tri-element LLC	GREEN:G019.27 Prairies and Pollinators	5314108 · Construction & Landscaping	4,335.65
Bill Pmt -Check	20425	5/12/2020	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	774.38
Bill Pmt -Check	20426	5/12/2020	VSP - Vision Care		5312011 · Medical Benefits	178.86
Bill Pmt -Check	20427	5/12/2020	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	1,472.00
Bill Pmt -Check	20428	5/12/2020	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	20429	5/12/2020	Lafromboise Communications	UNRESTRICTED:A010-Overhead	5314400 · Advertising	101.33
Bill Pmt -Check	20430	5/12/2020	Leah Kellogg	UNRESTRICTED:A010-Overhead	Postage and Mileage	58.35
Bill Pmt -Check	20431	5/12/2020	NorthPoint Industries	UNRESTRICTED:A010-Overhead	Refund for mistakenly depositing check	2,350.00

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9218	5/12/2020	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	10.71
Credit Card Charge		5/12/2020	Wells Fargo	UNRESTRICTED:A010-Overhead	5314111 · Late Fees & Penalties	75.00
Credit Card Charge	9227	5/13/2020	Survey Monkey	Thurston County:TC650 - Riparian NTA:TC650.5 - T	Software Licenses	28.44
Check	EFT	5/18/2020	Wells Fargo			7,691.55
Credit Card Charge		5/18/2020	Wells Fargo	UNRESTRICTED:A010-Overhead	5314110 · Bank Fees & Interest Charges	56.21
Liability Check		5/21/2020	QuickBooks Payroll Service		Payroll	19,271.19
Liability Check	EFT	5/21/2020	Internal Revenue Service		Payroll Taxes	6,202.60
Liability Check	EFT	5/21/2020	WA St Dept of Retirement Systems		PERS DCP Payment	575.00
Bill Pmt -Check	20432	5/27/2020	A & L Western Agricultural Laboratories	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	81.60
Bill Pmt -Check	20433	5/27/2020	Comcast	UNRESTRICTED:A010-Overhead	Internet and Telephone	369.64
Bill Pmt -Check	20434	5/27/2020	Community Farmland Trust	DISTRICT SERVICES:A099 - Equipment Rental	5314501 · Office Rent	260.00
Bill Pmt -Check	20435	5/27/2020	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20436	5/27/2020	Griffin School District	Dawkins and NOAA B-WET	Buses and Substitute Teachers	446.14
Bill Pmt -Check	20437	5/27/2020	Olympia School District	Dawkins and NOAA B-WET	5314113 · Teacher Substitute Stipends	576.00
Bill Pmt -Check	20438	5/27/2020	Olympian, The	UNRESTRICTED:A010-Overhead	5314400 · Advertising	344.32
Bill Pmt -Check	20439	5/27/2020	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity and Gas	320.30
Bill Pmt -Check	20440	5/27/2020	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	185.51
Bill Pmt -Check	20441	5/27/2020	United Concordia Insurance Co	UNRESTRICTED:A010-Overhead	5312012 · Dental Benefits	568.64
Bill Pmt -Check	20442	5/27/2020	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	462.36
Bill Pmt -Check	20443	5/27/2020	VSP - Vision Care	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	89.43
Bill Pmt -Check	20444	5/27/2020	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314700 · Utilities	373.76

WDFW Early Action Reaches Addendum

Thurston Conservation District--Skookumchuck

Grant# 20-13-EA

Total Grant Amount \$744,780.00

Period of Performance: April 1, 2020 – June 30, 2021

Scope of Work

Task 1 – Project Management **\$119,422.00**

This task includes time for Thurston Conservation District to coordinate all aspects of the project, including oversight of sub-contractors, contract and fiscal management, and coordination of technical staff.

WSSC will be responsible for sub-contracting and managing the sub-contracts with the CDs, compiling quarterly progress reports and submitting those reports through PRISM, and manage other related billing requirements.

Thurston Conservation District will be responsible for managing the on-the-ground projects including work plan development and implementation, and coordination with WDFW throughout the period of this Agreement to implement vegetation management and restoration activities.

