

Thurston Conservation District Consent Calendar Decision Sheet July 30, 2020 Board Meeting



A. June 25th, 2020 Special Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

B. June Financial Report

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

C. Board Activities and Public Meetings COVID-19 Protocol

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

D. Volunteer and Volunteer Events COVID-10 Protocol

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

E. TCD Resolution 2020-08: Update Authorized Bank Signers

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

F. WSCC FY 2020 Implementation Addendum

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

G. WSCC FY 2020 CTA Addendum

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

H. Partners for Fish and Wildlife- Frogs on the Farm application

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT,
WASHINGTON ON July 30, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Vice Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

Helen Wheatley, Board Member

ATTEST:

Sarah Moorehead, Executive Director



**Thurston Conservation District Board of Supervisors
May Board Meeting Agenda**

Thu, July 30th, 2020 5:30 PM - 8:00 PM (PDT)

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

<https://global.gotomeeting.com/join/495876245>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (312) 757-3121

- One-touch: <tel:+13127573121,495876245#>

Access Code: 495-876-245

- | | |
|---|-------------------------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 5:30 PM
<i>5 minutes</i> |
| 2. Agenda Review | 5:35 PM
<i>5 minutes</i> |
| 3. Consent Agenda – Action Item | 5:40 PM
<i>5 minutes</i> |
| A. June 25 th , 2020 Board Meeting Minutes | |
| B. June Financial Report | |
| C. Board Activities and Public Meetings COVID-19 Protocol | |
| D. Volunteer and Volunteer Events COVID-10 Protocol | |
| E. TCD Resolution 2020-08: Update Authorized Bank Signers | |
| F. WSCC FY 2020 Implementation Addendum | |
| G. WSCC FY 2020 CTA Addendum | |
| H. Partners for Fish and Wildlife - Frogs on the Farm application | |
| 4. Public Comment | 5:45 PM
<i>15 minutes</i> |
| *Three minutes per person | |
| 5. Partner Reports (if present) | |
| A. Washington State Conservation Commission (WSCC), <i>Jean Fike</i> | 6:00 PM
<i>15 Minutes</i> |
| B. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> | |
| C. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | |
| D. Washington State Department of Ecology, <i>Alena Reynolds</i> | |
| 6. Financial– Action Item, All | 6:15 PM
<i>10 Minutes</i> |
| A. 2020 Annual Budget revised- Action Item | |
| 7. Governance, All | 6:25 PM |

- A. COVID-19 & OPMA discussion 20 Minutes
- B. June 9 special meeting minutes- **Action Item**
- C. August Work Session Topic List

- 8. Executive Session:** *To discuss potential litigation with legal counsel.* **6:45 PM**
10 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, All – Action Item** **6:55 PM**
5 Minutes

- 10. Other Reports** **7:00 PM**
15 minutes
- A. Board of Supervisor Reports, *All*
 - B. Executive Director Report, *Sarah Moorehead*

Adjourn **7:15 PM**
Time Allotment: 1hr 50min

Important Dates

July

30th July Board Meeting: 5:30-8pm Go to Meeting

August

11th August Work Session 3-5pm Go to Meeting

20th NACD Webinar Series Webinar

21st STEDI Meeting Webinar

25TH Addressing Mud & Designing a Heavy Use Area Webinar

27th August Board Meeting 5:30-8pm Go to Meeting

September

8th TCD Board Work Session 3-5pm TBA

24th TCD Board Meeting 5:30-8pm TBA

Item

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Thurston Conservation District Board of Supervisors
June 25th, 2020
Regular Meeting Minutes – Virtual GoToMeeting
(5:30-7:28pm)
Originally scheduled: (5:30pm – 8:00pm)



1 **Meeting: 5:30pm – 8:00pm**

Present at Meeting:

TJ Johnson, TCD Board Chair	Sarah Moorehead, TCD Executive Director
Betsie DeWreede, TCD Vice Chair	Jean Fike, WSCC
David Iyall, TCD Board Auditor	Alena Reynolds, DOE
Doug Rushton, TCD Board Supervisor	Anne Baxter, DOE
Ben Cushman, TCD Attorney	Helen Wheatley, TCD Board Candidate
Leah Kellogg, TCD Staff	

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Summary of Action Items:

- J **ACTION ITEM: Executive director and Supervisor Rushton will work on a Return to Work Protocol for the public and volunteers (including board members) for review at the July 14th Work Session.**
- J **ACTION ITEM: Staff should compile a list or survey of “wants and needs” for a new facility. This would help direct the Board and Project Manager with potential sites and amenities. Supervisor Rushton noted the district has gone through the “wants and needs” analysis a couple of times which documentation may jump start this new effort.**
- J **ACTION ITEM: Staff presentations will resume at the August 11th Work Session. The Staff Presentations will be recorded and added to the website as a community educational tool.**
- J **ACTION ITEM: TCD Board and Staff will report on the Deschutes Watershed Survey results at a future Work Session.**
- J **ACTION ITEM: TCD Board and Staff will develop ways to induce 3 smaller towns (Rochester, Tenino, Rainier) to become part of Thurston CD to be discussed at a future Work Session. The first step will be contacting these town’s city councils, to be done by our executive director.**

Summary of Motions Passed:

- J *Supervisor Rushton moved to adopt the Revised Agenda. Supervisor DeWreede seconded. Motion passed unanimously, (3-0).*
- J *Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor DeWreede seconded. Motion passed unanimously, (3-0).*
- J *Supervisor Rushton moved to approve the Staff TCD Return to Work Protocol as amended. Supervisor DeWreede seconded. Motion passed unanimously, (3-0).*
- J *Supervisor DeWreede moved to approve the Zangler Cove Bulkhead Removal Project, Resolution 2020-07. Supervisor Rushton seconded. Motion passed unanimously, (3-0).*
- J *Supervisor Rushton moved to appoint Helen Wheatley as the Supervisor to fill the term for the vacant position on the TCD Board of Supervisors. Supervisor DeWreede seconded. Motion passed unanimously, (3-0).*

32) *Supervisor DeWreede moved to adjourn. Supervisor Rushton seconded. Motion passed*
33 *unanimously, (3-0).*
34
35

36 Full Version of the Minutes

37 38 Welcome & Introductions

39 5:30 pm TCD Board Chair TJ Johnson called the June 25, 2020 Regular Board Meeting to order
40 via an online forum Go To Meeting. Thurston CD Board, Staff, and partners were introduced by
41 the Board Chair verbally. Supervisor Iyall was excused and not in attendance. Chair Johnson
42 will name out Supervisors on each vote and announced that the meeting is audio recorded.

43 Agenda Review - Action Item

44) The Zangle Cove Bulkhead Removal Project, Resolution 2020-07 will be added as item
45 7-A under Governance - *Action Item*
46

47 *Supervisor Rushton moved to adopt the Revised Agenda. Supervisor DeWreede seconded.*
48 *Motion passed unanimously, (3-0).*
49

50 Consent Agenda – Action Item

- 51 A. May 14, 2020 Board Special Meeting Minutes
 - 52 B. May 28, 2020 Board Meeting Minutes
 - 53 C. May 2020 Financial Report
 - 54 D. Skookumchuck Planting Addendum (WSCC)
- 55

56 *Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor DeWreede*
57 *seconded. Motion passed unanimously, (3-0).*
58

59 Public Comment *Three minutes per person

60 Two members of the public attended via Go to Meeting. A representative from DOE, Anne
61 Baxter, introduced herself as a Non-point Group Watershed Resources Unit staff member. She
62 looks forward to attending future TCD Board Meetings.
63

64 Partner Reports

65 A. WSCC Update, *Jean Fike*

66) The WSCC Operations Budget has been cut by 15% for the upcoming biennium
67 years (2021-2022) and was able to do so without affecting Staff or District's
68 funding.

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

70) Written reports were provided in the Board Packet.

71) T WACD Board Meeting discussed and approved their Annual Budget. At the
72 6/23 board meeting.

- 73) A draft of the Mission, Values, and Priorities section of the WACD Strategic Plan
74 was completed; further discussion with partners is encouraged.
75) NACD virtual Board Meeting will be held on July 20th, 2020.
76) NACD is conducting a poll to determine the logistics for the Pacific Region
77 Meeting.
78) WACD Forestry resource policy group webinar is scheduled for August 11th,
79 2020. This webinar will have a section on how “How conservation districts can
80 support female forest landowners”, plus other topics. More information
81 forthcoming.

82 **C. Department of Ecology Update, Alena Reynolds and Anne Baxter**

- 83) No new complaints were filed in Thurston County regarding the DOE Watershed
84 Resource Unit.
85

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

87 **A. Return to Work Protocol, Sarah Moorehead - Action Item**

- 88) The draft included local information that Thurston County Health Department
89 recommends implementing including multiple staff on site, social distancing,
90 standards for vehicle use, and performing field work.
91) This also included protocols for bio-security measures for staff while in the office.
92) There are multiple hyperlinks throughout the document to site local and state
93 resources for further explanation.
94) The document was written in a way to be adaptable to the changing needs and
95 requirements through different phases of the State’s plan.
96) This document was written for Staff and does not specify how the Board or
97 volunteers will interact with TCD.
98) The Board asked to add reminders about disinfecting sun-visors, dashboard controls, and
99 hood latches to the document.

100 *Supervisor Rushton moved to approve the Staff TCD Return to Work Protocol as amended.*
101 *Supervisor DeWreede seconded. Motion passed unanimously, (3-0).*
102

103 **ACTION ITEM: Executive director and Supervisor Rushton will work on a Return to**
104 **Work Protocol for the public and volunteers (including board members) for review at the**
105 **July 14th Work Session.**
106

107 **Governance**

108 **A. Zangler Cove Bulkhead Removal Project, Resolution 2020-07, All –Action Item**

- 109) Resolution 2020-07 gives direction on how to work with partners in Zangler
110 Cove, Washington State Recreation, and Conservation Offices.
111) It stated that TCD will comply with the roles and responsibilities that are set forth
112 within the Application Resolution Operation Authorization form.
113) This authorized Sarah Moorehead and Karin Strelieff to submit the final grant
114 application and administer day to day project protocol.
115

116 *Supervisor DeWreede moved to approve the Zangler Cove Bulkhead Removal Project,*
117 *Resolution 2020-07. Supervisor Rushton seconded. Motion passed unanimously, (3-0).*
118

119 **B. Debrief of Clackamas Farm and Conservation Resource Center Presentation , All**

- 120) Tom Salzer, the Director of WACD gave a presentation on his experience
- 121 overseeing the construction of the Clackamas Farm and Conservation Center at
- 122 the June 9th Work Session.
- 123) He provided good advice and practical caution regarding his experience.
- 124) TCD Board members expressed a desire to keep the options of retro-fitting an
- 125 existing building or sharing a communal property on the table vs building the
- 126 center from the ground up.
- 127) The Board recognized the importance of delegating a Project Manager who has
- 128 experience with infrastructure and capital projects. This position would oversee
- 129 the project and could be a Supervisor, Staff Member or an outside hire acting as a
- 130 Project Development Specialist.
- 131) TCD could find resources and finance structures from outside the District to help
- 132 fund the project. Private citizens and organizations have offered to donate land,
- 133 money, partnership, and/or services to help TCD achieve our goal.
- 134

135 **ACTION ITEM: Staff should compile a list or survey of “wants and needs” for a new**
136 **facility. This would help direct the Board and Project Manager with potential sites and**
137 **amenities. Supervisor Rushton noted the district has gone through the “wants and needs”**
138 **analysis a couple of times which documentation may jump start this new effort.**
139

140 **C. July 14th Work Session Topic List, All**

- 141) Edit and Review June 9th Special Meeting and June 25th Board Meeting Minutes.
- 142) Covid-19 Health Update, including adding volunteers and the public to Continuity of
- 143 Operations during COVID-19 DRAFT.
- 144) Mid-year Annual Budget Review
 - 145) Review 2020 Budget
 - 146) Review and prioritize items for Action
 - 147) Conservation and Education Center Funding
- 148) Policy Development
 - 149) TCD Code of Conduct
 - 150) Policy Update schedule review and prioritization
- 151) Updates and Announcements
 - 152) Board of Supervisors
 - 153) Executive Director
- 154) July 30th Board Meeting agenda development
- 155

156 **ACTION ITEM: Staff presentations will resume at the August 11th Work Session. The**
157 **Staff Presentations will be recorded and added to the website as a community educational**
158 **tool.**
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160 **Mid-Term Elected Seat Appointment Interview(s)**

- 161) The Board interviewed Helen Wheatley for the vacant mid-term elected supervisor position.

