



Thurston Conservation District Board of Supervisors Work Session Topic List & Board Meeting Agenda

October 24, 2023, 5:00 pm -7:50 pm

Zoom Meeting Link:

<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1lrb3hLQT09>

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: Drone Photography at Thurston Conservation District, *Adam Peterson*
3. Area Meeting Update: 2023 WACD Resolutions Report Out, *All*
4. Recap October Legislative Tours, *All*
5. New Office Update, *Sarah Moorehead*
6. Conservation and Education Center (CEC) Development, *All*
7. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:50 pm

- | | |
|---|------------------------------------|
| 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 |
| A. September 26, 2023, Board Work Session & Meeting Minutes | <i>5 minutes</i> |
| B. October 2023 Financial Report | |
| C. Thurston County Voluntary Stewardship Program Cost Share Funding Amendment | |
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | <i>10 minutes</i> |

- | | |
|---|--|
| <p>5. 2023 TCD Community Awards, Sarah Moorehead</p> <p>A. Presentation: Dr. Muhammad Ayub, Land Steward of the Year Award</p> <p>B. Community Award Recipients Recognition</p> | <p>6:55 PM</p> <p><i>5 minutes</i></p> |
| <p>6. Partner Reports (if present)</p> <p>A. Natural Resources Conservation Service (NRCS), <i>TBD</i></p> <p>B. Washington State Department of Ecology (ECY), <i>Travis Casey</i></p> <p>C. Washington State Conservation Commission (WSCC), <i>Jean Fike</i></p> <p>D. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i></p> <p>E. National Association of Conservation Districts (NACD), <i>Doug Rushton</i></p> | |
| <p>7. Governance, All – Action Item</p> <p>A. 2024 Budget Development Discussion</p> <p>B. 2024 TCD Election Update</p> <p>C. November 21st, 2023, Work Session Topic List & Meeting Agenda Development</p> | <p>7:15 PM</p> <p><i>10 minutes</i></p> |
| <p>8. Executive Session: To consider the selection of a site or the acquisition of real estate</p> <p><i>RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.</i></p> | <p>7:25 PM</p> <p><i>20 minutes</i></p> |
| <p>9. Executive Session Report Out – Action Item</p> | <p>7:45 PM</p> <p><i>5 minutes</i></p> |
| <p>Adjourn</p> | <p>7:50 PM</p> |
| <p>Informational Only Items:</p> <p>I. <i>Executive Director’s Report</i></p> | |

Important Dates

November 2023

TCD Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom)	November 21
Thanksgiving, TCD Office Closed	November 23
Native American Heritage Day, TCD Office Closed	November 24
WACD Annual Conference & Board Meeting, Wenatchee, WA	November 27-29
WSCC Meeting, Wenatchee, WA	November 30

December 2023

TCD Board Work Session & Meeting 5:30 - 7:30 pm In-person and Virtual (Zoom)	December 12
Christmas, TCD Office Closed	December 25
WACD Board Meeting, 6:00pm - 8:30 pm	December 29

January 2024

New Years Day, TCD Office Closed	January 1
Martin Luther King Day, TCD Office Closed	January 15
WSCC Meeting, Whatcom CD (virtual tour), Lacey location	January 18
TCD Board Work Session & Meeting 5:00 - 7:30 pm In-person and Virtual (Zoom)	January 23

Item

3



Thurston Conservation District Consent Agenda Decision Sheet October 24, 2023 Board Meeting

-
- A. September 26, 2023 Board Meeting and Work Session Minutes
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- B. October 2023 Financial Report
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- C. Thurston County Voluntary Stewardship Program Cost Share Funding Amendment
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON
October 24, 2023, AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Helen Wheatley, Board Vice-Chair

David Iyall, Board Auditor

Doug Rushton, Board Member

Betsie DeWreede, Board Member

Attest: Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Work Session Minutes

September 26, 2023

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 5:00 pm – 6:00 pm

Actual Meeting Time: 5:00 pm – 6:00 pm



Present at Work Session:

TJ Johnson, TCD Board Chair

Helen Wheatley, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

Betsie DeWreede, TCD Board Supervisor

Ben Cushman, TCD Legal Counsel

Sarah Moorehead, TCD Executive Director

Sam Nadell, TCD Staff

- 1 **1.** Topic List Review, *All*
- 2 **2.** Staff Presentation: Teens in Thurston Program Update, *Sam Nadell*
- 3 **3.** New Office Update, *Sarah Moorehead*
- 4 **4.** Conservation and Education Center (CEC), *Sarah Moorehead*
- 5 **5.** Other Area 2023 WACD Resolutions, *All*
- 6 **6.** Year-End Board Business Schedule, *All*
- 7 **7.** Important Updates & Announcements
- 8 a. Board of Supervisors, *All*
- 9 b. Executive Director, *Sarah Moorehead (Executive Director)*

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

September 26, 2023

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 pm – 7:30 pm

Actual Meeting Time: 6:30 pm – 7:10 pm



Present at Meeting:

TJ Johnson, TCD Board Chair

Helen Wheatley, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

Betsie DeWreede, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Ben Cushman, TCD Legal Counsel

Travis Casey, Department of Ecology (DOE)

Emily Davis, Department of Ecology (DOE)

Molly Paige, Department of Ecology (DOE)

Summary of Action Items

- 1 • None.

Summary of Motions Passed

- 2
- 3 *Supervisor Wheatley moved to approve the amended Agenda. Supervisor DeWreede*
- 4 *seconded. Motion passed unanimously, (4-0).*
- 5 *Supervisor Rushton moved to approve the amended Consent Agenda. Supervisor DeWreede*
- 6 *seconded. Motion passed unanimously, (4-0).*
- 7 *Supervisor DeWreede moved to adjourn the September 26, 2023 TCD Board Meeting.*
- 8 *Supervisor Wheatley seconded. Motion passed unanimously, (4-0).*

Full Version of the Minutes

9 Welcome & Introductions

10 At 6:30 pm, TCD Board Chair TJ Johnson called the September 26, 2023 Regular Board Meeting

11 to order in person from the TCD office. TCD Board, Staff, and Legal Counsel were introduced by

12 the Board Chair. For each vote, TCD Board Chair Johnson called out Supervisors by name. He

13 announced that the meeting was being video recorded. TCD Supervisors Wheatley and

14 DeWreede attended the meeting virtually. Supervisors Rushton and Johnson and Executive

15 Director Moorehead attended the meeting in person at the TCD office. Supervisor Iyall was not

16 in attendance and was excused.

17 Agenda Review

18 The WSCC Addendum: Thurston Forest Health & Community Wildfire Resiliency Program was

19 added to the Consent Agenda.