Thurston Conservation District will coordinate with WDFW staff, Construction Teams, design teams, and internally to keep the projects moving forward effectively and efficiently. The Thurston CD project manager will participate in regular coordination conference calls with WDFW staff to discuss project schedules, issues and updates.

This task involves 5 years of project management activities and will include bi-weekly internal and external coordination meetings pre-construction, monthly internal and external coordination meetings for construction years, and quarterly updates and coordination meetings post-construction.

DELIVERABLES:

- Billings, records management, and quarterly progress reports.

Task 2 – Work Plan Development

\$16,337.00

Thurston Conservation District will work in coordination with WDFW's Construction Teams and project landowners to develop detailed work plans and schedules for invasive species management activities, native plant installation, and maintenance and monitoring activities. This task assumes that work plans and schedules will focus on the EAR project. WDFW will review draft and final plans. Approval of these plans is required by WDFW before beginning implementation.

Work plans will be based on the final project designs for each EAR project and will incorporate the following:

- Invasive species management plans to address the needs of each reach that describe pre-, mid- and post-construction treatment, treatment methods, and schedules.
- Planting plans based on planting designs, species assemblages and quantities provided in project designs that describe planting areas/schemes, total planting areas, proposed species and quantities, and schedules.
- Maintenance and monitoring plans that describe invasive and non-native vegetation management, protection from predation, irrigation, and annual survivability requirements and reporting. Maintenance and monitoring plans will cover a minimum 5-year period and meet regulatory requirements including performance standards and monitoring requirements.

DELIVERABLES:

- Work plans for each EAR project

Task 3 – Invasive Species Management and Restoration Planting

\$504,169.00

Thurston Conservation District will implement the work plans developed in Task 2. The expected work includes:

- Pre-construction invasive vegetation management and treatment
- Pre-planting surveys to assess planting areas, conditions, soils, current vegetation cover and flood areas.
- Procurement of native plants, materials, tools and labor needed to install native plantings
- Installation of plantings for the project.

- Maintenance, including but not limited to, watering, invasive species and predation management, and mowing.
- Monitoring and reporting.

Invasive species management activities will begin in the winter and spring before construction. Invasive species have been mapped at a reconnaissance level. Thurston Conservation District and sub-contractors will complete a thorough survey of existing invasive species at an appropriate level of detail needed to support site management activities. Pre- construction invasive species management should include chemical, mechanical, and manual treatment options.

Thurston Conservation District will conduct pre-construction site surveys to assess planting areas, conditions, soil moisture, existing vegetative cover and flood areas. Thurston Conservation District will prepare a pre-construction memo that summarizes planting conditions, will purchase plants and finalize sub-contracts with planting crews, and provide materials and tools as needed.

Native plant communities will be restored in each of the project areas by installing native trees, shrubs, and emergent species. Species, quantities, and distribution will be based on final design plans for each EAR project. Construction is likely to occur over one or more years. Plants will be installed in coordination with restoration construction sequencing and as outlined in the final work plans.

Any changes to the approved and final planting design that are necessary due to field conditions encountered during plant installation must be documented on the as-built plans.

ASSUMPTIONS:

- Plant species that are purchased will be based on both plant species as provided in the work plans and plant availability. Plant species will be native, and appropriate for the habitat.
- Planting plan designs will be functional for habitat, not focused on landscaping aesthetics for the landowner.
- Sub-contracts will be initiated and managed by Thurston Conservation District for any planting labor required.

DELIVERABLES:

- As-built Plans for each project area after plant installation.
- Photo points and photographs of each EAR project prior to, during, and after plant installation.

Task 4 – Maintenance and Monitoring

\$104,852.00

This task includes all post-construction restoration planting maintenance, and monitoring for five years after initial planting. The maintenance and monitoring plan developed as part of the work plan for each project area will be implemented with annual data and reporting to WDFW. The tasks include:

- Watering and other maintenance, as needed.
- Replanting to achieve performance standards, as needed.
- Semi-annual to annual invasive vegetation treatment.
- Post-planting annual survival monitoring surveys.