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Executive Session: *Evaluate qualifications of applicant to vacant Board position.*

In attendance: Supervisors Johnson, Rushton, DeWreede, Legal Counsel Ben Cushman, and Executive Director Sarah Moorehead.

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

Executive Session opened at 6:57pm for 15 minutes with no action taken, ending at 7:09pm

Regular meeting opened at 7:10pm.

Other Reports

A. Board of Supervisor Report, All

-) TCD Board and Staff submitted an entry to the Washington Conservation Society's Leaving a Legacy Book for former Supervisor Harry Peterson.
-) The Olympia City Council has authorized the Land Use Committee to work with a group to develop a preservation or mitigation policy for the Spooner Farms site. The group includes TCD staff and supervisors, CFLT staff and board members. The group will meet on July 7th.
-) WACD should be consulted to determine interest in TCD giving a presentation on the Spooner Farms Mitigation Policy at the WACD annual meeting in December.

B. Executive Director Report, Sarah Moorehead

-) A staff member is going through Drone Pilot Certification training which will allow the staff member to use TCD's drone for future projects.
-) TCD has completed a survey for landowners in the Deschutes Watershed to identify barriers in riparian restoration. The survey had a 12% response rate.
-) TCD will focus attention on three smaller towns within Thurston County in order to better serve those communities.

ACTION ITEM: TCD Board and Staff will report on the Deschutes Watershed Survey results at a future Work Session.

ACTION ITEM: TCD Board and Staff will develop ways to induce 3 smaller towns (Rochester, Tenino, Rainier) to become part of Thurston CD to be discussed at a future Work Session. The first step will be contacting these town's city councils, to be done by our executive director.

Executive Session Report Out, All – Action Item

-) The TCD Board of Supervisors discussed the qualifications and interview of candidate Helen Wheatley as a potential Supervisor to fill the term for the vacant position.

Supervisor Rushton moved to appoint Helen Wheatley as the Supervisor to fill the term for the vacant position on the TCD Board of Supervisors. Supervisor DeWreede seconded. Motion passed unanimously, (3-0).

206) Supervisor Wheatley was informed of the Boards decision to appoint her to TCD's Board of
207 Supervisors. She accepted the position and looks forward to working with the Board and Staff.

208

209 **ACTION ITEM: Executive Director Sarah Moorehead will contact Supervisor Wheatley to**
210 **orientation and introductory information regarding TCD Board schedule, protocol, and**
211 **responsibilities.**

212

213 *Supervisor DeWreede moved to adjourn. Supervisor Rushton seconded. Motion passed*
214 *unanimously, (3-0).*

215

216 **Adjourn 7:28pm**

217 Respectfully,

X

T.J. Johnson
TCD Board Chair

219

Thurston Conservation District July 2020 Financial Notes

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

Total (Restricted and Unrestricted) Profit & Loss – Page 4

1. The Professional Services amount was quiet high this month - \$2,929.39. These payments were for engineering services for a number of Cost Share projects that are moving forward. These expenses are covered by grants.

Restricted Budgets vs Actuals – Page 8

2. We added 2 new grants this month – ASRP Independence and ASRP Riverbend.

Unrestricted Budgets vs Actuals – Pages 10 and 11

3. As it happens each year in June and July, staff is working with the Board of Supervisors on the Mid-Year Revised Budget for the 2nd half of 2020 to adjust for unexpected over- and under-spending in the annual budget.

Thurston Conservation District

Profit & Loss

07/20/20

January through June 2020

Accrual Basis

	Jan - Jun 20
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	11,896.50
3411140 · TCD Equipment Rentals	1,284.34
3431130 · Soil Testing	1,748.33
3431120 · Rental Income	809.75
Total 3431100 · Retail Sales	15,738.92
3611100 · Interest Income	18.25
3300000 · Grant Revenue	342,814.25
3685201 · Rates and Charges	309,221.70
3670000 · Contributions Private	1,249.59
3600000 · Miscellaneous Revenue	0.00
Total Income	669,042.71
Gross Profit	669,042.71
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	445,262.80
5314101 · Legal Fees & Services	11,410.00
5314102 · Audit & Accounting	1,479.84
5314103 · Computer Services	9,735.21
5314100 · Professional Services	7,236.89
5314400 · Advertising	2,484.40
5314117 · Soil Testing	1,654.60
5314104 · Janitorial Services	696.00
5314501 · Office Rent	25,688.00
5314700 · Utilities	2,770.89
5314503 · Equipment Leases	1,233.87
5314200 · Communications	5,664.91
5313102 · Photocopier Usage	1,015.27
Software Licenses	3,265.60
5354800 · Repairs & Maintenance	81.98
5313101 · Office Supplies	1,868.17
5314202 · Postage & Shipping	795.68
5313401 · Plants for Resale	7,641.47
Project Expenses	
5314901 · Meeting & Event	1,131.60
5313103 · Project Supplies	2,117.98
5314113 · Teacher Substitute Stipends	1,128.13
5314112 · Bus Transportation	548.14
Total Project Expenses	4,925.85
5314902 · Organizational Dues & Licenses	5,829.89
Board Meeting Snacks	167.50
5314203 · Printing Services	2,234.21
5314302 · Staff - Conference & Training	210.00
5314300 · Staff - Travel	1,246.76
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	7,668.00
5314111 · Late Fees & Penalties	400.43
Sales Tax Adjustments	-0.03
66900 · Reconciliation Discrepancies	-2.51

Thurston Conservation District
Profit & Loss
January through June 2020

	<u>Jan - Jun 20</u>
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	5,823.28
5966402 · Computer Hardware	8,706.90
Total 5945360 · Capital Outlays	<u>14,530.18</u>
Total Expense	<u>590,562.09</u>
Net Ordinary Income	<u>78,480.62</u>
Net Income	<u><u>78,480.62</u></u>

Thurston Conservation District

Profit & Loss

07/20/20

June 2020

Accrual Basis

	<u>Jun 20</u>
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3411140 · TCD Equipment Rentals	422.83
3431130 · Soil Testing	68.87
3431120 · Rental Income	65.94
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Total 3431100 · Retail Sales	557.64
3611100 · Interest Income	4.23
3300000 · Grant Revenue	96,738.89
3685201 · Rates and Charges	28,352.84
	<hr/>
Total Income	125,653.60
Gross Profit	125,653.60
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	73,729.03
5314102 · Audit & Accounting	118.15
5314103 · Computer Services	856.00
5314100 · Professional Services	2,929.39
5314400 · Advertising	25.00
5314117 · Soil Testing	36.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	199.91
5314503 · Equipment Leases	185.51
5314200 · Communications	1,189.80
5313102 · Photocopier Usage	121.34
Software Licenses	65.62
5313101 · Office Supplies	479.99
5314202 · Postage & Shipping	51.66
Project Expenses	17.29
5314902 · Organizational Dues & Licenses	3,888.89
5314203 · Printing Services	408.21
5314300 · Staff - Travel	277.40
5314600 · Liability Insurance Premiums	1,278.00
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	45.89
	<hr/>
Total 5945360 · Capital Outlays	45.89
Total Expense	90,271.08
Net Ordinary Income	35,382.52
Net Income	<u><u>35,382.52</u></u>

Thurston Conservation District
Profit & Loss Prev Year Comparison
January through June 2020

	Jan - Jun 20	Jan - Jun 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	1,284.34	36.71	1,247.63	3,398.6%
3431130 · Soil Testing	1,748.33	2,973.59	-1,225.26	-41.2%
3431120 · Rental Income	809.75	467.33	342.42	73.3%
Total 3431100 · Retail Sales	15,738.92	3,477.63	12,261.29	352.6%
3611100 · Interest Income	18.25	10.47	7.78	74.3%
3300000 · Grant Revenue	342,814.25	198,074.93	144,739.32	73.1%
3685201 · Rates and Charges	309,221.70	310,024.74	-803.04	-0.3%
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	669,042.71	514,087.77	154,954.94	30.1%
Gross Profit	669,042.71	514,087.77	154,954.94	30.1%
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	445,262.80	190,896.50	254,366.30	133.3%
Stipends	0.00	1,000.00	-1,000.00	-100.0%
5314101 · Legal Fees & Services	11,410.00	21,697.08	-10,287.08	-47.4%
5314102 · Audit & Accounting	1,479.84	9,377.85	-7,898.01	-84.2%
5314103 · Computer Services	9,735.21	4,618.86	5,116.35	110.8%
5314106 · PDR Expense	0.00	99.00	-99.00	-100.0%
5314100 · Professional Services	7,236.89	14,189.23	-6,952.34	-49.0%
5355001 · Election Expense	0.00	32,428.70	-32,428.70	-100.0%
5314400 · Advertising	2,484.40	4,107.99	-1,623.59	-39.5%
5314117 · Soil Testing	1,654.60	2,148.60	-494.00	-23.0%
5314104 · Janitorial Services	696.00	1,350.00	-654.00	-48.4%
5314501 · Office Rent	25,688.00	23,700.00	1,988.00	8.4%
5314700 · Utilities	2,770.89	3,416.24	-645.35	-18.9%
5314503 · Equipment Leases	1,233.87	1,350.89	-117.02	-8.7%
5314200 · Communications	5,664.91	2,946.81	2,718.10	92.2%
5313102 · Photocopier Usage	1,015.27	1,292.96	-277.69	-21.5%
Software Licenses	3,265.60	0.00	3,265.60	100.0%
5354800 · Repairs & Maintenance	81.98	151.17	-69.19	-45.8%
5313101 · Office Supplies	1,868.17	1,634.62	233.55	14.3%
5314202 · Postage & Shipping	795.68	3,117.18	-2,321.50	-74.5%
5313401 · Plants for Resale	7,641.47	-1,225.50	8,866.97	723.5%
Project Expenses	4,925.85	25,794.71	-20,868.86	-80.9%
5314902 · Organizational Dues & Licenses	5,829.89	1,060.00	4,769.89	450.0%
Board Meeting Snacks	167.50	91.18	76.32	83.7%
5314203 · Printing Services	2,234.21	5,008.01	-2,773.80	-55.4%
5314307 · Licenses and Permits	0.00	36.00	-36.00	-100.0%
5314302 · Staff - Conference & Training	210.00	690.00	-480.00	-69.6%
5314300 · Staff - Travel	1,246.76	2,937.90	-1,691.14	-57.6%
5314301 · Board Travel	188.03	63.80	124.23	194.7%
5314108 · Construction & Landscaping	14,127.65	147.02	13,980.63	9,509.3%
5314109 · Cost Share	8,482.00	8,950.00	-468.00	-5.2%
5314110 · Bank Fees & Interest Charges	568.55	1,100.04	-531.49	-48.3%
5314600 · Liability Insurance Premiums	7,668.00	6,813.50	854.50	12.5%
5314111 · Late Fees & Penalties	400.43	180.00	220.43	122.5%
Sales Tax Adjustments	-0.03	39.55	-39.58	-100.1%
Outstanding Debt	0.00	8,763.79	-8,763.79	-100.0%
5314998 · Sponsor Match Allocation	0.00	0.00	0.00	0.0%
Budget Reconciliation	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	-2.51	0.95	-3.46	-364.2%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furniture	5,823.28	218.60	5,604.68	2,563.9%
5966402 · Computer Hardware	8,706.90	435.31	8,271.59	1,900.2%
5966400 · Machinery and Tools	0.00	6,558.19	-6,558.19	-100.0%
Total 5945360 · Capital Outlays	14,530.18	7,212.10	7,318.08	101.5%
Total Expense	590,562.09	387,186.73	203,375.36	52.5%