20 *Supervisor Wheatly moved to approve the amended Agenda. Supervisor DeWreede seconded.*

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

22 **Consent Agenda**

- 23 A. August 22, 2023, Board Work Session & Meeting Minutes
24 B. September 2023 Financial Report
25 C. FY23-25 Livestock Funding Addendum
26 D. 09-2023 Items to Surplus
27 E. WSCC Addendum: Thurston Forest Health & Community Wildfire Resiliency Program

28 ***Supervisor Rushton moved to approve the amended Consent Agenda. Supervisor DeWreede***
29 ***seconded. Motion passed unanimously, (4-0).***

30 **Public Comment**

31 No public members were present.

32 **Partner Reports**

- 33 A. Natural Resources Conservation Service (NRCS) Update, TBD
34 • NRCS has not yet hired the new local field office staff member. A written report
35 was provided in the board packet.
36 B. Department of Ecology (DOE) Update, Travis Casey
37 • Mr. Casey provided an update.
38 • Mr. Casey shared that Hanna Coe is the new nonpoint acting supervisor and
39 introduced Emily Davis and Molly Paige as new nonpoint members working in
40 Thurston County.
41 C. Washington State Conservation Commission (WSCC) Update, TCD Supervisor Rushton
42 • Supervisor Rushton provided an update.
43 • Supervisor Rushton shared that there will likely be leftover funds from the
44 Riparian Grant Program that will be distributed to the Districts.
45 • Sarah Groth will be WSCC's interim director until the WSCC director is hired.
46 D. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor and
47 WACD Board Member Rushton
48 • Supervisor Rushton provided an update.
49 • The WACD SW Area meeting will be held on October 16. TCD's WACD resolutions
50 will be presented at that meeting.
51 E. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD
52 Board Member Rushton.
53 • Supervisor Rushton provided an update.
54 • The NACD 2024 Annual meeting will be held in San Diego, CA February 10 – 14,
55 2024.

56 **Governance**

- 57 A. October 24, 2023 Work Session Topic List & Meeting Agenda Development

58 **Work Session**

- 59 • Topic List Review, *All*
- 60 • Staff Presentation: TBD
- 61 • Conservation & Education Center (CEC) Development, *All*
- 62 • New Office Update, *Sarah Moorehead*
- 63 • SW Area Meeting Update: 2023 WACD Resolutions Report Out, *Sarah Moorehead*
- 64 • Recap October Legislative Tours, *All*
- 65 • Important Updates & Announcements
- 66 ○ Board of Supervisors, *All*
- 67 ○ Executive Director, *Sarah Moorehead*

68 **Board Meeting Agenda**

- 69 • Welcome, Introductions, Audio Recording Announcement
- 70 • Agenda Review
- 71 • Consent Agenda
- 72 ○ September 26, 2023 Board Work Session & Meeting Minutes
- 73 ○ October 2023 Financial Report
- 74 • Public Comment
- 75 • Partner Reports (if present)
- 76 ○ Natural Resources Conservation Service
- 77 ○ Washington State Department of Ecology
- 78 ○ Washington State Conservation Commission
- 79 ○ Washington Association of Conservation Districts
- 80 ○ National Association of Conservation Districts
- 81 • Governance, *All*
- 82 ○ 2024 Budget Development
- 83 ○ November 21, 2023 Work Session Topic List & Meeting Agenda Development

84 **Executive Session: To consider the selection of a site or the acquisition of real estate**

85 *RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease*
86 *or purchase when public knowledge regarding such consideration would cause a likelihood of*
87 *increased price.*

88 The Executive Session opened at 6:49 pm to last no more than 20 minutes and concluded at
89 7:09 pm. In attendance: TCD Board Members Johnson, Rushton, DeWreede and Wheatley; TCD
90 Legal Counsel Ben Cushman; and Executive Director Moorehead.

91 **Executive Session Report Out**

92 The board provided instructions to Executive Director Moorehead to work with TCD's counsel
93 to draft a Letter of Intent and to begin negotiations on a parcel of property in Thurston County
94 for TCD's facilities.

95 ***Supervisor DeWreede moved to adjourn the September 2023 TCD Board Meeting. Supervisor***
96 ***Wheatley seconded. Motion passed unanimously, (4-0).***

97 **Adjourn 7:10 pm**

Respectfully,

TJ Johnson, TCD Chair

Thurston Conservation District

October 2023 Financial Notes



Year to Date (YTD) & September Profit & Loss (P&L)

1. The District is unexpectedly reporting a positive YTD net income for this time of year. This is due to the extra income we typically report at the end of quarters – including a \$242,000 payment for NACD.
2. You'll see that the No-Till Drill is onboard, and in September TCD earned its first rental income from it.
3. TCD earned \$10,103 from this year's fall Bulb and Seed sale.

Profit & Loss Previous Year Comparison

4. Despite lots of problems with the poultry processing equipment, rents are still 31% higher than this time last year.
5. This year, TCD started its internship programs up again in earnest (557% expense increase) including hiring an Americorp intern with South Sound Green.

Unrestricted Budget vs Actual

6. The restoration crew has worked on several Partner Fee for Service (row 13) projects this year, bringing in an unanticipated income of \$9,417 for the District.
7. The Conservation and Education Center Feasibility Study (row 38) is complete. The consultants came in on budget. The \$3,410 over-budget amount is due to unanticipated staff time.
8. The Audit & Accounting budget (row 52) has already gone over budget. The District added a new user to its QuickBooks subscription (accounting software) to help with accounts payable.

11:55 AM

10/20/23

Accrual Basis

Thurston Conservation District

Profit & Loss

January through September 2023

	Jan - Sep 23
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	5,311.28
3451120 · Nutrient Spreader Rentals	763.22
3451121 · No-Till Drill Rentals	265.33
3451130 · Poultry Equipment & Tool Rentals	1,651.63
3451140 · Plant Sales	26,479.43
3451150 · Partner Fee for Service	20,869.49
Total 3451100 · Soil/Water Conservation Service	55,340.38
Total 3400000 · Charges for Goods and Services	55,340.38
3300000 · Grant Revenues	2,842,947.14
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	334,294.44
3670000 · Nongovernmental Contributions	1,100.00
3610000 · Interest and Other Earnings	191.35
3620000 · Rents and Leases	670.95
Total 3600000 · Miscellaneous Revenues	336,256.74
Total Income	3,234,544.26
Gross Profit	3,234,544.26
Expense	
Equipment Allocation	0.00
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	1,286,047.72
5314000 · Intern Stipends	13,740.00
5314101 · Legal Fees & Services	26,003.25
5314102 · Audit & Accounting	6,954.89
5314103 · Computer Services	18,138.49
5314100 · Professional Services	494,640.84
5314400 · Advertising	1,363.92
5314203 · Printing Services	10,283.96
5314104 · Janitorial Services	6,000.00
5314501 · Office Rent	39,312.00
5314700 · Utilities	5,425.15
5314503 · Equipment Leases	3,013.37
5314504 · Vehicle Leases	4,624.45
5314200 · Communications	10,680.17
5313102 · Photocopier Usage	773.48
5354800 · Repairs & Maintenance	9,315.15
5314505 · Software Licenses	10,877.03
5313101 · Office Supplies	3,430.34
5314202 · Postage & Shipping	2,714.12
5314902 · Organizational Dues	5,729.89
5314307 · Licenses and Permits	978.50
5314117 · Soil Testing	3,249.51
5313401 · Plants for Resale	38,273.88
Project Expenses	47,695.21
5314310 · Board Meeting Snacks	472.66
5314302 · Staff - Conference & Training	6,392.28
5314306 · Board - Conference & Training	33.00
5314300 · Staff - Travel	17,618.91
5314119 · Cultural Resources	41,153.40
5314108 · Construction & Restoration Work	499,778.13
5314109 · Cost Share	255,825.70
5314110 · Bank Fees & Interest Charges	650.21
5314600 · Liability Insurance Premiums	23,166.93
66300 · Sales Tax Adjustments	118.02
66900 · Reconciliation Discrepancies	0.01
5945360 · Capital Outlays	
5945368 · Rental Equipment	58,429.11
5945367 · Restoration Equipment	75,281.37
5945363 · Equipment & Office Furniture	2,770.58
5945364 · Computer Hardware	10,593.18
5945366 · Vehicle Purchases	82,339.01
Total 5945360 · Capital Outlays	229,413.25
Total Expense	3,123,887.82
Net Ordinary Income	110,656.44
Net Income	110,656.44

