



**Thurston Conservation District Board of Supervisors  
December Board Meeting Agenda  
5:30 PM - 8:00 PM (PDT)**

**December 17th Board Meeting**

December Thurston Conservation District Board Meeting  
Thu, Dec 17, 2020 5:30 PM – 8:00 PM (PST)

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

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|---|-------------------------------------|
| <b>1. Welcome, Introductions, Audio Recording Announcement</b>  | <b>5:30 PM</b><br><i>5 minutes</i>  |
| <b>2. Agenda Review</b>   | <b>5:35 PM</b><br><i>5 minutes</i>  |
| <b>3. Consent Agenda – <i>Action Item</i></b>   | <b>5:40 PM</b><br><i>5 minutes</i>  |
| A. November 19 <sup>th</sup> , 2020 Board Meeting Minutes   |                                     |
| B. November 2020 Financial Reports  |                                     |
| C. South Sound Green ILA 2021-2025  |                                     |
| <b>4. Public Comment</b>  | <b>5:45 PM</b><br><i>15 minutes</i> |
| *Three minutes per person   |                                     |
| <b>5. Partner Reports (<i>if present</i>)</b>   |                                     |
| A. Washington State Conservation Commission (WSCC), <i>Jean Fike</i>  | <b>6:00 PM</b>                      |
| B. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i>   | <i>15 Minutes</i>                   |
| C. National Association of Conservation Districts (NACD), <i>Doug Rushton</i>   |                                     |
| D. Washington State Department of Ecology, <i>Alena Reynolds</i>  |                                     |
| E. National Resources Conservation Service (NRCS), <i>Robin Buckingham</i>  |                                     |
| <b>6. Executive Session: To discuss the performance of the Executive Director.</b>  | <b>6:15 PM</b><br><i>30 minutes</i> |
| <i>RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee</i> |                                     |
| <b>7. Executive Session Report Out</b>  | <b>6:45 PM</b>                      |

5 minutes

**8. Other Reports**

**6:50 PM**

A. Board of Supervisor Reports, *All*

15 minutes

B. Executive Director Report, *Sarah Moorehead*

**Adjourn**

**7:05 PM**

Time Allotment: 1.35 hr.

**Important Dates**

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**December**

1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> WACD Annual Conference and Business Meeting

Virtual (Zoom Meeting)

17<sup>th</sup> TCD Board Work Session 3-5pm

Virtual (Go to Meeting)

17<sup>th</sup> TCD Board Meeting 5:30-8pm

Virtual (Go to Meeting)

25<sup>th</sup> TCD is closed for Christmas Holiday

**January**

1<sup>st</sup> TCD is closed for the Holiday

14<sup>th</sup> TCD Board Work Session 3-5pm

Virtual (Go to Meeting)

18<sup>th</sup> TCD is closed for MLK Holiday

28<sup>th</sup> TCD Board Meeting 5:30-8pm

Virtual (Go to Meeting)

# Thurston Conservation District Consent Calendar Decision Sheet December, 2020 Board Meeting



- 
- A. November 19, 2020 Board Meeting Minutes
    - a. Proposed action: accept without amendment and approve.
    - b. Action taken:
    - c.  Passed  Moved for discussion during meeting  Tabled to future meeting
  
  - B. November 2020 Financial Report
    - a. Proposed action: accept without amendment and approve.
    - b. Action taken:
    - c.  Passed  Moved for discussion during meeting  Tabled to future meeting
  
  - C. December 2020 Financial Report
    - a. Proposed action: accept without amendment and approve.
    - b. Action taken:
    - c.  Passed  Moved for discussion during meeting  Tabled to future meeting
  
  - D. South Sound Green ILA 2021-2025
    - a. Proposed action: accept without amendment and approve.
    - b. Action taken:
    - c.  Passed  Moved for discussion during meeting  Tabled to future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON  
December 17, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

\_\_\_\_\_  
TJ Johnson, Board Chair

\_\_\_\_\_  
Betsie DeWreede, Vice Chair

\_\_\_\_\_  
Doug Rushton, Board Member

\_\_\_\_\_  
David Iyall, Board Auditor

ATTEST:

\_\_\_\_\_  
Helen Wheatley, Board Member

\_\_\_\_\_  
Sarah Moorehead, Executive Director

Item

3



November 19, 2020  
Regular Meeting Minutes – Virtual GoToMeeting  
(5:30- 6:53pm)  
Originally scheduled: (5:30pm – 6:57pm)

1 **Meeting: 5:30pm – 8:00pm**

**Present at Meeting:**

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

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**Summary of Action Items:**

- J **ACTION ITEM: Staff will reach out to Washington Conservation Society (WCS) to ensure that TCD’s membership is renewed for potential funding. Dues for WCS membership were allocated in the 2020 TCD budget.**
- J **ACTION ITEM: Alena Reynolds will send a draft of the DOE mailer to staff to ensure language regarding TCD’s resources is correct.**

**Summary of Motions Passed:**

- J *Supervisor Wheatley moved to adopt the revised Agenda. Supervisor Rushton seconded. Motion passed unanimously, (3-0).*
- J *Supervisor Wheatley moved to adopt the Consent Agenda. Supervisor Rushton seconded. Motion passed, (3-0) Supervisor Johnson abstained.*
- J *Supervisor Iyall moved to approve the budget modifications of \$4,690.00 from 3.4.13-Board Tablets to 3.4.9 Computer Hardware Purchases. Supervisor Rushton seconded. Motion passed unanimously, (4-0).*
- J *Supervisor Iyall moved to adjourn. Supervisor Wheatley seconded. Motion passed unanimously, (4-0).*

**Full Version of the Minutes**

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24 **Welcome & Introductions**

25 5:30pm TCD Board Chair TJ Johnson called the November 19, 2020 Regular Board Meeting to  
26 order via an online forum *GoToMeeting*. Thurston CD Board and Staff were introduced by the  
27 Board Chair verbally. Supervisor DeWreede was excused and not present. Board Chair TJ  
28 Johnson will name out Supervisors on each vote and announced that the meeting is audio  
29 recorded. Supervisor Iyall arrived later in the meeting.

30 **Agenda Review - Action Item**

31 An addition of item 7- Budget

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

**Consent Agenda – Action Item**

- ) October 22<sup>nd</sup>, 2020 Board Meeting Minutes
- ) WSCC Shellfish Cost Share Contract #11439
- )

*Supervisor Wheatley moved to adopt the Consent Agenda. Supervisor Rushton seconded.*

**Supervisor Iyall joined the meeting during this time. The Chair asked to repeat the motion to include Supervisor Iyall on the vote.**

*Supervisor Wheatley moved to adopt the Consent Agenda. Supervisor Rushton seconded. Motion passed, (3-0) Supervisor Johnson abstained.*

**Public Comment** \*Three minutes per person  
No members of the public attended via GoToMeeting.

**Partner Reports**

- A. Washington State Conservation Commission (WSCC) Update, Jean Fike, Puget Sound Regional Manager**
  - ) WSCC will host a webinar November 21, 2020 for the 2021 election process.
- B. Washington Association of Conservation Districts (WACD), Supervisor Doug Rushton**
  - ) Supervisor Rushton provided a written update that was included in the Board packet.
  - ) WACD meetings are now online, check the WACD website for the link.

**ACTION ITEM: Staff will reach out to Washington Conservation Society (WCS) to ensure that TCD’s membership is renewed for potential funding. Dues for WCS membership were allocated in the 2020 TCD budget.**

- C. National Association of Conservation Districts (NACD) Update, Supervisor Doug Rushton**
  - ) Supervisor Rushton provided a written update that was included in the Board packet.
  - ) NACD is holding an election for Pacific Coast officers in early December.
- D. Department of Ecology (DOE), Alena Reynolds**
  - ) DOE has developed an education and outreach mailer with Thurston County Health Department to spread information on the causes of bacterial and sediment pollution, referencing TCD as a resource.

74 **ACTION ITEM: Alena Reynolds will send a draft of the DOE mailer to staff to ensure**  
75 **language regarding TCD's resources is correct.**

76 **Covid-19 Update, Sarah Moorehead**

77 ) Governor Inslee reinstated a lockdown, requiring all businesses, organizations, and  
78 gathering groups to limit occupancy to 25%.

79 ) TCD's current protocols meet the Governor's guidelines.

81 **TCD 2020 Budget Modification, Sarah Moorehead**

82 ) Staff has asked the Board to move the \$4,690.00 allocated to line item 3.4.13-Board  
83 Tablets to line item 3.4.9 Computer Hardware Purchases.

84 ) This modification is possible because staff was able to utilize previously purchased tablets.

85 ) The modification is going to be used to upgrade current computers and purchase new computers  
86 for new employees.

87  
88 ***Supervisor Iyall moved to approve the budget modifications of \$4,690.00 from 3.4.13-Board***  
89 ***Tablets to 3.4.9 Computer Hardware Purchases. Supervisor Rushton seconded. Motion passed***  
90 ***unanimously, (4-0).***

91  
92 **Executive Session: To discuss the performance of the Executive Director.**

93 In attendance: TCD Supervisors, Jean Fike, and Sarah Moorehead (for part of the session).

94  
95 *RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to*  
96 *review the performance of a public employee*

97  
98 *Executive Session opened at 6:02pm for 30 minutes. At 6:30 the Chair announced an extension*  
99 *of 10 minutes. No action taken. Session ended at 6:38pm*

100 ***Regular meeting opened at 6:38pm.***

101  
102 **Executive Session Report Out**

103 No action was taken.

104  
105 **Executive Session: To review the performance of legal services contract.**

106 In attendance: TCD Supervisors, Jean Fike, and Sarah Moorehead.

107  
108 *RCW 42.30.110 (d) To review negotiations on the performance of publicly bid contracts when*  
109 *public knowledge regarding such consideration would cause a likelihood of increased costs.*

110  
111 *Executive Session opened at 6:40pm for 10 minutes. No action taken. Session ended at 6:51pm*

112 ***Regular meeting opened at 6:51pm.***

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114 **Executive Session Report Out**

115 No action was taken.

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**Governance, All**

**A. 2021 Election Discussion and Update**

) No new information was presented.

**B. December Work Session Topic List**

) TCD Staff presentation

) WACD annual meeting debrief

) November Minutes editing

) Covid 19 update

**C. December Board Meeting Agenda**

) Consent Agenda

o Financial report for November

o November Minutes

o South Sound Green ILA 2021-2025

) Executive Session: Evaluation of ED performance

**Other Reports**

**A. Board of Supervisors Report, All**

) Supervisor Johnson and Executive Director Sarah Moorehead will be attending Thurston County Advisory Committee meeting regarding farmland loss.

**B. Executive Director Report, Sarah Moorehead**

) No additional information was provided besides the Executive Director Report in the board meeting packet.

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

**Adjourn 6:57pm**

Respectfully,

X

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TJ Johnson  
TCD Board Chair

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## Thurston Conservation District November 2020 Financial Notes

### Year-to-Date Profit & Loss – Page 2 and 3

1. The District's Year-to-Date Profit (\$155,242.50) reflects the receipt of the 2<sup>nd</sup> large Rates and Charges payment on the year - \$187,730.27.