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07/20/20

Accrual Basis

Thurston Conservation District
Profit & Loss Prev Year Comparison
January through June 2020

	<u>Jan - Jun 20</u>	<u>Jan - Jun 19</u>	<u>\$ Change</u>	<u>% Change</u>
Net Ordinary Income	78,480.62	126,901.04	-48,420.42	-38.2%
Net Income	<u>78,480.62</u>	<u>126,901.04</u>	<u>-48,420.42</u>	<u>-38.2%</u>

Thurston Conservation District

07/20/20

Balance Sheet

Accrual Basis

As of June 30, 2020

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	139,307.03
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	65,019.22
3082003 · Saving-2410 Education Center	10,001.89
Total 3088020 · Savings Accounts	<u>75,021.11</u>
3088030 · Counter Cash	100.00
3088040 · PayPal Account	432.15
Total Checking/Savings	<u>214,860.29</u>
Accounts Receivable	143,537.94
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	3,024.00
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	<u>6,859.00</u>
3092000 · 309.20.00 Cash on Hand	46,598.41
Total Other Current Assets	<u>53,457.41</u>
Total Current Assets	<u>411,855.64</u>
TOTAL ASSETS	<u>411,855.64</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	4,217.09
Credit Cards	1,152.34
Other Current Liabilities	
25500 · Sales Tax Payable	110.43
3861000 · Payroll Liabilities	
3861008 · Union Dues	694.67
3861005 · PERS Deferral Payable	5,512.12
3861007 · State Unemployment Payable	2,430.99
3861009 · State L&I Payable	1,819.55
3861010 · WA - Family & Medical Leave	337.11
3861011 · Vacation & Sick Leave Payable	52,215.90
Total 3861000 · Payroll Liabilities	<u>63,010.34</u>
Total Other Current Liabilities	<u>63,120.77</u>
Total Current Liabilities	<u>68,490.20</u>
Total Liabilities	68,490.20
Equity	343,365.44
TOTAL LIABILITIES & EQUITY	<u>411,855.64</u>

**Thurston Conservation District
Restricted Budgets vs Actuals**

As of June 30, 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
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	86.96%	95.57%
	ESRP Shore Friendly	R035		1-Jul-19	1-Jul-21	227,551.00	120,315.00	21,779.38	98,535.62	48.00%	16.40%
	ASRP Independence	R040	20-1905	1-Jun-20	30-Jun-21	93,600.00	51,580.00	90.42	51,489.58	7.69%	0.10%
	ASRP Riverbend	R050	20-1908	1-Jun-20	30-Jun-21	85,999.00	43,174.00	311.58	42,862.42	7.69%	0.36%
DOE	Deschutes	E100	WQC-2018-	1-Jul-19	30-Apr-22	244,401.00	100,133.00	8,038.63	92,094.37	35.29%	7.21%
WSSC	Livestock	W025	20-13-LT	1-Jul-19	30-Jun-21	50,000.00	21,544.00	9,375.97	12,168.03	50.00%	53.02%
	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	271,001.00	15,171.94	255,829.06	4.69%	2.04%
	FY20-21 Chehalis Flood Plain	W050	20-13-FL	1-Jul-19	30-Jun-21	177,668.02	91,376.00	47,232.91	44,143.09	50.00%	48.97%
	Shellfish Cost Share TA	W060	20-13-SH	15-Aug-19	30-Jun-21	30,113.46	31,869.00	11,050.99	20,818.01	47.83%	50.42%
	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	47.83%	0.00%
	FY19-21 CREP TA	W070	20-13-CE	1-Jul-19	30-Jun-21	33,847.00	20,227.79	5,522.80	14,704.99	50.00%	26.67%
	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	50.00%	58.66%
	NRI TA	W080	20-13-NR	1-Jul-19	30-Jun-21	19,150.00	15,452.00	8,636.68	6,815.32	50.00%	64.41%
	NRI Cost Share	W080	20-13-NR	1-Jul-19	30-Jun-21	76,600.00	77,300.00	0.00	77,300.00	50.00%	0.00%
Misc	Soil Health Grant	M065	16-49-TS	21-Jun-17	15-Aug-20	32,136.34	4,125.46	1,107.60	3,017.86	97.37%	90.61%
	JBLM - SLP	M075		1-Jul-19	30-Jun-21	18,750.00	11,532.00	2,727.60	8,804.40	50.00%	19.94%
	NACD Home Grown Yelm	M090		1-Feb-20	1-Mar-21	50,000.00	38,461.00	9,775.00	28,686.00	35.71%	19.55%
	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	64,956.00	59,341.12	5,614.88	50.00%	81.47%
	Shellfish NTA	TC600		1-Jul-19	30-Jun-21	130,525.00	57,171.00	22,398.49	34,772.51	50.00%	44.40%
	Riparian NTA	TC650		1-Jul-19	28-Feb-21	36,875.00	29,553.00	19,766.70	9,786.30	60.00%	60.10%
	NTAqua	TC700		1-Mar-20	31-May-21	68,800.00	61,605.00	6,374.95	55,230.05	26.67%	9.27%
TCD Allocations	General TA	T080		1-Jan-20	31-Dec-20	10,000.00	10,000.00	9,985.55	14.45	50.00%	99.86%
	Working Lands Initiative	T100		1-Jan-20	31-Dec-20	3,000.00	3,000.00	1,994.09	1,005.91	50.00%	66.47%
	CTA 2019-2020	W055	20-13-IM	1-Jul-19	30-Jun-20	11,111.00	5,402.67	5,402.67	0.00	Closed	
	CTA 2020-2021	W055	20-13-IM	1-Jul-20	31-Dec-13	5,555.50	5,555.50	0.00	5,555.50	0.00%	0.00%
	TCD VSP	T400		1-Jan-20	31-Dec-20	40,000.00	40,000.00	45.67	39,954.33	50.00%	0.11%

**Thurston Conservation District
Restricted Budgets vs Actuals**

As of June 30, 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	27,775.61	21,424.39	50.00%	56.45%
	TCC	TCC		1-Jan-12	Until Spent	96,856.00	39,819.00	7,350.86	32,468.14	NA	59.98%
	FY19-20 NOAA B-WET	G019.106		1-Aug-19	31-Jul-20	18,313.76	30,334.00	12,573.86	17,760.14	91.67%	74.03%
	TCD Nearshore	G019.115		1-Jan-20	31-Dec-20	18,300.00	18,300.00	3,215.51	15,084.49	50.00%	17.57%
	TCD Allocation	G019.110		1-Jan-20	31-Dec-20	28,000.00	28,000.00	26,590.61	1,409.39	50.00%	94.97%
	ESD 113 Climate Change	G019.104		1-May-20	31-Dec-20	3,000.00	3,000.00	3,000.00	0.00	Closed	
	McLane Salmon Trail	G019.107		1-Jan-20	31-Dec-20	5,000.00	6,695.00	0.00	6,695.00	50.00%	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 June 30, 2020

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 07/13/2020
 Accrual Basis

June 50.00%

Income	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
3431100 · Retail Sales				
3411140 · TCD Equipment Rentals	1,284.34	2,800.00	-1,515.66	45.87%
3431130 · Soil Testing	1,748.33	5,500.00	-3,751.67	31.79%
3431120 · Rental Income	809.75	800.00	9.75	101.22%
3611100 · Interest Income	18.25	25.00	-6.75	73.00%
3431110 · Plant Sales	11,896.50	21,600.00	-9,703.50	55.08%
3670000 · Contributions Private	1,249.59	0.00	1,249.59	100.00%
3300000 · Grant Revenue	5,402.67	95,600.00	-90,197.33	5.65%
3685201 · Rates and Charges	309,221.70	551,475.00	-242,253.30	56.07%
5314999 · Overhead Allocation	44,520.38	84,000.00	-39,479.62	53.00%
5966699 · Vehicle Allocation	1,001.43	4,500.00	-3,498.57	22.25%
Total Income	377,152.94	766,300.00	-389,147.06	49.22%
Program Allocation	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
SS Green	29,806.12	46,300.00	-16,493.88	64.38%
VSP	45.67	40,000.00	-39,954.33	0.11%
TCD Cost Share	0.00	5,000.00	-5,000.00	0.00%
Program Allocations Total	29,851.79	91,300.00	-61,448.21	32.70%
Expense	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
5531010 · Salaries & Benefits (Admin)	51,387.45	215,860.00	-164,472.55	23.81%
5531010 · Salaries & Benefits (District Services)	57,924.31	89,388.00	-31,463.69	64.80%
5314101 · Legal Services	11,410.00	57,416.00	-46,006.00	19.87%
5314102 · Audit & Accounting	1,479.84	15,000.00	-13,520.16	9.87%
5314103 · Computer Services	9,735.21	15,500.00	-5,764.79	62.81%
5314100 · Professional Services	3,097.50	10,000.00	-6,902.50	30.98%
5314400 · Advertising	2,199.40	1,500.00	699.40	146.63%
5314117 · Soil Testing	1,654.60	3,000.00	-1,345.40	55.15%
5355001 · Election Expense	3,847.13	6,500.00	-2,652.87	59.19%
5314104 · Janitorial Services	696.00	5,000.00	-4,304.00	13.92%
5314501 · Office Rent	25,688.00	47,400.00	-21,712.00	54.19%
5314700 · Utilities	2,770.89	7,500.00	-4,729.11	36.95%
5314503 · Equipment Leases	1,233.87	3,050.00	-1,816.13	40.45%
5314504 · Vehicles	0.00	15,000.00	-15,000.00	0.00%
5314200 · Communications	5,317.65	10,000.00	-4,682.35	53.18%
5313102 · Photocopier Usage	1,015.27	5,000.00	-3,984.73	20.31%
5354800 · Repairs & Maintenance	0.00	7,000.00	-7,000.00	0.00%