12:41 PM

10/20/23

Accrual Basis

Thurston Conservation District

Profit & Loss

September 2023

	Sep 23
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	754.54
3451120 · Nutrient Spreader Rentals	131.08
3451121 · No-Till Drill Rentals	265.33
3451130 · Poultry Equipment & Tool Rentals	600.28
3451140 · Plant Sales	4,180.59
3451150 · Partner Fee for Service	0.00
Total 3451100 · Soil/Water Conservation Service	5,931.82
Total 3400000 · Charges for Goods and Services	5,931.82
3300000 · Grant Revenues	562,102.31
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	6,448.82
3610000 · Interest and Other Earnings	7.34
3620000 · Rents and Leases	131.88
Total 3600000 · Miscellaneous Revenues	6,588.04
Total Income	574,622.17
Gross Profit	574,622.17
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	153,196.75
5314000 · Intern Stipends	10,800.00
5314102 · Audit & Accounting	252.86
5314103 · Computer Services	3,144.00
5314100 · Professional Services	44,009.24
5314400 · Advertising	55.00
5314104 · Janitorial Services	750.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	290.57
5314503 · Equipment Leases	367.33
5314504 · Vehicle Leases	741.50
5314200 · Communications	1,290.29
5313102 · Photocopier Usage	19.38
5354800 · Repairs & Maintenance	716.27
5314505 · Software Licenses	466.28
5313101 · Office Supplies	49.21
5314202 · Postage & Shipping	156.02
5314902 · Organizational Dues	286.00
5314117 · Soil Testing	261.34
Project Expenses	3,069.45
5314310 · Board Meeting Snacks	99.48
5314302 · Staff - Conference & Training	406.52
5314306 · Board - Conference & Training	33.00
5314300 · Staff - Travel	1,973.00
5314108 · Construction & Restoration Work	165,525.08
5314600 · Liability Insurance Premiums	2,726.25
5945360 · Capital Outlays	
5945364 · Computer Hardware	1,277.79
Total 5945360 · Capital Outlays	1,277.79
Total Expense	396,330.61
Net Ordinary Income	178,291.56
Net Income	178,291.56

Thurston Conservation District
Profit & Loss Prev Year Comparison
January through September 2023

	Jan - Sep 23	Jan - Sep 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
3400000 - Charges for Goods and Services				
3451100 - Soil/Water Conservation Service				
3451110 - Soil Testing	5,311.28	5,440.21	-128.93	-2.4%
3451120 - Nutrient Spreader Rentals	763.22	543.35	219.87	40.5%
3451121 - No-Till Drill Rentals	265.33	0.00	265.33	100.0%
3451130 - Poultry Equipment & Tool Rentals	1,651.63	1,260.84	390.79	31.0%
3451140 - Plant Sales	26,479.43	23,100.52	3,378.91	14.6%
3451150 - Partner Fee for Service	20,869.49	11,054.39	9,815.10	88.8%
Total 3451100 - Soil/Water Conservation Service	55,340.38	41,399.31	13,941.07	33.7%
Total 3400000 - Charges for Goods and Services	55,340.38	41,399.31	13,941.07	33.7%
3300000 - Grant Revenues	2,842,947.14	1,232,676.12	1,610,271.02	130.6%
3600000 - Miscellaneous Revenues				
3699100 - Miscellaneous Other	0.00	1,731.51	-1,731.51	-100.0%
3685000 - Special Assessments - Service	334,294.44	332,110.30	2,184.14	0.7%
3670000 - Nongovernmental Contributions	1,100.00	26,550.56	-25,450.56	-95.9%
3610000 - Interest and Other Earnings	191.35	154.21	37.14	24.1%
3620000 - Rents and Leases	670.95	671.98	-1.03	-0.2%
Total 3600000 - Miscellaneous Revenues	336,256.74	361,218.56	-24,961.82	-6.9%
Total Income	3,234,544.26	1,635,293.99	1,599,250.27	97.8%
Gross Profit	3,234,544.26	1,635,293.99	1,599,250.27	97.8%
Expense				
Equipment Allocation	0.00	0.00	0.00	0.0%
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 - Salaries & Benefits	1,286,047.72	1,007,898.60	278,149.12	27.6%
5314000 - Intern Stipends	13,740.00	2,090.79	11,649.21	557.2%
5314101 - Legal Fees & Services	26,003.25	16,000.00	10,003.25	62.5%
5314102 - Audit & Accounting	6,954.89	11,381.12	-4,426.23	-38.9%
5314103 - Computer Services	18,138.49	18,410.51	-272.02	-1.5%
5314100 - Professional Services	494,640.84	68,427.03	426,213.81	622.9%
5314400 - Advertising	1,363.92	3,317.47	-1,953.55	-58.9%
5314203 - Printing Services	10,283.96	1,789.63	8,494.33	474.6%
5314104 - Janitorial Services	6,000.00	5,782.50	217.50	3.8%
5314501 - Office Rent	39,312.00	39,312.00	0.00	0.0%
5314700 - Utilities	5,425.15	4,877.90	547.25	11.2%
5314503 - Equipment Leases	3,013.37	10,374.26	-7,360.89	-71.0%
5314504 - Vehicle Leases	4,624.45	4,296.40	328.05	7.6%
5314200 - Communications	10,680.17	9,096.00	1,584.17	17.4%
5313102 - Photocopier Usage	773.48	313.58	459.90	146.7%
5354800 - Repairs & Maintenance	9,315.15	6,510.68	2,804.47	43.1%
5314505 - Software Licenses	10,877.03	8,135.97	2,741.06	33.7%
5313101 - Office Supplies	3,430.34	2,891.97	538.37	18.6%
5314202 - Postage & Shipping	2,714.12	1,187.31	1,526.81	128.6%
5314902 - Organizational Dues	5,729.89	5,080.60	649.29	12.8%
5314307 - Licenses and Permits	978.50	0.00	978.50	100.0%
5314117 - Soil Testing	3,249.51	3,209.64	39.87	1.2%
5313401 - Plants for Resale	38,273.88	26,500.15	11,773.73	44.4%
Project Expenses	47,695.21	27,181.32	20,513.89	75.5%
5314310 - Board Meeting Snacks	472.66	0.00	472.66	100.0%
5314302 - Staff - Conference & Training	6,392.28	8,355.45	-1,963.17	-23.5%
5314306 - Board - Conference & Training	33.00	0.00	33.00	100.0%
5314300 - Staff - Travel	17,618.91	7,133.37	10,485.54	147.0%
5314119 - Cultural Resources	41,153.40	5,959.00	35,194.40	590.6%
5314108 - Construction & Restoration Work	499,778.13	218,267.69	281,510.44	129.0%
5314109 - Cost Share	255,825.70	67,223.58	188,602.12	280.6%
5314110 - Bank Fees & Interest Charges	650.21	661.03	-10.82	-1.6%
5314600 - Liability Insurance Premiums	23,166.93	19,181.26	3,985.67	20.8%
66300 - Sales Tax Adjustments	118.02	56.34	61.68	109.5%
66900 - Reconciliation Discrepancies	0.01	0.00	0.01	100.0%
5945360 - Capital Outlays				
5945368 - Rental Equipment	58,429.11	4,501.57	53,927.54	1,198.0%
5945367 - Restoration Equipment	75,281.37	2,832.35	72,449.02	2,557.9%
5945363 - Equipment & Office Furniture	2,770.58	6,437.21	-3,666.63	-57.0%
5945364 - Computer Hardware	10,593.18	6,404.74	4,188.44	65.4%
5945365 - Machinery and Tools	0.00	442.64	-442.64	-100.0%
5945366 - Vehicle Purchases	82,339.01	49,539.00	32,800.01	66.2%
Total 5945360 - Capital Outlays	229,413.25	70,157.51	159,255.74	227.0%
Total Expense	3,123,887.82	1,681,060.66	1,442,827.16	85.8%
Net Ordinary Income	110,656.44	-45,766.67	156,423.11	341.8%
Net Income	110,656.44	-45,766.67	156,423.11	341.8%

