



Thurston Conservation District Board of Supervisors

Work Session Topic List & Board Meeting Agenda

February 22nd, 2022 5:30pm-7:30pm

Zoom Meeting Link:

<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1lr3hLQT09>

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:30pm – 6:15pm

1. Topic List Review, *All*
2. Staff Presentation: Board Dashboard – Meeting Materials Overview, *Yan Dong (Accountant)*
3. Minutes Review & Revision, *All*
 - a. January 25, 2021 Board Work Session & Meeting Minutes
4. 2022 Annual Work Plan Review, *All*
5. Conservation and Education Center Development, *All*
6. 2022 Legislative Update, *All*
7. Covid-19 Health Update, *Sarah Moorehead (Executive Director)*
8. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30pm – 7:30pm

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|--|------------------------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
<i>5 minutes</i> |
| 2. Agenda Review | 6:35 PM
<i>5 minutes</i> |
| 3. Consent Agenda – <i>Action Item</i> | 6:40 PM
<i>5 minutes</i> |
| A. January 25, 2021 Board Work Session & Meeting Minutes | |
| B. February 2022 Financial Report | |
| C. 2022 TCD Annual Plan | |
| D. RCO Applicant Authorization Agreement: 22-1201 Restoration Lower Eld Inlet Bulkhead Removal | |

- E. NACD Landowner Outreach & TA Sub-Agreement: WSU & TCD MOA
- F. WCCRI Sub-Agreement between Ecostudies Institute and TCD

- | | |
|--|-------------------|
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | <i>10 minutes</i> |
| 5. Partner Reports (if present) | 6:55 PM |
| A. Natural Resources Conservation Service (NRCS), <i>Robin Buckingham</i> | <i>15 minutes</i> |
| B. Washington State Department of Ecology, <i>Alena Reynolds</i> | |
| C. Washington State Conservation Commission (WSCC), <i>Jean Fike</i> | |
| D. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> | |
| E. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | |
| 6. Governance, All – Action Item | 7:10 PM |
| A. March 2022 Work Session Topic List & Meeting Agenda Development | <i>5 minutes</i> |
| 7. Executive Session: To discuss the performance of the Executive Director. | 7:15 PM |
| | <i>15 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> | |
| Adjourn | 7:30 PM |

- Informational Only Items:**
- I. *Executive Director’s Report*

Important Dates

February

- | | | |
|------------------|--|----------------|
| 7 th | Ballot Request Fulfillment Begins – TCD Election | |
| 21 st | <i>TCD Closed – President’s Day</i> | |
| 22 nd | Board Work Session & Meeting 5:30-7:30pm | Virtual (Zoom) |

March

- | | | |
|------------------|--|-----------------------------|
| 5 th | Native Plant Festival and Sale | Thurston County Fairgrounds |
| 8 th | Ballot Request Deadline – TCD Election | |
| 15 th | Election Day | |
| 21 st | <i>TCD Closed – President’s Day</i> | |

Item

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Thurston Conservation District Consent Agenda Decision Sheet February 22, 2021 Board Meeting



- A. January 25, 2022 Board Meeting and Work Session Minutes
 - a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. Passed Moved for discussion during meeting Tabled to future meeting
- B. February 2022 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. 2022 TCD Annual Plan
 - a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. Passed Moved for discussion during meeting Tabled to future meeting
- D. RCO Applicant Authorization Agreement: 22-1201 Restoration | Lower Eld Inlet Bulkhead Removal
 - a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. Passed Moved for discussion during meeting Tabled to future meeting
- E. NACD Landowner Outreach & TA Sub-Agreement: WSU & TCD MOA
 - a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. Passed Moved for discussion during meeting Tabled to future meeting
- F. WCCRI Sub-Agreement between Ecostudies Institute and TCD
 - 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
FEBRUARY 22, 2022 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Helen Wheatley, Vice-Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

ATTEST:

Betsie DeWreede, Board Member

Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Work Session Minutes

January 25, 2022



Virtual Zoom Meeting

Meeting Time: 5:30pm – 6:23pm

Originally scheduled: 5:30pm – 6:15pm

Present at Meeting:

Helen Wheatley, TCD Vice-Chair
Betsie DeWreede, TCD Board Supervisor
David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor
Sarah Moorehead, TCD Executive Director
Leah Kellogg, TCD Staff
Nora Carman-White, TCD Staff

- 1 1. Topic List Review
- 2 2. Staff Presentation: *South Sound FarmLink, Nora White (Communications & Education*
- 3 *Manager)*
- 4 3. Minutes Review & Revision
- 5 a. December 16, 2021 Board Meeting Minutes
- 6 4. 2022 Annual Work Plan Review
- 7 5. Conservation and Education Center Development
- 8 6. 2022 Legislative Discussion
- 9 7. Covid-19 Health Update
- 10 8. Important Updates & Announcements
- 11 a. Board of Supervisors
- 12 b. Executive Director

13 **No Formal Action was taken.**

14 **Adjourn 6:23pm**

15 Respectfully,

X

Helen Wheatley
TCD Board Vice-Chair

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Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

January 25, 2022



Virtual GoToMeeting

Meeting Time: 6:30pm – 7:50pm

Originally scheduled: 6:30pm – 7:30pm

Present at Meeting:

Helen Wheatley, TCD Vice-Chair

Betsie DeWreede, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Leah Kellogg, TCD Staff

Ryan Baye, Washington Association of

Conservation Districts (WACD)

Summary of Action Items

- 20 • **ACTION ITEM:** The Board and Staff will send a letter of recognition and appreciation to Chris
21 Stearns, thanking him for his service as a TCD Associate Supervisor.
- 22 • **ACTION ITEM:** Future Board Meeting Agendas will include an explanation of the *Information*
23 *Items* listed after the meeting adjourns such as the Executive Directors report.
- 24 • **ACTION ITEM:** Staff will ensure all documents for the Work Session and Board Meetings will
25 be uploaded to the online *TCD Board of Supervisors, Board Meeting Portal*.
- 26 • **ACTION ITEM:** Staff will provide a written report on the 2022 TCD Election, once the results
27 have been tallied. The report will be discussed at the March Work Session.

Summary of Motions Passed

- 29 • *Supervisor DeWreede moved to adopt the revised Agenda. Supervisor Iyall seconded. Motion*
30 *passed unanimously, (4-0).*
- 31 • *Supervisor Iyall moved to approve the Consent Agenda with edits to the December 16, 2021*
32 *Board Meeting Minutes made in the January 25, 2022 Work Session. Supervisor Rushton*
33 *seconded. Motion passed, unanimously (4-0).*
- 34 • *Supervisor DeWreede moved to approve the 2022 Thurston Conservation District Budget*
35 *Amendment. Supervisor Iyall seconded. Motion passed, unanimously (4-0).*
- 36 • *Supervisor Iyall moved to approve the 2022 TCD Resolution #2022-01: 2022 Cost of Living*
37 *Adjustment. Supervisor Rushton seconded. Motion passed, unanimously (4-0).*
- 38 • *Supervisor Rushton moved to not appoint a TCD Associate Supervisor at this time. Supervisor*
39 *Iyall seconded. Motion passed, unanimously (4-0).*
- 40 • *Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed*
41 *unanimously, (5-0).*

Full Version of the Minutes

42 Welcome & Introductions

43 At 6:30pm TCD Board Vice-Chair Helen Wheatley called the January 25, 2022 Regular Board
44 Meeting to order via the online forum, *Zoom*. TCD Board and Staff were introduced by the
45 Board Vice-Chair. For each vote, TCD Vice-Chair Wheatley called out Supervisors by name. She
46 announced the meeting was being video recorded. Supervisor Johnson was not present and
47 was excused from the meeting.

48 **Agenda Review**

- 49
- Ryan Baye, from WACD, will join the meeting to make a brief announcement.

50 ***Supervisor DeWreede moved to adopt the revised Agenda. Supervisor Iyall seconded. Motion***
51 ***passed unanimously, (4-0).***

52 **Consent Agenda**

- 53
- December 16, 2021 Board Meeting Minutes
 - 54 • 2021 Year-End & January 2022 Financial Report
 - 55 • NACD Landowner Outreach & TA Sub-Agreement: EcoStudies & TCD MOA

56 ***Supervisor Iyall moved to approve the Consent Agenda with edits to the December 16, 2021***
57 ***Board Meeting Minutes made in the January 25, 2022 Work Session. Supervisor Rushton***
58 ***seconded. Motion passed, unanimously (4-0).***

59 **Public Comment**

60 No members of the public gave comment.

61 **Partner Reports**

- 62 A. Natural Resources Conservation Service (NRCS), *Robin Buckingham*
- 63 • Robin Buckingham was not present, a written report was provided via email.
- 64 B. Department of Ecology (DOE), *Alena Reynolds*
- 65 • Alena Reynolds was not present, a written report was provided via email.
- 66 C. Washington State Conservation Commission (WSCC) Update, *Jean Fike*
- 67 • Jean Fike was not present; Executive Director Moorehead gave a brief update.
- 68 D. Washington Association of Conservation Districts (WACD) Update, *Supervisor Rushton*
- 69 • A written update was provided in the Board Packet.
 - 70 • The WACD Legislative update was provided via email
- 71 E. National Association of Conservation Districts (NACD) Update, *Supervisor Rushton*
- 72 • A written update was provided in the Board Packet.

73 **2022 Thurston Conservation District Budget Amendment**

- 74
- This Amendment allows unspent expenses outlined in the 2021 Budget to be carried over to the
75 2022 Budget.
 - 76 • The projects include: the purchase of a new TCD vehicle, 2019-2020 WA State Audit, and the
77 Conservation and Education Center (CEC) Feasibility Study.

78 **Supervisor DeWreede moved to approve the 2022 Thurston Conservation District Budget**
79 **Amendment. Supervisor Iyall seconded. Motion passed, unanimously (4-0).**

80 **TCD Resolution #2022-01: 2022 Cost of Living Adjustment**

- 81 • The Resolution approves the 3.5% cost of living adjustment for staff who are not included in the
82 Collective Bargaining Agreement (CBA).

83 **Supervisor Iyall moved to approve the 2022 TCD Resolution #2022-01: 2022 Cost of Living**
84 **Adjustment. Supervisor Rushton seconded. Motion passed, unanimously (4-0).**

85 **January 2022 Chehalis Flood Recovery Effort**

- 86 • Executive Director Moorehead gave a presentation on the January 2022 Chehalis flood; the
87 impact data, TCD outreach methods, and how TCD has responded to the affected areas of
88 Thurston County.
- 89 • TCD is currently coordinating with: Lewis and Gray’s Harbor Conservation Districts, partner
90 organizations and local landowners to restore damaged private property and infrastructure
91 caused by the natural disaster.
- 92 • TCD has received \$2,500 for emergency support/technical assistance from the WSCC.
- 93 • Executive Director Moorehead will research funding opportunities to help mitigate the cost of
94 installing UV lights in flood-vulnerable wells to address contamination that commonly occurs.
- 95 • Executive Director Moorehead will lobby Thurston County officials regarding the importance of
96 farm pads for the local agricultural community.

97 **WACD**

- 98 • Ryan Baye from the WACD presented the *WACD Award for Special Service* to Supervisors
99 DeWreede, Wheatley, Johnson, and Iyall for the work they have done to improve TCD over the
100 last year.

101 **Governance**

102 A. Review of TCD Associate Supervisors

- 103 • Chris Stearns’s 2021 term as a TCD Associate Supervisor has concluded.
- 104 • The Board made a decision to focus on the creation of the TCD Citizens Advisory Council
105 (CAC) instead of appointing TCD Associate Supervisors.