Expense	Jan - Mar 2020	Budget	\$ Over Budget	% of Budget
5966402 · Computer Hardware	8,706.90	5,000.00	3,706.90	174.14%
Computer Software	3,057.13	3,400.00	-342.87	89.92%
5966601 · Office Equipment & Furniture	5,705.14	3,000.00	2,705.14	190.17%
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%
5313101 · Office Supplies	1,798.62	7,000.00	-5,201.38	25.69%
5314202 · Postage & Shipping	416.30	1,500.00	-1,083.70	27.75%
5313401 · Plants for Resale	7,641.47	12,500.00	-4,858.53	61.13%
5314901 · Meeting & Event	834.13	2,000.00	-1,165.87	41.71%
5314902 · Organizational Dues and Licenses	5,829.89	7,500.00	-1,670.11	77.73%
Board Meeting Snacks	167.50	960.00	-792.50	17.45%
5314302 · Staff - Conference & Training	210.00	7,000.00	-6,790.00	3.00%
5314306 · Board - Conference & Training	36.28	2,500.00	-2,463.72	1.45%
5314300 · Staff - Travel	701.46	5,500.00	-4,798.54	12.75%
5314301 · Board Travel	188.03	5,000.00	-4,811.97	3.76%
5314110 · Bank Fees & Interest Charges	537.66	1,500.00	-962.34	35.84%
5314600 · Liability Insurance Premiums	7,668.00	15,336.00	-7,668.00	50.00%
5314111 · Late Fees & Penalties	400.43	500.00	-99.57	80.09%
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	223,356.06	675,000.00	-451,643.94	33.09%
Net Income	123,945.09	0.00		

Thurston Conservation District
Payments Detail
 June 2020

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 07/21/2020

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card		6/1/2020	Mail Chimp	A030 - District Comms	Software Licenses	32.81
Credit Card	9270	6/1/2020	UPS	Thurston County:TC600 - Shellfish NTA	5314202 · Postage & Shipping	10.78
Bill Pmt -Check	EFT	6/2/2020	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	30.80
Check	EFT	6/5/2020	Regence - Health Care		5312011 · Medical Benefits	5,880.41
Credit Card	9271	6/5/2020	Lowes	UNRESTRICTED:A010-Overhead	5966601 · Equipment & Office Furnitu	10.90
Credit Card		6/7/2020	T Sheets	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	118.15
Liability Check	EFT	6/8/2020	Internal Revenue Service		Federal Payroll Taxes	6,114.06
Liability Check	EFT	6/8/2020	WA St Dept of Retirement Systems		Deferred Comp Program	575.00
Liability Check	EFT	6/8/2020	WFSE Union Dues		3861008 · Union Dues	671.86
Liability Check	EFT	6/8/2020	WA St Dept of Retirement Systems		PERS	10,677.50
Credit Card	9203	6/8/2020	US Postal Service	MISC:M065 - Soil Health	5314202 · Postage & Shipping	30.10
Bill Pmt -Check	20445	6/9/2020	Comcast	UNRESTRICTED:A010-Overhead	Internet and Telephone	369.64
Bill Pmt -Check	20446	6/9/2020	Eduardo Melgoza	DISTRICT SERVICES:A098 - Soil Tests	Soil Test Refund	25.00
Bill Pmt -Check	20447	6/9/2020	Leah Kellogg	UNRESTRICTED:A010-Overhead	5314304 · Mileage	115.00
Bill Pmt -Check	20448	6/9/2020	Marguerite Abplanalp	NRI Cost Share	5314304 · Mileage	25.30
Bill Pmt -Check	20449	6/9/2020	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	21.83
Bill Pmt -Check	20450	6/9/2020	Regence - Life Insurance	UNRESTRICTED:A010-Overhead	5312017 · Life Insurance	37.22
Bill Pmt -Check	20451	6/9/2020	Ricoh, USA Inc - Usage	UNRESTRICTED:A010-Overhead	5313102 · Photocopier Usage	53.02
Bill Pmt -Check	20452	6/9/2020	Sally Alhadeff	WSSC:W070 - CREP:W070 CS	5314109 · Cost Share	660.00
Bill Pmt -Check	20453	6/9/2020	United Concordia Insurance Co	UNRESTRICTED:A010-Overhead	5312012 · Dental Benefits	571.64
Bill Pmt -Check	20454	6/9/2020	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	856.00
Bill Pmt -Check	20455	6/9/2020	William Townsend	WSSC:W070 - CREP:W070 CS	5314109 · Cost Share	4,675.00
Liability Check	EFT	6/10/2020	QuickBooks Payroll Service		Payroll Service	19,006.57
Credit Card	9302	6/13/2020	UPS	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	10.78
Credit Card	9267	6/16/2020	Compass Rose	GREEN:G019.104 ESD 113 Climate Ed	5313103 · Project Supplies	17.29
Credit Card	9263	6/18/2020	Target	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	41.55
Credit Card	9276	6/22/2020	Amazon	UNRESTRICTED:A010-Overhead	Office Equipment and Office Supplies	116.29
Credit Card	2E+05	6/22/2020	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	282.80

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Liability Check	EFT	6/23/2020	Internal Revenue Service		Federal Payroll Taxes	6,483.48
Liability Check	EFT	6/23/2020	WA St Dept of Retirement Systems		Deferred Comp Program	575.00
Credit Card	5E+07	6/23/2020	Wordpress	GREEN:TCC:G019.28 Dawkins	5374001 · Web Hosting and Maintena	327.60
Bill Pmt -Check	20456	6/24/2020	Community Farmland Trust	DISTRICT SERVICES:A099 - Equipment R	5314501 · Office Rent	260.00
Bill Pmt -Check	20457	6/24/2020	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20458	6/24/2020	Karin Streliaoff	WSCC:W030 - Skookumchuck	5314304 · Mileage	57.16
Bill Pmt -Check	20459	6/24/2020	Marguerite Abplanalp	Livestock and VSP	5314304 · Mileage	63.26
Bill Pmt -Check	20460	6/24/2020	Minuteman Press	Ecology	5314203 · Printing Services	408.21
Bill Pmt -Check	20461	6/24/2020	Nicole Warren	Shellfish NTA, NTAqua, NRI Cost Share	5314304 · Mileage	75.90
Bill Pmt -Check	20462	6/24/2020	Northwest Marketing Resources, Inc	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	520.00
Bill Pmt -Check	20463	6/24/2020	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity and Gas	296.26
Bill Pmt -Check	20464	6/24/2020	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	185.51
Bill Pmt -Check	20465	6/24/2020	VSP - Vision Care	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	89.43
Bill Pmt -Check	20466	6/24/2020	WACD	UNRESTRICTED:A010-Overhead	5314902 · Organizational Dues & Licer	3,888.89
Bill Pmt -Check	20467	6/24/2020	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Credit Card	9265	6/24/2020	Amazon	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	52.51
Credit Card	5E+07	6/24/2020	Wordpress	GREEN:TCC:G019.28 Dawkins	5374001 · Web Hosting and Maintena	19.66
Liability Check	EFT	6/25/2020	QuickBooks Payroll Service		Payroll Service	19,891.60
Check	EFT	6/30/2020		DISTRICT SERVICES:A099 - Equipment R	Equipment Rental Refund	29.13
Credit Card		6/30/2020	Mail Chimp	A030 - District Comms	Software Licenses	32.81
Credit Card	9279	6/30/2020	Facebook	Depart of Ecology:E100	5314400 · Advertising	25.00



Protocol for Board Activities and Public Meetings

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 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 and determine that it is safe to return to regular public meeting methods and routine board activities, here are some protocols that must be followed 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.

Board Supervisor Activities:

-) TCD Board Supervisors are encouraged to participate in TCD Board Meetings and Work Sessions remotely, as allowed in TCD Policy 1.2.1 Board Supervisor Remote Attendance, to help prevent the spread of COVID-19. [Open Public Meetings Act \(OPMA\)](#) guidelines for public meetings will be strictly followed, including any and all exemptions or modifications set forth by Governor Inslee.
 - o Once permitted and determined safe by the TCD Board to host public meetings in the building, the Office and Meeting Requirements below will be followed by all attendees.
-) Board Supervisors who are ill or display symptoms of illness are asked to stay home and refrain from visiting the TCD office or meeting with staff.
 - o 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.

- J Board Supervisors with an ill household member can [follow CDC precautions](#) to help prevent the spread of COVID-19.
- J Board Supervisors who are higher risk or have household members at higher risk for serious illness from COVID-19 are encouraged to participate in TCD business remotely until at which time they deem appropriate. [See CDC risk factors](#).
- J Board Supervisors will continue to avoid large in-person meetings or gatherings and continue to participate 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.

Office and Meeting Requirements:

- J Maintain a minimum physical distance of at least six feet from another person at all times.
- J Sanitize surfaces frequently using [EPA-approved disinfectants](#).
 - o Cleaning materials will be available to all TCD staff, including field staff.
- J 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.
- J Wear a face mask when you are entering, exiting, in common spaces or hallways within the office. Masks will be provided to all TCD supervisors and 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.
- J Avoid going into individual staff members' workspaces, and please don't touch employee phones, desks, offices, door knobs or other work tools and equipment.
- J Common areas (lobby, bathrooms, conference room) will be sanitized before and after all meetings, including door knobs, counters and tables, sinks and faucets, toilets, handrails and other touch points.
- J The TCD Board of Supervisors recognizes that some medical conditions prevent the use of masks. Use of other PPE is strongly encouraged; however, members of the public are welcome to attend meetings as they are. TCD board and staff support transparency in government and public engagement in District business.

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!

FINAL DRAFT





Protocol for TCD Volunteers

Thurston Conservation District is excited to once again offer volunteer opportunities for our residents and encourage them to safely get involved in their watershed. As Thurston County and the State of Washington start to reopen and allow for outdoor volunteer opportunities, TCD will be following changing regulations and will be updating our policies and guidelines accordingly. The following guidelines are broad and are meant to encompass all volunteer opportunities at this time. As TCD staff communicates with volunteers, more specific information will be given based on the program.

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 recommendations from health care authorities in order to best protect our community. 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.

Volunteer's Responsibility:

-) If you are feeling sick in any way, do not sign up or show up for a volunteer event.
-) Please wear a face covering over their nose and mouth except when engaged in physical activity and when able to maintain 6 feet of distance.
 - o Please bring their own masks, but TCD will have some on hand for those that need one.
 - o We understand that some members of our community are unable to wear masks and ask that you contact us directly for specific accommodations. We look forward to working you to ensure that your participation is safe and enjoyable for all.

-) Gloves are required when touching communal materials, and must be provided by each participant.
-) You are required to maintain 6 feet of distance between all other volunteers that are not a part of their immediate household.
-) Please bring your own snacks and a reusable water bottle, already filled, and any other items you need to be comfortable for working outdoors. This includes your own work gloves and any other personal tools to get the job done. TCD will have tools and gloves available for those that need them.
-) Please use hand sanitizer immediately following any sharing of tools or other materials, touching of the face, and touching of face coverings with bare hands.

TCD's Responsibility – Tools, Materials, and PPE

-) TCD will provide necessary tools and materials for the work being performed. This includes but is not limited to gloves, shovels, buckets, trash grabbers, and other hand tools, etc. along with extra disposable masks for those who do not have their own.
 - o At the end of each work day, all tools and materials will be cleaned as per the currently accepted guidelines for surfaces.
-) TCD will be providing hand sanitizer for volunteers to use throughout the workday.
-) TCD will not be providing communal water for refilling of water bottles. We will make sure to have a case of individual water available to volunteers.

For information about participating in volunteer events, please contact:

Kiana Sinner
Community Outreach Assistant
Thurston Conservation District
ksinner@thurstoncd.com
360.972.0407

For questions or concerns about TCD operations:

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

Thank you for your interest in volunteering with Thurston CD.