Thurston Conservation District

Balance Sheet

As of September 30, 2023

	Sep 30, 23
ASSETS	
Current Assets	
Checking/Savings	
3088010 · Checking-103 Beneficial	424,557.69
3081001 · Checking-7444 Timberland	300,128.93
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reserve	200.18
3088022 · Saving-129 Beneficial CEC	200.18
3082002 · Saving-6568 Reserve Fund	2.88
3082003 · Saving-2410 Education Center	1.30
Total 3088020 · Savings Accounts	404.54
3088030 · Counter Cash	100.00
3088040 · PayPal Account	1,313.05
3088050 · WooCommerce Account	81.55
Total Checking/Savings	726,585.76
Accounts Receivable	419,121.35
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	30,456.75
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	34,291.75
3091000 · 309.10.00 Inventory Asset	2,884.35
3092000 · 309.20.00 Cash on Hand	-6,844.90
Total Other Current Assets	30,331.20
Total Current Assets	1,176,038.31
TOTAL ASSETS	1,176,038.31
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	205,884.86
Credit Cards	4,938.17
Other Current Liabilities	
3861100 · Sales Tax Payable	2,914.34
3861000 · Payroll Liabilities	128,957.68
Total Other Current Liabilities	131,872.02
Total Current Liabilities	342,695.05
Total Liabilities	342,695.05
Equity	833,343.26
TOTAL LIABILITIES & EQUITY	1,176,038.31

2023 Unrestricted Budget vs Actual



September 75%

	Account Name	2023 Mid-Year Revised Budget	2023 Actual	\$ Over Budget	% of Budget
1	<input checked="" type="checkbox"/> Income	1,030,703	710,822	-319,881	68.96%
2	<input checked="" type="checkbox"/> Retail Sales	62,628	44,706	-17,922	71.38%
3	<input checked="" type="checkbox"/> Food Production and Consumption	1,600	1,652	52	103.23%
4	Poultry Equipment & Tool Rentals	1,600	1,652	52	103.23%
5	<input checked="" type="checkbox"/> Soil Conservation and Health	8,900	6,340	-2,560	71.23%
6	Soil Testing	8,000	5,311	-2,689	66.39%
7	Nutrient Spreader Rentals	900	763	-137	84.80%
8	No-Till Drill Rentals	0	265.33	265.33	N/A
9	<input checked="" type="checkbox"/> Community Outreach and Education	49,546	26,479	-23,067	53.44%
10	Plant Sales	49,546	26,479	-23,067	53.44%
11	TCD Swag Shop	0	0	0	N/A
12	<input checked="" type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	1,607	9,417	7,810	586.02%
13	Partner Fee for Service - Restoration Crew	1,607	9,417	7,810	586.02%
14	<input checked="" type="checkbox"/> Other Income	975	817	-158	83.84%
15	Contributions Private	0	0	0	N/A
16	Rental Income	800	671	-129	83.87%
17	Interest Income	175	147	-28	83.72%
18	Miscellaneous Income	0	0	0	N/A
19	<input checked="" type="checkbox"/> Grant Revenue	148,935	147,319	-1,616	98.91%
21	Rates and Charges	559,611	334,294	-225,317	59.74%
22	<input checked="" type="checkbox"/> Overhead	259,529	184,503	-75,026	71.09%
23	Overhead Allocation	242,133	170,965	-71,168	70.61%
24	Vehicle Allocation	17,396	13,538	-3,858	77.82%
25	Cash Surplus / 2022 Carry Overs	59,011	0	-59,011	0.00%
26	<input checked="" type="checkbox"/> Program Allocation	440,435	371,550	-68,885	84.36%
27	<input checked="" type="checkbox"/> Local Food Production and Consumption	20,606	18,830	-1,776	91.38%
28	Poultry Equipment Rentals	20,606	18,830	-1,776	91.38%
29	<input checked="" type="checkbox"/> Producer Support & Preservation and Expansion of Working Lands	3,935	1,374	-2,562	34.90%
30	Working Lands Preservation Initiative	3,935	1,374	-2,562	34.90%
31	<input checked="" type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	1,446	1,810	364	125.18%
32	Restoration Crew & Equipment	1,446	1,810	364	125.18%
33	<input checked="" type="checkbox"/> Soil Conservation and Health	44,921	32,020	-12,900	71.28%
34	Soil Health Testing	34,500	22,092	-12,408	64.03%
35	Nutrient Spreader Rentals	10,421	7,981	-2,439	76.59%
36	No-Till Drill Rentals	0	1947.33	1947.33	N/A
37	<input checked="" type="checkbox"/> Community Outreach and Engagement	216,603	186,071	-30,532	85.90%
38	Conservation & Education Center	79,045	82,455	3,410	104.31%
39	District Communications	68,750	43,559	-25,191	63.36%
40	Plant Sale	57,805	50,421	-7,384	87.23%