Monitoring Activities

To ensure success of the projects, a 5-year monitoring and reporting program will be implemented by Thurston Conservation District for each project area. Monitoring will include all restored buffer areas. Monitoring will occur in Years 1, 2, 3, and 5.

Monitoring will take place during the growing season (preferably late summer or early fall) prior to leaf drop, in accordance with the monitoring reporting years. A report for those years will be submitted to WDFW and others, by November 30 of the applicable year.

Monitoring activities will focus on the collection of vegetation cover and survival data to quantify, to the extent possible, compliance with the performance standards. Monitoring will also include photographic documentation at established photo points.

If monitoring goals are not achieved, problems will be evaluated by a qualified biologist at WDFW. Specific contingency actions will be developed, as needed, and implemented based on scientifically and economically feasible recommendations. Contingencies may include additional plantings or changing species selections to correct excessive mortality.

ASSUMPTIONS:

- Performance Standards for each project area will be the following:
 - Years 1 and 2 – a minimum 80% survival of installed vegetation,
 - Year 3 – at least 25% native woody vegetative species cover, and
 - Year 5 – at least 50% native woody vegetative species cover.
 - Monitoring will end after year 5.
- Work under this task will be limited to the elements described in the maintenance and monitoring plans.

DELIVERABLES:

- Monitoring reports for each project area for years 1, 2, 3, and 5.

Maintenance Activities

Maintenance will be performed by Thurston Conservation District regularly, to address conditions that could jeopardize the success of the plantings. During monitoring visits, necessary maintenance actions will be identified and reported. Maintenance and corrective actions needed for each project area will be implemented immediately upon completion of the monitoring event (unless otherwise indicated below). Typical maintenance activities may include, but are not limited to, the following:

- Water installed plants to promote healthy establishment.
- Identify and correct conditions that affect plant growth and survival to the extent possible (e.g., moisture regime, poor plant stock, disease, shade/sun conditions, erosion, wildlife damage/predation).
- During years 1 and 2, replace all dead plant material and maintain 80% survival performance standard.
- Replace dead plants with the same species or a substitute native species that would have the same or better survival.
- Remove and control weedy or exotic invasive plants. Use of herbicides should only be implemented if other measures failed or were considered unlikely to be successful.
- Remove of trash and other debris.

Invasive species will continue to be documented to follow progression of treatments. Treatments following project construction may include, but should not be limited to mowing, brush cutting, raking, chipping, herbicides, and use of hand-held equipment.

Addendum Board Approval date: _____

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Return to Work Protocol for TCD Staff

We don't yet know when Governor Inslee will fully lift restrictions from the "Stay Home, Stay Healthy" order that will permit our employees to conduct in-office / on-site work. What we do know is — when restrictions are lifted — we all must continue to be careful to avoid catching and spreading COVID-19. We are actively monitoring [Thurston County Public Health and Social Services announcements on progression of Thurston County through the phases](#) of the [Safe Start Plan](#) and responding accordingly. That's why we're planning ahead to ensure proper precautions are in place.

Our first priority is your health and safety.

We're taking seriously the workplace recommendations from health care authorities in order to best protect you. Once we're permitted to return to work sites, here are some protocols that TCD staff must follow to ensure we take good care of ourselves and each other. Specific protocols around sanitation, hygiene, and illness follow guidance from the [Center for Disease Control \(CDC\)](#) and [Occupational Safety and Health Administration \(OSHA\) Guidance on Preparing Workplaces for COVID-19](#).

Protocols will be revised as necessary based on changes in the COVID-19 situation.

All TCD Employees:

-) Once we're permitted to conduct in-office / on-site work, many TCD employees should continue to telework to help prevent the spread of COVID-19. However, there are options for each employee to consider:
 - o Please work with your immediate supervisor and Executive Director to develop a plan for whether you will continue to telework, return to the office, or a combination of both.
-) If an employee reports to an office and is ill, they will be sent home. If they travel into the building and have symptoms consistent with COVID-19, we will transition immediately to telework for all employees until a deep clean has been completed, in addition to requiring the ill person to leave.
-) Employees with an ill household member shall [follow CDC precautions](#).
-) Employees who are higher risk or have household members at higher risk for serious illness from COVID-19 are encouraged to continue to telework. [See CDC risk factors](#).