Thank you in advance for helping to keep our watersheds healthy and our community safe!





Thurston Conservation District

RESOLUTION

Resolution #2020-08

Subject: Authorized Signers on Bank Account (Updated)

**A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT,
PROVIDING FOR AUTHORIZED SIGNERS & AUTHORIZED STAFF ON BANK ACCOUNT**

WHEREAS, the Thurston Conservation District has checking and savings accounts through Timberland Bank; and

WHEREAS, Timberland Bank requires a signature card with the current authorized signatories, coupled with a board resolution identifying the same; and

WHEREAS, TJ Johnson is the current Board Chair (Elected Position #3); and

WHEREAS, Elizabeth (Betsie) DeWreede is the current Board Vice Chair (Appointed Position #2); and

WHEREAS, David Iyall is the current Board Auditor (Elected Position #2); and

WHEREAS, Doug Rushton is a current Board Member (Appointed Position #1), and

WHEREAS, Helen Wheatley is a current Board Member (Elected Position #1); to the Thurston Conservation District Board of Supervisors; and

WHEREAS, Sarah Moorehead is the current Executive Director;

NOW THEREFORE,

BE IT RESOLVED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, AS FOLLOWS:

The following individuals are to be listed as authorized signers on the District's Timberland Bank accounts:

- TJ Johnson, Board Chair
- Elizabeth (Betsie) DeWreede, Vice Chair
- David Iyall, Board Auditor
- Doug Rushton, Board Member
- Helen Wheatley, Board Member
- Sarah Moorehead, Executive Director

The following individuals are to be granted access to information only on the District's Timberland Bank accounts:

- Susan Shelton, Thurston CD Accountant/Treasurer

RESOLUTION #2020-08 PASSED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON JULY 30th, 2020 and EFFECTIVE IMMEDIATELY.

SIGNED:

TJ Johnson, Board Chair

Elizabeth (Betsie) DeWreede, Vice Chair

David Iyall, Board Auditor

Helen Wheatley, Board Member

Doug Rushton, Board Member

ATTEST:

Sarah Moorehead, Executive Director

DRAFT

Washington State Conservation Commission

ADDENDUM – July 2020

Conservation District: Thurston
GRANT PROGRAM: Implementation
Overhead Rate: 25%

Total Grant Award: \$47,800.00

Intermediate Outcome #1: \$47,800.00

TCD District Operations

Washington State Conservation Commission

ADDENDUM – July 2020

Conservation District: Thurston
GRANT PROGRAM: Other: CTA
Overhead Rate: 25%

Total Grant Award: \$5,555.50

Intermediate Outcome #1: \$5,555.50

Technical assistance to producers to support Orca and Salmon Recovery. Conservation plan and BMP development. Facilitation of Orca Recovery Day and follow-up events.

Application for funding for the:
Partners for Fish and Wildlife Program

Project Title:	Frogs on the Farm	
Project Applicant:	Thurston Conservation District	
Contact Person:	Mara Healy	
Mailing Address:	2819 Ferguson St. SW Suite A, Tumwater, WA 98512	
Telephone:	360-754-3588 x 138 – 360-999-0464	
Email:	mhealy@thurstoncd.com	
Project Location:	Multiple private properties in the Black River watershed and surrounding Oregon spotted frog priority areas (critical habitat)	
County:	Thurston	
WRIA:	22/23	
TRS: <i>Include quarter section.</i>	All location information will be project specific. See attached maps	
Lat/Long/GPS:		
Sub-Watershed: <i>Include river mile and/or road mile where appropriate.</i>		
Maps and Photos	<i>Please see attached map of project boundary</i>	
Property Owner:	Multiple private landowners	
Property Use:	Agriculture & Residential	
Service Funding Requested:	\$93,135.00	
Cost Share (\$) to be Provided:	\$48,627.00	Cost Share (%) to be Provided: 34.3%
Service Contact for this Project:	Nick George	
Priority Species or Habitat:	Oregon spotted frog (<i>Rana pretiosa</i>)	

1. PROJECT TITLE

Frogs on the Farm

Alternative idea: Frogs, Farms & Families FFF

2. PROBLEM STATEMENT

Oregon spotted frogs rely on short stature, seasonally inundated wet meadows for oviposition, a habitat type that has been highly degraded by reed canarygrass encroachment and changes in hydrology.

3. PROJECT OBJECTIVES / BENEFITS

The objective of this project will be to sustainably enhance habitat for the Oregon spotted frog within the Black River watershed and surrounding Oregon spotted frog priority areas (critical habitat).

Benefits include:

- Enhancing a minimum of 32 acres of wetland habitat in the Black River watershed and surrounding priority areas.
- Knowledge gained and communicated on innovative habitat restoration techniques for Oregon spotted frog oviposition habitat
- Landscape scale assessment of potential habitat restoration for Oregon spotted frogs on private property in the Black River watershed and surrounding priority areas.
- The ability to share information and resources with Nisqually National Wildlife Refuge. The refuge is currently implementing similar practices on their “Black River Unit”. Practices implemented through this agreement will only further enhance their efforts by reducing habitat fragmentation and controlling invasive species.
- Indirect habitat benefits for migratory birds, Olympic mudminnow, bats, and various reptile & amphibian species.

4. PROJECT DESCRIPTION

Thurston Conservation District has been working with landowners in the Black River watershed and surrounding areas throughout the Oregon spotted frog listing process. TCD is uniquely situated and equipped to help lead this innovative, landscape scale, multi-benefit project on private properties. TCD has identified fear of regulation and uncertainty as the primary limiting factors for landowners who would be otherwise interested in improving and restoring the wetland habitats on their property. This voluntary and non-regulatory program will address these concerns by providing regulatory certainty, while facilitating effective partnerships and restoration.

Much of the functional habitat for Oregon spotted frog (*Rana pretiosa*) provided by seasonal wetlands in Western Washington occurs on privately owned land and has been highly altered by the invasion of reed canarygrass (*Phalaris arundinacea*) (Kapust et al. 2012). This invasive grass has also been shown to dramatically reduce native plant and invertebrate diversity (Schooler et al. 2006, Spyreas et al. 2010). Efforts to control reed canarygrass have included combinations of mowing, herbicide, burning, grazing, and native planting, all with varying levels of success (Paveglio 2000, Hamman 2016). Mowing in particular has been employed across multiple sites occupied by *R. pretiosa* to annually create oviposition habitat (Kapust et al. 2012). This is an incredibly labor-intensive strategy and may not be possible at wetter sites or during wetter years when heavy equipment access is limited by high water or saturated soils. Additionally, while this strategy does create temporary oviposition habitat during the months of January-March, it is not a true ‘control’ method for reed canarygrass and, when implemented alone, does not allow for substantial improvements in the native plant communities.

This agreement will implement of a suite of conservation practices that will improve and protect OSF habitat. These practices include, but are not limited to: prescribed grazing, wetland restoration, native planting, invasive vegetation control (mechanical and chemical), invasive species control (Bullfrog), and livestock exclusion fencing.

Prescribed, rotational grazing of wetland areas has been identified as an effective and efficient method of vegetation management for the restoration of OSF breeding habitat. The information gained through a current PFW agreement (F18AC00491 Grazing Management Regimes for OSF Habitat) will help guide future practices implemented under this agreement. Landowners that currently are grazing through a prescribed grazing management plan will be given preference under this agreement.

5. FISH PASSAGE BARRIERS

N/A

6. CLIMATE CHANGE

Warmer and wetter winters could impact both reed canarygrass infestation and oviposition locations. This project will continue to provide guidance on sustainable and adaptive management strategies that could promote more diverse, resilient native plant communities. Improved plant communities will provide the opportunity to expanded and connect Oregon spotted frog habitat.

7. INVASIVE SPECIES PREVENTION

A majority, if not all, of project sites will harbor invasive species. The species that we are most concerned about is reed canarygrass (*Phalaris arundinacea*). Both mechanical and chemical control methods will be available through this agreement. Mechanical methods alone will not substantially reduce reed canarygrass infestations, they will only delay its dominance while continuing to provide suitable oviposition habitat. Additionally, seasonal site conditions can make mowing difficult, if not impossible, due to limited heavy equipment access. This species will be targeted with grazing prescriptions aimed at exhausting the carbohydrate reserves, leading to lower cover and density. Staff and contractors will take careful caution to rinse seeds from boots, tires, and equipment before entering or leaving the site to limit any spread to additional sites. The effects of treatments will also be monitored to inform future practices.

8. PARTNERS

Thurston Conservation District (TCD) – TCD will work collaboratively with the USFWS to establish voluntary partnerships with private landowners and to develop projects that maximize benefits to federal trust resources, with emphasis on Oregon spotted frog. TCD will maintain an official award file and assist with the completion of a sub-recipient agreement with each private landowner selected for funding. Landowners will not be reimbursed until a PFW biologist has verified the project has been completed according to specifications. Additionally, TCD will keep an accurate and up-to-date record of the funds available through this project.

Private Landowners – Projects that will rank high for this initiative are those that have active involvement from the private landowner. We anticipate that, in most situations, private landowners will assist with the site preparation, implementation, or monitoring of some practices.

U.S. Fish and Wildlife Service (USFWS) – Partners for Fish and Wildlife (PFW) staff will develop the projects in conjunction with TCD, help design restoration activities, and ensure construction is done in accordance with FWS 640.1, Partners for Fish and Wildlife Program policies. PFW biologists will also assist with practice

implementation. It will be the responsibility of the PFW biologists to complete the Section 7 endangered species, NEPA, and cultural resources clearances, and to provide that information to TCD for the official award file.

9. MONITORING

Monitoring activities will include annual Oregon spotted frog egg mass surveying. This monitoring will occur in late winter to early spring, depending on temperatures, and will follow established USFWS survey protocol. Additionally, monitoring of vegetation composition will occur. For the first three years of the contract, vegetation monitoring activities will occur annually, then every other year, or as deemed appropriate for the remainder of the project contract.

10. OUTREACH

Outreach for this project may include, but will not be limited to, landowner workshops within priority areas, targeted mailings, and communications/site visits with previous TCD participants. Other conservation organizations and agencies will be made aware of this funding as they may have interested landowners or can provide matching funds/in-kind services.

Habitat Accomplishments	Unit	Value
Wetland restored or enhanced	acres	32
Upland restored or enhanced	acres	
Stream/shoreline restored or enhanced	miles	
Riparian restored or enhanced	miles	
Marine/coastal wetland restored or enhanced	acres	
Marine/coastal upland restored or enhanced	acres	
Marine/coastal stream/shoreline restored or enhanced	miles	
Fish passage barriers removed	#	
Wetland re-opened to fish passage	acres	
Stream/shoreline re-opened to fish passage	miles	
Wetland protected	acres	
Upland protected	acres	
Stream/shoreline protected	miles	
Habitat assessments completed	#	
Wetland habitat assessed	acres	
Upland habitat assessed	acres	
Coastal Shore/Stream habitat assessed	miles	
Riparian habitat assessed	miles	
Aquatic nuisance species early detection surveys	#	
Aquatic nuisance species baseline/trend surveys	#	
Aquatic nuisance species management and control activities	#	
Invasive plant treated	acres	32
Invasive/nuisance animal treated	acres	
<i>Outreach/education activities</i>	#	

Object Class Categories	Partners			
	Thurston CD	USFWS Partners Program	Private Landowners	Totals
Direct Cost	\$0.00	\$93,135.00	\$0.00	\$93,135.00
In-Kind	\$24,313.50	\$0.00	\$24,313.50	\$48,627.00
Totals	\$24,313.50	\$93,135.00	\$24,313.50	\$141,762.00

Budget Narrative:

USFWS (Direct Costs):

The **\$93,135.00** in USFWS funds can be used for any contractual cost associated with the proper implementation of agreed upon practices. The funds can also be used to purchase materials if the landowner or partner(s) agrees to use the materials to complete the work per the outlined specifications. Materials that can be purchased must be associated with fence building, invasive species control, wetland restoration, monitoring, or related activities approved by USFWS.