### Unrestricted Budget vs Actual – Pages 10 and 11

2. At the November 19<sup>th</sup> Board Meeting, the board agreed to reallocate the *Board Tablets* \$5,000 budget to cover *Computer Hardware* purchases. This allows the District to purchase computer equipment for new additional staff and Board members can use the tablets that are already part of the District's inventory. Part (\$276.71) of the computer hardware expense for the new Accounting Assistant's computer has been applied to the *Board Tablets* line item.

## Thurston Conservation District

## Profit &amp; Loss

January through October 2020

11/20/20

Accrual Basis

	Jan - Oct 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3431100 · Retail Sales	
3431110 · Plant Sales	17,086.37
3411140 · TCD Equipment Rentals	3,561.48
3431130 · Soil Testing	1,793.13
3431120 · Rental Income	1,073.51
<b>Total 3431100 · Retail Sales</b>	<b>23,514.49</b>
3611100 · Interest Income	35.80
3300000 · Grant Revenue	635,585.58
3685201 · Rates and Charges	514,880.11
3670000 · Contributions Private	1,249.59
3600000 · Miscellaneous Revenue	0.00
<b>Total Income</b>	<b>1,175,265.57</b>
<b>Gross Profit</b>	<b>1,175,265.57</b>
<b>Expense</b>	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	748,169.50
5314101 · Legal Fees & Services	21,407.50
5314102 · Audit & Accounting	3,650.45
5314103 · Computer Services	14,496.07
5314100 · Professional Services	7,431.87
5314400 · Advertising	2,534.40
5314117 · Soil Testing	2,589.40
5314104 · Janitorial Services	3,188.02
5314501 · Office Rent	43,160.00
5314700 · Utilities	4,378.45
5314503 · Equipment Leases	2,485.61
5314504 · Vehicle Leases	57.85
5314200 · Communications	8,972.05
5313102 · Photocopier Usage	1,166.60
Software Licenses	3,993.46
5354800 · Repairs & Maintenance	691.15
5313101 · Office Supplies	2,366.99
5314202 · Postage & Shipping	1,520.33
5313401 · Plants for Resale	11,761.22
Project Expenses	13,062.70
5314902 · Organizational Dues & Licenses	6,624.89
5314310 · Board Meeting Snacks	167.50
5314203 · Printing Services	2,544.06
5314302 · Staff - Conference & Training	885.00
5314300 · Staff - Travel	2,483.50
5314301 · Board Travel	188.03
5314108 · Construction & Landscaping	39,656.86
5314109 · Cost Share	36,789.03
5314110 · Bank Fees & Interest Charges	1,135.53
5314600 · Liability Insurance Premiums	13,918.84
5314111 · Late Fees & Penalties	528.51
Sales Tax Adjustments	23.85
66900 · Reconciliation Discrepancies	-3.51
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	7,670.34
5966402 · Computer Hardware	10,327.02
<b>Total 5945360 · Capital Outlays</b>	<b>17,997.36</b>

**Thurston Conservation District**  
**Profit & Loss**  
January through October 2020

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	<u>Jan - Oct 20</u>
Total Expense	<u>1,020,023.07</u>
Net Ordinary Income	<u>155,242.50</u>
Net Income	<u><u>155,242.50</u></u>

## Thurston Conservation District

## Profit &amp; Loss

11/20/20

October 2020

Accrual Basis

	Oct 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3431100 · Retail Sales	
3431110 · Plant Sales	5,189.87
3411140 · TCD Equipment Rentals	677.46
3431130 · Soil Testing	44.80
3431120 · Rental Income	65.94
	<hr/>
<b>Total 3431100 · Retail Sales</b>	5,978.07
3611100 · Interest Income	4.33
3300000 · Grant Revenue	66,434.11
3685201 · Rates and Charges	187,730.27
	<hr/>
<b>Total Income</b>	260,146.78
<b>Gross Profit</b>	260,146.78
<b>Expense</b>	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	72,561.75
5314101 · Legal Fees & Services	117.50
5314102 · Audit & Accounting	277.07
5314103 · Computer Services	1,006.93
5314117 · Soil Testing	70.00
5314104 · Janitorial Services	624.01
5314501 · Office Rent	4,368.00
5314700 · Utilities	580.27
5314503 · Equipment Leases	452.35
5314504 · Vehicle Leases	57.85
5314200 · Communications	807.43
5313102 · Photocopier Usage	20.01
Software Licenses	168.43
5354800 · Repairs & Maintenance	60.17
5313101 · Office Supplies	259.93
5314202 · Postage & Shipping	366.80
Project Expenses	4,868.83
5314902 · Organizational Dues & Licenses	785.00
5314203 · Printing Services	26.26
5314300 · Staff - Travel	21.28
5314108 · Construction & Landscaping	25,529.21
5314109 · Cost Share	5,335.00
5314600 · Liability Insurance Premiums	1,624.92
66900 · Reconciliation Discrepancies	-1.00
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	1,809.11
5966402 · Computer Hardware	1,509.65
	<hr/>
<b>Total 5945360 · Capital Outlays</b>	3,318.76
	<hr/>
<b>Total Expense</b>	123,306.76
	<hr/>
<b>Net Ordinary Income</b>	136,840.02
	<hr/>
<b>Net Income</b>	<b>136,840.02</b>

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

	Jan - Oct 20	Jan - Oct 19	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3431100 · Retail Sales				
3431110 · Plant Sales	17,086.37	800.42	16,285.95	2,034.7%
3411140 · TCD Equipment Rentals	3,561.48	899.49	2,661.99	295.9%
3431130 · Soil Testing	1,793.13	4,593.86	-2,800.73	-61.0%
3431120 · Rental Income	1,073.51	757.11	316.40	41.8%
3411150 · Miscellaneous Sales	0.00	6.50	-6.50	-100.0%
<b>Total 3431100 · Retail Sales</b>	<b>23,514.49</b>	<b>7,057.38</b>	<b>16,457.11</b>	<b>233.2%</b>
3611100 · Interest Income	35.80	16.96	18.84	111.1%
3300000 · Grant Revenue	636,233.43	470,261.93	165,971.50	35.3%
3685201 · Rates and Charges	514,880.11	325,421.02	189,459.09	58.2%
3670000 · Contributions Private	1,249.59	6,000.00	-4,750.41	-79.2%
3600000 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>1,175,913.42</b>	<b>808,757.29</b>	<b>367,156.13</b>	<b>45.4%</b>
<b>Gross Profit</b>	<b>1,175,913.42</b>	<b>808,757.29</b>	<b>367,156.13</b>	<b>45.4%</b>
<b>Expense</b>				
5966699 · Vehicle Allocation	0.00	0.00	0.00	0.0%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
5531010 · Salaries & Benefits	748,169.50	430,293.54	317,875.96	73.9%
5314000 · Stipends	0.00	1,000.00	-1,000.00	-100.0%
5314101 · Legal Fees & Services	21,407.50	50,876.58	-29,469.08	-57.9%
5314102 · Audit & Accounting	3,650.45	11,287.28	-7,636.83	-67.7%
5314103 · Computer Services	14,496.07	9,604.86	4,891.21	50.9%
5314106 · PDR Expense	0.00	99.00	-99.00	-100.0%
5314100 · Professional Services	7,431.87	14,585.55	-7,153.68	-49.1%
5355001 · Election Expense	0.00	32,428.70	-32,428.70	-100.0%
5314400 · Advertising	2,534.40	4,473.58	-1,939.18	-43.4%
5314117 · Soil Testing	2,589.40	3,644.40	-1,055.00	-29.0%
Hiring Costs	0.00	90.00	-90.00	-100.0%
5314104 · Janitorial Services	3,188.02	2,250.00	938.02	41.7%
5314501 · Office Rent	43,160.00	39,500.00	3,660.00	9.3%
5314700 · Utilities	4,378.45	5,705.27	-1,326.82	-23.3%
5314503 · Equipment Leases	2,485.61	2,334.89	150.72	6.5%
5314504 · Vehicle Leases	57.85	0.00	57.85	100.0%
5314200 · Communications	8,972.05	5,508.20	3,463.85	62.9%
5313102 · Photocopier Usage	1,166.60	2,499.41	-1,332.81	-53.3%
Software Licenses	3,993.46	0.00	3,993.46	100.0%
5354800 · Repairs & Maintenance	691.15	4,960.02	-4,268.87	-86.1%
5313101 · Office Supplies	2,366.99	4,708.91	-2,341.92	-49.7%
5314202 · Postage & Shipping	1,520.33	3,840.79	-2,320.46	-60.4%
5313401 · Plants for Resale	11,761.22	1,156.95	10,604.27	916.6%
Project Expenses	13,062.70	49,122.03	-36,059.33	-73.4%
5314902 · Organizational Dues & Lice...	6,624.89	6,250.00	374.89	6.0%
5314310 · Board Meeting Snacks	167.50	408.22	-240.72	-59.0%
5314203 · Printing Services	2,544.06	6,355.74	-3,811.68	-60.0%
5314307 · Licenses and Permits	0.00	378.00	-378.00	-100.0%
5314302 · Staff - Conference & Training	885.00	983.69	-98.69	-10.0%
5314300 · Staff - Travel	2,483.50	5,914.28	-3,430.78	-58.0%
5314301 · Board Travel	188.03	674.56	-486.53	-72.1%
5314108 · Construction & Landscaping	39,656.86	756.12	38,900.74	5,144.8%
5314109 · Cost Share	36,789.03	16,195.00	20,594.03	127.2%
5314110 · Bank Fees & Interest Charges	1,135.53	1,864.59	-729.06	-39.1%
5314600 · Liability Insurance Premiums	13,918.84	11,718.00	2,200.84	18.8%
5314111 · Late Fees & Penalties	528.51	709.58	-181.07	-25.5%

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

	<u>Jan - Oct 20</u>	<u>Jan - Oct 19</u>	<u>\$ Change</u>	<u>% Change</u>
Sales Tax Adjustments	23.85	39.55	-15.70	-39.7%
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	-3.51	433.12	-436.63	-100.8%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furni...	7,670.34	691.85	6,978.49	1,008.7%
5966402 · Computer Hardware	10,327.02	4,439.04	5,887.98	132.6%
5966400 · Machinery and Tools	0.00	11,473.40	-11,473.40	-100.0%
<b>Total 5945360 · Capital Outlays</b>	<u>17,997.36</u>	<u>16,604.29</u>	<u>1,393.07</u>	<u>8.4%</u>
<b>Total Expense</b>	<u>1,020,023.07</u>	<u>758,018.49</u>	<u>262,004.58</u>	<u>34.6%</u>
<b>Net Ordinary Income</b>	<u>155,890.35</u>	<u>50,738.80</u>	<u>105,151.55</u>	<u>207.2%</u>
<b>Net Income</b>	<u><u>155,890.35</u></u>	<u><u>50,738.80</u></u>	<u><u>105,151.55</u></u>	<u><u>207.2%</u></u>