106 **Supervisor Rushton moved to not appoint a TCD Associate Supervisor at this time. Supervisor**
107 **Iyall seconded. Motion passed, unanimously (4-0).**

108 **ACTION ITEM: The Board and Staff will send a letter of recognition and appreciation to Chris**
109 **Stearns, thanking him for his service as a TCD Associate Supervisor.**

110 **ACTION ITEM: Future Board Meeting Agendas will include an explanation of the *Information***
111 ***Items* listed after the meeting adjourns such as the Executive Directors report.**

112 B. February 2022 Work Session Topic List & Meeting Agenda Development

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Work Session

- Topic List Review
- Staff Presentation: TBD
- Minutes Review & Revision
 - January 25, 2022 Work Session and Board Meeting Minutes
- 2022 Annual Work Plan Review
- Conservation and Education Center Development
- 2022 Legislative Update
- Covid-19 Health Update
- Important Updates & Announcements
 - Board of Supervisors
 - Executive Director

Board Meeting

- Greeting
- Agenda Review
- Consent Agenda
 - January 25, 2021 Work Session & Board Meeting Minutes
 - February 2022 Financial Report
 - 2022 TCD Annual Plan
- Public Comment
- Partner Reports
 - Natural Resources Conservation Service (NRCS), *Robin Buckingham*
 - Washington State Department of Ecology, *Alena Reynolds*
 - Washington State Conservation Commission (WSCC), *Jean Fike*
 - Washington Association of Conservation Districts (WACD), *Doug Rushton*
 - National Association of Conservation Districts (NACD), *Doug Rushton*
- Governance
 - March 2022 Work Session Topic List & Meeting Agenda Development
 - Executive Session: *To discuss the performance of the Executive Director*
- Adjourn

ACTION ITEM: Staff will ensure all documents for the Work Session and Board Meetings will be uploaded to the online *TCD Board of Supervisors, Board Meeting Portal*.

ACTION ITEM: Staff will provide a written report on the 2022 TCD Election, once the results have been tallied. The report will be discussed at the March Work Session.

Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed unanimously, (5-0).

Adjourn 7:50pm

Respectfully,

X

Helen Wheatley
TCD Board Vice-Chair

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Thurston Conservation District February 2022 Financial Notes



We are still in early days for 2022 financial report, so it's a bit difficult to see trends for the year. Still, here are some brief observations.

Total (Restricted and Unrestricted) January Profit and Loss (Page 2)

1. In January, the District received \$7,500 in contributions from the Chehalis Tribe (\$2,500) and the Nisqually Tribe (\$5,000) for the District's Envirothon Program. District staff has been very successful at applying for these little pots of funds for the Envirothon and the Teens-in-Thurston programs. You'll find these totals amounts in rows 41-47 of the Restricted Budget vs Actual Report.

Profit & Loss Prev Year Comparison (Page 3)

2. In January, Plant Sales revenue was \$10,491.85 (-75.4%) less than it was this time last year. We are not sure why. But since last year's total Plant Sale revenue was \$32,927.80 ending at \$2,218 over budget, it may be that people pre-ordered their plants for the 2022 Plant Sale earlier than they did for the 2021 Plant Sale – in the autumn rather than waiting for January. We'll continue to track this trend until the Plant Sale Festival on Saturday March 5, 2022.

Balance Sheet Prev Year Comparison (Page 5)

3. We added this report for this financial report so that you can see how the District's assets are rising (38% over last year) as we continue to add funds to the District's savings accounts.

2022 Unrestricted Budget vs Actual (Pages 8 and 9)

4. You'll see that \$88,456 was carried over from the 2021 Unrestricted Budget to cover the remaining budgets for the CEC Feasibility Study (\$51,920), the 2019-20 WA State Audit (\$6,536), and the Vehicle Purchase (\$30,000).

Thurston Conservation District
Profit & Loss
January 2022

02/18/22

Accrual Basis

	Jan 22
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	3,430.10
3431130 · Soil Testing	265.75
Total 3431100 · Retail Sales	3,695.85
3611100 · Interest Income	17.86
3300000 · Grant Revenue	119,049.66
3685100 · Partner Fee for Service	931.16
3685201 · Rates and Charges	2,463.04
3670000 · Contributions Private	7,500.00
Total Income	133,657.57
Gross Profit	133,657.57
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	114,802.59
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	674.09
5314103 · Computer Services	766.00
5314100 · Professional Services	23,626.50
5355001 · Election Expense	426.88
5314400 · Advertising	4.66
5314117 · Soil Testing	26.40
5314104 · Janitorial Services	750.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	923.12
5314503 · Equipment Leases	464.20
5314504 · Vehicle Leases	347.00
5314200 · Communications	887.36
5313102 · Photocopier Usage	49.41
5314505 · Software Licenses	33.90
5354800 · Repairs & Maintenance	50.72
5313101 · Office Supplies	245.85
5314202 · Postage & Shipping	17.68
Project Expenses	186.70
5314902 · Organizational Dues & Licenses	1,030.00
5314300 · Staff - Travel	475.73
5314108 · Construction & Landscaping	20,967.95
5314110 · Bank Fees & Interest Charges	15.00
5314600 · Liability Insurance Premiums	2,068.33
66300 · Sales Tax Adjustments	37.74
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	164.31
5966402 · Computer Hardware	189.83
5966400 · Machinery and Tools	284.25
Total 5945360 · Capital Outlays	638.39
Total Expense	175,884.20
Net Ordinary Income	-42,226.63
Net Income	-42,226.63

Thurston Conservation District Profit & Loss Prev Year Comparison

January 2022

	Jan 22	Jan 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	3,430.10	13,921.95	-10,491.85	-75.4%
3431130 · Soil Testing	265.75	0.00	265.75	100.0%
3431120 · Rental Income	0.00	65.94	-65.94	-100.0%
Total 3431100 · Retail Sales	3,695.85	13,987.89	-10,292.04	-73.6%
3611100 · Interest Income	17.86	12.37	5.49	44.4%
3300000 · Grant Revenue	119,049.66	124,093.71	-5,044.05	-4.1%
3685100 · Partner Fee for Service	931.16	0.00	931.16	100.0%
3685201 · Rates and Charges	2,463.04	1,460.40	1,002.64	68.7%
3670000 · Contributions Private	7,500.00	0.00	7,500.00	100.0%
Total Income	133,657.57	139,554.37	-5,896.80	-4.2%
Gross Profit	133,657.57	139,554.37	-5,896.80	-4.2%
Expense				
5966699 · Vehicle Allocation	0.00	0.00	0.00	0.0%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
5531010 · Salaries & Benefits	114,802.59	89,948.58	24,854.01	27.6%
5314101 · Legal Fees & Services	2,000.00	4,000.00	-2,000.00	-50.0%
5314102 · Audit & Accounting	674.09	248.78	425.31	171.0%
5314103 · Computer Services	766.00	1,647.00	-881.00	-53.5%
5314100 · Professional Services	23,626.50	0.00	23,626.50	100.0%
5355001 · Election Expense	426.88	0.00	426.88	100.0%
5314400 · Advertising	4.66	0.00	4.66	100.0%
5314117 · Soil Testing	26.40	12.00	14.40	120.0%
5314104 · Janitorial Services	750.00	750.00	0.00	0.0%
5314501 · Office Rent	4,368.00	4,368.00	0.00	0.0%
5314700 · Utilities	923.12	592.63	330.49	55.8%
5314503 · Equipment Leases	464.20	167.62	296.58	176.9%
5314504 · Vehicle Leases	347.00	361.85	-14.85	-4.1%
5314200 · Communications	887.36	812.02	75.34	9.3%
5313102 · Photocopier Usage	49.41	138.10	-88.69	-64.2%
5314505 · Software Licenses	33.90	159.14	-125.24	-78.7%
5354800 · Repairs & Maintenance	50.72	13.09	37.63	287.5%
5313101 · Office Supplies	245.85	484.97	-239.12	-49.3%
5314202 · Postage & Shipping	17.68	15.45	2.23	14.4%
Project Expenses	186.70	169.43	17.27	10.2%
5314902 · Organizational Dues & Licenses	1,030.00	1,100.15	-70.15	-6.4%
5314203 · Printing Services	0.00	582.96	-582.96	-100.0%
5314302 · Staff - Conference & Training	0.00	50.00	-50.00	-100.0%
5314300 · Staff - Travel	475.73	357.02	118.71	33.3%
5314108 · Construction & Landscaping	20,967.95	33,767.92	-12,799.97	-37.9%
5314109 · Cost Share	0.00	20,257.90	-20,257.90	-100.0%
5314110 · Bank Fees & Interest Charges	15.00	0.00	15.00	100.0%
5314600 · Liability Insurance Premiums	2,068.33	1,624.92	443.41	27.3%
66300 · Sales Tax Adjustments	37.74	24.32	13.42	55.2%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furniture	164.31	0.00	164.31	100.0%
5966402 · Computer Hardware	189.83	2,194.86	-2,005.03	-91.4%
5966400 · Machinery and Tools	284.25	0.00	284.25	100.0%
Total 5945360 · Capital Outlays	638.39	2,194.86	-1,556.47	-70.9%
Total Expense	175,884.20	163,848.71	12,035.49	7.4%
Net Ordinary Income	-42,226.63	-24,294.34	-17,932.29	-73.8%
Net Income	-42,226.63	-24,294.34	-17,932.29	-73.8%

Thurston Conservation District

Balance Sheet

As of January 31, 2022

02/18/22

Accrual Basis

	<u>Jan 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	162,323.02
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	167,670.67
3082003 · Saving-2410 Education Center	57,512.98
	<hr/>
Total 3088020 · Savings Accounts	225,183.65
3088030 · Counter Cash	100.00
3088040 · PayPal Account	1,126.08
	<hr/>
Total Checking/Savings	388,732.75
Accounts Receivable	171,139.07
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	14,946.35
3090506 · Security Deposit - Ferguson ST	3,835.00
	<hr/>
Total 3090500 Prepaid Accounts	18,781.35
3092000 · 309.20.00 Cash on Hand	73,535.50
	<hr/>
Total Other Current Assets	92,316.85
Total Current Assets	652,188.67
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TOTAL ASSETS	652,188.67
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LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	48,873.35
Credit Cards	1,459.29
Other Current Liabilities	
3861100 · Sales Tax Payable	335.21
3861000 · Payroll Liabilities	
3861008 · Union Dues	923.99
3861005 · PERS Deferral Payable	12,365.53
3861007 · State Unemployment Payable	1,373.51
3861009 · State L&I Payable	-2.28
3861010 · WA - Family & Medical Leave	295.78
3861011 · Vacation & Sick Leave Payable	84,394.00
	<hr/>
Total 3861000 · Payroll Liabilities	99,350.53
Total Other Current Liabilities	99,685.74
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Total Current Liabilities	150,018.38
Total Liabilities	150,018.38
Equity	
3200000 Opening Bal Equity	287,545.21
3201000 Retained Earnings	256,851.71
Net Income	-42,226.63
	<hr/>
Total Equity	502,170.29
	<hr/>
TOTAL LIABILITIES & EQUITY	652,188.67
	<hr/> <hr/>

Thurston Conservation District
Balance Sheet Prev Year Comparison
As of January 1, 2022