Private Landowner (In-kind):

Each site and landowner will vary with the type of in-kind services they can provide, as well as what materials/services they will need from this agreement. This agreement is flexible as individual sites differ in what they will require for site preparation and establishment.

- General labor will be given a value of **\$29.00/hr** + cost of materials, if applicable
- Prescribed grazing: **\$13.39 per head per day**

Thurston CD:

- The 10.0% indirect rate will be waived and counted as in-kind match towards the agreement - **\$9,313.50**
- Staff time for project management, development, technical assistance, etc. will be counted as in-kind match - **\$15,000.00**

Total Project Cost: \$ 141,762.00

Single Audit Reporting Statement:

Our organization was not required to submit a Single Audit report for the organization's most recently closed fiscal year.

Statement of Overlap and Duplication:

There is not any overlap between this agreement and any other active or anticipated restoration projects in terms of activities, cost, or time commitment of key personnel.

Pre-award Cost Statement:

Pre-award cost are not requested for this project.

Indirect Cost Statement:

All cost will be charged directly

Compliance Statement:

As a condition of this award, the Recipient and any sub-recipient(s) must not begin any potentially impactful work related to this award until the Service has notified you in writing that such work can begin. Recipients and sub-recipients of Federal grants and cooperative agreement awards must comply with the requirements of the National Environmental Policy Act (NEPA, Section 7 of the Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA).

Signatures:

Thurston Conservation District

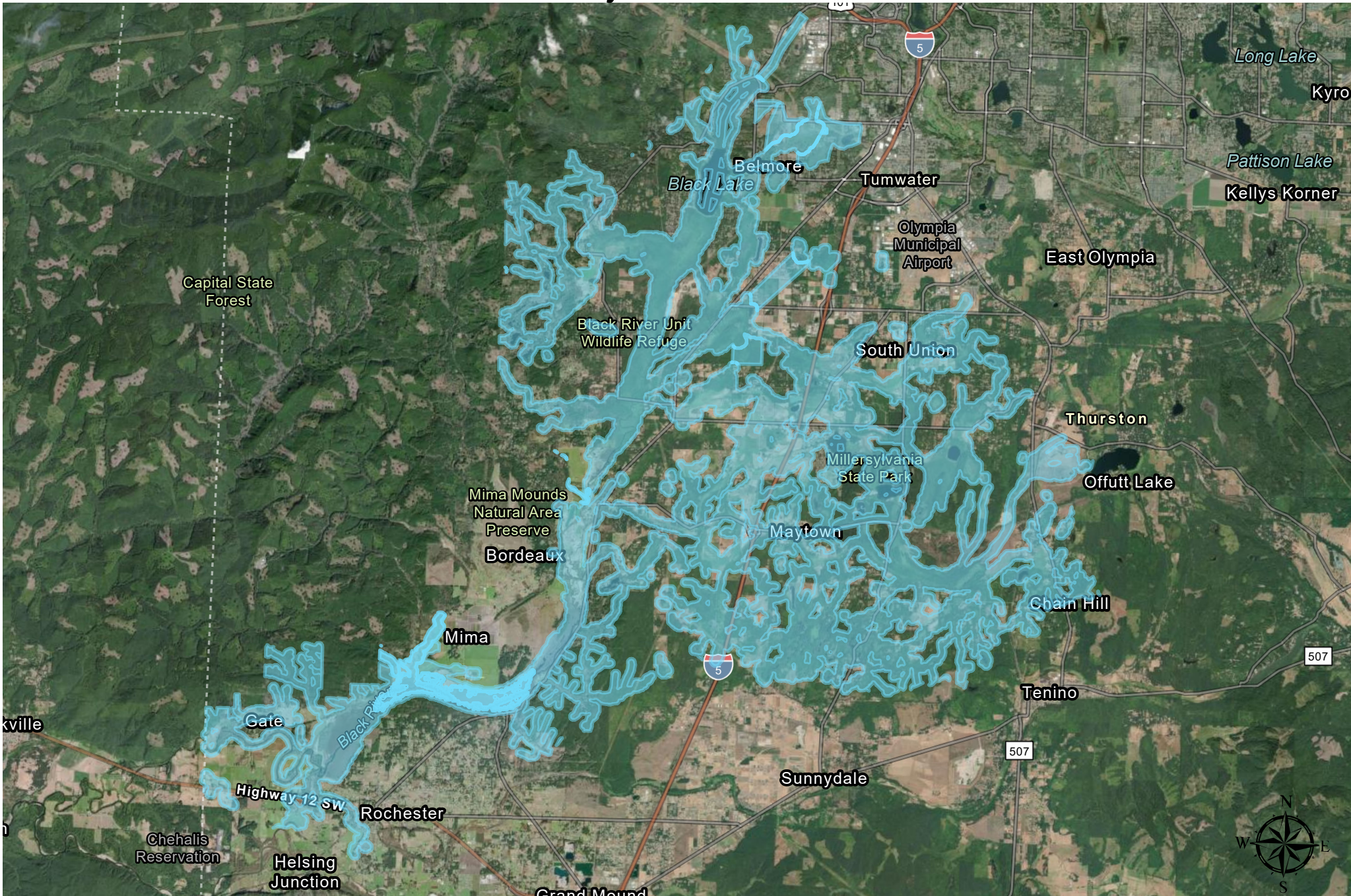
Nick George, PFW State Coordinator

Mary Root, USFWS Division Manager



Project Location

 PROJECT_FOCUS_AREA



Funds will be restricted to the focus area. Exceptions may be possible at the discretion of the project officer for the USFWS.

Item

5

WACD and NACD Update for the
Thurston Conservation District July 30, 2020 virtual meeting

NACD

NACD Pacific region meeting 7/8 – Virtual meeting was a practice session for the 7/20 NACD Zoom board meeting. Twenty five attendees and no major glitches. Washington state provided an update: WACD adopted a budget; progress made on a strategic plan with mission, values, priorities in front of board, and supporting the Conservation Commission dealing with 15% budget cuts as well as the Commission attempting to minimize impacts of state budget on districts.

NACD Summer Virtual Board Meeting, 2-4 PM (PDT) on July 20, 2020. Topics:

-) Proposed Bylaw Amendment to allow for virtual business
-) Draft FY 2021 Budget
-) Proposed Board Statement on Diversity, Equity and Inclusion

NACD 2021 Annual Meeting Theme Ideas - Submit your theme idea [online](#) to celebrate NACD's 75th Anniversary at the Annual Meeting in New Orleans, La., Feb. 6-10, 2021. Winning submission also earns complimentary full registration to the 2021 Annual Meeting.

WACD

Annual Meeting. Planning for the annual conference is inching along. Board chairs and managers will see an email very soon from Ryan asking capabilities for participating in a virtual event and seeking information on their needs and desires. This will help inform the Technology subgroup and the Content subgroup of the Conference Planning Team

New Office ?. A new office location in Olympia may be in the near future. Here is a link to the location on Google Maps: <https://goo.gl/maps/QA5HfH6t6QBCcTgF9>. Tentative plan is to be out of the Evergreen Plaza building by the end of July.

Status of 2019 Thurston CD Resolutions

2019-14	WSCC Criteria for Allegations Against Supervisors	Thurston CD	Legislative, Bylaws, and District Policies
PROPOSED RESOLUTION LANGUAGE: WACD work with WSCC to draft a policy for consideration by the WSCC establishing criteria and process to timely address allegations brought to WSCC about supervisors, both spurious and non-spurious, in order to address them quickly and equitably.			
2019-15	Sustainable funding for State Conservation Commission	Thurston CD	Legislative, Bylaws, and District Policies
PROPOSED RESOLUTION LANGUAGE: WACD shall work with WSCC and the Long-term Sustainable Funding Committee to recommend a sustainable funding option for the Conservation Commission and the Legislature to support CD services, such as revenue from a dedicated fee or direct authority for Rates and Charges.			

Tidbits

1. **Executive Director for the King CD, Bea Covington**, abruptly left her position.
2. **Questions** - If you have questions on NACD and/or NACD processes, please ask. I'll be glad to help. Doug Rushton, doug.rushton@conservewa.net

Item

6

Thurston Conservation District
Proposed 2020 Mid-Year Revised Consolidated Budget

14-Jul-20

Income

Unrestricted

District Services	26,208
WSCC Implementation	53,204
Rates and Charges	551,475
Overhead	100,761
Unrestricted Total	731,647

Restricted

ESRP Shore Friendly	120,315
ASRP Independence	51,580
ASRP Riverbend	43,174
DOE Deschutes	91,128
US Frogs and Farmers	75,000
Livestock	21,544
Skookumchuck	271,001
Drought Funding	9,005
Chehalis	91,376
Shellfish Cost Share	166,323
CREP	18,348
NRI Cost Share	92,752
Soil Health	4,125
JBLM - SLP	11,532
Home Grown Yelm	38,461
Orca Recovery	2,570
VSP	64,956
Shellfish NTA	57,171
NTAqua	61,605
Riparian NTA	29,553
South Sound Green	152,182
Restricted Total	1,473,702

Income Total **2,205,349**
Budget Surplus **0**

Expense

Unrestricted

Salaries, Benefits & Staff Time	305,248
Professional Services	68,119
Facility, Vehicles and Maintenance	124,640
Supplies	28,500
Conferences, Trainings & Travel	9,000
Insurance and Banking	16,836
Savings	75,000
Unrestricted Total	627,342

Program Allocations

South Sound Green	46,300
TCD VSP	40,000
TCD Cost Share	5,000
Stewardship TA	13,005
Program Allocations Total	104,305

Salaries & Benefits	611,646
Overhead	98,288
Travel	15,624
Goods & Services	203,721
Cost Share	298,358
Construction	246,064
Restricted Total	1,473,702

Expense Total **2,205,349**

Thurston Conservation District
Proposed 2020 Mid-Year Revised Unrestricted Budget
July 14, 2020

No Change
- Decrease
Increase

Line		2020 Budget	2020 Jan-May Actual	2020 Revised	Increase / Decrease	Notes
1.0	Income					
1.1	3431100 · Retail Sales					\$26,208
1.1.1	3411140 · TCD Equipment Rentals	2,800	862	2,068	-732	Program closed for a couple of months due to COVID19.
1.1.2	3431130 · Soil Testing	5,500	1,679	1,679	-3,821	Soil Testing clients now pay directly to lab for testing.
1.1.3	3431120 · Rental Income	800	744	1,785	985	
1.1.4	3611120 · Interest on Savings	25	14	34	9	
1.1.5	3431110 · Plant Sales	21,600	11,897	19,392	-2,208	High buget estimate
1.1.6	Private Contributions		1,250	1,250	1,250	
1.2	3300000 · Grant Revenue					\$53,204
1.2.1	3340000 · State Grants	95,600	0	53,204	-42,396	WSCC only distributing 1/2 of the 2020-21 W086 grant amount in 2020
1.3	3685200 · Rates & Charges	551,475	280,869	551,475	0	\$551,475
1.4	Overhead					\$100,761
1.4.1	5314999 · Salary Overhead from Grants	84,000	35,157	98,288	14,288	
1.4.2	5966699 · Vehicle Overhead from Grants	4,500	1,030	2,472	-2,028	District vehicle use decreased due to COVID19.
1.5	Total Income	766,300	333,501	731,647	-34,653	