	Account Name	2023 Mid-Year Revised Budget	2023 Actual	\$ Over Budget	% of Budget
41	Elections	11,003	9,635	-1,367	87.57%
42	<input type="checkbox"/> Adult and Youth Conservation Education	54,800	48,559	-6,241	88.61%
43	South Sound Green	46,300	40,059	-6,241	86.52%
44	Teens in Thurston Volunteer Program	5,000	5,000	0	100.00%
45	Envirothon	3,500	3,500	0	100.00%
46	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	98,125	82,888	-15,237	84.47%
47	Conservation TA	98,125	82,888	-15,237	84.47%
48	<input type="checkbox"/> Expense	592,978	429,931	-163,047	72.50%
49	Administrative Salaries & Benefits	294,000	231,772	-62,228	78.83%
50	<input type="checkbox"/> Professional Services	74,143	50,641	-23,502	68.30%
51	Legal Services	34,000	26,003	-7,997	76.48%
52	Audit & Accounting	6,500	6,605	105	101.61%
53	Computer Services	30,643	18,034	-12,610	58.85%
54	Professional Services	3,000	0	-3,000	0.00%
55	<input type="checkbox"/> Facility, Vehicles and Maintenance	154,335	103,430	-50,906	67.02%
56	Janitorial Services	7,800	6,000	-1,800	76.92%
57	Office Rent	50,000	36,972	-13,028	73.94%
58	Utilities	7,300	5,355	-1,945	73.36%
59	Equipment Leases	3,600	2,708	-892	75.23%
60	Vehicle Leases	5,775	4,624	-1,151	80.08%
61	5966604 · Vehicle Purchase	20,000	20,000	0	100.00%
62	Office Move	23,000	0	-23,000	0.00%
63	Communications	12,710	10,223	-2,487	80.43%
64	Photocopier Usage	1,100	773	-327	70.32%
65	Repairs & Maintenance	3,300	2,563	-737	77.68%
66	Computer Hardware Purchases	4,500	4,529	29	100.65%
67	Computer Software	12,250	9,281	-2,969	75.76%
68	Equipment & Office Furniture	3,000	400	-2,600	13.34%
69	<input type="checkbox"/> Supplies	10,750	8,065	-2,685	75.02%
70	Office Supplies	4,450	2,942	-1,508	66.12%
71	Postage & Shipping	300	59	-241	19.66%
72	Organizational Dues & Licenses	6,000	5,064	-936	84.40%
73	<input type="checkbox"/> Conferences, Training and Travel	24,600	12,252	-12,348	49.80%
74	Staff Conference & Training Fees	9,000	2,506	-6,494	27.85%
75	Board Conference and Training Fees	2,500	506	-1,994	20.23%
76	Staff Travel	11,600	9,240	-2,360	79.65%
77	Board Travel	1,500	0	-1,500	0.00%
78	<input type="checkbox"/> Insurance and Banking	35,150	23,771	-11,379	67.63%
79	Bank Fees & Interest Charges	650	604	-46	92.92%
80	Liability Insurance Premiums	34,500	23,167	-11,333	67.15%
81	Late Fees & Penalties	0	0	0	N/A
82	<input type="checkbox"/> Savings	56,300	0	-56,300	0.00%
83	Reserve Fund	37,500	0	-37,500	0.00%
84	Conservation Education Center Savings Plan	18,800	0	-18,800	0.00%
85	Net Income (Surplus or Deficit)	0	-90,659	-90,659	N/A

2023 Restricted Budgets vs Actuals



As of September 30, 2023

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2023 Budget	2023 Actual	2023 Remaining Budget	% of Total Time	% of Total Budget Spent
1	RCO											
2	ASRP Riverbend Phase 2	R050	20-1908	03/28/22	06/30/27	7,674,839	7,004,017	655,070	584,729	70,341	28.74%	8.74%
3	SRFB Cozy Valley	R060	21-1089C	09/23/21	06/01/24	132,778	63,145	93,563	37,388	56,175	75.08%	52.44%
4	ESRP Zangle Cove	R070	20-1517R	07/01/21	12/31/23	110,072	49,992	105,927	55,935	49,992	89.93%	54.58%
5	Oregon Spotted Frog (OSF) Outreach	R080		01/01/23	01/01/25	32,550	24,729	25,100	7,821	17,279	37.30%	24.03%
6	ESRP Lower Eld Bulkhead Removal	R090		07/01/23	07/01/26	125,200	124,836	10,700	364	10,336	8.39%	0.29%
7	Federal											
8	Frogs on Farm Cost Share	US80		08/15/20	08/15/25	93,135	71,504	21,340	13,546	7,794	62.51%	23.23%
9	USFWS Restoring South Sound Prairies	US90		07/01/22	07/01/27	60,000	19,319	3,589	3,618	-29	25.01%	67.80%
10	Zangle Cove PMEP	US100		09/30/22	09/30/24	40,000	0	40,000	40,000	0	50.00%	100.00%
11	DOE											
12	Deschutes	E100	WQC-2018-ThurCD-00174	07/01/19	04/30/23	218,752	71,855	85,990	14,135	71,855	Closed	67.15%
13	WSCC											
14	Skookumchuck Planting	W030	20-13-ER	04/01/20	12/31/24	744,780	221,800	98,135	14,389	83,746	73.62%	70.22%
15	FY21-23 Livestock	W025	22-13-LT	07/01/21	06/30/23	20,000	4	6,013	6,009	4	Closed	99.98%
16	FY23-25 Livestock	W025	24-13-LT	07/01/23	06/30/25	20,000	18,858	5,000	1,142	3,858	12.59%	5.71%
17	FY22-23 Wildfire Ready Neighbors (WRN)	W040	23-13-WRN	01/20/23	06/30/23	42,804	11,610	42,804	31,194	11,610	Closed	72.88%
18	FY21-23 Chehalis Flood Plain	W050	22-13-FL	09/01/21	06/30/23	128,333	7	42,300	42,294	7	Closed	99.99%
19	FY23-25 Chehalis Flood Plain	W050	TBD	TBD	06/30/25	TBD	N/A	TBD	7,485	N/A	N/A	N/A
20	FY21-23 CREP	W070	22-13-CE	07/01/21	06/30/23	88,870	26,792	78,060	51,268	26,792	Closed	69.85%
21	FY23-24 CREP	W070	24-13-CE	07/01/23	06/30/24	71,274	59,490	71,274	11,785	59,490	25.14%	16.53%
22	FY21-23 NRI Cost Share	W080	22-13-NR	07/01/21	06/30/23	99,927	52,403	92,581	40,178	52,403	Closed	47.56%
23	FY23-25 NRI Cost Share	W080	24-13-NR	08/21/23	06/30/25	81,222	77,618	31,875	3,604	28,271	0.00%	4.44%
24	FY22-23 Engineering	W100	23-13-PE	07/27/22	06/30/23	132,000	0	73,103	73,103	0	Closed	100.00%
25	FY23-24 Engineering	W100	TBD	TBD	TBD	82,500	N/A	TBD	0	N/A	N/A	N/A
26	Meyer Salmon Recovery	W111	23-13-SRF	07/01/22	06/30/23	60,000	15,900	55,831	39,931	15,900	Closed	73.50%
27	Riparian Outreach, Assessment, and Restoration (ROAR) Project	W112	23-13-SRF	07/01/22	06/30/23	65,000	6,416	52,446	46,029	6,416	Closed	90.13%
28	Riparian Restoration (RRIP)	W113	23-13-SRF	07/01/22	06/30/23	410,000	6,575,987.	311,622	245,862	65,760	Closed	83.96%
29	Lower McLane Riparian Plantings	W114	23-13-SRF	12/09/22	06/30/23	22,550	1,003,825.	21,334	11,296	10,038	Closed	55.48%