	Jan 1, 22	Jan 1, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
3081001 · Checking-7444 Timberland	102,408.64	95,066.40	7,342.24	7.7%
3088020 · Savings Accounts				
3082002 · Saving-6568 Reserve Fund	167,656.43	130,042.22	37,614.21	28.9%
3082003 · Saving-2410 Education Center	57,510.54	20,003.60	37,506.94	187.5%
Total 3088020 · Savings Accounts	225,166.97	150,045.82	75,121.15	50.1%
3088030 · Counter Cash	100.00	100.00	0.00	0.0%
3088040 · PayPal Account	801.50	10,513.41	-9,711.91	-92.4%
Total Checking/Savings	328,477.11	255,725.63	72,751.48	28.5%
Accounts Receivable	254,458.75	188,880.17	65,578.58	34.7%
Other Current Assets				
3090500 Prepaid Accounts				
3090501 · 309.05.01 Prepaid Insurance	17,014.68	13,467.32	3,547.36	26.3%
3090506 · Security Deposit - Ferguson ST	3,835.00	3,835.00	0.00	0.0%
Total 3090500 Prepaid Accounts	20,849.68	17,302.32	3,547.36	20.5%
3092000 · 309.20.00 Cash on Hand	47,200.46	9,860.27	37,340.19	378.7%
Total Other Current Assets	68,050.14	27,162.59	40,887.55	150.5%
Total Current Assets	650,986.00	471,768.39	179,217.61	38.0%
TOTAL ASSETS	650,986.00	471,768.39	179,217.61	38.0%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable	29,448.80	21,096.43	8,352.37	39.6%
Credit Cards	1,229.06	1,835.34	-606.28	-33.0%
Other Current Liabilities				
3861100 · Sales Tax Payable	1,825.94	1,605.66	220.28	13.7%
3861000 · Payroll Liabilities				
3861008 · Union Dues	878.18	668.12	210.06	31.4%
3861005 · PERS Deferral Payable	12,225.06	5,878.69	6,346.37	108.0%
3861007 · State Unemployment Payable	2,386.32	1,592.63	793.69	49.8%
3861009 · State L&I Payable	516.64	189.39	327.25	172.8%
3861010 · WA - Family & Medical Leave	577.25	341.25	236.00	69.2%
3861011 · Vacation & Sick Leave Payable	76,503.92	52,237.42	24,266.50	46.5%
Total 3861000 · Payroll Liabilities	93,087.37	60,907.50	32,179.87	52.8%
Total Other Current Liabilities	94,913.31	62,513.16	32,400.15	51.8%
Total Current Liabilities	125,591.17	85,444.93	40,146.24	47.0%
Total Liabilities	125,591.17	85,444.93	40,146.24	47.0%
Equity				
3200000 Opening Bal Equity	287,545.21	287,545.21	0.00	0.0%
3201000 Retained Earnings	256,851.71	124,217.16	132,634.55	106.8%
Net Income	-19,002.09	-25,438.91	6,436.82	25.3%
Total Equity	525,394.83	386,323.46	139,071.37	36.0%
TOTAL LIABILITIES & EQUITY	650,986.00	471,768.39	179,217.61	38.0%

2022 Restricted Budgets vs Actuals



As of Jan 31, 2022

Grant Name	Account Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2022 Budget	2022 Actual	2022 Remaining Budget	% of Total Time	% of Total Budget
RCO										
ESRP Shore Friendly	R035	07/01/21	06/30/23	340,458	243,378	173,265	16,137	157,128	29.45%	28.51%
ASRP Independence	R040	05/15/20	04/01/22	93,600	10,786	20,351	9,565	10,786	91.27%	88.48%
ASRP Riverbend	R050	05/15/20	04/01/22	86,000	9,322	14,575	5,253	9,322	91.27%	89.16%
SRFB Cozy Valley	R060	09/23/21	09/23/23	132,778	131,529	116,951	0	116,951	17.92%	0.94%
ESRP Zangle Cove	R070	07/01/21	12/31/23	110,072	107,437	32,144	521	31,623	23.52%	2.39%
DOE										
Deschutes	E100	07/01/19	04/30/22	244,401	185,234	55,058	80	54,979	91.40%	24.21%
Federal										
Frogs on Farm Cost Share	US080	08/15/20	08/15/25	93,135	92,839	43,178	0	43,178	29.28%	0.32%
WSCC										
Livestock	W025	07/01/21	06/30/23	20,000	15,502	10,000	0	10,000	29.45%	22.49%
Skookumchuck Planting	W030	04/01/20	12/31/24	744,780	398,864	192,067	23,233	168,834	38.65%	46.45%
Chehalis Flood Plain	W050	09/01/21	06/30/23	128,333	114,423	100,821	7,514	93,308	22.90%	10.84%
Chehalis Lead	W150	10/01/21	06/30/23	72,000	67,448	47,711	3,219	44,493	19.28%	6.32%
Shellfish Cost Share	W060	07/01/21	06/30/23	190,450	176,163	177,853	1,690	176,163	29.45%	7.50%
CREP	W070	07/01/21	06/30/23	20,399	14,502	10,490	0	10,490	29.45%	28.91%
NRI Cost Share TA	W080	07/01/21	06/30/23	78,666	75,205	59,898	693	59,205	29.45%	4.40%
Post Natural Disaster TA	W086.2	01/10/22	03/31/22	2,500	2,170	2,500	330	2,170	27.16%	13.22%
Miscellaneous										
Orca Recovery Day	M060	07/01/19	until spent	7,090	904	904	0	904	NA	87.24%
Western SARE - Grassland Grazing	M070	09/01/21	08/31/23	20,273	19,768	12,165	505	11,660	20.96%	2.49%
Sentinel Landscape Program (SLP)	M075	10/01/21	07/30/24	888,225	821,284	371,607	17,770	353,837	11.90%	7.54%
One Tree Planted	M085	09/03/21	until spent	15,804	14,190	14,643	453	14,190	NA	10.21%
WCCRRI Prairie Habitat Enhancement	M095	TBD	TBD	TBD		20,314	0	20,314	NA	NA
WFC Meyer	M100	10/01/20	02/15/22	3,600	140	140	0	140	97.02%	96.12%

	Grant Name	Account Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2022 Budget	2022 Actual	2022 Remaining Budget	% of Total Time	% of Total Budget
27	Thurston County										
28	FY21-23 VSP	TC400	07/01/21	06/30/23	150,000	96,511	78,025	8,216	69,810	29.45%	35.66%
29	TC Riparian Streamside 1	TC510	07/01/21	08/31/22	52,285	41,004	42,271	1,268	41,004	50.35%	21.58%
30	TC Riparian Streamside 2	TC520	07/01/21	08/31/22	76,505	21,626	33,306	11,681	21,625	50.35%	71.73%
31	TC Riparian Streamside 3	TC530	07/01/21	08/31/22	49,964	39,010	39,218	208	39,010	50.35%	21.92%
32	NTAqua	TC700	07/01/19	09/30/22	196,000	107,170	109,021	1,851	107,170	79.63%	45.32%
33	South Sound GREEN										
34	FY 20-21 Interlocal	G019-SS	01/01/22	12/31/22	51,200	44,923	51,200	6,277	44,923	8.49%	12.26%
35	FY20-21 NOAA B-WET	G019.106	01/01/22	12/31/23	12,881	12,435	5,000	446	4,554	4.25%	3.46%
36	NFWF Five Star	G019.108	01/01/22	12/31/22	11,700	11,700	11,700	0	11,700	8.49%	0.00%
37	Dawkins 2021	G019.28	01/01/21	until spent	22,000	7,525	8,150	625	7,525	NA	65.80%
38	Dawkins 2022	G019.28	01/01/22	until spent	25,000	25,000	25,000	0	25,000	NA	0.00%
39	Community Foundation	G019.29	01/01/22	until spent	5,000	5,000	5,000	0	5,000	NA	0.00%
40	TCC	TCC	01/01/18	until spent	9,418	40		0	0	NA	99.57%
41	Teens in Thurston Volunteer Program							0			
42	WCS TNT	T070	01/01/22	until spent	500	500	500	0	500	NA	0.00%
43	Nisqually TNT 2021	G019.60	01/13/21	until spent	4,900	1,211	1,211	0	1,211	NA	75.28%
44	Nisqually TNT 2022	G019.60	01/19/22	until spent	4,000	4,000	4,000	0	4,000	NA	0.00%
45	Envirothon Program							0			
46	Chehalis Tribe Envirothon	T040	01/01/22	until spent	2,500	2,500	2,500	0	2,500	NA	0.00%
47	Nisqually Indian Tribe Envirothon	T040	01/01/22	until spent	5,000	5,000	5,000	0	5,000	NA	0.00%
48	Partner Fee for Service										
49	Engineer Cluster Agreement	P400	NA	NA	NA	NA	NA	931	NA	NA	NA

2022 Unrestricted Budget vs Actual



January 8.33%

	Account Name	2022 Budget	2022 Actual	\$ Over Budget	% of Budget
1	- Income	892,991	17,958	-875,033	2.0%
2	- 3431100 · Retail Sales	55,200	3,714	-51,486	6.7%
3	+ Food Production and Consumption	1,900	0	-1,900	0.0%
5	+ Soil Conservation and Health	5,850	266	-5,584	4.5%
8	- Community Outreach and Education	46,500	3,430	-43,070	7.4%
9	3431110 · Plant Sales	46,500	3,430	-43,070	7.4%
10	TCD Swag Shop	0	0	0	
11	- Other Retail Income	950	18	-932	1.9%
12	3670000 · Contributions Private	0	0	0	
13	3431120 · Rental Income	800	0	-800	0.0%
14	3611100 · Interest Income	150	18	-132	11.9%
15	+ 3300000 · Grant Revenue	117,823	0	-117,823	0.0%
17	3685201 · Rates and Charges	554,668	2,463	-552,205	0.4%
18	+ Overhead	165,300	11,781	-153,518	7.1%
21	Cash Surplus / 2021 Carry Overs	88,456	0	-88,456	0.0%
22	- Program Allocation	432,645	27,318	-405,327	6.3%
23	+ Local Food Production and Consumption	16,500	335	-16,165	2.0%
25	+ Producer Support & Preservation and Expansion of Working Lands	22,300	1,255	-21,045	5.6%
27	+ Water Quality & Quantity and Protection & Restoration of Ecosystems	5,000	0	-5,000	0.0%
29	+ Soil Conservation and Health	46,600	3,046	-43,554	6.5%
32	- Community Outreach and Engagement	181,620	12,734	-168,886	7.0%
33	Conservation Education Center	61,920	4,646	-57,274	7.5%
34	District Communications	68,750	5,305	-63,445	7.7%
35	Elections	41,750	1,547	-40,203	3.7%
36	Plant Sale	9,200	1,236	-7,964	13.4%
37	- Adult and Youth Conservation Education	52,500	6,354	-46,146	12.1%
38	South Sound Green	46,300	4,306	-41,994	9.3%
39	Envirothon	4,200	970	-3,230	23.1%
40	Teens in Thurston Volunteer Program	2,000	1,078	-922	53.9%
41	- Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	108,125	3,595	-104,530	3.3%
42	Conservation TA	98,125	3,595	-94,530	3.7%
43	JEDI Work	10,000	0	-10,000	0.0%
44	- Expense	473,802	37,395	-436,407	7.9%
45	Administrative Salaries & Benefits	231,725	22,479	-209,246	9.7%
46	- Professional Services	63,036	3,440	-59,596	5.5%
47	5314101 · Legal Services	25,000	2,000	-23,000	8.0%
48	5314102 · Audit & Accounting	14,036	674	-13,362	4.8%
49	5314103 · Computer Services	19,000	766	-18,234	4.0%
50	5314100 · Professional Services	5,000	0	-5,000	0.0%