2.0	Program Allocations					
2.1	South Sound Green	46,300	26,998	46,300	0	
2.2	VSP	40,000	46	40,000	0	
2.3	TCD Cost Share	5,000		5,000	0	
2.4	Stewardship Technical Assistance	0		13,005	13,005	Require extra funds for landowner Technical Assistance.
2.5	Total Program Allocations	91,300		104,305	13,005	

3.0	Expense					
3.1	Administrative Staff Salaries & Benefits				0	\$215,860
3.2	Staff Time for District Services & Training				0	\$89,388
3.3	Professional Services					\$68,119
3.3.1	5314101 · Legal Services	57,416	9,511	25,000	-32,416	High budget estimate.
3.3.2	5314102 · Audit & Accounting	15,000	1,362	4,000	-11,000	High budget estimate.
3.3.3	5314103 · Computer Services	15,500	8,879	15,500	0	
3.3.4	5314100 · Professional Services	10,000	3,098	10,000	0	Potential HR, FCS Group
3.3.5	5314400 · Advertising	1,500	2,098	5,500	4,000	Increase to cover additional outreach during COVID19
3.3.6	5314117 · Soil Testing Lab	3,000	1,619	1,619	-1,381	Soil Testing clients now pay directly to lab for testing.
3.3.7	5355001 · Elections Expense	6,500	3,847	6,500	0	

Thurston Conservation District
Proposed 2020 Mid-Year Revised Unrestricted Budget
July 14, 2020

No Change
- Decrease
Increase

Line		2020 Budget	2020 Jan-May Actual	2020 Revised	Increase / Decrease	Notes
3.4	Facility, Vehicles and Maintenance					\$124,640
3.4.1	5314104 · Janitorial Services	5,000	696	5,000	0	
3.4.2	5314501 · Office Rent	47,400	21,320	52,000	4,600	Increase in Office Rent and new rent to store poultry equipment.
3.4.3	5314700 · Utilities	7,500	2,275	6,000	-1,500	Reduction due to COVID19
3.4.4	5314503 · Equipment Leases	3,050	1,048	3,050	0	
3.4.5	5314504 · Vehicles	15,000	0	15,000	0	Lease or purchase a vehicle.
3.4.6	5314200 · Communications	10,000	4,475	11,000	1,000	Low budget estimate.
3.4.7	5313102 · Photocopier Usage	5,000	894	2,500	-2,500	High budget estimate.
3.4.8	5354800 · Repairs & Maintenance	7,000	0	5,000	-2,000	High budget estimate.
3.4.9	Computer Hardware Purchases	5,000	8,707	10,000	5,000	The new server, budgeted in 2019, was not actually purchased until 2020. Additional computer hardware purchases required as a result of COVID19.
3.4.10	Computer Software	3,400	2,992	3,400	0	
3.4.11	Equipment & Office Furniture	3,000	5,659	6,000	3,000	Purchased new trailers for Poultry Processing Equipment.
3.4.12	Road Signs	1,000	0	1,000	0	
3.4.13	Board Tablets	4,690	0	4,690	0	
3.5	Supplies					\$28,500
3.5.1	5313101 · Office Supplies	7,000	1,295	3,500	-3,500	High budget estimate.
3.5.2	5314202 · Postage & Shipping	1,500	406	1,000	-500	High budget estimate.
3.5.3	5313401 · Plants for Resale	12,500	7,641	15,000	2,500	Buying more plants for 2021 Plant Sale.
3.5.4	5314901 · Meetings & Events	2,000	834	1,000	-1,000	Reduction due to COVID19
3.5.5	5314902 · Organizational Dues & Licenses	7,500	1,941	7,500	0	NACD, WACD, TRPC, WCSS
3.5.6	Board Meeting Snacks	960	168	500	-460	Off-site Board Meetings for foreseeable future.
3.6	Conferences, Training and Travel					\$9,000
3.6.1	5314302 · Staff Conference & Training Fees	7,000	210	2,500	-4,500	Reduction due to COVID19
3.6.2	Board Conference and Training Fees	2,500	0	2,500	0	
3.6.3	5314300 · Staff Travel	5,500	778	2,500	-3,000	Reduction due to COVID19
3.6.4	Board Travel	5,000	188	1,500	-3,500	Reduction due to COVID19
3.7	Insurance and Banking					\$16,836
3.7.1	5314110 · Bank Fees & Interest Charges	1,500	481	1,000	-500	High budget estimate.
3.7.2	5314600 · Liability Insurance Premiums	15,336	6,390	15,336	0	
3.7.3	5314111 · Late Fees & Penalties	500	400	500	0	
3.8	Savings					\$75,000
3.8.1	Reserve Fund	65,000		65,000	0	Current Balance: \$65,000
3.8.2	Conservation Education Center Savings Plan	10,000		10,000	0	Current Balance: \$10,000
4.0	Total Expense and Savings	675,000		627,342	-47,658	
5.0	Net Income (Surplus or Deficit)	0		0		

Thurston Conservation District
Proposed 2020 Mid-Year Revised Restricted Budgets

14-Jul-20

			Salaries & Benefits	Overhead	Travel	Goods & Services	Cost Share & Grants	Construction & Landscaping	Total
RCO	ESRP Shore Friendly	R035	61,000		2,815	46,500	10,000		120,315
	ASRP Independence	R040	19,078		1,129	31,373			51,580
	ASRP Rivervend	R050	8,247		310	34,617			43,174
DOE	Deschutes	E100	26,319	7,031	1,601	22,855		33,321	91,128
Federal	Frogs on Farms	US080					75,000		75,000
WSCC	Livestock	W025	16,755	4,189	600				21,544
	Skookumchuck	W030	46,000	11,500	835	14,666		198,000	271,001
	Drought Funding	W040	7,040	1,908	51	7			9,005
	Chehalis	W050	70,849	17,713	1,675	1,139			91,376
	Shellfish Cost Share	W060	19,799	4,950	595	6,525	134,454		166,323
	CREP	W070	13,500	2,844	400		1,604		18,348
	NRI Cost Share	W080	10,607	2,652	393	1,800	77,300		92,752
Misc	Soil Health	M065	2,875		300	950			4,125
	JBLM - SLP	M075	10,393	1,039	100				11,532
	Home Grown	M090	28,329	3,824	538	5,769			38,461
	Orca Recovery	M060	1,498		113	494		465	2,570
Thurston County	VSP	TC400	50,173	12,543	2,000	240			64,956
	Shellfish NTA	TC600	45,000	11,250	799	122			57,171
	Riparian NTA	TC650	24,921	4,624	8				29,553
	NTAqua	TC700	48,884	12,221	500		0		61,605
Green	Green	Green	100,378		862	36,665		14,278	152,182
Total			611,646	98,288	15,624	203,721	298,358	246,064	1,473,702

Thurston Conservation District
Proposed 2020 Mid-Year Revised Restricted Staffing Plan

14-Jul-20

Position	FTE	Notes
Exec Director	1	
Admin Assistant	1	
Accountant	0.6	
Accounting Assistant	0.5	Approved in 2020 Budget, but not yet hired. Planned start date is early 8/2020.
Program Manager	1	
Education Assistant	1	
Education & Outreach Specialist	1	
Education & Outreach Assistant	1	
Habitat Specialist	1	Added with Mid-Year Revised Budget. Planned start date is mid 9/2020.
Engineer	1	Added with Mid-Year Revised Budget. Planned start date is early 9/2020.
Habitat Specialist	1	
Natural Resource Technician	1	
Conserve Program Manager	1	
Natural Resource Specialist	1	
Natural Resource Technician	1	
Total	14	

Item

7

Thurston Conservation District Board of Supervisors
June 9th, 2020
Special Meeting Minutes
(3pm – 4:57pm)
Originally scheduled: (3pm- 5:30pm)



2nd Draft 7-10-20

1 **Meeting: 3:00pm – 5:30pm**

Present at Meeting:

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

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Summary of Action Items:

- J ACTION ITEM: Move both May Special Meeting Minutes and May Board Meeting Minutes to June 25th Consent Agenda.
- J ACTION ITEM: Staff will bring a draft of this policy to the June 25th Board Meeting for the Board to review and edit.
- J ACTION ITEM: Staff will draft a summary of the presentation and add it to the June 25th Board Meeting Agenda
- J ACTION ITEM: Supervisor Johnson will check references of preferred candidates, set up interviews for June 25th, and notify applicants not selected for interview of the Board's decision.
- J ACTION ITEM: Staff and Counsel will develop an addendum and present it at the June 25th Board Meeting.?????

Summary of Motions Passed:

- J Supervisor Rushton moved to adopt the Revised Agenda. Supervisor Iyall seconded. Motion passed, (4-0).
- J Supervisor? Moved to add the May 14th and May 28th Minutes to the June 25th Consent Agenda. Supervisor? Seconded. Motion passed, (4-0).
- J Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed, (4-0)

Full Version of the Minutes

25 **Welcome & Introductions**

26 3:00pm TCD Board Chair TJ Johnson called the June 9, 2020 Special Board Meeting to order
27 via an online forum GoToMeeting. Thurston Conservation District Board, Staff, and partners

28 were introduced by the Board Chair verbally. TCD Board Chair Johnson will name out
29 Supervisors on each vote.

30 **Agenda Review - Action Item**

31) Add the May 14, 2020 Special Meeting to the agenda under Item 3 for Review and
32 Revision.

33
34 *Supervisor Rushton moved to adopt the Revised Agenda. Supervisor Iyall seconded. Motion*
35 *passed, (4-0).*

36
37
38 **May 14th Special Meeting and May 28th Board Meeting 2020 Minutes Review and Revision,**
39 ***All -Action Item***

40
41 *Supervisor? Moved to add the May 14th and May 28th Minutes to the June 25th Consent*
42 *Agenda. Supervisor? Seconded. Motion passed, (4-0).*

43
44
45 **ACTION ITEM: Move both May Special Meeting Minutes and May Board Meeting**
46 **Minutes to June 25th Consent Agenda.**

47
48 **Reassess Covid-19 Health Crisis, All**

49 **A. TCD Staff and Operations Update**

- 50) An adapted version of the WSCC Return to Work Plan was drafted for TCD and sent out
51 to Staff.
52) The document breaks down specific guidelines for Staff to adopt.
53) There are highlights from the CDC and OSHA protocols.
54) The plan covers processes for the office/field work and has specific local guidance for
55 Thurston County.
56) Staff is continuing the TCD's Telework Protocol until this policy is passed and has been
57 put into place.

58 **ACTION ITEM: Staff will bring a draft of this policy to the June 25th Board Meeting for**
59 **the Board to review and edit.**

60
61 **Presentation by Tom Salzer on building the new Education and Conservation Center**

62 WACD Director Tom Salzer gave a presentation regarding his experience constructing an
63 Education and Conservation Center in Oregon City, OR.