## Thurston Conservation District

## Balance Sheet

As of October 31, 2020

11/20/20

Accrual Basis

	<u>Oct 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
3081001 · Checking-7444 Timberland	98,109.35
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	65,030.23
3082003 · Saving-2410 Education Center	10,002.91
<b>Total 3088020 · Savings Accounts</b>	<u>75,033.14</u>
3088030 · Counter Cash	100.00
3088040 · PayPal Account	6,418.67
<b>Total Checking/Savings</b>	<u>179,661.16</u>
<b>Accounts Receivable</b>	130,364.01
<b>Other Current Assets</b>	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	16,717.16
3090506 · Security Deposit - Ferguson ST	3,835.00
<b>Total 3090500 Prepaid Accounts</b>	<u>20,552.16</u>
3092000 · 309.20.00 Cash on Hand	187,677.27
<b>Total Other Current Assets</b>	<u>208,229.43</u>
<b>Total Current Assets</b>	<u>518,254.60</u>
<b>TOTAL ASSETS</b>	<b><u>518,254.60</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	33,592.81
<b>Credit Cards</b>	489.54
<b>Other Current Liabilities</b>	
25500 · Sales Tax Payable	549.83
3861000 · Payroll Liabilities	
3861008 · Union Dues	723.73
3861005 · PERS Deferral Payable	5,918.40
3861007 · State Unemployment Payable	549.41
3861009 · State L&I Payable	57.25
3861010 · WA - Family & Medical Leave	116.67
3861011 · Vacation & Sick Leave Payable	55,203.19
<b>Total 3861000 · Payroll Liabilities</b>	<u>62,568.65</u>
<b>Total Other Current Liabilities</b>	<u>63,118.48</u>
<b>Total Current Liabilities</b>	<u>97,200.83</u>
<b>Total Liabilities</b>	97,200.83
<b>Equity</b>	421,053.77
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>518,254.60</u></b>

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

As of October 31, 2020

		Account Number	Grant Number	Grant Period		Total Grant Amount	2020 Budget	2020 Actual	2020 Remaining Budget	% of Total Time	% of Total Budget
RCO	East Fork McLane Project	R030	16-1406	1-Mar-17	31-Dec-20	110,500.00	5,022.13	340.07	4,682.06	95.65%	95.76%
	ESRP Shore Friendly	R035		1-Jul-19	1-Jul-21	259,565.00	61,685.00	36,180.63	25,504.37	64.00%	19.93%
	ASRP Independence	R040	20-1905	1-Jun-20	30-Jun-21	93,600.00	14,575.00	694.76	13,880.24	38.46%	0.74%
	ASRP Riverbend	R050	20-1908	1-Jun-20	30-Jun-21	85,999.00	12,535.00	934.26	11,600.74	38.46%	1.09%
DOE	Deschutes	E100	WQC-2018-Th	1-Jul-19	30-Apr-22	244,401.00	63,685.00	21,630.57	42,054.43	47.06%	12.78%
WSSC	Livestock	W025	20-13-LT	1-Jul-19	30-Jun-21	50,000.00	23,468.00	20,890.89	2,577.11	66.67%	76.05%
	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	209,961.00	84,351.26	125,609.74	10.94%	11.33%
	FY20-21 Chehalis Flood Plain	W050	20-13-FL	1-Jul-19	30-Jun-21	207,104.00	81,916.00	72,313.00	9,603.00	66.67%	68.33%
	Shellfish Cost Share TA	W060	20-13-SH	15-Aug-19	30-Jun-21	39,182.00	28,550.00	20,605.30	7,944.70	65.22%	63.14%
	Shellfish Cost Share	W060 CS	20-13-SH	15-Aug-19	30-Jun-21	152,454.00	40,972.00	22,972.03	17,999.97	65.22%	15.07%
	FY19-21 CREP TA	W070	20-13-CE	1-Jul-19	30-Jun-21	33,847.00	13,300.00	6,855.20	6,444.80	66.67%	30.61%
	FY19-21 CREP Cost Share	W070 CS	20-13-CE	1-Jul-19	30-Jun-21	23,552.00	16,307.00	13,817.00	2,490.00	66.67%	89.43%
	NRI TA	W080	20-13-NR	1-Jul-19	30-Jun-21	19,150.00	42,752.00	12,558.34	30,193.66	66.67%	84.89%
NRI Cost Share	W080	20-13-NR	1-Jul-19	30-Jun-21	77,300.00	50,000.00	0.00	50,000.00	66.67%	0.00%	
Misc	Soil Health Grant	M065	16-49-TS	21-Jun-17	15-Aug-20	32,163.08	4,152.20	4,152.20	0.00	Closed	
	JBLM - SLP	M075		1-Jul-19	30-Jun-21	18,750.00	5,050.00	4,112.57	937.43	66.67%	27.33%
	NACD Home Grown Yelm	M090		1-Feb-20	1-Mar-21	50,000.00	28,845.00	19,539.07	9,305.93	64.29%	39.08%
	Orca Recovery Day	M060		1-Sep-19	Until Spent	5,940.00	2,570.19	2,283.80	286.39	NA	95.18%
Thurston County	VSP 2020	TC400	K2024	1-Jul-19	30-Jun-21	105,000.00	78,802.46	59,363.31	19,439.15	66.67%	81.49%
	Shellfish NTA	TC600		1-Jul-19	30-Jun-21	130,525.00	42,871.00	43,318.48	-447.48	66.67%	60.43%
	Riparian NTA	TC650		1-Jul-19	28-Feb-21	36,875.00	30,728.00	22,757.30	7,970.70	80.00%	68.21%
	NTAqua	TC700		1-Mar-20	31-May-21	135,000.00	13,200.00	8,425.94	4,774.06	53.33%	6.24%
TCD Allocations	Stewardship TA	T080		1-Jan-20	31-Dec-20	13,005.00	13,005.00	2,543.21	10,461.79	83.33%	19.56%
	General TA	T080		1-Jan-20	31-Dec-20	10,000.00	10,000.00	10,000.00	0.00	Closed	
	Working Lands Initiative	T100		1-Jan-20	31-Dec-20	3,000.00	3,000.00	3,000.00	0.00	Closed	
	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-20	5,555.50	5,555.50	898.98	4,656.52	66.67%	16.18%
	TCD Cost Share	T200		1-Jan-20	31-Dec-20	5,000.00	5,000.00	3,336.45	1,663.55	83.33%	66.73%
	TCD VSP	T400		1-Jan-20	31-Dec-20	40,000.00	40,000.00	31,400.61	8,599.39	83.33%	78.50%



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

As of October 31, 2020

		Account Number	Grant Number	Grant Period		Total Grant Amount	2020 Budget	2020 Actual	2020 Remaining Budget	% of Total Time	% of Total Budget
<b>South Sound Green</b>	<b>Interlocal Agreements</b>	G019-SS		1-Jan-20	31-Dec-20	49,200.00	49,200.00	48,534.26	665.74	83.33%	98.65%
	<b>TCC</b>	TCC		1-Jan-12	Until Spent	113,996.00	42,958.00	19,984.18	22,973.82	NA	62.30%
	<b>FY19-20 NOAA B-WET</b>	G019.106		1-Aug-19	31-Jul-20	18,313.76	17,329.21	17,329.21	0.00	Closed	
	<b>FY20-21 NOAA B-WET</b>	G019.106		1-Aug-20	31-Jul-21	24,038.00	12,019.00	1,203.93	10,815.07	25.00%	5.01%
	<b>TCD Allocation</b>	G019.110		1-Jan-20	31-Dec-20	46,300.00	46,300.00	45,890.85	409.15	83.33%	99.12%
	<b>ESD 113 Climate Change</b>	G019.104		1-May-20	31-Dec-20	3,000.00	3,000.00	3,000.00	0.00	Closed	
	<b>McLane Salmon Trail</b>	G019.107		31-Aug-20	31-Dec-20	5,000.00	6,695.00	1,146.60	5,548.40	60.00%	22.93%
	<b>Prairies and Pollinators</b>	G019.27		22-Mar-17	1-Aug-20	30,000.00	10,791.20	10,791.20	0.00	Closed	

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

9:00 AM  
 11/20/2020  
 Accrual Basis

October 83.33%

Income	Jan - Oct 2020	Budget	\$ Over Budget	% of Budget
<b>3431100 · Retail Sales</b>				
3411140 · TCD Equipment Rentals	3,561.48	2,068	1,493.86	172.25%
3431130 · Soil Testing	1,793.13	1,679	113.67	106.77%
3431120 · Rental Income	1,073.51	1,785	-711.63	60.14%
3611100 · Interest Income	35.80	34	2.15	106.39%
3431110 · Plant Sales	17,086.37	19,392	-2,305.88	88.11%
3670000 · Contributions Private	1,249.59	1,250	0.00	100.00%
<b>3300000 · Grant Revenue</b>	48,536.73	53,204	-4,667.27	91.23%
<b>3685201 · Rates and Charges</b>	514,880.11	551,475	-36,594.82	93.36%
<b>5314999 · Overhead Allocation</b>	72,054.78	98,288	-26,233.64	73.31%
<b>5966699 · Vehicle Allocation</b>	1,720.81	2,472	-751.65	69.60%
<b>Total Income</b>	<b>661,992.31</b>	<b>731,648</b>	<b>-69,655.21</b>	<b>90.48%</b>

Program Allocation	Jan - Oct 2020	Budget	\$ Over Budget	% of Budget
SS Green	45,890.85	46,300	-409.15	99.12%
VSP	31,400.61	40,000	-8,599.39	78.50%
TCD Cost Share	3,336.45	5,000	-1,663.55	66.73%
Stewardship TA	2,543.21	13,005	-10,461.79	19.56%
<b>Program Allocations Total</b>	<b>83,171.12</b>	<b>104,305</b>	<b>-21,133.88</b>	<b>79.74%</b>

Expense	Jan - Oct 2020	Budget	\$ Over Budget	% of Budget
5531010 · Salaries & Benefits (Admin)	110,770.34	215,860	-105,089.66	51.32%
5531010 · Salaries & Benefits (District Services)	78,163.39	89,388	-11,224.61	87.44%
5314101 · Legal Services	21,407.50	25,000	-3,592.50	85.63%
5314102 · Audit & Accounting	3,650.45	4,000	-349.55	91.26%
5314103 · Computer Services	14,496.07	15,500	-1,003.93	93.52%
5314100 · Professional Services	3,097.50	10,000	-6,902.50	30.98%
5314400 · Advertising	2,225.66	5,500	-3,274.34	40.47%
5314117 · Soil Testing	2,203.64	1,619	584.64	136.11%
5355001 · Election Expense	4,066.38	6,500	-2,433.62	62.56%
5314104 · Janitorial Services	3,188.02	5,000	-1,811.98	63.76%
5314501 · Office Rent	43,160.00	52,000	-8,840.00	83.00%
5314700 · Utilities	4,378.45	6,000	-1,621.55	72.97%
5314503 · Equipment Leases	2,485.61	3,050	-564.39	81.50%
5314504 · Vehicles	57.85	15,000	-14,942.15	0.39%
5314200 · Communications	8,624.79	11,000	-2,375.21	78.41%
5313102 · Photocopier Usage	1,166.60	2,500	-1,333.40	46.66%
5354800 · Repairs & Maintenance	609.17	5,000	-4,390.83	12.18%