-) Until further notice, continue to avoid large in-person meetings or gatherings. Continue to participate in via web and/or phone. This guidance will continue to adhere to group sizes recommended in the Safe Start Plan.
 - o Even after restrictions for in-person meetings are lifted, consider whether it is vital to attend a meeting in person. Our goal is to minimize our attendance at in-person meetings and only physically attend those absolutely necessary, even after restrictions are lifted by Governor Inslee.
 - o Social distancing and all other CDC guidelines must be followed for any in-person visits.

Those Who Return to the Office:

-) Sick employees shall stay home and not return to work until criteria to discontinue home isolation are met in consultation with their health care provider. [See CDC guidance](#).
 - o Employees diagnosed with COVID-19, show symptoms of COVID-19 or who are caring for family members either diagnosed or showing symptoms of COVID-19 may be asked to provide work release documentation.
-) Maintain a minimum physical distance of at least six feet from another person at all times.
-) Sanitize surfaces frequently using [EPA-approved disinfectants](#).
 - o Cleaning materials will be available to all TCD staff, including field staff.
-) Wash hands frequently with liquid hand soap. [See CDC guidance](#).
 - o Liquid hand soap and sanitizer will be available to all staff, including field staff.
-) Wear a face mask when you are entering, exiting, in common spaces or hallways within the office. Masks will be provided to all TCD staff, or you may wear your own mask for comfort or style. [See CDC guidance on masks/face coverings](#). Note that cloth face coverings should be routinely washed depending on the frequency of use.
-) Avoid going into other staff members' workspaces, and please don't touch other workers' phones, desks, offices, door knobs or other work tools and equipment.

Office Requirements:

-) When restrictions are lifted, we may limit the number of people in the office at one time.
 - o We will keep an electronic calendar of when employees are expected to be in the office, and suspend use of the sign-in/sign out board until further notice. Prior to coming in, staff must check and update this group calendar.
 - o We will transition our car check-out calendar and conference room calendars to electronic scheduling, to avoid unnecessary touchpoints. If the conference room is used for a workspace, it must be sanitized before and after each use.
-) There is no minimum requirement for in-person presence in the office at this time, however, some positions may be assigned to work in the office more to perform all job duties efficiently (ex. Administrative Assistant).
-) Employees in the office must disinfect and sanitize all high-touched areas after each use, including but not limited to copy machines, refrigerator handles, water jug spout and handle, all



door handles, light switches, faucets, shared phone and computer equipment in the conference room, and cabinet handles.

-) Keep all internal shared doors open to minimize unnecessary touch points (hallway doors, storage room doors, etc.).

Field Work:

-) Please follow the above protocols involving social distancing, group size limits and sanitation procedures.
-) Face masks should be worn when around others in an indoor setting.
-) Limit vehicle occupancy to one person.
-) For shared agency vehicles, clean all high-touch surfaces with EPA-approved cleaner before and after vehicle use (see CDC guidance on disinfecting vehicles). High-touch surfaces include:
 - o Keys
 - o Steering wheel
 - o Gear shift
 - o Console
 - o Door handles (interior and exterior)
 - o Arm rests
 - o Seatbelt hardware
 - o Turn signal arms
 - o Window / lock controls
 - o Wiper controls

Please note: Staff who are unable or unwilling to follow the above protocols must continue to telework.

Questions, concerns, or ideas?

Please contact Executive Director if you have questions or concerns about these protocols or if you have suggestions for other measures we could take to improve workplace safety:

Sarah Moorehead
Executive Director
Thurston Conservation District
smoorehead@thurstoncd.com
360.754.3588

Thank you for your patience and resolve as we continue to adapt and create a safe work space for everyone together. Thank you in advance for helping to keep our team safe!