	Account Name	2022 Budget	2022 Actual	\$ Over Budget	% of Budget
51	<input type="checkbox"/> Facility, Vehicles and Maintenance	129,000	7,816	-121,184	6.1%
52	5314104 · Janitorial Services	8,000	750	-7,250	9.4%
53	5314501 · Office Rent	50,000	4,108	-45,892	8.2%
54	5314700 · Utilities	8,000	900	-7,100	11.3%
55	5314503 · Equipment Leases	3,000	369	-2,631	12.3%
56	5314504 · Vehicles	5,700	347	-5,353	6.1%
57	5966604 · Vehicle Purchase	30,000	0	-30,000	0.0%
58	5314200 · Communications	10,300	887	-9,413	8.6%
59	5313102 · Photocopier Usage	1,000	49	-951	4.9%
60	5354800 · Repairs & Maintenance	2,000	51	-1,949	2.5%
61	Computer Hardware Purchases	4,500	190	-4,310	4.2%
62	Computer Software	5,000	0	-5,000	0.0%
63	Equipment & Office Furniture	1,500	164	-1,336	11.0%
64	<input type="checkbox"/> Supplies	11,750	1,265	-10,485	10.8%
65	5313101 · Office Supplies	3,500	235	-3,265	6.7%
66	5314202 · Postage & Shipping	500	0	-500	0.0%
67	5314902 · Organizational Dues & Licenses	7,750	1,030	-6,720	13.3%
68	<input type="checkbox"/> Conferences, Training and Travel	10,971	327	-10,644	3.0%
69	5314302 · Staff Conference & Training Fees	1,971	327	-1,644	16.6%
70	Board Conference and Training Fees	2,500	0	-2,500	0.0%
71	5314300 · Staff Travel	4,000	0	-4,000	0.0%
72	Board Travel	2,500	0	-2,500	0.0%
73	<input type="checkbox"/> Insurance and Banking	27,320	2,068	-25,252	7.6%
74	5314110 · Bank Fees & Interest Charges	500	0	-500	0.0%
75	5314600 · Liability Insurance Premiums	26,320	2,068	-24,252	7.9%
76	5314111 · Late Fees & Penalties	500	0	-500	0.0%
77	<input checked="" type="checkbox"/> Savings	75,000	0	-75,000	0.0%
80	Net Income (Surplus or Deficit)	0	-46,756	-46,756	-

Thurston Conservation District
Check Detail
 January 2022

9:33 AM
 02/18/2022

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card	10034	01/01/2022	Petco	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	19.68
Bill Pmt -Check	21055	01/04/2022	A & L Western Agricultural Laboratories	T098 - Soil Health Testing	5314117 · Soil Testing	96.00
Bill Pmt -Check	21056	01/04/2022	Anchor QEA	RCO:R050 - ASRP Riverbend	5314100 · Professional Services	3,616.50
Bill Pmt -Check	21057	01/04/2022	Comcast	UNRESTRICTED:A010-Overhead	Internet & Telephone	296.69
Bill Pmt -Check	21058	01/04/2022	Community Farmland Trust	T030 - District Comms	5314400 · Advertising	200.00
Bill Pmt -Check	21059	01/04/2022	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	21060	01/04/2022	Enduris	UNRESTRICTED:A120-Vehicles	5314600 · Liability Insurance Premiums	48.00
Bill Pmt -Check	21061	01/04/2022	Marguerite Abplanalp	T400 - TCD VSP	5314304 · Mileage	38.08
Bill Pmt -Check	21062	01/04/2022	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	34.95
Bill Pmt -Check	21063	01/04/2022	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	624.49
Bill Pmt -Check	21064	01/04/2022	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	128.90
Bill Pmt -Check	21065	01/04/2022	Puget Sound Energy		VOID	0.00
Bill Pmt -Check	21066	01/04/2022	Regence - Life Insurance		5312017 · Life Insurance	116.20
Bill Pmt -Check	21067	01/04/2022	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	568.57
Bill Pmt -Check	21068	01/04/2022	VSP - Vision Care		5312011 · Medical Benefits	186.31
Bill Pmt -Check	21069	01/04/2022	WA St Auditor's Office	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	463.71
Bill Pmt -Check	21070	01/04/2022	WA St Conservation Commission	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	445.10
Bill Pmt -Check	21071	01/04/2022	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	766.00
Bill Pmt -Check	21072	01/04/2022	White, Nora	MISC:M075 - SLP	5314304 · Mileage	121.80
Bill Pmt -Check	21073	01/04/2022	Yan Dong_V	UNRESTRICTED:A010-Overhead	5314304 · Mileage	25.14
Bill Pmt -Check	21074	01/04/2022	Puget Sound Energy	UNRESTRICTED:A010-Overhead	5314701 · Electricity	98.23
Check	EFT	01/05/2022	Regence - Health Care		5312011 · Medical Benefits	12,658.16
Credit Card	10021	01/07/2022	Amazon	WSCC:W030 - Skookumchuck	5966400 · Machinery and Tools	30.51
Credit Card	10419	01/07/2022	Encompass	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	102.73
Credit Card	10421	01/07/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5945360 · Capital Outlays:5966601 · Equipment	194.93
Credit Card	113584	01/07/2022	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	144.41
Check	EFT	01/07/2022	Wells Fargo			1,000.46
Liability Check	EFT	01/07/2022	QuickBooks Payroll Service		Payroll	27,188.59

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Liability Check	EFT	01/07/2022	Internal Revenue Service		Federal Payroll Taxes	9,153.42
Liability Check	EFT	01/07/2022	WA St Dept of Retirement Systems		PERS and DCP	13,890.71
Liability Check	EFT	01/07/2022	WFSE Union Dues		3861008 · Union Dues	883.10
Credit Card	10022	01/08/2022	Target	WSCC:W030 - Skookumchuck	5313101 · Office Supplies	10.93
Credit Card	10023	01/08/2022	Ace Hardware	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	2.83
Credit Card	025171:	01/09/2022	Right Networks	WSCC:W030 - Skookumchuck	5314102 · Audit & Accounting	20.73
Credit Card	9991	01/10/2022	Lowe's	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	46.65
Credit Card	10025	01/11/2022	Lowe's	WSCC:W030 - Skookumchuck	5966400 · Machinery and Tools	65.57
Bill Pmt -Check	EFT	01/11/2022	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	59.69
Credit Card	10027	01/13/2022	TC Solid Waste	WSCC:W030 - Skookumchuck	5314702 · Garbage Service	23.00
Credit Card	10422	01/13/2022	Amazon	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	58.73
Credit Card	10448	01/13/2022	Amazon	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	3.27
Credit Card	10051	01/14/2022	Forestry Supplies	WSCC:W030 - Skookumchuck	5966400 · Machinery and Tools	188.17
Check	EFT	01/14/2022	Timberland Bank	MISC:M085 - One Tree Planted	5314110 · Bank Fees & Interest Charges	15.00
Credit Card	10026	01/15/2022	Safeway	T030 - District Comms	5314901 · Meeting & Event	40.03
Credit Card	10052	01/16/2022	Facebook	T097 - Plant Sale	5314400 · Advertising	4.66
Credit Card	10423	01/17/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	52.49
Credit Card	09990	01/18/2022	Wal Mart	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	43.74
Credit Card	10031	01/18/2022	Harbor Freight	WSCC:W030 - Skookumchuck	5314116 · Project Equipment	30.62
Credit Card	10424	01/18/2022	Amazon	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	43.36
Credit Card	10428	01/18/2022	US Postal Service	T098 - Soil Health Testing	5314202 · Postage & Shipping	8.24
Bill Pmt -Check	21075	01/18/2022	Goebel Septic Tank Service, Inc	WSCC:W030 - Skookumchuck	5314503 · Equipment Leases	95.00
Bill Pmt -Check	21076	01/18/2022	All City Cleaning Services	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	600.00
Bill Pmt -Check	21077	01/18/2022	Beckwith Consulting Group	T021: CEC	5314100 · Professional Services	3,400.00
Bill Pmt -Check	21078	01/18/2022	Community Farmland Trust	T099 - Food Processing and Tools Re	5314501 · Office Rent	260.00
Bill Pmt -Check	21079	01/18/2022	Deans Capital City Detailing	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	655.80
Bill Pmt -Check	21080	01/18/2022	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	702.34
Bill Pmt -Check	21081	01/18/2022	Thurston County Central Services	UNRESTRICTED:A010-Overhead	5314501 · Office Rent	4,108.00
Bill Pmt -Check	21082	01/18/2022	TPSC Benefits		5312011 · Medical Benefits	250.00
Bill Pmt -Check	21083	01/18/2022	WA Dept of Agriculture	T097 - Plant Sale	5314902 · Organizational Dues & Licenses	10.00
Bill Pmt -Check	21084	01/18/2022	WA St Conservation Commission	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	347.00
Credit Card	10033	01/19/2022	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	16.89

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card	10430	01/21/2022	Ace Hardware	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	13.75
Liability Check	EFT	01/24/2022	QuickBooks Payroll Service		Payroll	27,843.82
Liability Check	EFT	01/24/2022	Internal Revenue Service		Federal Payroll Taxes	9,203.40
Liability Check	EFT	01/25/2022	WA St Dept of Retirement Systems		DCP	1,130.29
Credit Card	10431	01/26/2022	US Postal Service	T098 - Soil Health Testing	5314202 · Postage & Shipping	9.44
Credit Card	10432	01/27/2022	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	41.11
Bill Pmt -Check	EFT	01/27/2022	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	284.74
Check	EFT	01/31/2022	WA St Dept of Revenue	UNRESTRICTED:A010-Overhead	5314902 · Organizational Dues & Licenses	30.00
Liability Check	EFT	01/31/2022	WA St Dept of L&I		3861009 · State L&I Payable	2,246.09
Liability Check	EFT	01/31/2022	WA St Dept of Employment Security		3861010 · WA - Family & Medical Leave	577.25
Liability Check	EFT	01/31/2022	WA St Dept of Employment Security		3861007 · State Unemployment Payable	2,390.57
Sales Tax	EFT	01/31/2022	City of Tumwater		3861100 · Sales Tax Payable	47.56
Sales Tax	EFT	01/31/2022	WA St Dept of Revenue		3861100 · Sales Tax Payable	1,816.12
Credit Card	MC114	01/31/2022	Mail Chimp	T030 - District Comms	5314505 · Software Licenses	33.90

The 2020 TCD Annual
Plan will be discussed
in the 2/22/22 Board
Work Session



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	3D. Applicant Authorization Agreement Lower Eld Bulkhead Removal		
Lead Staff:	Sarah Moorehead	Board Meeting Date:	2-22-2022
Goal of Presentation:	Decision <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	Feedback <input type="checkbox"/>
Description/Background:	<i>Please provide a description or background of the project.</i>		
<p>This is a required standard agreement by the Recreation and Conservation Office (RCO) to authorize the submission of a grant application to acknowledge the requirements and parameters of the funding source. This project removes and bulkhead on Eld Inlet and re-establishes natural shoreline function through our ShoreFriendly Thurston program. Project Lead: Karin Strelieff, Conservation Program Manager.</p>			
Pros: This accomplishes habitat restoration and endangered species recovery goals as part of TCD's strategic and annual plans (Goals: 17, 18, 19, 22).		Cons: None.	
Fiscal Impacts:	<i>Please describe the costs associated with this action.</i>		
<p>This initial agreement to authorize the submission of a grant application does not carry a fiscal impact. It is a necessary step in the funding development process.</p>			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
Approval of the Applicant Authorization Agreement Lower Eld Bulkhead Removal			
Legal Review:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Supporting Documents:	<i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>		
1. Applicant Authorization Agreement Lower Eld Bulkhead Removal			