<b>Expense</b>	<b>Jan - Oct 2020</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
5966402 · Computer Hardware	10,000.00	10,000	0.00	100.00%
Computer Software	3,528.36	3,400	128.36	103.78%
5966601 · Office Equipment & Furniture	5,914.77	6,000	-85.23	98.58%
5945361 · Road Signs	0.00	1,000	-1,000.00	0.00%
5945362 · Board Tablets	276.71	4,690	-4,413.29	5.90%
5313101 · Office Supplies	2,541.93	3,500	-958.07	72.63%
5314202 · Postage & Shipping	898.95	1,000	-101.05	89.90%
5313401 · Plants for Resale	11,761.22	15,000	-3,238.78	78.41%
5314901 · Meeting & Event	825.99	1,000	-174.01	82.60%
5314902 · Organizational Dues and Licenses	6,624.89	7,500	-875.11	88.33%
Board Meeting Snacks	167.50	500	-332.50	33.50%
5314302 · Staff - Conference & Training	495.00	2,500	-2,005.00	19.80%
5314306 · Board - Conference & Training	0.00	2,500	-2,500.00	0.00%
5314300 · Staff - Travel	1,281.08	2,500	-1,218.92	51.24%
5314301 · Board Travel	188.03	1,500	-1,311.97	12.54%
5314110 · Bank Fees & Interest Charges	1,104.64	1,000	104.64	110.46%
5314600 · Liability Insurance Premiums	13,918.84	15,336	-1,417.16	90.76%
5314111 · Late Fees & Penalties	528.51	500	28.51	105.70%
Reserve Fund	0.00	65,000	-65,000.00	0.00%
Conservation Education Center Savings	0.00	10,000	-10,000.00	0.00%
<b>Total Expense</b>	<b>363,807.84</b>	<b>627,343</b>	<b>-263,535.16</b>	<b>57.99%</b>
<b>Net Income</b>	<b>215,013.35</b>	<b>0</b>		

**Thurston Conservation District**  
**Payments Detail**  
**October 2020**

11:30 AM

11/20/2020

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Check	EFT	10/1/2020	Regence - Health Care		5312011 · Medical Benefits	4,998.35
Bill Pmt -Check	EFT	10/2/2020	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	58.71
Credit Card Charge	9357	10/2/2020	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	10.20
Credit Card Charge	9358	10/2/2020	US Postal Service	TCD Allocations:T400 - TCD VSP	5314202 · Postage & Shipping	17.65
Credit Card Charge	9359	10/2/2020	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	65.44
Bill Pmt -Check	EFT	10/5/2020	United Concordia Insurance Co		5312012 · Dental Benefits	652.46
Credit Card Charge	9374	10/5/2020	Forestry Supplies	GREEN:G019-SS GREEN Interlocal	-SPLIT-	877.75
Credit Card Charge	9375	10/5/2020	Forestry Supplies	GREEN:G019-SS GREEN Interlocal	5314107 · Project Supplies	1,378.50
Credit Card Charge	9429	10/5/2020	Harbor Freight	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	80.48
Check	EFT	10/6/2020	Wells Fargo			3,849.12
Credit Card Charge	9337	10/6/2020	Kiperts Trailer Sales	DISTRICT SERVICES:A099 - Equipment Rent	5354802 · Repairs & Maintenance	60.17
Credit Card Charge		10/7/2020	T Sheets	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	118.15
Credit Card Charge	9339	10/7/2020	Amazon	UNRESTRICTED:A010-Overhead	Computer Hardware & Office Supplies	96.25
Credit Card Charge	9338	10/7/2020	NewEgg	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	1,271.29
Liability Check	EFT	10/8/2020	QuickBooks Payroll Service		QuickBooks Payroll Service	19,974.69
Liability Check	EFT	10/8/2020	Internal Revenue Service		3861004 · Payroll Taxes	6,597.46
Liability Check	EFT	10/9/2020	WA St Dept of Retirement Systems		DCP	575.00
Liability Check	EFT	10/9/2020	WA St Dept of Retirement Systems		PERS	11,318.19
Credit Card Charge	9360	10/9/2020	Federal Express	DISTRICT SERVICES:A098 - Soil Tests	5314203 · Printing Services	26.26
Liability Check	EFT	10/12/2020	WFSE Union Dues		3861008 · Union Dues	711.94
Credit Card Charge	9340	10/12/2020	Ace Hardware	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	44.76
Credit Card Charge	9341	10/12/2020	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	24.06
Bill Pmt -Check	20563	10/13/2020	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	1,006.93
Bill Pmt -Check	20564	10/13/2020	Comcast	UNRESTRICTED:A010-Overhead	Internet and Telephone	374.94
Bill Pmt -Check	20565	10/13/2020	Community Farmland Trust	DISTRICT SERVICES:A099 - Equipment Rent	5314501 · Office Rent	260.00
Bill Pmt -Check	20566	10/13/2020	Enduris	UNRESTRICTED:A010-Overhead	3090501 · 309.05.01 Prepaid Insurance	19,499.00
Bill Pmt -Check	20567	10/13/2020	Freimund Tardif, PLLC	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	117.50
Bill Pmt -Check	20568	10/13/2020	Marguerite Abplanalp	WSCC:W080 - NRI Cost Share	5314304 · Mileage	59.23

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Bill Pmt -Check	20569	10/13/2020	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	21.83
Bill Pmt -Check	20570	10/13/2020	Northwest Marketing Resources, Inc	UNRESTRICTED:A010-Overhead	5312011 · Medical Benefits	751.00
Bill Pmt -Check	20571	10/13/2020	Petocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	19.75
Bill Pmt -Check	20572	10/13/2020	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity and Gas	272.02
Bill Pmt -Check	20573	10/13/2020	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	185.51
Bill Pmt -Check	20574	10/13/2020	Ricoh, USA Inc - Usage	UNRESTRICTED:A010-Overhead	5313102 · Photocopier Usage	20.01
Bill Pmt -Check	20575	10/13/2020	US Postal Service	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	240.00
Bill Pmt -Check	20576	10/13/2020	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Credit Card Charge	9361	10/13/2020	Home Depot	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	78.83
Credit Card Charge	9349	10/13/2020	Amazon	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	93.69
Credit Card Charge	9365	10/13/2020	Wal Mart	MISC:M060 - Orca Recovery Day	5314107 · Project Supplies	7.42
Credit Card Charge	9346	10/14/2020	Ace Hardware	DISTRICT SERVICES:A098 - Soil Tests	5313101 · Office Supplies	22.49
Credit Card Charge	9342	10/15/2020	Crains Office Supply	DISTRICT SERVICES:A098 - Soil Tests	5313101 · Office Supplies	21.87
Credit Card Charge	9367	10/15/2020	Northern Tool + Equipment	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	656.39
Credit Card Charge	9368	10/15/2020	Buy Fittings Online	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	43.10
Credit Card Charge	9364	10/15/2020	Sprayer Depot	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	236.75
Credit Card Charge	9363	10/15/2020	Home Depot	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	33.75
Credit Card Charge	9366	10/15/2020	Amazon	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	40.51
Credit Card Charge	9409	10/15/2020	Amazon	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	288.56
Credit Card Charge	9347	10/15/2020	Home Depot	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	27.20
Credit Card Charge	9430	10/16/2020	Home Depot	MISC:M060 - Orca Recovery Day	5314107 · Project Supplies	4.35
Credit Card Credit	9361	10/16/2020	Home Depot - Return	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	-74.53
Credit Card Charge	9344	10/20/2020	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	17.02
Liability Check	EFT	10/21/2020	Internal Revenue Service		3861004 · Payroll Taxes	6,846.40
Liability Check	EFT	10/21/2020	WA St Dept of Retirement Systems		DCP	-575.00
Credit Card Charge	9343	10/21/2020	Best Buy	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	1,093.99
Liability Check	EFT	10/22/2020	QuickBooks Payroll Service		QuickBooks Payroll Service	20,835.36
Credit Card Charge	9394	10/22/2020	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	24.20
Credit Card Charge	9395	10/22/2020	Amazon	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	70.00
Credit Card Charge	9345	10/22/2020	Amazon	WSCC:W030 - Skookumchuck	5966601 · Equipment & Office Furniture	226.39
Credit Card Credit	9338	10/22/2020	NewEgg - Return	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	-971.58
Credit Card Charge		10/23/2020	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	93.48

Type	Num	Date	Name	Funding Source	Account	Paid Amount
Credit Card Charge	9433	10/24/2020	Amazon	GREEN:TCC:G019.60 Nisqually Indian Tribe 2	5314107 · Project Supplies	295.40
Credit Card Charge		10/24/2020	Any Promo	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	1,298.68
Sales Tax Payment	EFT	10/26/2020	WA St Dept of Revenue		25500 · Sales Tax Payable	150.37
Liability Check	EFT	10/26/2020	WA St Dept of Employment Security		3861007 · State Unemployment Payable	2,200.62
Credit Card Charge	9396	10/26/2020	Nitro	UNRESTRICTED:A010-Overhead	Software Licenses	138.90
Check	EFT	10/27/2020	Wells Fargo			7,559.89
Bill Pmt -Check	20577	10/27/2020	Cowlitz County Conservation District	UNRESTRICTED:A010-Overhead	5314902 · Organizational Dues & Licenses	10.00
Bill Pmt -Check	20578	10/27/2020	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	20579	10/27/2020	Marguerite Abplanalp	WSCC:W025 - Livestock:W025.1	5314304 · Mileage	21.28
Bill Pmt -Check	20580	10/27/2020	National Association of Conservation Dis	UNRESTRICTED:A010-Overhead	5314902 · Organizational Dues & Licenses	775.00
Bill Pmt -Check	20581	10/27/2020	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	198.00
Bill Pmt -Check	20582	10/27/2020	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	145.41
Bill Pmt -Check	20583	10/27/2020	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	432.26
Bill Pmt -Check	20584	10/27/2020	VSP - Vision Care		5312011 · Medical Benefits	97.56
Bill Pmt -Check	20585	10/27/2020	WA St Conservation Commission	UNRESTRICTED:A010-Overhead	5314504 · Vehicle Leases	57.85
Credit Card Charge	9410	10/27/2020	Power Plucker	DISTRICT SERVICES:A099 - Equipment Rent	5966601 · Equipment & Office Furniture	137.80
Credit Card Charge	9422	10/27/2020	Kiperts Trailer Sales	DISTRICT SERVICES:A099 - Equipment Rent	5966601 · Equipment & Office Furniture	33.88
Liability Check	EFT	10/28/2020	WA St Dept of L&I		3861009 · State L&I Payable	1,374.10
Check	EFT	10/28/2020	Postal IA	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	50.00
Credit Card Charge	9408	10/28/2020	Amazon	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	28.44
Credit Card Charge	9348	10/28/2020	US Postal Service	WSCC:W025 - Livestock:W025.1	5314202 · Postage & Shipping	16.50
Credit Card Charge	9326	10/28/2020	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	8.25
Liability Check	EFT	10/29/2020	WA St Dept of Employment Security		3861010 · WA - Family & Medical Leave	419.52
Credit Card Charge	9415	10/29/2020	Home Depot	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	38.61
Credit Card Charge	9426	10/30/2020	Harbor Freight	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	11.89
Credit Card Charge		10/31/2020	Mail Chimp	DISTRICT SERVICES:A030 - District Commur	Software Licenses	29.53

**INTERGOVERNMENTAL SERVICES CONTRACT  
FOR SOUTH SOUND GREEN  
BETWEEN  
THE CITIES OF LACEY, OLYMPIA, TUMWATER, AND THURSTON COUNTY  
AND THE THURSTON CONSERVATION DISTRICT**

THIS CONTRACT, pursuant to chapter 39.34 RCW, is made and entered into in five duplicate originals by and between the Cities of Lacey, Olympia, Tumwater, and Thurston County, hereinafter “LOCAL JURISDICTIONS” and THURSTON CONSERVATION DISTRICT, hereinafter “DISTRICT”. Wherein the DISTRICT administers a watershed education program for grades 4-12 known as South Sound GREEN (SSG) the LOCAL JURISDICTIONS enter into this contract.