Item

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**Thurston Conservation District Board Supervisors
July Work Session Topic List
Thursday, July 14th, 2020 (3:00-5:30pm)**

Meeting Location: TBA

-
- 1. Topic List Review, All**
 - 2. Staff Presentation: TBA**
 - 3. June 25th, 2020 Minutes Review & Revision, All**
 - 4. Covid-19 Health Update, All**
 - 5. Mid-year 2020 Annual Budget Review, All**
 - a. Review and revise 2020 budget
 - b. Review and prioritize items for action
 - 6. Policy Development, All**
 - a. *TCD Code of Conduct*
 - b. *Policy update schedule review and prioritization*
 - 7. Important Updates & Announcements**
 - a. Board of Supervisors
 - b. Executive Director
 - 8. July Board Meeting Agenda Development, All**

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To: TCD Board of Supervisors
From: Sarah Moorehead (*Executive Director*)
Date: June 25th, 2020
Subject: Executive Director's Report



Priority Initiative Updates

Farmland Preservation Initiative

Staff continues to support the development of policy, funding opportunities and partner collaboration to further farmland preservation in our area. Two avenues continue to make great progress towards preserving farmland:

1. The JBLM Sentinel Landscape Partnership is finalizing a report of needs and actions to continue a strong partnership further goals that support military readiness, agricultural viability and endangered species conservation. This report is expected to be finalized this summer and support funding requests from a variety of sources.
2. Staff and partners are working together to analyze farmland in and around the City of Olympia and UGA. Preliminary results from spatial analysis have been completed and provided to members of the Olympia City Council for further collaborations and potential opportunities for mitigation as the city plans for future development.

Thurston Waterways

Thurston Waterways is a website created for Thurston County residents interested in learning more about enhancing and managing waterways on their property. It provides basic information on waterway health and valuable resources from organizations supporting restoration efforts in Thurston County through project assistance, conservation easements, financial assistance, and educational information. This resource hub will assist landowners search for programs and information they will find useful when considering the waterways on their property. <https://thurstonwaterways.org/>

WACD Annual Meeting Planning Team

TCD's Executive Director is participating in statewide planning committee to prepare for the 2020 WACD Annual Meeting. This meeting is an opportunity for Board Supervisors to network, receive training and conduct statewide business on behalf of the association. Planning will begin in July and opportunities to share priorities in the planning process will be available throughout the process.

District Operations

May 14th, 2020 Special Meeting

1. **Executive Director will develop internal steps to prepare for stage 4 and Staff returning to the office.**
Completed. Return to Work Protocol included on June 25th Board Meeting Agenda.
2. **TCD's 5 year Strategic Plan will be added as an Action Item to the May Board Meeting Agenda.**
Completed.

- 3. 2020 Annual plan of Work will be completed and moved to action items on the May Board Meeting.**

Completed. Finalization of 2019 Annual Report of Accomplishments in progress.

May 25th, 2020 Regular Board Meeting

- 1. Staff will draft the TCD Return to Work Plan/ Proposal for the Board to review at the June 9th Special Session.**

Completed. Return to Work Protocol included on June 25th Board Meeting Agenda.

- 2. Staff will update the change to the July Board Meeting date to the proper outlets.**

Completed.

- 3. Counsel and staff will write a work session level memorandum of the Code of Conduct Policy for the Board to discuss at the June 9th Special Meeting.**

Completed. Additional direction provided for July Work Session.

Mid-Year 2020 Annual Budget Review and Revision

Staff have been working on incorporating new grants and identifying areas of proposed budget revision to present to the Board at the July 14th work session. In addition, the Executive Director has been able to review workload prioritization and capacity across the staff team to ensure completion of deliverables and identify any capacity needs.

Staffing Update

We are currently celebrating one year of increasing our staffing levels at TCD to meet the needs of our community. This time of year has been busy supporting our newest staff team members through the annual evaluation process and outlining professional development plans!

We are preparing to conduct our hiring process for our Accounting Assistant position, as included in the approved 2020 Annual Budget. In addition, due to multiple recent grants awarded, we have sustainable funding and workload to create a new position within our habitat department to support the implementation of new restoration projects and program coordination.