64
65 **ACTION ITEM: Staff will draft a summary of the presentation and add it to the June 25th**
66 **Board Meeting Agenda**

67 **Executive Session,**

68 *RCW 42.30.110 (h) To evaluate the qualifications of a candidate for appointment to elective*
69 *office.*

70 In attendance: TCD Board Supervisors, Executive Director Sarah Moorehead, and Legal
71 Counsel Ben Cushman. The web meeting was moved to separate meeting room via GotoMeeting
72 and will return to the public meeting room when finished.

73 *Started at 4:10pm for 20 minutes and ended a 4:32 pm. No action was taken.*

74 **Executive Session Report out, All - Action Item**

75 TCD May Board Meeting resumed at 4:35pm

76) The Board has chosen to hold interviews of qualified applicants for the vacant Board position on
77 June 25th.

78) Applicant(s) not selected will be notified via phone call.

79 **ACTION ITEM: Supervisor Johnson will check references of preferred candidates, set up**
80 **interviews for June 25th, and notify applicants not selected for interview of the Board's**
81 **decision.**

82

83 **Discuss Code of Conduct Policy, Ben Cushman-Action Item**

84) Code of conduct is an agreement that landowners/cooperators can agree to and sign.

85) Lays out a detailed set of expectations for landowners working with TCD on projects.

86) TCD has an agreement in place for current work and volunteers and landowners. Got lost with the
87 Legalese, did I get the gist of it?

88 **ACTION ITEM: Staff and Counsel will develop an addendum and present it at the June**
89 **25th Board Meeting.?????**

90 **June 25th Board Meeting Agenda Development**

91) Agenda Review

92) Public Comment

93) May 9th Special Meeting and May 28th Board Meeting Minutes and May Financial report
94 approval on Consent Calendar.

95) Interview Vacant Board Supervisor Applicants

96) Covid-19 Health Crisis Update

97) Summary of Tom Salzer presentation

98) July Work Session Topic List

99) Executive Director, Partner (if applicable), and Supervisor Reports

100

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

102

103 **Adjourn 4:57pm**

104 Respectfully,

X



**Thurston Conservation District Board Supervisors
August Work Session Topic List
August 11th, 2020 (3:00-5:30pm)**

- 1. Topic List Review, All**
- 2. Staff Presentation: Thurston Waterways Website & Landowner Survey, Kiana Sinner - Community Outreach Assistant**
- 3. July 30th, 2020 Minutes Review & Revision, All**
- 4. Covid-19 Health Update, All**
- 5. 2021 Annual Budget Development, All**
 - a. Supervisor funding priorities discussion
 - b. Incorporating 1947 boundaries of Yelm, Rainier and Tenino into TCD service area
- 6. Policy Development, All**
 - a. TCD Code of Conduct (*draft*)
- 7. WACD Resolutions Process and Timeline, All**
- 8. Important Updates & Announcements**
 - a. Board of Supervisors
 - b. Executive Director
- 9. August Board Meeting Agenda Development**

Item

10

To: TCD Board of Supervisors
From: Sarah Moorehead (*Executive Director*)
Date: July 30th, 2020
Subject: Executive Director's Report



Priority Initiative Updates

Urban Agriculture Initiative

We have successfully put together and held two online workshops related to backyard gardening and are currently planning a third related to planting a winter garden and also a live or video demo of some food preservation or 'preserving the harvest'. Through this project we have also begun planning for the Bounty For Families Yelm Community Garden! We have facilitated connections between Bounty for Families, GRuB, the City of Yelm, and Yelm High School Career Technical Education/FFA students to start designing, planning, and implementing a demonstration garden site at Yelm City Park. We are hopeful to fund and build out the gardens so they can be productive for the 2021 growing season. Finally, this project has allowed us to finish updating the long awaited Urban Livestock Management Manual! A final draft is expected to be completed in July and sent to the printers in August. This will be a publication focused on best practices for keeping small livestock in urban and suburban spaces and include local resources. We are planning to share this program and the outcomes via an upcoming NACD monthly online webinar series they offer for CDs across the country.

Shore Friendly South Sound

The Shore Friendly South Sound collaboration between Thurston, Pierce and Mason CDs, coordinated by Thurston CD, is moving along steadily. We have already made 1156 contacts (inquiries, emails, phone calls, mailing recipients). We currently have 30 waterfront homeowners receiving technical assistance, 13 of them in Thurston County. Importantly we already have 3 bulkhead removal projects in development, one in Thurston County near Zangle Cove and two in Mason County, on Totten Inlet and in Pickering Passage (Harstine Island). All three projects were proposed for grant funding to the ESRP Small Grants program and made it through the first round of cuts. We present our proposals to the technical reviewers at the end of July and should hear about award decisions by the early fall. Construction is anticipated for the late summer marine "fish window" of 2021 or 2022, depending on permitting and funding. The next step in the short term will be to issue RFQs for a consulting geologist and a coastal engineer. See more information about Shore Friendly Thurston here:

<https://www.thurstoncd.com/stewardship/shore-friendly/>

District Operations

June 6th, 2020 Special Meeting

- 1. Move both May Special Meeting Minutes and May Board Meeting Minutes to June 25th Consent Agenda..**
Completed.
- 2. Staff will finalize a draft of TCD Staff's Return to Work Protocol for the June 25th Board Meeting for the Board to review and edit.**
Completed.

3. **Send Board Tom Salzar Education Center presentation materials.**
Completed.
4. **Supervisor Johnson will check references of preferred candidates, set up interviews for June 25th, and notify applicants not selected for interview of the Board's decision.**
Completed.
5. **Staff and Counsel will develop a Code of Conduct for TCD Board review.**
In progress.

June 25th, 2020 Regular Board Meeting

1. **Executive director and Supervisor Rushton will work on a Return to Work Protocol for the public and volunteers (including board members) for review at the July 14th Work Session.**
Completed. Return to Work Protocol for both volunteers and supervisors included on July 30th Board Meeting Agenda for approval.
2. **Staff should compile a list or survey of "wants and needs" for a new facility.**
In progress. This document will be ready for the August 2020 Board Work Session.
3. **Staff presentations will resume at the August 11th Work Session. The Staff Presentations will be recorded and added to the website as a community educational tool.**
In progress. Thurston Waterways website and landowner survey to be presented at August 2020 Board Work session.
4. **TCD Board and Staff will develop ways to include 1947 boundaries of Yelm, Tenino, Rainier in Thurston CD boundary to be discussed at a future Work Session. The first step will be contacting these town's city councils, to be done by our Executive Director.**
In progress. Preparations for future communication strategy underway.
5. **Executive Director Sarah Moorehead will contact Supervisor Wheatley to orientation and introductory information regarding TCD Board schedule, protocol, and responsibilities.**
Completed. Initial orientation complete – follow up conversations coming up.

WSCC Public Hearings on CD Elections

The Washington State Conservation Commission will hold two public hearings in August on proposed changes to WAC 135 on conservation district elections and appointments. Hearing #1 is scheduled for August 6 at 3:00 pm. Hearing #2 is set for August 11 at 3:00 pm. Find details on the Commission's website: https://scc.wa.gov/elections_0520/

2021 Budget Process

A proposed timeline for conversations around preparing for the 2021 Annual Budget is as follows:

- August – Conversation about Supervisor priorities for 2021 budget
- September – Staff compile proposed budget with Supervisor priorities and anticipated needed expenses

October – Supervisors discuss and revise first draft 2021 budget

November – Supervisors approve final 2021 budget

TCD Policy Updates and CBA

Staff has begun work on proposed updates to TCD policies to reflect parameters agreed upon in TCD's Collective Bargaining Agreement. This batch of policies will be presented to the Board for review by the November 2020 work session for adoption by the end of the 2020. Our CBA can be found on our website here:

<https://www.thurstoncd.com/about-us/organizational-plans-budgets-audits/>



July 2020 Staff Report

Progress on Annual Plan

Goals Worked On	Work Done
6D) Held 'Mud, Manure, & Compost Management in Your Backyard' workshop focused on small scale gardens and home gardening. Goal for 2020 met.
7B) Met with Bounty for Families to coordinate planning work to begin on their Yelm Community Garden in partnership with GRuB, Nisqually Indian Tribe, City of Yelm, and potentially Yelm High School CTE/FFA programs
7C) Began planning on preserving demo video/presentation
9) 2 new participants enrolled in VSP & 5 Individual Stewardship Plan given to participants
12A) 20 no-contact site visits
15) Helped 17 People rent equipment
24C) Developed 1 publication around Irrigation Water Management
27A) Presented a virtual update about Shore Friendly South Sound progress to the Alliance for a Healthy South Sound Local Integrating Organization Leadership team, including County Commissioners and Tribal Leaders.) Offered two workshops with Spanish language translation and hearing accessibility closed captioning
28E) Worked with Adam on story maps
29A) Kids in watershed lessons 594 students (via virtual Zoom Nearshore field trips and online resources provided during COVID-19)
29C) Hosted Summer Stay IN-stitute for Teachers) 38 participants)
30A) District presentation to youth Corps group
31A) 10 out of 30 events held – 2 in the month of June) Attended virtual WADE conference
34A) Attended 1 webinar, towards CTD Planner Certification
34B) 4 employees Participated in DEI committee
35) 5 Hours spent organizing online files and uploading paper documents.
36B) Placed order for mailer through local printer
37) we drafted a proposed 2020 Mid-Year Revised Budget and Staffing Plan.

Staff Highlights

- J TCD Partners and Collaboration
 - o Attended (or coordinated) meetings including Floodplains By Design; WRIA 13 WREC projects subgroup; Shore Friendly South Sound Team; Ecology-Thurston County PIC; Green Cove Basin Project Development Planning; WA Water Trust; WRIA 13 Lead Entity meeting etc.
 - o Participating as a Shoreline Advisory Committee Member led by WA Sea Grant to identify training priorities for marine shoreline construction & consulting community

- J TCD Technical Team Coordination

Held 9 remote meetings with tech team members to support District activities

- J In the month of June I had the opportunity to present information about my career, the District, and our programs and services to a Youth Corps group. I lead a reflection activity where members shared their personal feelings about their connections with nature and what they had learned from their term with the Youth Corps. It was wonderful to hear stories and thoughts from the members! Many were interested in the District and excited to learn more about careers in the natural resource field.

- J We held a Pasture Management workshop online on June 30th. There were 40 live attendees, but the reach of the workshop in its recorded format has been much broader! 113 people to date have directly requested and received a copy of the recording. We are finding this to be a great advantage of online workshops and the ability to record them.
- J I filed away 25 banker boxes to be archived by the state. I continued to organize and take inventory of our tools and supplies. I emptied our shed and moved the tools to the office. Being the only person in the office means I spend time writing up PO's for Sarah to sign. I help Susan invoice for Grant Vouchers. Finally the Equipment Program is very busy.

- J Got to work closely with the Mason CD engineer to oversee construction on a new Waste Storage Facility that will help protect critical areas in the shellfish district.

- J June: Hosted Zoom Nearshore field trips for Komachin Middle School; adapted curriculum and training to online platforms; worked with North Thurston Public Schools to develop new model that includes all 5th grade classes for next year; worked to develop 5 year report for ILA renewal with Cities of Olympia, Lacey, Tumwater and Thurston Co.

- J One highlight of the month was finishing up my first year the district. It's hard to believe that it's been a year! This month was packed with a lot of exciting projects. I finished a publication on Irrigation Water Management that we can distribute to landowners. Also, I've done a lot of work finalizing elements on a Story Map, while starting work on another for work by South Sound Green