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2023 Budget	2023 Actual	2023 Remaining Budget	% of Total Time	% of Total Budget Spent
30	Large Wood Acquisition	W115	23-13-SRF	03/21/23	06/30/23	6,250	97	6,250	6,153	97	Closed	98.45%
31	FY22-23 Sustainable Farms and Fields	W120	23-13-SFF	12/16/22	06/30/23	103,348	4,823	103,348	98,525	4,823	Closed	95.33%
32	FY23-24 Sustainable Farms and Fields	W120	24-13-SFF	08/17/23	06/30/24	52,798	49,638	18,254	3,160	15,094	14.11%	5.99%
33	Forest Health and Community Wildfire Resiliency	W130	24-13-FH	09/22/23	06/30/25	471,000	471,000	TBD	0	N/A	1.39%	0.00%
34	FY21-23 Chehalis Lead	W150	22-13-RIT	10/01/21	06/30/23	72,000	21,677	41,539	19,862	21,677	Closed	69.89%
35	FY23-25 Chehalis Lead	W150	TBD	TBD	06/30/25	TBD	N/A	TBD	0	N/A	N/A	N/A
36	Thurston County											
37	FY21-23 VSP	TC400		07/01/21	06/30/23	150,000	1,583	43,610	42,027	1,583	Closed	98.94%
38	FY21-23 VSP Cost Share	TC450		10/11/22	06/30/23	254,414	20,803	245,513	224,710	20,803	Closed	91.82%
39	FY23-25 VSP	TC400		07/01/23	06/30/25	220,000	177,470	56,994	42,530	14,463	12.59%	19.33%
40	FY23-25 VSP Cost Share	TC450		08/08/23	06/30/25	359,531	351,296	17,979	8,235	9,744	0.00%	2.29%
41	Miscellaneous											
42	ESRP Shore Friendly Phase 2	M035		07/01/21	06/30/23	340,458	65,547	147,921	82,374	65,547	Closed	80.75%
43	ESRP Shore Friendly Phase 3	M035		07/01/23	06/30/25	TBD	N/A	TBD	39,887	N/A	12.59%	N/A
44	Orca Recovery Day	M060		07/01/19	until spent	7,090	0	775	775	0	N/A	100.00%
45	Bonneville ORD	M064		01/01/23	until spent	600	0	600	600	0	N/A	100.00%
46	City of Olympia Urban Ag	M065		01/01/23	12/31/23	129,500	90,039	129,500	39,461	90,039	74.79%	30.47%
47	Western SARE - Grassland Grazing	M070	WSARE-R2GR	09/01/21	12/31/23	20,273	0	12,105	12,105	0	89.20%	100.00%
48	Sentinel Landscape Program (SLP)	M075		10/01/21	06/30/28	970,000	435,657	813,105	262,468	550,637	29.61%	55.09%
49	One Tree Planted	M085		09/03/21	until spent	33,076	30,087	30,087	0	30,087	N/A	9.04%
50	WCRRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/25	111,954	71,521	37,110	21,254	15,856	49.96%	36.12%
51	WFC Meyer Phase 2	M100		01/01/23	09/01/25	106,546	93,557	N/A	12,989	N/A	28.00%	12.19%
52	Pierce County Shellfish NTA	M600		07/01/23	09/30/23	40,000	7	40,000	39,993	7	Closed	99.98%
53	South Sound GREEN											
54	FY23 Interlocal	G019-SS		01/01/23	12/31/23	51,200	8,592	51,200	42,608	8,592	74.79%	83.22%
55	2023 ESD 113 Climate Education	G019.104		05/16/23	until spent	6,000	0	6,000	6,000	0	Closed	100.00%
56	NOAA B-WET	G019.106		01/01/22	07/31/23	12,881	0	8,483	8,483	0	Closed	100.00%
57	NFWF Five Star	G019.108		09/01/23	06/30/24	12,375	12,359	5,000	16	4,984	0.00%	0.13%
58	RCO Outdoor Learning	G019.109		10/01/22	06/30/23	77,625	1	69,321	69,320	1	Closed	100.00%
59	OSD Outdoor Learning	G019.103		01/01/23	06/30/23	2,800	5	2,800	2,795	5	Closed	99.83%
60	Dawkins 2022	G019.28		01/01/22	until spent	25,000	751	13,350	12,598	751	N/A	96.99%
61	Dawkins 2023	G019.28		01/01/23	until spent	20,000	20,000	6,000	0	6,000	N/A	0.00%
62	Embrace the Stream	G019.30		08/01/22	07/31/23	5,035	1,051	5,035	3,984	1,051	Closed	79.13%

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2023 Budget	2023 Actual	2023 Remaining Budget	% of Total Time	% of Total Budget Spent
63	TCC	TCC		01/01/18	until spent	9,853	0	174	174	0	N/A	100.00%
64	Teens in Thurston Volunteer Program									0		
65	Nisqually TNT 2022	G019.60		01/19/22	until spent	4,000	884	1,975	1,091	884	N/A	77.89%
66	Nisqually TNT 2023	T070		01/06/23	until spent	5,375	5,375	5,375	0	5,375	N/A	0.00%
67	Envirothon Program									0		
68	2022 Nisqually Indian Tribe Envirothon	T040		01/01/22	until spent	5,000	0	274	274	0	Closed	100.00%
69	2023 Chehalis Tribe Envirothon	T040		01/23/23	until spent	5,000	951	5,000	4,049	951	N/A	80.98%
70	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	500	500	0	500	N/A	0.00%
71	PARTNERS									0		
72	South Puget Sound Salmon Enhancement Group	P100		01/12/23	06/30/23	6,000	3,001	6,000	2,999	3,001	Closed	49.98%
73	OlyEcosystems	P400		05/02/23	09/01/23	16,500	9,788	16,500	6,712	9,788	Closed	40.68%
74	Wild Fish Conservancy (WFC)	P500		08/14/23	08/24/23	8,900	6,381	8,900	2,519	6,381	Closed	28.30%

Thurston Conservation District
Payment Report
September 2023

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	11619	09/01/2023	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	22.60
Credit Card Charge	11621	09/01/2023	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	42.45
Credit Card Charge	11598	09/05/2023	Boston Harbor Marina	UNRESTRICTED:A010 - Administrative Expenses	5314302 · Staff - Conference & Training	340.52
Check	EFT	09/05/2023	Regence - Health Care		5531021 · Medical Benefits	17,366.13
Credit Card Charge	11604	09/06/2023	Tenino Market Fresh	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	29.18
Credit Card Charge	11601	09/07/2023	Amazon	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	35.21
Credit Card Charge	11605	09/07/2023	Auto Zone	RCO:R050 - FY 22-27 ASRP Riverbend	5354803 · Vehicle Maintenance	61.30
Credit Card Charge	11600	09/07/2023	Home Depot	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	104.94
Liability Check		09/07/2023	QuickBooks Payroll Service		Payroll	40,649.08
Credit Card Charge	1251402614	09/07/2023	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	205.86
Credit Card Charge	11603	09/07/2023	Wal Mart	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314107 · Project Supplies	10.08
Credit Card Charge	11607	09/08/2023	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5945364 · Computer Hardware	218.98
Credit Card Charge	11609	09/08/2023	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5945364 · Computer Hardware	166.40
Credit Card Charge	11617	09/08/2023	Safeway	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314901 · Meeting & Event	14.53
Credit Card Charge	11595	09/08/2023	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	28.65
Check	EFT	09/08/2023	Wells Fargo		Wells Fargo	10,827.39
Credit Card Charge	3270575	09/09/2023	Right Networks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	23.00
Credit Card Charge	11624	09/09/2023	Starbucks	MISC:M095 - WCRRI Prairie Habitat Enhancement	5314901 · Meeting & Event	43.24
Credit Card Charge	11592	09/09/2023	US Postal Service	UNRESTRICTED:A010 - Administrative Expenses	5314202 · Postage & Shipping	17.94
Bill Pmt -Check	21943	09/11/2023	All City Cleaning Services	UNRESTRICTED:A010 - Administrative Expenses	5314104 · Janitorial Services	600.00
Bill Pmt -Check	21944	09/11/2023	Brumfield Construction, Inc	Various	5314108 · Construction & Restoration Work	88,847.39
Bill Pmt -Check	21945	09/11/2023	Christina Wagner	Various	5314304 · Mileage	48.47
Bill Pmt -Check	EFT	09/11/2023	Comcast	UNRESTRICTED:A010 - Administrative Expenses	5314204 · Internet Services	187.08
Bill Pmt -Check	21946	09/11/2023	Community Farmland Trust	TCD Programs:T099 - Food Processing and Tools Rentals	5314501 · Office Rent	260.00
Credit Card Charge	11614	09/11/2023	Conservation Job Board	RCO:R050 - FY 22-27 ASRP Riverbend	5314400 · Advertising	55.00
Check	EFT	09/11/2023	Delta Dental		5531022 · Dental Benefits	1,618.40
Bill Pmt -Check	21947	09/11/2023	Enduris	UNRESTRICTED:A010 - Administrative Expenses	5314600 · Liability Insurance Premiums	966.00
Bill Pmt -Check	21948	09/11/2023	H2 Pre-Cast Inc	RCO:R050 - FY 22-27 ASRP Riverbend	5314108 · Construction & Restoration Work	140,379.01
Liability Check	EFT	09/11/2023	Internal Revenue Service		Federal Income Tax Payable & FICA Payable	13,179.96
Bill Pmt -Check	21949	09/11/2023	Mountain Mist	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	34.99
Bill Pmt -Check	21951	09/11/2023	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity & 5314703 · Gas	389.26
Bill Pmt -Check	21952	09/11/2023	Salix Solutions	RCO:R060 - SRFB Cozy Valley	5314108 · Construction & Restoration Work	10,748.55
Bill Pmt -Check	21953	09/11/2023	Susan Shelton	Various	5314300 · Staff - Travel	345.59