Applicant Resolution/Authorization

Organization Name (sponsor) _____

Resolution No. or Document Name _____

Project(s) Number(s), and Name(s) _____

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed _____

Title _____ Date _____

On File at: _____

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:
(Local Governments and Nonprofit Organizations Only):

Location: _____ Date: _____

Washington State Attorney General's Office

Approved as to form *Brian Toller* 2/13/2020
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	3E. NACD Landowner Outreach & TA Sub-Agreement: WSU & TCD MOA.		
Lead Staff:	Sarah Moorehead	Board Meeting Date:	2-22-2022
Goal of Presentation:	Decision <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	Feedback <input type="checkbox"/>
Description/Background:	<i>Please provide a description or background of the project.</i>		
<p>This is a sub-contract agreement Washington State University Extension Thurston County and TCD. This provides the approved funding for WSU Extension to perform education and outreach deliverables under the approved NACD Landowner Outreach and Technical Assistance Grant.</p>			
Pros:	This supports numerous strategic plan goals in the areas of producer support, preservation and enhancement of working lands, and habitat restoration.		Cons: None.
Fiscal Impacts:	<i>Please describe the costs associated with this action.</i>		
<p>This sub-award provides WSU Extension with \$36,463.00 as approved under the NACD Landowner Technical Assistance & Outreach.</p>			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
<p>Approval of the NACD Landowner Outreach & TA Sub-Agreement: WSU & TCD MOA.</p>			
Legal Review:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Supporting Documents:	<i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>		
<p>1. NACD Landowner Outreach & TA Sub-Agreement: WSU & TCD MOA.</p>			

**MEMORANDUM OF AGREEMENT BETWEEN
THURSTON CONSERVATION DISTRICT AND
WSU EXTENSION THURSTON COUNTY**

This Memorandum of Agreement is entered into by Thurston Conservation District, having its principal offices at 2918 Ferguson Street SW, Building #1, Suite A, Tumwater, WA 98512 (TCD) and WSU Extension Thurston County, having its principal offices at 3054 Carpenter Rd SE, Benoschek Building, Olympia, WA, 98503.

1. **PURPOSE OF AGREEMENT:** The purpose of this Agreement is to provide for the sub-contract of activities and funds awarded by the U.S. Dept. of Defense Readiness and Environmental Protection Integration (REPI) program through the Memorandum of Agreement between The National Association of Conservation Districts (NACD) and the Thurston Conservation District (APPENDIX A) between Thurston Conservation District (TCD) and WSU Extension Thurston County.

2. **ADMINISTRATION OF AGREEMENT:** No separate or joint entity is being created by this Agreement. Rather TCD and SPSSEG will each have a contract representative who will administer the agreement for each party. A party may change its representative upon providing written notice to the other party. The parties representatives are as follows:

TCD Contract Representative

Sarah Moorehead
Executive Director
Thurston Conservation District
2918 Ferguson Street SW, Building 1, Suite A
Tumwater, WA 98512
(360) 754-3588

WSU Extension Thurston County Contract Representative

Stephen Bramwell
Director
WSU Extension Thurston County

3054 Carpenter Road SE
Benoschek Building
Olympia, Washington 98503
(360) 867-2161

3. **DURATION OF AGREEMENT:** This agreement shall remain in effect from October 1, 2021 through December 31, 2024. The duration of this agreement is subject to modification or extension set forth by APPENDIX A or subsequent funding awards for continuation of this project. Subsequent awards will be included by AMENDMENT to this agreement and approved in writing by both parties.

4. **SCOPE OF WORK:** The following activities and deliverables will be performed by WSU Extension Thurston County:
 1. Assist with or conduct a minimum total of 5 agricultural site visits to provide direct technical assistance to private land managers within the Joint Base Lewis McChord Sentinel Landscape (Landscape) geography
 2. Facilitate the development of a 3-year Communications Plan for the JBLM Sentinel Landscape Partnership (SLP)
 3. Collaboratively develop SLP outreach infrastructure
 - a. Create SLP communications subcommittee to develop, review and approve communication products
 - b. Collaboratively develop standard operating procedures for intake of interested landowners with 'landing', 'informational', 'site visit', and 'hand-off' pathways
 - c. Develop a comprehensive list of landowner incentive programs within the Landscape
 - d. Facilitate internal SLP communications to clarify mitigation banking roles and terms
 - e. Set up WSU web page to host Sentinel Landscape outreach materials in collaboration with TCD.
 4. Conduct conservation outreach to land managers
 - a. Collaboratively develop and distribute Conservation Easement Basic Brochure

- b. Collaboratively develop and distribute Farmers Protecting Grasslands (Easement Staircase) Brochure
 - c. Complete Conservation Grazing Factsheet
- 5. Report out on successful conservation achievements
 - a. Provide TCD with Data, metrics, and language include in regular grant reporting
 - i. Document knowledge change of target audience through surveys
 - b. Share conservation successes with land managers within the Landscape
- 6. Work with TCD and Ecostudies Institute to create 6 conservation workshops annually including coordinating content, speakers, and securing sites
 - a. Take the lead on 2-3 workshops for landowners/operators
 - b. Turn past workshop “What is an easement” from 2020 into a recorded product
- 7. Conduct annual 12-week training courses for new farmers and offer 10 scholarships to military Veterans
 - a. Adapt state-wide Cultivating Success curriculum to include JBLM Sentinel Landscape specific topics
 - b. Offer accessory workshops to Cultivating Success students interested in Landscape incentive programs
- 8. Facilitate JBLM food buyers within local Food Hubs
 - a. Document opportunities and barriers
 - b. Coordinate implementation or future pathway if not possible at this time
- 9. Scope areas of coordination with existing JBLM farmers market program
 - a. Assess needs of farmers’ market
 - b. Document potential solutions
- 10. Identify potential for JBLM to participate in WSDA farm-to-school program in collaboration with SWWA Food Hub
 - a. Establish contacts and begin conversation
- 11. Assist with the facilitation of a regional Grazing Association (GA) including planning for 2 GA meetings
 - a. Jointly develop agenda and find speakers for GA meetings
 - b. Assist in outreach to potential GA members
 - c. Co-host GA meetings

- 12. Collaborate on the development of educational webinars and workshops
 - d. Research requested educational topics to ensure delivery of the most current knowledge and techniques
 - e. Recruit expert speakers
 - f. Lead outreach evaluations
 - i. Conduct pre- and post-outreach knowledge assessments and report on findings
 - g. Ensure grant-identified learning objectives are achieved
- 13. Provide technical review of example Conservation Grazing Plans
- 14. Assist with development of prairie-friendly agricultural labelling
 - h. Complete logistical tasks as assigned

5. **BUDGET:** Reimbursement for activities outlined in SECTION 4 SCOPE OF WORK is not to exceed \$36,463.00.

6. **FINANCIAL RESPONSIBILITY:** TCD shall approve all costs of WSU Extension Thurston County’s implementation of the scope of work, according to any and all parameters agreed upon by both parties, or set forth by APPENDIX A.

7. **REIMBURSEMENT AND REPORTING:** WSU Extension Thurston County shall invoice TCD for work performed on a quarterly basis according to the schedule below:

Period of Work	Invoice Due to TCD
Oct 1, 2021 – Dec 31, 2021	Jan 15, 2022
Jan 1, 2022 – Mar 31, 2022	Apr 15, 2022
Apr 1, 2022 – Jun 30, 2022	Jul 15, 2022
Jul 1, 2022 – Sep 30, 2022	Oct 15, 2022
Oct 1, 2022 – Dec 31, 2022	Jan 15, 2023

Failure to submit invoices to TCD by the invoice due date may result in non-reimbursement to WSU Extension Thurston County for that invoice period.

TCD shall reimburse WSU Extension Thurston County within thirty (30) days of receipt of the invoice. For each invoice period, invoices must include:

- a. total expenses
 - b. match documentation
 - c. activities accomplished
8. **ASSIGNMENT:** WSU Extension Thurston County may assign or subcontract any portion of the services requested pursuant to this Agreement so long as TCD gives prior written approval for such assignment or subcontract. All terms and conditions of this Agreement shall apply to any approved subcontract or assignment related to this Agreement.
9. **HOLD HARMLESS:** Each party agrees to defend and indemnify the other party and its officials, officers, employees and agents for all claims, liabilities, damages, expenses and suits arising from or relating to the performance of this Agreement by the indemnitor or its officials' officers, employees and agents.
10. **TERMINATION OF AGREEMENT:** Either party may terminate this agreement by giving thirty (30) calendar days written notice to the other party. Written notice by email is acceptable. Unused funds will be returned. Termination of APPENDIX A for non-compliance or any other reason will result in automatic termination of this agreement.
11. **SEVERABILITY:** Any provision of this agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provision or affecting the validity or enforcement of such provision.
12. **ENTIRE AGREEMENT:** This Agreement is the entire agreement of the parties and supersedes all prior negotiations and agreements whether written or oral. This Agreement may be amended only by written agreement and no purported oral amendment to the Agreement shall be valid.

WSU Extension Thurston County

Stephen Bramwell, Director

Date

Thurston Conservation District

Sarah Moorehead, Executive Director

Date



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	3F. WCCRI Sub-Agreement between Ecostudies Institute and TCD		
Lead Staff:	Sarah Moorehead	Board Meeting Date:	2-22-2022
Goal of Presentation:	Decision <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	Feedback <input type="checkbox"/>
Description/Background:	<i>Please provide a description or background of the project.</i>		
<p>This is a sub-contract agreement between Ecostudies Institute and TCD to support grassland habitat restoration and conservation grazing technical assistance in the Chehalis Basin Watershed through the Washington Coast Restoration and Resiliency Initiative - Diversity and Resilience of Rural Communities Project.</p>			
Pros:	This supports numerous strategic plan goals in the areas of producer support, preservation and enhancement of working lands, and habitat restoration. Funds are included to support TCD's South Sound FarmLink program.		Cons: None.
Fiscal Impacts:	<i>Please describe the costs associated with this action.</i>		
<p>This sub-award provides TCD with \$120,000.00 to perform technical assistance, education and FarmLink program development.</p>			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
<p>Approval of the WCCRI Sub-Agreement between Ecostudies Institute and TCD.</p>			
Legal Review:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Supporting Documents:	<i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>		
<ol style="list-style-type: none"> 1. WCCRI Sub-Agreement between Ecostudies Institute and TCD 2. Attachment A: Prime Award 20-1366 			

3. Attachment B:TCD Scope of Work & Budget
4. Attachment C: Additional Assurances, Certifications, and Agreement



AWARD NUMBER:	2022-06
ACCOUNTING INFORMATION	
Cost Center Name:	RCO_WCRRI
Cost Center Number:	G2127
CFDA No.:	N/A
Source of funds:	<input type="checkbox"/> U.S. Government <input checked="" type="checkbox"/> State/Local <input type="checkbox"/> Private

SUBAWARD
 between
 ECOSTUDIES INSTITUTE
 and
 Thurston Conservation District
 a U.S. Subrecipient

This Agreement is dated as of January 1, 2022, and is between **Ecostudies Institute**, a Washington non-profit organization (“**Ecostudies**”)

Address: 900 Jefferson St. SE,
 Box 1614 Olympia WA 98501
 Name and Title of Contact: Gary Slater
 Telephone Number: 305-213-8829
 DUNS Number: 055389469

and the following person(s) and/or entities (“**Awardee**”):

Name of Awardee: Thurston Conservation District
 Address: 2918 Ferguson St SW Ste A Tumwater WA 98512
 Name and Title of Contact: Sarah Moorehead, Executive Director
 Telephone Number: 360.754.3588

Ecostudies and Awardee, each of which is sometimes referred to in this Agreement as a “**Party**”, agree as follows:

1. **Background.** Ecostudies and the Recreation and Conservation Office (RCO) (“**Funder**”) have previously entered into an Agreement (20-1366; **Attachment A**) as part of a state award from the Washington Coastal Restoration and Resiliency Initiative (“**Prime Award**”). Under the terms of this agreement, Ecostudies is permitted to make subawards of the funds, and Ecostudies and Awardee are entering into this Agreement with respect to the subaward which Ecostudies is making to Awardee (the “**Subaward**”), for use in carrying out the project entitled “Diversity and resilience of rural communities” (the “**Project**”). Although the funds to be provided to Awardee under this Agreement will come from RCO, Awardee acknowledges they are not a party to this Prime Award and shall have no obligations directly to Awardee under this Agreement.