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

**I. PURPOSE OF CONTRACT**

The LOCAL JURISDICTIONS have storm and surface water utilities with a regulatory responsibility to provide education to the general public, including school aged children, on the impacts of stormwater on surface waters and to provide opportunities to become involved in stewardship activities. In addition, the Local Jurisdictions have determined that providing stormwater and watershed-education through local partnerships offers a cost-effective method to deliver required educational messages. The Local Jurisdictions enter into this contract with the DISTRICT because it has a proven record of administering an effective watershed education program for grades 4-12 known as South Sound GREEN (SSG).

**II. AGREEMENT SCOPE**

The LOCAL JURISDICTIONS shall work with the DISTRICT to prepare an annual Work Plan to describe the watershed education program activities each year. The annual Work Plan for each year shall be reviewed and approved in writing by the representatives of the LOCAL JURISDICTIONS by December 31<sup>st</sup> of the preceding year. In the event an annual Work Plan is not approved prior to December 31<sup>st</sup> of the preceding year, the LOCAL JURISDICTIONS can agree to an extension by which the annual Work Plan shall be reviewed and approved.

Each party shall do all things necessary for and incidental to the performance of the duties set forth below.

**III. SERVICES PROVIDED BY THE CONTRACTOR**

A. District

- i. Represents that it is qualified and possesses the necessary expertise, knowledge, training, and skills, and has the necessary licenses and/or certification to perform the duties set forth in this Agreement.

- ii. Through the SSG program, shall perform the services set as described and agreed upon in the annual Work Plan, which are designed to reduce or eliminate behaviors and practices that contribute to adverse stormwater impacts.
- iii. Shall perform according to standard industry practice of the work specified by this Agreement.
- iv. Shall provide labor and materials. Unless otherwise provided for in the Contract, no material, labor, or facilities will be furnished by the LOCAL JURISDICTIONS.
- v. Shall complete its work in a timely manner and in accordance with the schedule agreed to by the parties.
- vi. Will submit billing invoices along with companion narrative progress reports to each jurisdiction on a quarterly basis within two weeks of the end of each calendar quarter. Quarterly narrative progress reports shall be provided to each jurisdiction in a format that is determined by and acceptable to the respective jurisdiction. In addition to the narrative, the 4<sup>th</sup> quarter report shall include the cumulative year-end numbers of participants by jurisdiction.

**IV. LOCAL JURISDICTIONS**

- A. In order to assist DISTRICT in fulfilling its duties under this Agreement, LOCAL JURISDICTIONS shall provide the following:
  - i. Relevant information as exists to assist DISTRICT with the performance of DISTRICTS’s services.
  - ii. Assistance with developing an annual Work Plan, that shall be agreed upon in writing by the LOCAL JURISDICTIONS.
  - iii. Services documents, or other information identified and agreed to in the annual Work Plan.

**V. BASE ANNUAL FUNDING**

A. In consideration for the services described, the LOCAL JURISDICTIONS shall provide funding to the DISTRICT, in the amounts shown below, except in the event of a non-appropriation of funds.

City of Lacey:	\$14,400
City of Olympia:	\$14,400
City of Tumwater:	\$ 8,000
Thurston County:	\$14,400

B. Payment to the DISTRICT by each jurisdiction shall be on a quarterly basis, with 25 percent of each jurisdiction’s annual payment being paid each quarter. Payment shall be made to the DISTRICT following receipt by each jurisdiction, of the DISTRICT’S invoice and progress report summarizing services rendered to date under this Contract.



The DISTRICT will work with each LOCAL JURISDICTION to determine preferred report content and format.

## **VI. NON-APPROPRIATION OF FUNDS**

Should a LOCAL JURISDICTION fail to secure the base funding amount specified in Section V, due to non-appropriation of funds, the LOCAL JURISDICTION shall provide written notice to the other LOCAL JURISDICTIONS and the DISTRICT within thirty (30) calendar days of its budget adoption. The LOCAL JURISDICTIONS and the DISTRICT agree to meet within fourteen (14) calendar days thereafter to discuss the impacts of such a budget non-appropriate or reduction. The LOCAL JURISDICTIONS either separately or collectively may elect to redistribute costs or eliminate DISTRICT services at their discretion.

## **VII. EFFECTIVE DATE; DURATION OF CONTRACT**

The term of this Contract shall commence upon the approval of the LOCAL JURISDICTIONS' respective governing bodies and the DISTRICT, and following posting on the DISTRICT's public website. This Contract will continue in effect until December 31, 2025, unless extended by mutual agreement of the Parties pursuant to Section X of this Agreement. By this Contract, the parties ratify performance described in this Contract that was performed between January 1, 2021 and execution of this Contract by all parties.

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

The DISTRICT agrees to indemnify, defend, and hold harmless LOCAL JURISDICTIONS, their elected officials, employees, and agents from and against any and all liabilities, losses, damages, expenses, actions, and claims, including reasonable attorneys' fees, arising out of or in connection with the DISTRICT'S performance of this Contract except for any damages arising out of bodily injury to persons or damage to property arising from the sole negligence of the LOCAL JURISDICTIONS, their agents or employees.

It is further specifically and expressly understood that the indemnification provided herein constitutes the DISTRICT's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

## **IX. CONTRACT REPRESENTATIVE; NOTICE**

Each party to this Contract shall have a representative. The LOCAL JURISDICTIONS' representatives shall serve on the South Sound GREEN Advisory Committee. Each representative shall serve as the contract administrator for his or her jurisdiction, for purposes of this Contract. Notice required under this Contract shall be sent to the address designated for the parties, below. Contract representatives may be changed upon notice to the other parties. Notice will be deemed to be received three business days following deposit in the U.S. Mail, postage prepaid.

**THURSTON CONSERVATION DISTRICT**

Stephanie Bishop, South Sound GREEN Coordinator or designee  
Thurston Conservation District  
2918 Ferguson St. SW, Suite A  
Tumwater, WA 98512  
Phone: (360) 754-3588, Ext. 108

**CITY OF LACEY**

Emily Watts or designee  
Lacey Water Resources  
PO Box 3400  
Lacey, WA 98509-3400  
Phone: (360) 438-2687

**CITY OF OLYMPIA**

Michelle Stevie or designee  
Olympia Water Resources  
PO Box 1967  
Olympia, WA 98507-1967  
Phone: (360) 753-8336

**CITY OF TUMWATER**

Meridith Greer or designee  
Tumwater Water Resources  
555 Israel Rd. SW  
Tumwater, WA 98501  
Phone: (360) 754-4148

**THURSTON COUNTY**

Ann Marie Pearce or designee  
CPED - Community Planning  
2000 Lakeridge Drive, SW – Bldg. 4, Room 100  
Olympia, WA 98502  
Phone: (360)-754-3355 ext.6857

**X. TERMINATION AND MODIFICATION**

Any party may terminate participation in this Contract by giving 30 days' written notice of intent to terminate to the other parties, provided that LOCAL JURISDICTIONS shall be obligated to pay the quarterly invoice for the quarter in which the LOCAL JURISDICTION terminates. This Contract may only be modified by agreement of all the parties hereto, executed in writing, in the same manner as this Agreement. However, modification may be executed solely through written agreement between each and every named agency representative, as identified under Section IX of this Agreement, for the following:

- a. Any modification to the annual Work Plan, as identified under Section II.
- b. Any modification of the annual budget as designated under Section V.
  - a. The budget may be increased by no more than \$5000 for each jurisdiction for the life of this contract.

**XI. JURISDICTION AND VENUE**

This Contract has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Contract shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Contract or any provisions thereof, shall be instituted only in any of the courts of competent jurisdiction in Thurston County, Washington.

**XII. SEVERABILITY**

- a. If, for any reason, any part, term or provision of this Contract is held by a court of competent jurisdiction to be illegal, void or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.
- b. If it should appear that any provision hereof is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict therewith.

**XIII. ENTIRE AGREEMENT**

The parties agree that this Contract is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Further, any modification of this Contract shall be in writing and signed by all parties. Failure to comply with any of the provisions stated herein shall constitute material breach of contract and cause for termination. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Contract does not constitute a waiver of the provisions of this Agreement.

**XIV. RECORDATION**

Per RCW 39.34.040, this agreement shall be posted and electronically available to the public on the DISTRICT's website.

**XV. PROPERTY**

No real or personal property is to be jointly acquired, held, or disposed under this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Contract in quintuple originals to take effect on the date as prescribed in Section VII.

THURSTON CONSERVATION DISTRICT

\_\_\_\_\_  
T.J. Johnson, Thurston Conservation District Board Chair

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

CITY OF LACEY

\_\_\_\_\_  
City Manager

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

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

CITY OF OLYMPIA

\_\_\_\_\_  
City Manager

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Deputy City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

CITY OF TUMWATER

\_\_\_\_\_  
Mayor

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

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

THURSTON COUNTY BOARD OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Chair

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

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

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

\_\_\_\_\_  
Board Member

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

ATTEST:

\_\_\_\_\_  
Clerk

APPROVED AS TO FORM:

PROSECUTING ATTORNEY  
Jon Tunheim

\_\_\_\_\_  
Deputy Prosecuting Attorney



Item

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UPDATE

National Association of Conservation Districts (NACD) Activities\*

Washington Association of Conservation Districts

Thurston Conservation District Board Meeting (Virtual), December 17, 2020

**National Association of Conservation Districts (NACD)**

**NACD 2020 Virtual Annual Meeting – 75th Anniversary – “A Diamond Out of Dust”**

- 1. February 1-10 on-line.
- 2. Registration fee will be \$50.
- 3. Information [here](#).

**The 2020 Federal Election**

- 1. New leaders (and sub-leaders) for Agriculture, Interior, EPA – which includes NRCS chief.
- 2. NACD sent President-elect Biden a letter on November 12<sup>th</sup> expressing a desire to work with the incoming administration and have been conversing with the transition team.
- 3. Possible reversal of some Trump administration actions re. Clean Water Act, NEPA, and ESA.
- 4. How the Senate shakes out will determine which party controls legislative agenda.
- 5. Current continuing resolution (for funding) expires December 11; resolution is unclear.

**NACD Tidbits**

) NACD technical assistance (TA) grant information coming soon! Questions to Meg Leader, [meg-leader@nacdn.org](mailto:meg-leader@nacdn.org).