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	21954	09/11/2023	Sydney Flemister	Various	5314108 · Construction & Restoration Work	1,200.00
Bill Pmt -Check	21955	09/11/2023	Taylor Sherrow	Various	5314108 · Construction & Restoration Work	100.00
Bill Pmt -Check	21956	09/11/2023	Thurston County Central Services	UNRESTRICTED:A010 - Administrative Expenses	5314501 · Office Rent	4,108.00
Check	EFT	09/11/2023	TPSC Benefits		5531021 · Medical Benefits	886.79
Bill Pmt -Check	21957	09/11/2023	USAble.Life		5531026 · Life Insurance	91.32
Bill Pmt -Check	21959	09/11/2023	WA St Dept of Licensing	TCD Programs:T080 - Conservation TA	5945366 · Vehicle Purchases	720.75
Liability Check	EFT	09/11/2023	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	18,216.84
Liability Check	21942	09/11/2023	WSCCE - Council 2		3861008 · Union Dues	886.54
Credit Card Charge	11628	09/12/2023	Cheveron	UNRESTRICTED:A010 - Administrative Expenses	5354804 · Restoration Equipment	16.11
Credit Card Charge	11630	09/12/2023	Cheveron	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	11.61
Credit Card Charge	11620	09/12/2023	Lenovo	GREEN:G019-SS GREEN Interlocal (Quarterly)	5945364 · Computer Hardware	892.41
Credit Card Charge	11629	09/12/2023	Tenino Market Fresh	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	20.53
Credit Card Charge	11623	09/13/2023	Artwood NW	TCD Programs:T030 - District Communications	5314901 · Meeting & Event	492.00
Credit Card Charge	11631	09/13/2023	Cheveron	UNRESTRICTED:A010 - Administrative Expenses	5354804 · Restoration Equipment	20.00
Credit Card Charge	11626	09/13/2023	Harbor Freight	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	14.22
Credit Card Charge	11625	09/13/2023	SPSCC	MISC:M065 - City of Olympia Urban Ag	5314502 · Site Rental	773.50
Credit Card Charge	5388970	09/14/2023	Buzzsprout	TCD Programs:T030 - District Communications	5374001 · Web Hosting and Maintenance	12.00
Credit Card Charge	11632	09/14/2023	Cheveron	UNRESTRICTED:A010 - Administrative Expenses	5354804 · Restoration Equipment	28.52
Credit Card Charge	11638	09/14/2023	Goodwill	TCD Programs:T030 - District Communications	5314107 · Project Supplies	85.75
Credit Card Charge	11633	09/14/2023	Safeway	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314107 · Project Supplies	21.89
Credit Card Charge	11588	09/14/2023	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	22.19
Credit Card Charge	11639	09/15/2023	City of Tenino	Thurston County:TC400 - VSP:TC400.2 - Education and Outreach	5314901 · Meeting & Event	362.55
Credit Card Charge	11641	09/18/2023	Home Depot	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	15.24
Credit Card Charge	11642	09/18/2023	Home Depot	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	21.87
Credit Card Charge	11636	09/18/2023	Safeway	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	83.30
Credit Card Charge	11655	09/19/2023	Acorn Naturalists	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314107 · Project Supplies	281.16
Credit Card Charge	11622	09/19/2023	Amazon	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314107 · Project Supplies	124.77
Credit Card Charge	11640	09/19/2023	Cheveron	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	23.21
Credit Card Charge	E0300P4XVP	09/19/2023	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	179.22
Credit Card Charge	E0300P4YWE	09/19/2023	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	129.37
Credit Card Charge	E0300P4YWF	09/19/2023	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	49.28
Check	EFT	09/19/2023	TPSC Benefits		5531021 · Medical Benefits	94.50
Credit Card Charge	11643	09/20/2023	Federal Express	UNRESTRICTED:A010 - Administrative Expenses	5314203 · Printing Services	19.38
Credit Card Charge	11646	09/20/2023	Trader Joes	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314901 · Meeting & Event	15.15
Liability Check		09/22/2023	QuickBooks Payroll Service		Payroll	42,308.59
Credit Card Charge	11645	09/22/2023	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	22.19
Credit Card Charge	P1-88100917	09/23/2023	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	174.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	11650	09/25/2023	US Foods Chef's Store	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314901 · Meeting & Event	106.86
Bill Pmt -Check	22131	09/26/2023	All City Cleaning Services	UNRESTRICTED:A010 - Administrative Expenses	5314104 · Janitorial Services	750.00
Bill Pmt -Check	22132	09/26/2023	Blue Coast Engineering	RCO:R070 - Zangle Cove	5314100 · Professional Services	4,119.24
Bill Pmt -Check	22133	09/26/2023	Chehalis Farm Store	USFWS:US90 Restoring South Sound Prairies	5314108 · Construction & Restoration Work	355.36
Bill Pmt -Check	22134	09/26/2023	Goebel Septic Tank Service, Inc	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314503 · Equipment Leases	120.00
Bill Pmt -Check	21960	09/26/2023	Kiana Sinner_V	MISC:M095 - WCRRI Prairie Habitat Enhancement	5314300 · Staff - Travel	57.82
Bill Pmt -Check	21961	09/26/2023	Lewis County Conservation District	UNRESTRICTED:A010 - Administrative Expenses	Board & Staff Conference & Training	99.00
Credit Card Charge	11651	09/26/2023	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	108.41
Bill Pmt -Check	22135	09/26/2023	Midwest Labs	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	261.34
Bill Pmt -Check	EFT	09/26/2023	Pacific Disposal		5314702 · Garbage Service	62.08
Credit Card Charge	11546	09/26/2023	Panera	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	99.48
Credit Card Charge	11653	09/26/2023	Pape Machinery	TCD Programs:T096 - Soil Health Equipment Rentals	5354802 · Rental Equipment	63.50
Bill Pmt -Check	21962	09/26/2023	Patrick Oelchlager	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314304 · Mileage	24.89
Bill Pmt -Check	22136	09/26/2023	Petrocard	UNRESTRICTED:A120 - Vehicles	5313201 · Vehicle Fuel	472.59
Check	22145	09/26/2023	RCO		3471120 · R070 Zangle Cove Advances	8,902.31
Bill Pmt -Check	EFT	09/26/2023	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	247.33
Bill Pmt -Check	22137	09/26/2023	Sydney Flemister	RCO:R050 - FY 22-27 ASRP Riverbend	5314108 · Construction & Restoration Work	1,200.00
Bill Pmt -Check	22138	09/26/2023	Taylor Sherrow	Various	5314108 · Construction & Restoration Work	100.00
Credit Card Charge	11652	09/26/2023	Trader Joes	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314901 · Meeting & Event	3.99
Bill Pmt -Check	22139	09/26/2023	Verizon	UNRESTRICTED:A010 - Administrative Expenses	5314201 · Telephone	1,091.21
Bill Pmt -Check	22140	09/26/2023	VSP - Vision Care		5531021 · Medical Benefits	186.29
Bill Pmt -Check	22141	09/26/2023	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	741.50
Bill Pmt -Check	22142	09/26/2023	WA St Dept of Employment Security	Various	5314000 · Intern Stipends	10,800.00
Bill Pmt -Check	22143	09/26/2023	WA St University Energy Program	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	3,144.00
Bill Pmt -Check	21963	09/26/2023	White, Nora	Various	5314304 · Mileage	83.85
Credit Card Charge	11649	09/26/2023	Wild West Homebrew	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314901 · Meeting & Event	45.54
Liability Check	EFT	09/27/2023	Internal Revenue Service		Federal Income Tax Payable & FICA Payable	13,581.64
Credit Card Charge	11667	09/27/2023	JoAnn	TCD Programs:T030 - District Communications	5314901 · Meeting & Event	65.95
Credit Card Charge	11654	09/27/2023	U-Haul	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	483.34
Liability Check	EFT	09/27/2023	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	765.00
Credit Card Charge	11656	09/28/2023	Amazon	TCD Programs:T030 - District Communications	5314901 · Meeting & Event	44.20
Credit Card Charge	11657	09/28/2023	Amazon	TCD Programs:T030 - District Communications	5314901 · Meeting & Event	99.18
Credit Card Charge	11668	09/29/2023	ASCE	WSCC:W100 - FY23-24 Engineering	5314902 · Organizational Dues	286.00
Credit Card Charge	11666	09/29/2023	Harbor Freight	GREEN:TCC:G019.28 Dawkins	5354803 · Vehicle Maintenance	22.97
Credit Card Charge	11665	09/29/2023	Safeway	TCD Programs:T070 -Teens in Thurston Volunteer Program	5314901 · Meeting & Event	30.55
Credit Card Charge	11675	09/30/2023	Farrelli's Pizza	TCD Programs:T070 -Teens in Thurston Volunteer Program	5314901 · Meeting & Event	207.30