2. **Subaward and Budget.** Ecostudies hereby makes the Subaward to Awardee, as follows:

- (a) The cost-reimbursable Subaward shall be in an amount not to exceed \$120,000, to be paid out of the funds provided to Ecostudies following the cost allowability requirements in Office of Management and Budget (OMB) Uniform Guide, which are incorporated herein by this

reference. Ecostudies shall not be obligated to reimburse Awardee for any unallowable amounts.

- (b) The Subaward and the use of the funds provided under the Subaward (the “**Subaward Funds**”) shall be subject to all applicable terms of the Prime Agreement between Ecostudies and the Funder. Ecostudies shall have no obligation to disburse funds to Awardee under this Agreement, except to the extent that funds are actually disbursed to Ecostudies; this is contingent on the availability of state and federal funds through legislative appropriation and state allotment each biennium.

3. **Term of Subaward.** The Subaward Funds shall be available for a term (the “**Subaward Term**”) beginning on January 1, 2022 and ending on June 30, 2025 (the “**Expiration Date**”), except to the extent that the Subaward Term is extended by an amendment to this Agreement or is terminated early in accordance with the provisions of this Agreement.

4. **Scope of Work.**

The purpose of the Subaward is to fund Awardee’s work on the Project as described in Scope of Work listed under **Attachment B**, and the Subaward Funds may only be used for that purpose. Awardee shall be responsible for obtaining the landowner’s prior permission before entering any private lands associated with this project.

5. **Reports.** Awardee shall submit report(s) under this Agreement as follows:

- (a) **Progress Reports.** Awardee shall submit Biannual Progress Reports summarizing the key activities and accomplishments throughout the Project reporting period. These reports should distinguish work conducted in each of the three counties: Thurston, Lewis, Grays Harbor.
- (b) **Financial Reports.** Awardee shall submit Annual Financial Reports summarizing the costs incurred during each reporting period, including cost sharing, no later than 30 days after the end of the reporting period. Financial reports should separate costs incurred from each of the three counties: Thurston, Lewis, Grays Harbor.
- (c) **Final Progress Report.** Awardee shall submit a Final Progress Report summarizing the key activities and accomplishments throughout the project no later than 45 days after the subaward expiration date.
- (d) **Final Financial Report.** Awardee shall submit a Final Financial Report summarizing the costs incurred throughout the final project reporting period no later than 45 days after the subaward expiration date.

Report Schedule. The reports required above shall be submitted in accordance with the followingschedule:

Report	Reporting Period	Due Date
Biannual Progress Reports	1/1/2022 to 6/30/2022	7/30/2022
	7/1/2022 to 12/31/2022	1/30/2023
	1/1/2023 to 6/30/2023	7/30/2023
	7/1/2023 to 12/31/2023	1/30/2024
	1/1/2024 to 6/30/2024	7/30/2024
	7/1/2024 to 12/31/2024	1/30/2025
Annual Financial Report	1/1/2022 to 6/30/2022	7/30/2022
	7/1/2022 to 6/30/2023	7/30/2023
	7/1/2023 to 6/30/2024	7/30/2024
Final Progress Report	1/1/2024 to 6/30/2025	8/15/2025
Final Financial Report	6/1/2024 to 6/30/2025	8/15/2025

- (e) **Additional Requirements.** All of the Reports and published materials shall be submitted to Ecostudies’ Project Manager and Administrative Contact at the email addresses specified below.

6. **Disbursements and Accounting.** Awardee shall submit invoices not more often than monthly and not less frequently than quarterly for allowable costs incurred. All invoices shall use Awardee’s standard invoice, but at a minimum shall include current and cumulative costs (including cost sharing), subaward number, and certification as to truth and accuracy of the invoice as required in 2 CFR 200.415. Disbursements shall be made to Awardee no more

frequently than monthly, based upon receipt of Awardee’s standard invoice format. Payments will be sent to Awardee in the form of a check payable to Awardee within 30 days of receipt of invoice.

7. **Project Managers and Administrative Representatives.** The Project Managers and other administrative or financial representatives of the Parties with respect to this Agreement and the Subaward shall be as follows:

(a) **Ecostudies Institute’s Representatives:** For Ecostudies, each of the following persons shall each have the duties assigned to him/her below, in each case until and unless a successor is named by Ecostudies by means of written notice of such change which is given to Awardee:

(b)	
PROJECT MANAGER	ADMINISTRATIVE CONTACT
Name: Sarah Hamman	Name: Gary Slater
Title: Director of Science	Title: Executive Director
Address: 900 Jefferson St. SE	Address: 900 Jefferson St. SE
PO Box 1614	PO Box 1614
Olympia, WA 98273	Olympia, WA 98273
Phone: 360-790-4180	Phone: 305-213-8829
Email: shamman@ecoinst.org	Email: gslater@ecoinst.org

(c) **Awardee’s Representatives:** For Awardee, each of the following persons shall each have the duties assigned to him/her below, in each case until and unless a successor is named by Awardee by means of written notice of such change which is given to Ecostudies;

PROJECT MANAGER	ADMINISTRATIVE CONTACT
Name: Nora White	Name: Sarah Moorehead
Title: Communications & Education Manager	Title: Executive Director
Address: 2918 Ferguson St SW Ste A Tumwater, WA 98512	Address: 2918 Ferguson St SW Ste A Tumwater, WA 98512
Phone: 360.754.3588 x136	Phone: 360.999.0078
Email: nwhite@thurstoncd.com	Email: smoorehead@thurstoncd.com

8. **Title to and Use of Equipment and Supplies.** Except to the extent otherwise provided in the Prime Award, title to any equipment and/or supplies purchased with Subaward Funds vest in Awardee during the Subaward Term, but Ecostudies shall have a free, irrevocable license to use such equipment and/or supplies during that time period to the extent anticipated either in this Agreement or under the Prime Award. The ultimate disposition of all such equipment and supplies shall be resolved by Awardee with Ecostudies’ Administrative Contact designated above in this Agreement, and shall be governed by the applicable terms under the Prime Award and/or other applicable laws, as appropriate.

9. **Title to and Use of Work Products and Data.** Except to the extent otherwise provided under Prime Award (in which case the terms of the award shall control), title to any and all reports, writings, samples, biological samples, studies, photographs, drawings, calculations, designs, diagrams, maps, surveys, data, database records, computer programs, and/or other written, graphic, pictorial, or digital works, documents, or other items create, produced, or developed by Awardee using Subaward Funds (collectively, along with all supporting data and material, the “**Work Product**”) shall vest in Awardee, but Awardee hereby grants to Ecostudies and to the Funder an irrevocable, non-exclusive, royalty-free, perpetual license to use, reuse, print, reprint, publish, republish, reproduce, or otherwise disseminate or distribute all or any portion of the Work Product, as well as analyses thereof, extracts therefrom, and/or the data contained therein, in or via any report, map, pamphlet, brochure, book, magazine, film, video, software, web site, or other form of print, audio, visual, multimedia, computer, digital, or other media or form of production or dissemination (whether owned wholly or partially by Ecostudies or Funder), whether alone or in conjunction with other material, with proper credit given to the author/creator. And, whether or not in conjunction with co-authors or conservation partners, to authorize such conservation partners and other researchers and writers to do the same on a royalty-free basis, all as Ecostudies or the Funder may deem appropriate from time to time in

furthering its mission; in each case without any need to notify Awardee or obtain any form of permission or consent from Awardee. Awardee shall provide Ecostudies and the Funder with complete copies of the Work Product.

10. **Accounts, Audits and Records.** Awardee agrees to maintain books, records, documents and other evidence pertaining to all costs and expenses incurred and revenues acquired using Subaward Funds (collectively “**Records**”) to the extent and in such detail as will properly reflect all costs and expenses for which reimbursement is claimed. Unless such period is extended by Ecostudies, the Records shall be maintained for a period of three years after the final financial report is submitted and approved by Ecostudies, except that Awardee shall maintain all Records for equipment purchased with Subaward Funds for three years after the final disposition of such equipment. Awardee shall provide timely and unrestricted access to its books and accounts, files and other Records with respect to the Project for inspection, review and audit by Ecostudies and the Prime Funder, and their authorized representatives. If Ecostudies disallows any costs claimed by Awardee related to the Subaward, Awardee shall be responsible for reimbursing Ecostudies for any of those costs related to the work Awardee has performed. If Awardee expends more than \$750,000 in U.S. Federal funds during its fiscal year, and has a single audit performed in accordance with 2 CFR part 200, subpart F, a copy of the audit must be provided within six months after Awardee’s fiscal year-end to Ecostudies’ Administrative Contact specified above.

11. **Safety Provisions.** Awardee agrees to comply with any and all safety provision contained under Prime Award. Without placing any limitation on the foregoing requirement, Awardee agrees to maintain a safety program with respect to its employees and the public, and to ensure that it has expertise in and has taken appropriate actions with regard to particular risks connected with the Project, including (but not limited to) chemical safety, handling potential allergens such as poison ivy, use of chainsaws and all-terrain vehicles, handling flammable liquids or poisons.

12. **Acknowledgments.** Awardee agrees to acknowledge the collaboration of Ecostudies and the support of the Washington Coastal Restoration and Resiliency Initiative under the Prime Award (see Prime Award for required language) on all information relating to the Subaward, including (but not limited to) all news releases, articles, manuscripts, speeches, trade association proceedings, symposia during the project period and in the future.

13. **Additional Assurances, Certifications, and Agreements.** By signing this Agreement, Awardee is providing the additional assurances, certifications, and agreements which are set out in **Attachment C** and any attachments thereto. If there is any material misrepresentation by Awardee with respect to any of such assurances and/or certifications, or any failure to comply with the agreements set out therein, Ecostudies shall have the right to cancel the Subaward and terminate this Agreement. In the case of an intentional material misrepresentation, Ecostudies may, at its option, recover damages from Awardee resulting from the termination. Awardee shall require that the same assurances and certifications be included in the award documents for all further subcontracts or subawards made by Awardee using Subaward Funds (each of which is subject to prior approval by Ecostudies, as explained below).

14. **Conflict of Interest Determination.** Awardee certifies that it has disclosed any conflict of interest to the best of Awardee’s knowledge to Ecostudies. Awardee certifies that its conflict of interest policy complies with the requirements of the Prime Funder.

15. **Material Support and Resources to Terrorists.**

(a) Awardee hereby certifies as follows (applying the terms which are more particularly defined below):

- (1) Awardee does not commit, attempt to commit, advocate, facilitate, or participates in terrorist acts, nor has it committed, attempted to commit, facilitated, or participated in terrorist acts.
- (2) Awardee will take all reasonable steps to ensure that Awardee does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.
- (3) Before providing any material support or resources to an individual or entity, Awardee will consider all information about that individual or entity of which it is aware or that is available to the public.
- (4) Awardee will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

(b) For purposes of the foregoing certifications:

- (1) The term “material support and resources” means currency or monetary instruments or financial securities,

financial services, lodging, training, expert advice or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

(2) The term “terrorist act” means:

- (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
- (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or
- (iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

(3) The term “entity” means a partnership, association, corporation, or other organization, group or subgroup.