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**Washington Association of Conservation Districts (WACD)**

- 1. [WACD Virtual Annual meeting](#) Agenda - November 1 – December 2.
- 2. [Legislative outlook](#) - Brynn Brady - (2021 long session (105 days) will be virtual). Level of progress likely lower than previously.
  - o House guidelines have been issued. If a bill isn't urgent – hold off until next year. Committee chairs will manage workflow. Senate highly encourages committee chairs to check to make sure their bills are caucus priorities.
  - o With Covid and budget constraints, will be hard for any legislators to emphasize CD initiatives (e.g. funding, elections,) or other “new” initiatives. In 2020, the WA state legislature introduced 2,233 bills; only 389 became laws. If it doesn't have to do with covid, equity, economic recovery; it'll likely not get much attention.
  - o Half of Senate was up for election and the entire House. Twenty-one new members.
  - o Lots of changes in county commissioners. County association believes about 33% turnover, therefore mush training to be done.
- 3. [Rep. Debra Lekanoff](#) (40<sup>th</sup> district, Samish) says she will propose a **2022 Washington state Farm Bill** covering agriculture and forestry. Has ten items to be included. Working up a position paper – will be asking for support letters later on. Need assessment on how we address wildfires and associated full funding for management.
- 4. [Sen. Shelly Short](#) (7<sup>th</sup> District, Addy) advice to CDs:
  - o Become better known to your local legislators
  - o Showcase your successes and identify your barriers/needs.
- 5. The WA Dept of Agriculture is seeking a name change to, “Dept of Agriculture and Food”.
- 6. [Resolutions](#) – 11 new resolutions were considered and one from last year. Thurston CD's resolution on having a pilot for input to Conservation Commission's regional managers was a “do not pass” from the by-laws committee and was not considered by the board.
- 7. [Elections and Awards](#). Jeanette Dorner (Pierce) was re-elected as president and Mike Mumford (Pend Oreille) was elected VP. Skagit was named district of the year and our own Sarah Moorehead received the president's award (sort of an MVP for CDs).

# Nonpoint Activity Update

Southwest Region  
December 2020



## Program Updates

### Cleaning Up Yellow Rope on Coastal Beaches – A Team Effort

Ecology staff have been participating in a work group with other state and local agencies, environmental groups, volunteers, and local shellfish growers to address concerns about scraps of yellow rope accumulating on our coastal beaches and estuaries. These scraps come from the commercial shellfish industry, when growers use a “long line” method of growing oyster clusters on ropes. As the oysters are harvested, some of these chunks of rope are left in the oyster clusters. Then when the empty shells are placed back out on beaches to reseed oysters, the pieces of rope can float free and become garbage.

Shellfish growers are an important part of our coastal communities, and have taken action to address this concern. These actions include recent efforts to collect debris from area beaches, hiring youth to sort rope out of shell piles, and developing the “cluster buster.” This machine breaks apart clusters of oyster shells so the scraps of yellow rope are easier to remove. For more details, see [this article](#) by Lee First at Twin Harbors Waterkeeper.



### Partner Collaboration Highlight

Nonpoint identification and prevention activities around the Southwest Region involve many different partners. In November, we were able to collaborate with partners working in and around the Skokomish River Valley on an outreach mailer for area land owners. One of the challenges to providing continued education and outreach materials to area residents is understanding how the residents have already interacted with various partners in the region. Input from Mason Conservation District, Mason County Public Health, Skokomish Watershed Action Team, U.S. Army Corps of Engineers, WA Department of Fish and Wildlife, and the Skokomish Tribe allowed us to tailor the outreach message and coordinate our efforts. In this instance, we shifted the focus of our outreach efforts from an emphasis on livestock management to funding access and technical assistance, human health, and everyday actions that can help to reduce pollution. We appreciate collaborating with all of these partners.

## Recent Environmental Report Tracking System (ERTS) – Nonpoint Complaints

County	Number of ERTS	County	Number of ERTS
Clallam	0	Mason	5
Clark	3	Pacific	3
Cowlitz	0	Pierce	7
Grays Harbor	4	Skamania	0
Jefferson	1	Thurston	2
Lewis	6	Wahkiakum	0

## Meetings and Events

During the current response to the COVID-19 pandemic, Ecology staff will not be attending meetings or events in person. We are available to join meetings by phone or video conference, and will continue working with you in any way we can. For now, most Ecology employees are still working from home. Please contact us by email or cell phone, which are listed below.

## Ecology Nonpoint Staff – Southwest Region

### Coastal Watersheds

#### **Jennifer Riedmayer**

Nonpoint Water Quality Specialist  
WA Department of Ecology  
Water Quality Program, Southwest Region  
P.O. Box 47775 Olympia WA 98504-7775  
[jennifer.riedmayer@ecy.wa.gov](mailto:jennifer.riedmayer@ecy.wa.gov)  
(360) 407-6778 Office  
(360) 480-7338 Mobile

#### **Shawn Ultican**

Nonpoint Water Quality and Shellfish Specialist  
WA Department of Ecology  
Water Quality Program, Southwest Region  
P.O. Box 47775 Olympia WA 98504-7775  
[shawn.ultican@ecy.wa.gov](mailto:shawn.ultican@ecy.wa.gov)  
(360) 407-6697 Office  
(360) 701-8373 Mobile

### Puget Sound Watersheds

#### **Anne Baxter**

Nonpoint Water Quality Specialist  
WA Department of Ecology  
Water Quality Program, Southwest Region  
P.O. Box 47775 Olympia WA 98504-7775  
[anne.baxter@ecy.wa.gov](mailto:anne.baxter@ecy.wa.gov)  
(360) 407-6329 Office  
(360) 742-9704 Mobile

#### **Alena Reynolds**

Nonpoint Water Quality Specialist  
WA Department of Ecology  
Water Quality Program, Southwest Region  
P.O. Box 47775 Olympia WA 98504-7775  
[alena.reynolds@ecy.wa.gov](mailto:alena.reynolds@ecy.wa.gov)  
(360) 407-7633 Office  
(360) 480-6099 Mobile

## To Report Environmental Concerns:

### Southwest Regional Office

**Counties:** Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum

**Online:** [ecology.wa.gov/ReportAnIssue](http://ecology.wa.gov/ReportAnIssue)

**Email:** [swroerts@ecy.wa.gov](mailto:swroerts@ecy.wa.gov)

**Phone:** 360-407-6300



Item

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To: TCD Board of Supervisors  
From: Sarah Moorehead (*Executive Director*)  
Date: November 19<sup>th</sup>, 2020  
Subject: Executive Director's Report



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## **Priority Initiative Updates**

### **Funding Development**

TCD has submitted two pre-proposals in partnership with other community organizations for funding consideration:

1. **Western SARE (Sustainable Agriculture Research Education) – Research to Grass Roots**

*Title: Building a grassland grazing association to support conservation grazing in southwest Washington*

Description: This project is aimed at developing a rancher-led association with support from an interdisciplinary, multi-agency team focused on communicating and sharing principles, practices and programs associated with the ecological, economic and social sustainability of ranching in western Washington. Outreach events will prioritize topics identified by the producer community, with information shared between producers and from the conservation, regulatory, agricultural professional and technical support communities. These information sharing events (workshops, webinars, on-farm demonstrations) will directly address the WSARE goal of promoting good stewardship of the nation's natural resources. Most of the rangeland in southwest Washington exists on extant prairie, one of the most threatened ecosystem types in the country. Sharing conservation priorities and incentive programs aimed at enhancing prairie habitat on working lands will engage a new generation of farmers and ranchers with innovative tools that can both advance conservation of rare species and enhance the productivity of their operations.

Funding Request: \$100,000 for 2 years (TCD funding \$20,000 for 2 years)

This grant was submitted by EcoStudies Institute, in partnership with USDA Natural Resources Conservation Service (NRCS), Thurston Conservation District, Thurston County, WSU Thurston County Extension, US Fish and Wildlife Service and local producers – Colvin Ranch, Rocking Y Ranch and Riverbend Ranch.

2. **JBLM (Joint-Base Lewis McChord) Sentinel Landscape Partnership**

*Title: Landowner Outreach and Technical Assistance*

This project supports landowner outreach, educational workshops and direct engagement to share informational resources, tools and programs available that further the goals of the Sentinel Landscape Partnership. Funds will add critical capacity to provide site specific technical assistance, conservation planning and conservation practice implementation for landowners, in support of agricultural viability, species conservation, and military readiness goals.

Funding Request: \$502,773 for 3 years (TCD funding \$453,273)

This grant was submitted by Thurston Conservation District, in partnership with USDA Natural Resources Conservation Service (NRCS), Partners for Fish and Wildlife Program and WSU Thurston County Extension.

In addition, staff are currently working to prepare pre-proposals for other upcoming funding opportunities, including the WSDA Specialty Crop Block Grant.

## **District Operations**

### **November 19<sup>th</sup>, 2020 Board Meeting Action Items**

- 1. Staff will reach out to Washington Conservation Society (WCS) to ensure that TCD's membership is renewed for potential funding.**

*Completed. TCD has paid WCS dues and is a member in good standing.*

### **Funding Update**

Great news! At the December Washington State Conservation Commission Meeting, the second half of the FY20 Implementation Grant funding was released (to be used by June 30, 2021). Staff are analyzing the approved 2021 Annual Budget to see if any needs have changed since its adoption, to present to the Board in early 2021, alongside the addition of this funding for discussion and direction by the Board.

### **2021 Election**

TCD Staff have met with the Thurston County Auditor's Office to discuss an approach to the 2021 TCD Election. Thurston County no longer has the capacity to conduct TCD elections in their entirety as they did in past years; this is not an option moving forward. The best option continues to be working with seasonally hired elections staff (done in 2020 election). Thurston County staff are working with TCD staff to: (1) Identify qualified and interested candidates for this work, (2) Ensure proper COVID-19 safety plans are in place, (3) determine final budget figures.

Nora White, proposed TCD Elections Supervisor, will be present at the TCD Board meeting to share more specific information with the Board on the items above to solidify the timeline, deadlines and pathway to conduct the 2021 TCD Election. Based on the direction of the Board at the December 17<sup>th</sup> Board meeting, staff will prepare a final draft 2021 Elections Resolution for review and considered approval in January. This timeline remains consistent with the Board's direction to conduct the election in mid-late March of 2021.

To be cautious, TCD staff are also working together on a plan to conduct the 2021 TCD Election entirely in house (or with independent seasonal hires), should that become necessary.

### **Annual Plan Development**

Included in the December 17<sup>th</sup> Board Meeting packet is the first draft of TCD's 2021 Annual Plan. Each year, the annual plan is developed as a roadmap for the coming year

that marries the approved annual budget with the current strategic plan goals. The draft 2021 Annual Plan is ready for review and revision by the Board of Supervisors and discussion regarding public engagement before considered adoption.

### **Staffing Update**

#### Roles and Responsibilities:

I am pleased to share that during Susan Shelton's annual evaluation, she has agreed to take on the role of TCD's Finance and Administration Manager. The responsibilities of this role will expand beyond those of general accounting, to provide additional leadership and support of staff and responsibilities that fall within both the accounting and administrative areas of the organization. This will allow our administrative and finance staff similar support and structure to our technical department, along with the ability to take on additional and necessary duties, such as: public disclosure requests, information retention and reporting to the Board and public, technology improvements, human resources, complex federal grant management, and in general support for an increasing staff and budget. Susan will continue to be more involved in Board support both directly and during meetings/work sessions.