16. **Liability and Indemnification.** The work done by or for Awardee using the Subaward Funds shall be performed entirely at the risk of Awardee. Awardee shall be solely responsible for (and for the payment of) any and all claims with respect to any loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of its employees or agents in connection with the performance of its work, whether connected to the Project or otherwise. Awardee shall indemnify and defend Ecostudies and the Funder, and each of the officers, directors, employees, and agents of Ecostudies and Funder (in each case, an “**Indemnified Party**”) against, and shall hold each Indemnified Party harmless of and from, any and all claims, liabilities, losses, costs, damages, and other expenses of any kind (including, but not limited to, attorneys’ fees and expenses, as well as costs of suit, whether incurred at the trial, appellate, or administrative level) which any Indemnified Party may sustain, incur, or suffer, or to which any Indemnified Party may be subjected, as a result of or in connection with: (i) the Project; (ii) any activities of Awardee, or anyone acting on behalf of Awardee, related to the Project; and/or (iii) any action(s) of Awardee, or anyone acting on behalf of Awardee, which may cause Ecostudies to be in default under the Prime Award.

17. **Miscellaneous Provisions.**

(a) **Use of Names/Logos.** Neither Party shall use the name or logo of the other Party or of any Funder in any publicity, advertising, or news release without prior written consent from the owner of that name or logo.

(b) **Assignment.** None of the rights or obligations of Awardee under this Agreement or with respect to the Subaward may be assigned or delegated by Awardee in whole or in part without the prior written consent of Ecostudies. Except to the extent set forth (if any) in the approved scope of work and the Budget, Awardee may not subcontract or subaward any portion of the work which is being funded with Subaward Funds, in whole or in part, without the prior written consent of Ecostudies. If subcontracting/subawarding is permitted, Awardee shall consult with the Ecostudies Administrative Contact listed above to determine which provisions of this Agreement must be included in the subcontract/subaward, and the proper method of their inclusion.

(c) **Termination.** If at any time the Prime Award is terminated, the Subaward shall also be terminated automatically as of the termination date. Additionally, Ecostudies shall have the right to terminate this Agreement and cancel the Subaward by giving written notice to Awardee of Ecostudies’ election to do so (a “**Termination Notice**”) no less than 30 calendar days prior to the termination date. In addition, if in the judgment of Ecostudies, Awardee defaults in performance of any of its obligations under this Agreement, whether for circumstances within or beyond the control of Awardee, Ecostudies may immediately terminate this Agreement and cancel the Subaward by written notice to Awardee. Upon delivery of a Termination Notice by Ecostudies, Awardee shall take all necessary action to cancel outstanding commitments relating to the work which was to be paid from Subaward Funds. In the event of termination prior to the originally agreed upon expiration of the Subaward Term, Ecostudies shall pay any obligations which were reasonably incurred by Awardee prior to the delivery of the Termination Notice and which are proper to pay from Subaward Funds, to the extent that the obligations involved cannot reasonably be canceled or mitigated.

(d) **No Agency.** No legal partnership or agency is established by this Agreement or the Subaward. Neither Party is authorized or empowered to act as an agent, employee or representative of the other, nor transact business or incur obligations in the name of the other Party or for the account of the other Party, and neither Party shall be bound by any acts, representations, or conduct of the other Party.

(e) Due Diligence. Ecostudies may request copies of documents to ensure that Awardee meets the criteria of a non-profit or other organization entitled to receive Subaward Funds, and that Awardee meets appropriate standards of capacity, competence, and financial accountability. These documents may include (but are not limited to) the following (as applicable to Awardee): a certificate of good standing, a list of the names of all of its board members and principal officers, copies of Awardee's bylaws and articles of incorporation. Awardee agrees to notify Ecostudies immediately of any change in Awardee's corporate or tax status or operations, or if any official judicial, legislative, or administrative proceeding is instituted against Awardee that may affect the commitments and obligations agreed herein.

(f) Applicable Law. This Agreement shall be interpreted, construed and governed by the laws of the State of Washington and such laws of the United States as may be applicable. In the event of any litigation over the interpretation or application of any of the terms or provisions of this Agreement, the Parties agree that litigation shall be conducted in the United States District Court for the Western District of Washington that venue in such district shall be proper, and that they are subject or will make themselves subject to personal jurisdiction in that court.

(g) Interpretation. Any and all recitals at the beginning of this Agreement are accurate and shall constitute an integral part of this Agreement, and this Agreement shall be construed in light of those recitals. Any and all exhibits, schedules, and addenda attached to and referred to in this Agreement are hereby incorporated into this Agreement. The headings of the various paragraphs of this Agreement are intended solely for reference purposes, and are not intended for any purpose whatsoever to modify, explain, or place any construction on any of the provisions of this Agreement. In the event of any discrepancy or inconsistency between or among the terms of this Agreement, Prime Award, or any applicable law, the discrepancy or inconsistency shall be resolved by giving precedence to the terms of the following, in the following order, it being understood that the terms of each of the following are incorporated herein as fully as if set out in their entirety herein:

1. The Terms of this Subaward, including, if applicable, subsequent Amendments;
2. The Prime Award, if applicable, subsequent Amendments; and
3. Other attachments to this Subaward.

(h) Agreement. By signing this Agreement, including the attachments hereto which are incorporated for references, the Awardee certifies that it will perform the Statement of Work in accordance with the terms and conditions of this Agreement and the applicable terms of the Federal Award. The Parties further agree that they intend this Agreement to comply with all applicable laws, regulations and requirements. This Agreement may not be modified, amended or otherwise changed in any manner, except by a written amendment executed by all of the parties hereto, or their successors in interest. This Agreement may be executed in multiple counterparts, and each executed counterpart of this Agreement shall be deemed an original for all purposes, despite the fact that not all of the parties are signatories to the same counterpart.

In witness whereof, the undersigned have executed this Agreement as of the date written above.

Ecostudies Institute,

a Washington non-profit organization

By: _____
Name: Gary Slater
Title: Executive Director, Ecostudies Institute

Thurston Conservation District

By: _____
(signature)
Name: _____
Title: _____

List of Attachments

- Attachment A: Prime Award 20-1366

- ❑ Attachment B: Subaward Scope of Work
- ❑ Attachment C: Additional Assurances, Certifications, and Agreement

Thurston Conservation District
Washington Coast Restoration and Resiliency Initiative

BUDGET						
		YR 1	YR 2	YR 3	YR 4	Total
ED	Comp	\$75.16	\$82.68	\$90.94	\$100.04	
	Hours	40	30	30	30	
	Total	\$3,006.40	\$2,480.28	\$2,728.31	\$3,001.14	\$11,216.13
C&E Manager	Comp	\$50.32	\$55.35	\$60.89	\$66.98	
	Hours	274	190	190	190	
	Total	\$13,787.68	\$10,516.88	\$11,568.57	\$12,725.42	\$48,598.55
NR Specialist	Comp		\$59.66	\$65.63	\$72.19	
	Hours		100.00	100.00	100.00	
	Total		\$5,966.40	\$6,563.04	\$7,219.34	\$19,748.78
VCC	Annual Fee	\$1,000	\$1,000	\$1,000	\$1,000	
	Contingency	\$1,000	\$1,000	\$1,000	\$1,000	
	Total	\$2,000	\$2,000	\$2,000	\$2,000	\$8,000
Equipment, Mileage, Supplies & Training		\$5,000	\$2,500	\$2,500	\$2,500	\$12,500
<i>Overhead</i>		\$4,198.52	\$4,740.89	\$5,214.98	\$5,736.48	\$14,953.67
TOTAL		\$27,992.60	\$28,204.45	\$30,574.90	\$33,182.38	\$119,954.33

TASKS (YR 1-4)	
ED	<ul style="list-style-type: none"> 0. Project administration and oversight. 5. Attend annual partner meeting on project progress.
C&E Manager	<ul style="list-style-type: none"> 0. Project administration, reporting and VCC supervision. 3. Assist with planning and participation in an annual Grazing Management Short Course 4. Communication with enrolled landowners about long-term stewardship and protection opportunities 5. Attend annual partner meeting on project progress
NR Specialist	<ul style="list-style-type: none"> 0. Technical training and mentorship of VCC intern. 4. Communication with enrolled landowners about long-term stewardship and protection opportunities
VCC	<ul style="list-style-type: none"> 1. Identify potential landowners that are interested in having their land grazed - (supporting Farmlink Program) 2. Identify potential ranchers that are looking for land to lease for grazing - (supporting Farmlink Program) 3. Assist with planning and participation in an annual Grazing Management Short Course 4. Communication with enrolled landowners about long-term stewardship and protection opportunities 5. Attend annual partner meeting on project progress

BUDGET & TASK DETAIL

ED	Executive Director will be responsible for overall success of the project and deliverables assigned to Thurston Conservation District. This includes oversight of the project and supervision of the Communication and Education Manager. In addition, the Executive Director will attend annual partner meetings to learn and share project progress.
C&E Manager	Communications and Education Manager will be responsible for day-to-day project oversight, project reporting, and immediate supervision of VCC interns supporting the project. In addition to robust and on-going training and mentorship of VCC interns, the C&E Manager will be directly involved in planning and participating in the annual Grazing Management Short Course. The C&E Manager will direct all South Sound FarmLink Program activities and the engagement of landowners about long-term stewardship and land protection options. The C&E Manager will also attend the annual partner meeting to learn and share project progress.
NR Specialist	Natural Resources Specialist will provide technical communication with landowners about long-term stewardship and land protection options. In addition, the NR Specialist will provide technical training and mentorship opportunities to the VCC intern.
VCC	The VCC intern will commit to on-going training and mentorship by TCD staff and partners. The VCC intern will be responsible for assigned tasks to coordinate the South Sound FarmLink Program. In addition, the VCC intern will support the planning and execution of the annual Grazing Management Short Course. The VCC intern will also support landowner communications regarding stewardship and protection opportunities. Finally, the VCC intern will also attend the annual partner meeting to learn and share project progress. The budget anticipates a new VCC contract each year and includes an annual contingency to account for intern turnover. (VCC Annual Fee is \$1,000/intern.)
Equipment, Mileage, Supplies & Training	Equipment - Necessary field and office equipment for new VCC intern position (computer, work station, etc.) Mileage - Mileage associated with project implementation at current state-approved rate. Supplies - Outreach supplies and software licenses required for project implementation. Includes necessary field gear for VCC intern. Training - Training fees or certifications for the VCC intern.

Attachment C

Additional Assurances, Certifications, and Agreements

1. **Non-Discrimination.** To the extent that such laws apply to Awardee, Awardee agrees to abide by U.S. laws with regard to non-discrimination against U.S. citizens or legal residents employed using Subaward Funds on the basis of race, color, religion, gender, sexual orientation, national origin, handicap or age.

2. **Debarment, Suspension, and Other Responsibility Matters.** Awardee certifies to the best of its knowledge and belief that it is not presently and will not be debarred, suspended, or proposed for debarment or declared ineligible for the award of subcontracts, by any U.S. Government agency, in accordance with federal regulations (53 Fed. Reg. 19161-19211) or has been so within the preceding three year period. In that connection, Awardee certifies to the best of its knowledge and belief, that it and its principals:

(a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 1b of this certification; and

(d) have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Where Awardee is unable to certify to any of the statements in this certification, Awardee shall provide to Ecostudies a written explanation prior to signing this Agreement. Awardee further certifies that it will not become debarred, suspended or proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency during the Subaward Term, and that it will not engage or contract for work under this Subaward with any such debarred or ineligible parties.