#### Hiring:

Resource Technician – This position is still on track to start on or around January 4<sup>th</sup>, 2021, as we complete the final steps of this hiring process. It is expected that the new hire will be available to meet the Board at the January work session.

Engineer – This position's recruitment materials are still in development and have been put on hold as other important pieces of business are completed by the end of 2020. Recruitment for this position is still expected to begin in late December. This position will not start until early 2021.

Timelines are subject to adjustment as the development of recruitment materials progresses, applications are reviewed and interview scheduling is conducted.





## 2021 Annual Work Plan (1/1/21 – 12/31/21) Thurston Conservation District

For More Information Contact:  
Sarah Moorehead, Executive Director  
360.754.3588; [smoorehead@thurstoncd.com](mailto:smoorehead@thurstoncd.com)



### Mission of the Thurston Conservation District

*We educate and assist the citizens of Thurston County in the management of natural resources for the benefit of present and future generations, inspiring voluntary, incentive-based conservation practices.*

**This Thurston Conservation District 2021 Annual Work Plan links directly to the content and format of the 2020-2024 Strategic Plan and aligns with the adopted annual budget.**

### Natural Resource Priorities, Goals and Actions

#### 1. Climate Change Adaptation and Mitigation

To help producers and community members understand and adapt to the changing climate, we continue to engage in and relay the best available science through education and technical assistance services. We seek to support our community in proactive climate change adaptation measures such as flood and fire prevention, drought, ocean acidification in local marine waters, suitable crops, and forest regeneration incorporating climate adaptability, and alternative pest and plant disease control. We are committed to work with our community to conserve and protect our natural resources in response to climate change. In addition, we strive as an organization to demonstrate sustainable practices in our work and office culture.

GOALS	ACTIONS
1) Assist with drought mitigation.	A. Provide water use technical recommendations to 10 urban and suburban community members.
2) Enhance fire safety for land and homeowners.	A. Develop fire safety strategies and recommendations at 10 sites.
3) Mitigate flood impacts on residents in the Chehalis Basin.	A. Host 2 community meetings focused on the Chehalis Basin Strategy to keep residents informed.

	<ul style="list-style-type: none"> <li>B. Develop 1 floodplain restoration guidance documents for landowners.</li> <li>C. Participate in Chehalis Basin Strategy and protect landowner involvement in the process.</li> </ul>
<b>4) Assist farms in mitigating and adapting to climate change.</b>	<ul style="list-style-type: none"> <li>A. Host 4 workshops to help farmers adapt to climate change.</li> <li>B. Facilitate the installation of 1 alternative on-farm energy project.</li> <li>C. Work with 2 farms to implement carbon sequestration practices.</li> <li>D. Develop carbon farming sections for conservation plans.</li> <li>E. Improve emergency readiness for community members.</li> </ul>
<b>5) Improve community resilience to climate change.</b>	<ul style="list-style-type: none"> <li>A. Host 2 professional development opportunities for teachers.</li> </ul>

## 2. Local Food Production & Consumption

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

GOALS	ACTIONS
<b>6) Support urban and suburban food production.</b>	<ul style="list-style-type: none"> <li>A. Provide technical assistance to 2 community gardens, tribal gardens, school gardens or garden clubs.</li> <li>B. Provide technical assistance to 60 urban and suburban community members.</li> <li>C. Implement conservation BMPs on 1 farm within urban or urban growth areas.</li> <li>D. Host 2 workshops on backyard food production.</li> </ul>
<b>7) Increase accessibility to healthy local food for community members of Thurston County.</b>	<ul style="list-style-type: none"> <li>A. Partner to expand food bank services with fresh local food in 1 area without current or sufficient support.</li> <li>B. Strengthen partnerships with local organizations to support community gardens, school gardens, and home-based food production (could name Bounty for Families and TCFB).</li> </ul>

- C. Partner to host 1 workshop for families on cooking with fresh food.

### 3. Producer Support & Preservation of Working Lands

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

GOALS	ACTIONS
<b>8) Work with partners to protect critical working lands through easements and acquisitions.</b>	<ul style="list-style-type: none"> <li>A. Facilitate 1 new easement through the Chehalis Basin Strategy.</li> <li>B. Develop a community-wide plan to facilitate working lands easements through partnerships (RCP, Sentinel Landscape Partnership, Conservation Grazing Partnership).</li> </ul>
<b>9) Increase voluntary stewardship.</b>	<ul style="list-style-type: none"> <li>A. Increase participation in the Voluntary Stewardship Program to 150 participants.</li> <li>B. Develop 30 Individual Stewardship Plans.</li> <li>C. Support community members through regulatory processes such as inspections and referrals.</li> </ul>
<b>10) Support viable farms.</b>	<ul style="list-style-type: none"> <li>A. Support the enrollment of 5 producers in business planning training courses.</li> <li>B. Connect local producers to consumers through online tools and marketing support.</li> <li>C. Support streamlined application and permitting processes for community members.</li> </ul>
<b>11) Increase support for forest stewardship.</b>	<ul style="list-style-type: none"> <li>A. Facilitate the development of 4 forest management plans (FMP's).</li> </ul>

	<ul style="list-style-type: none"> <li>B. Secure access to a local forester serving Thurston County.</li> <li>C. Support efforts to preserve working forest land.</li> </ul>
<b>12) Increase technical assistance to producers.</b>	<ul style="list-style-type: none"> <li>A. Facilitate 200 site visits with producers.</li> <li>B. Develop 2 NRCS Certified conservation plans.</li> <li>C. Provide technical recommendations on 300 BMPs.</li> </ul>
<b>13) Bridge the gap between retiring and beginning producers.</b>	<ul style="list-style-type: none"> <li>A. Offer 1 successional planning training course.</li> <li>B. Seek sustainable funding for South Sound FarmLink program.</li> <li>C. Provide resources to 10 new farmers.</li> <li>D. Collaborate with existing land matching programs.</li> </ul>
<b>14) Support sustainable shellfish production.</b>	<ul style="list-style-type: none"> <li>A. Work with 1 shellfish operation to implement conservation BMPs.</li> <li>B. Conduct a needs assessment for local shellfish producers to identify areas to support and innovative ideas.</li> <li>C. Support recovery of Olympia Oyster.</li> </ul>
<b>15) Increase inventory and use of equipment rental service.</b>	<ul style="list-style-type: none"> <li>A. Identify additional pieces of equipment needed by the community to expand TCD's rental program.</li> <li>B. Ensure appropriate use of the equipment by creating technically sound guidance documents for all equipment.</li> <li>C. Increase marketing and outreach to maximize appropriate equipment usage.</li> </ul>

#### 4. Protect and Restore Ecosystems

Thurston Conservation District recognizes the quantity and diversity of critical ecosystems within our region and strives to protect intact habitat, while also working to restore degraded areas. Thurston County is home to state and federally listed endangered species, prairie ecosystems, vital marine and estuarine habitat, forestland, sensitive riparian areas and shellfish beds. Flood mitigation projects are complex and combine elements of river restoration, floodplain reconnection, and flood harm reduction strategies. Education is the first step to resource conservation on private lands and the District will continue to engage the community to raise awareness of the vital role of our critical ecosystems and their processes. We will also continue to coordinate financial resources and facilitate ecosystem recovery at the local level.

GOALS	ACTIONS
<b>16) Work with partners to protect critical habitat through restoration easements and habitat enhancement contracts.</b>	<ul style="list-style-type: none"> <li>A. Develop 1 new CREP contract.</li> <li>B. Facilitate 2 conservation easements (termed or permanent) through TCD and partner programs.</li> </ul>

<p><b>17) Increase restoration of degraded habitat.</b></p>	<p>C. Strengthen partnerships with local accredited land trusts.</p> <p>A. Create 2 pollinator habitat projects.</p> <p>B. Complete 1 wetland habitat enhancement project.</p> <p>C. Treat 15 acres of invasive species.</p> <p>D. Develop 5 planting plans.</p> <p>E. Provide technical assistance to 50 community members.</p> <p>F. Facilitate 100 site visits with community members.</p>
<p><b>18) Restore marine and freshwater habitat to support healthy aquatic species populations and functional floodplains.</b></p>	<p>A. Plant 12 acres of riparian habitat to support salmon recovery.</p> <p>B. Develop 2 restoration projects in freshwater systems with salmon runs.</p> <p>C. Support 30 shoreline community members to improve shoreline habitat.</p>
<p><b>19) Enhance ESA listed species habitat (plant &amp; animal).</b></p>	<p>A. Work with 1 community members to improve Oregon Spotted Frog habitat.</p> <p>B. Host 1 Orca Recovery Day events to bring awareness to endangered salmon and orca populations.</p> <p>C. Work with 10 community members through VSP to support on-farm management and recovery of listed species.</p>
<p><b>20) Develop local riparian restoration cost-share program.</b></p>	<p>A. Work with local and state partners to secure funding for local riparian restoration program.</p>

**5. Soil Conservation and Health**

Thurston Conservation District recognizes that soil is a living and life-giving natural resource. As world population and food production demands rise, keeping our soil healthy and productive is of paramount importance. By farming using soil health principles and systems that include no-till, cover cropping and diverse rotations, more and more farmers are actually increasing their soil’s organic matter and improving microbial activity. As a result, farmers are sequestering more carbon, increasing water infiltration, improving wildlife and pollinator habitat—all while harvesting better profits and often better yields.<sup>1</sup>

GOALS	ACTIONS
<p><b>21) Establish a soil health management program.</b></p>	<p>A. Provide soil analysis recommendations to 100 community members.</p>

<sup>1</sup> <https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/soils/health/>

- B. Host 2 soil health focused workshops.
- C. Develop cost share opportunities focused on soil health practices, including: cover cropping, reduced tillage, permanent groundcover integrated into production fields, etc.
- D. Develop guidance resources for farm equipment use to protect soil health.
- E. Seek additional funding to support a soil health program.

## 6. Water Quality and Quantity

As a valuable and vital resource, water quality and quantity impact every sector of life. We will continue to provide education and technical assistance to all community members within our district that aims to inform and mitigate the individual's impact to water quality and quantity. We strive for clean and plentiful drinking water, the upgrade of 303(d) listed stream segments to meet Total Maximum Daily Load (TMDL) pollution reduction targets and in-stream flow targets, and upgrades to commercial and recreational shellfish harvesting areas. To achieve these goals we partner with community members and local organizations to implement Best Management Practices, green stormwater infrastructure strategies, and other innovative actions to meet water quality and quantity goals. We also provide ongoing education to community members in our sensitive shellfish producing areas across Thurston County.

GOALS	ACTIONS
<b>22) Improved shoreline conditions.</b>	<ul style="list-style-type: none"> <li>A. Work with partners to facilitate the repair/upgrade of 1 septic systems in shellfish production areas.</li> <li>B. Support healthy shellfish growing areas by providing education and guidance on shoreline BMPs for 20 homeowners.</li> </ul>
<b>23) Reduce surface &amp; groundwater impacts from urban and rural land uses.</b>	<ul style="list-style-type: none"> <li>A. Implement 2 conservation BMPs to reduce nutrient runoff.</li> </ul>
<b>24) Improve water use efficiencies and water conservation strategies.</b>	<ul style="list-style-type: none"> <li>A. Implement 2 conservation projects to support in stream flow targets.</li> <li>B. Develop 4 Irrigation Management Plans for local agricultural operations.</li> <li>C. Develop written irrigation guidance resources for backyard gardeners.</li> </ul>

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

### 1. Community Outreach and Engagement

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

GOALS	ACTIONS
<b>25) Build robust volunteer program to increase organizational impact and engagement.</b>	<ul style="list-style-type: none"> <li>A. Engage 30 community volunteers.</li> <li>B. Host 5 restoration work parties.</li> <li>C. Initiate 120 hours of community service to conservation.</li> <li>D. Support a youth volunteer network, engaging 10 youth in TCD volunteer opportunities.</li> </ul>
<b>26) Build relationships with elected officials.</b>	<ul style="list-style-type: none"> <li>A. Host 3 virtual or field tours for elected officials.</li> <li>B. Present CD information and updates at 5 local jurisdiction meetings (ex. BOCC, City Council, Port).</li> <li>C. Connect with legislators twice annually.</li> </ul>
<b>27) Improve accessibility of CD information.</b>	<ul style="list-style-type: none"> <li>A. Develop relevant multi-lingual resources.</li> <li>B. Ensure TCD website meets current accessibility standards.</li> <li>C. Host 5 events appropriate for families and people of all ages.</li> <li>D. Showcase CD projects and programs on 3 local and TCD-owned media platforms.</li> </ul>
<b>28) Demonstrate the impact of our work to our community.</b>	<ul style="list-style-type: none"> <li>D. Host annual gathering to showcase our community impact, our strong partnerships, and to recognize the stewardship accomplishments of community members and partners.</li> <li>E. Create 2 new story maps to showcase TCD projects and partnerships.</li> </ul>

### 2. Adult and Youth Conservation Education

The Thurston Conservation District seeks to provide in-depth natural resource conservation education to both youth and adults. Education is the first step to conservation. In collaboration with our partners, we provide workshops, on-site tours, training courses, and other events that help individuals become stewards of our shared natural resources. Providing education to youth education opportunities helps to create a lifelong stewardship ethic. Education fosters and a strong connection with - and understanding of - natural resource conservation issues that can create future stewards of our local natural resources. We also make strive to inform Thurston County community members about training and education opportunities by acting as a clearing house for information in about natural resources and related topics.

GOALS	ACTIONS
<b>29) Support the implementation of <a href="#">South Sound GREEN's</a> Vision for the Future</b>	<ul style="list-style-type: none"> <li>A. Engage 1,200 students in water quality testing</li> <li>B. Educate 400 students through watershed and water quality related classroom lessons</li> <li>C. Host 3 professional development opportunities for teachers to strengthen their knowledge of water quality and local conservation issues.</li> <li>D. Increase involvement in the South Sound GREEN program by 2 percent.</li> </ul>
<b>30) Promote careers in natural resources.</b>	<ul style="list-style-type: none"> <li>A. Provide instruction to 1 secondary or college class.</li> <li>B. Offer alternative service opportunities for local AmeriCorps/service corps volunteers.</li> </ul>
<b>31) Educate our community about natural resources conservation.</b>	<ul style="list-style-type: none"> <li>A. Host 30 educational opportunities for our community (workshops, tours, trainings, etc.).</li> <li>B. Engage 200 community members through our Annual Native Plant Festival.</li> </ul>

### 3. District Operations

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

GOALS	ACTIONS
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<p><b>32) Sustainable and consistent funding to achieve our mission.</b></p>	<p>A. Demonstrate impact of current Rates and Charges funding in the community.</p>
<p><b>33) Design and plan for TCD's Conservation and Education Center.</b></p>	<p>A. Set aside funding annually.  B. Develop conceptual designs.  C. Locate and engage in securing land by 2024</p>
<p><b>34) Thurston CD Board and Staff represent our community and have the capacity to support its needs.</b></p>	<p>A. Ensure on-going professional development for all staff positions.  B. Develop and practice inclusive recruitment strategies.  C. Continue to support partnerships with the Vets on the Farm program and the Veteran's Conservation Corps.  D. Hire to meet staffing need identified in 2020-2024 Strategic Plan as funding becomes available.  E. Implement communications plan to encourage all cities in Thurston County to become part of the district boundaries.</p>
<p><b>35) Improve data management and internal tracking systems.</b></p>	<p>A. Continue to develop SmartSheet platform for programmatic and financial data tracking.</p>
<p><b>36) Improve office sustainability and lower TCD's carbon footprint.</b></p>	<p>A. Move towards paperless practices (where feasible).  B. Purchase goods and services from local businesses first.  C. Purchase/lease hybrid vehicles for District use.</p>
<p><b>37) Conduct transparent, accountable, and ethical operations.</b></p>	<p>A. Update Policies and Procedures Manual to reflect current practices and changes to governing laws.  B. Timely responses to Public Disclosure Requests.  C. Include opportunities for public involvement in organizational planning and budget processes.  D. Maintain clean audits from the State Auditor's Office.  E. Establish a citizen advisory committee to provide input on TCD priorities and activities</p>

# Thurston Conservation District: 2021 Budget

## Income

### Unrestricted Income

District Services	\$27,550
WSCC Implementation	\$47,801
Rates and Charges	\$551,475
Overhead	\$106,298

***Unrestricted Income Total***      **\$733,124**

## Expense

### Unrestricted Expense

Administrative Salaries & Benefits	\$206,241
Professional Services	\$65,553
Facility, Vehicles & Maintenance	\$104,500
Supplies	\$12,700
Conferences, Training & Travel	\$7,000
Insurance & Banking	\$21,000
Savings	\$75,000

***Unrestricted Expense Total***      **\$492,494**

### Program Allocations

South Sound GREEN	\$46,300
TCD VSP	\$40,000
TCD Cost Share	\$5,000
Stewardship TA	\$35,708
Working Lands Preservation Initiative	\$13,000
CTA (Orca Recovery)	\$5,556
Cost Share Administration	\$6,527
Outreach, Education & Communications	\$69,569
Plant Sale	\$27,653
Soil Testing & Equipment Rental	\$34,816
Elections	\$6,500

***Program Allocations Total***      **\$290,629**

### **Restricted Income**

ESRP Shore Friendly	\$182,338
ASRP Independence	\$79,025
ASRP Riverbend	\$73,464
DOE Deschutes	\$127,469
PFWS Frogs on Farms	\$75,000
Livestock TA	\$21,900
Skookumchuck Restoration	\$281,596
Chehalis Flood TA	\$107,756
Shellfish Cost Share	\$118,375
CREP	\$31,391
NRI Cost Share	\$27,300
JBLM-SLP Liaison	\$12,689
NACD Home Grown Yelm	\$21,154
Orca Recovery	\$1,565
VSP	\$22,230
Shellfish NTA	\$52,100
NTA Aqua	\$182,900
Riparian NTA	\$3,750
South Sound GREEN	\$147,538

***Restricted Income Total***      ***\$1,569,540***

**Income Total**      **\$2,352,664**

### **Restricted Expense**

Salaries & Benefits	\$697,063
Overhead	\$103,798
Travel	\$18,402
Goods & Services	\$323,588
Cost Share	\$268,670
Construction	\$158,019

***Restricted Expense Total***      ***\$1,569,540***

**Expense Total**      **\$2,352,663**

# November 2020 Staff Report



## Progress on Annual Plan

Goals Worked On	Work Done
3A	<ul style="list-style-type: none"> <li>)] Continued coordination of Requests for Assistance with habitat projects and sustainable farms:</li> </ul>
8	<ul style="list-style-type: none"> <li>)] 154 students participated in virtual water quality testing (1354 total students participated in virtual water quality testing in October/November 2020 combined)</li> <li>)] 2 joint site visit with NRCS partner to help protect natural resources on farms (get one landowner signed up for EQIP and the other signed up for ACEP)</li> </ul>
9	<ul style="list-style-type: none"> <li>)] 1 new VSP checklist, 3 VSP site visits, and 1 ISP delivered to landowner</li> </ul>
12C	<ul style="list-style-type: none"> <li>)] As of 12/1/20: 4 new RFAs last month / 99 active cooperators (both ag &amp; habitat)/ 77 people on the wait list.</li> <li>)] 5 Site Visits (3 VSP visits and 2 cost share related visits)</li> </ul>
14	<ul style="list-style-type: none"> <li>)] Added additional BMPs to shellfish cost share contract (fencing and windbreak planting)</li> </ul>
15A	<ul style="list-style-type: none"> <li>)] Helped 8 People rent equipment</li> </ul>
18C	<ul style="list-style-type: none"> <li>)] 3 marine shoreline technical assistance site visits in Eld, Nisqually, and Henderson Inlets</li> <li>)] To date, 18 marine shoreline program participants, with a goal of 43 participants by 12/31/2021.</li> <li>)] Mueller (OW, UR, staking)</li> </ul>
21A	<ul style="list-style-type: none"> <li>)] Wrote 8 soil analysis recommendations</li> </ul>
29A	<ul style="list-style-type: none"> <li>)] Engage approximately 150 students in virtual water quality testing</li> </ul>
29B	<ul style="list-style-type: none"> <li>)] Engage approximately 850 students in virtual salmon field trips</li> </ul>
33E	<ul style="list-style-type: none"> <li>)] 1 hour Muller</li> </ul>
35A	<ul style="list-style-type: none"> <li>)] 5.5 hours Mueller (O1, O2, part O3)</li> </ul>
36	<ul style="list-style-type: none"> <li>)] Working on transitioning from paper to electronic processes.</li> </ul>
37A	<ul style="list-style-type: none"> <li>)] Updated Manual Policies and Procedure to be compliant with the CBA</li> </ul>

### Staff Highlights

- )] In November I completed 3 virtual Water Quality Zoom sessions. I also led 28 virtual Salmon Zoom sessions at McLane Creek to show students spawning salmon activities. Along with Nora and Kiana, I applied for a grant from the Friends of NACD to seek funds for our future teen volunteer initiative.
- )] TCD Partners and Collaboration

- Working with WSU Forester to bring silvopasture training/potential collaborative research opportunity to TCD.
- ) TCD Support
  - Participated in the successful hiring process for a second Habitat Specialist.
  - 18 remote meetings with TCD Staff to support District activities.
- ) The two main highlights for November have been finalizing the Olympia Farmland Analysis and presenting on the results, and taking on the soil testing program and working to continue Nicole's great work.
- ) Implemented chum salmon education (virtual field trips using live Zooms and interactive digital notebook) for 898 student; scheduled salmon dissections with classes for month of December; worked to develop small grants program for Shore Friendly
- ) I went on two site visits with an NRCS employee and it was wonderful to partner for to increase the likelihood of implementing more BMPs on farms in Thurston County.
- ) Collected all the receipts for one of our Cost Share projects and sent paperwork to the WSCC for submission and reimbursement to the landowner. The Waste Storage Facility ended up costing more than \$70k, the farmer is happy and I am happy we utilized all the funding given by the commission.
- ) I met with other staff to develop a new soil testing protocol. In addition I continued to help the accounting department collect on grants by organizing the voucher packets. The equipment rental program is thriving. Organizing the mass of paperwork that needs to be filed and shred is a task that is ongoing.