3. **Compliance with Laws.** Awardee represents, warrants, and agrees that, in connection with the transactions contemplated by this Agreement: (a) Awardee can lawfully work in the United States; (b) Awardee shall obtain, at its own expense (except to the extent otherwise explicitly stated in this Agreement) any permits or licenses required for the work to be done using Subaward Funds; and (c) Awardee shall comply with all statutes, laws, ordinances, rules, regulations, court orders, and other governmental requirements of the United States, the state(s) in which the Project is located or being carried out, and any other jurisdiction(s) in which Awardee is organized or authorized to do business, including but not limited to any applicable anti-bribery statutes, which are applicable to the work being done by Awardee (in each case, an “**Applicable Law**”), and that Awardee shall not take any actions that might cause Ecostudies to be in violation of any of such Applicable Laws.

4. **Lobbying with Federal Funds Certification.** Awardee certifies, to the best of Awardee’s knowledge and belief that:

(a) no U.S. Federal appropriated funds have been paid or will be paid, by Awardee or on behalf of Awardee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any U.S. Federal contract, the making of any U.S. Federal grant, the making of any U.S. Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any U.S. Federal contract, grant, loan, or cooperative agreement; and

(b) if any funds other than U.S. Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or

employee of Congress, or an employee of a Member of Congress in connection the underlying U.S. Federal award, Awardee shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

5. **Other Certifications.** Awardee certifies that Awardee shall not:

(a) attempt to influence legislation or support lobbying within the meaning of Section 501(c)(3) of the U.S. Internal Revenue Code using any of the funds granted by Ecostudies; or

(b) use any portion of the Subaward Funds to participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office, to cause any private benefit to occur, or to take any other action inconsistent with Section 501(c)(3) of the U.S. Internal Revenue Code.

Item

5

Nonpoint Activity Update

Southwest Region
February 2022



Program Updates

Newly Funded Restoration and Acquisition Projects in Washington Coastal Counties!

Ecology has secured nearly \$3.4 million in grants from the [National Coastal Wetlands Conservation Grant Program](#) to fund the protection of 237 acres of critical coastal wetland habitat in Island, Jefferson, and Mason Counties. This program provides up to \$1 million for individual wetland projects and is funded in part by taxes on fuel and equipment purchases made by recreational anglers and boaters. Since 1992 Ecology has helped conserve nearly 15,000 acres of coastal wetlands by securing approximately \$132 million in funding. To read more about wetlands acquisition and restoration projects in Anderson Creek, Discovery Creek, Livingston Bay, and Oakland Bay please see the Ecology blog, located [here](#).

Funding Updates

Below are the anticipated funding offers for SWRO Nonpoint Activity Projects. Please keep in mind that these funding amounts won't be finalized until a new budget is approved by the legislature, which should be done by June 2022. For additional information, please contact Leanne Whitesell, Regional Fund Coordinator at (360) 407-6295 or Leaw461@ecy.wa.gov.

Applicant	Project	Grant Award
Clallam County - Health and Human Services	Enhanced PIC in Clallam County's CWD Matriotti-Bell	\$ 200,468.00
Clark Public Utility District	Schaefer Restoration Project	\$ 249,652.00
Jefferson County Public Health	Chimacum-Port Hadlock Pollution Identification and Correction Project	\$ 305,744.00
Lower Columbia Estuary Partnership	Burnt Bridge Creek Water Quality, Education, and Restoration Project	\$ 103,591.00
Lower Columbia Fish Enhancement Group	South Fork Toutle Lower Brownell Riparian Restoration	\$ 67,848.00
Thurston County - Public Health and Social Services Department	Black Lake Pollution Identification and Correction Project	\$ 250,000.00
Vancouver city of	Burnt Bridge Creek Critical Lands Acquisition	\$ 375,000.00

Recent Environmental Report Tracking System (ERTS) – Nonpoint Complaints

Ecology's Southwest Regional Office receives over 2,500 complaints each year. Typically, only 3-5% of these are related to farms or agricultural activities. Our Nonpoint staff work on a wide variety of different concerns that may cause water pollution. The table below lists the number of complaints our regional Nonpoint staff are actively working on in each county.

County	Number of ERTS	County	Number of ERTS
Clallam	4	Mason	8
Clark	3	Pacific	1
Cowlitz	2	Pierce	5
Grays Harbor	5	Skamania	0
Jefferson	2	Thurston	6
King (WRIA 10)	1	Wahkiakum	0
Lewis	9		

Ecology Nonpoint Staff – Southwest Region

Coastal Watersheds

Heather Patt

Senior Nonpoint Water Quality Specialist
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Puget Sound Watersheds

Anne Baxter

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Casey Vaughn

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 (564) 200-2817 Mobile

To Report Environmental Concerns:

Online: [Statewide Report Form](#)

Email: swroerts@ecy.wa.gov

Phone: 360-407-6300



Item

6



Thurston Conservation District Board of Supervisors

Work Session Topic List & Board Meeting Agenda

March 22nd, 2022 5:30pm-7:30pm

Zoom Meeting Link:

<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1lr3hLQT09>

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:30pm – 6:15pm

1. Topic List Review, *All*
2. Staff Presentation: Overview of Community Requests for TCD Service, *Karin Strelloff (Conservation Program Manager)*
3. Minutes Review & Revision, *All*
 - a. February 22, 2021 Board Work Session & Meeting Minutes
4. Conservation and Education Center Development, *All*
 - a. Discussion re: Report on Stakeholder Engagement
 - b. Prioritization of CEC attributes for property RFP
5. 2022 Legislative Update, *All*
6. Covid-19 Health Update, *Sarah Moorehead (Executive Director)*
7. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30pm – 7:30pm

1. **Welcome, Introductions, Audio Recording Announcement** **6:30 PM**
5 minutes
2. **Agenda Review** **6:35 PM**
5 minutes
3. **Consent Agenda – Action Item** **6:40 PM**
5 minutes
 - A. February 22, 2021 Board Work Session & Meeting Minutes
 - B. March 2022 Financial Report

- 4. Public Comment** **6:45 PM**
 *Three minutes per person *10 minutes*

- 5. Partner Reports (if present)** **6:55 PM**
15 minutes
 - A. Natural Resources Conservation Service (NRCS), *Robin Buckingham*
 - B. Washington State Department of Ecology, *Alena Reynolds*
 - C. Washington State Conservation Commission (WSCC), *Jean Fike*
 - D. Washington Association of Conservation Districts (WACD), *Doug Rushton*
 - E. National Association of Conservation Districts (NACD), *Doug Rushton*

- 6. Governance, All – Action Item** **7:10 PM**
5 minutes
 - A. Report on 2022 TCD Elections
 - B. Review of Conservation and Education Center Priorities
 - C. April 2022 Work Session Topic List & Meeting Agenda Development

- Adjourn** **7:15 PM**

Informational Only Items:

- I. Executive Director’s Report*

Important Dates

March

- 5th Native Plant Festival and Sale Thurston County Fairgrounds
- 8th Ballot Request Deadline – TCD Election
- 15th Election Day
- 21st *TCD Closed – President’s Day*
- 22nd Board Work Session & Meeting 5:30-7:30pm Virtual (Zoom)

April - TBA



Executive Director's Report

Sarah Moorehead (*Executive Director*)

February 22nd, 2022

Priority Initiative Updates

2022 Annual Native Plant Sale & Festival!

Date: March 5th, 2022

Time: 10:00 am – 3:00 pm

Location: Thurston County Fairgrounds (3054 Carpenter Rd SE, Lacey, WA 98503)

Join us for a fun day of hands on activities, educational demo booths, local food, live music, and affordable native plants! We'll be in the Petersen Barn and Food Court area of the fairgrounds – follow signs and look for helpful folks in orange vests!

2022 plant sale pre-orders closed. Pre-order customers will be contacted to pick up pre-ordered plants March 3-5, 2022 at the Thurston County Fairgrounds.

View a list of plant species that will be available at our walk-up sale:

<https://store.thurstoncd.com/wp-content/uploads/2022/02/Plant-Species-Info-Sheet-2022-update.pdf>

Sign up to volunteer here:

<https://app.smartsheet.com/b/form/393928703e29406690e35235c8a0580a>

Legislative Meetings & Bills of Interest

Thurston Conservation District has had the pleasure of meeting with many state representatives and senators in our district. There is widespread support for voluntary conservation and the work done by Thurston CD.

Appointments Confirmed

2nd District: Sen. McCune, Rep. Wilcox, Rep. Barkis

20th District: Rep. Abbarno, Rep. Orcutt

22nd District: Sen. Hunt, Rep. Dolan, Rep. Bateman

35th District: none confirmed to date

SHB 1562 (CD Elections) Update: February 15th, 2022 was the cutoff date for legislative bills to make it out of their house of origin. Substitute House Bill 1652 (concerning conservation district elections) made it through the House Committee on State Government & Tribal Relations with a DO PASS recommendation earlier this month but was not approved by the full House of Representatives before the 5 PM cut-off yesterday, February 15th. **WACD members and partners can consider SHB 1652 dead for this session.**

More information on legislative bills of interest can be found here:

<https://hub.wadistricts.org/>

District Operations

January 25th, 2021 Board Meeting Action Items

- 1. The Board and Staff will send a letter of recognition and appreciation to Chris Stearns, thanking him for his service as a TCD Associate Supervisor.**

Completed.

- 2. The Board will discuss use of the TCD Board of Supervisors, Board Meeting Portal for future meetings as the primary method of receiving Meeting packet and work session items at the February 22, 2022 Work Session.**

In progress. Currently on the work session topic list for 2/22 under staff presentation.

March WSCC Tour

TCD will be hosting a virtual tour for the Washington State Conservation Commission during the March 17th, 2022 WSCC meeting. TCD's presentation will bring interactive features, videos and highlight the many accomplishments of our district and community. The presentation is currently scheduled for 11am. You can register to attend here:

<https://www.scc.wa.gov/commission-meetings>

2022 TCD Election

Ballots are currently available for voters to request!

Ballots may be requested to be mailed to your mailing address beginning February 7th through March 8th at 4:30 pm from elections staff at ballotrequest@thurstoncd.com or 360-754-3588 ext.121.

Ballots may be requested in person March 7th -11th between 8am and 4:30 pm from elections staff at the Thurston Conservation District Office (2918 Ferguson St. SW, Suite A, Tumwater, WA 98512).

All ballots must be postmarked by March 15, 2022 (postage provided) OR returned to the ballot drop box outside the Thurston Conservation District Offices (M-F between 8am and 4:30pm by March 15, 2022 at 4:30pm.).

We're Hiring a Restoration Crew Lead!

Thurston Conservation District seeks a dynamic, creative, and critical thinker with interest in leadership and implementing habitat restoration projects, and working with diverse communities, to join our collaborative team in a fast-paced, hands-on and rewarding work environment.

Temporary Project Employee (March 16 – October 31, 2022)

Full Time (40 hours per week)

\$17.22 - 21.98 per hour; Dependent on experience

Priority Application Deadline: March 1, 2022

The full position description and application instructions can be found here:

<https://www.thurstoncd.com/get-involved/career-opportunities/>

Monthly Staff Reports

Reminder – Monthly staff reports can be viewed electronically! The link to view monthly staff reports has been sent via email.