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: VSP Thurston County Interlocal-Agreement Amendment	
Lead Staff: Marguerite Abplanalp	Board Meeting Date: 10/24/23
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
\$78,281.25 for TA to VSP capital funded projects and an additional \$7,500 to support more monitoring and reporting.	
Pros: Provides adequate technical support to our five VSP cost share recipients. The increase of monitoring funds will support our specific GIS assistance to VSP.	Cons: None
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
Not sure	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Adopt the ILA amendment with the cost share funds, and increased monitoring funds.	
Legal Review:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
Interlocal Agreement Amendment No.1	



INTERLOCAL AGREEMENT

AMENDMENT NO. 1

THURSTON COUNTY GOVERNMENT/THURSTON CONSERVATION DISTRICT

THIS CONTRACT AMENDMENT is entered into in duplicate originals between the THURSTON CONSERVATION DISTRICT, (hereinafter DISTRICT) and THURSTON COUNTY, a municipal corporation, through its Department of Community Planning and Economic Development Department, (hereinafter COUNTY), (hereinafter collectively referred to as the PARTIES or individually PARTY).

Contract amendments are allowed under Section 11 of the original agreement with a written amendment signed by both parties and attached to the original contract.

In consideration of the mutual benefits and covenants contained herein, the parties agree to an Agreement Amendment to Thurston County Interlocal Agreement No. 08-23 executed on August 29, 2023, as follows:

1. Section 4. COMPENSATION

a. For the services performed hereunder, the CONTRACTOR shall be paid based upon mutually agreed rates contained in Exhibit B, which is attached hereto and incorporated herein by reference. This amendment adds \$398,906.25 to the maximum amount payable to accommodate an additional \$7,500.00 for monitoring support and \$391,406.25 for cost-share projects, which are eligible to incur expenses as of September 18, 2023. This increases the total compensation amount to \$618,906.25.

2. Section 9. CONTRACT REPRESENTATIVE

Each party to this agreement shall have a contract representative, each party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

a. For DISTRICT:

NAME:	Sarah Moorehead
TITLE:	Executive Director
MAIL ADDRESS:	2918 Ferguson ST SW, STE A
CITY, STATE ZIP:	Tumwater, WA 98512
PHONE:	360-754-3588
EMAIL:	smoorehead@thurstoncd.com

b. For COUNTY:

NAME:	Ashley Arai
TITLE:	Community Planning Manager
MAIL ADDRESS:	3000 Pacific Ave. SE

CITY, STATE ZIP: Olympia, WA 98501
PHONE: 360-280-9298
EMAIL: Ashley.arai@co.thurston.wa.us

3. Except as expressly provided in this Agreement Amendment, all other terms and conditions of the original Contract remain in full force and effect.

4. Appendix A, referenced in Section 3 Scope of Work, is hereby amended as shown in Exhibits A to this Agreement Amendment.

5. Appendix B, referenced in Section 4. Compensation subsection a is hereby amended as shown in Exhibit B to this Agreement Amendment.

This _____ day of _____, 2023.

Thurston Conservation District

Thurston County, Washington

By: _____

Title: Joshua Cummings, Director
Community Planning and Economic
Development

Title: _____

Signature: _____

Signature: _____

Date _____

Date _____

Approved as to Form by the Prosecuting Attorney's Office
Reviewed 05/05/13

SCOPE OF SERVICES AMENDMENT

The project scope referenced in the scope of work is hereby amended to reflect the Agreement Amendment.

EXHIBIT A

INTERLOCAL AGREEMENT

THURSTON COUNTY/THURSTON CONSERVATION DISTRICT

SCOPE OF WORK

The services to be performed by the DISTRICT under this agreement. The primary goal of the scope of work under RCW36.70A715 (1)(b) is to assist the County and VSP Work Group in the implementation of the approved VSP Work Plan. Scope of work tasks are set forth as follows:

Task 1: Meetings and Communication

- a. The DISTRICT will provide quarterly progress updates to the COUNTY, on a form to be provided by the COUNTY, summarizing project progress and identifies, if any, issues to meeting deliverables in this scope of work.
- b. The DISTRICT will provide updates on scope of work tasks for VSP Work Group meetings and staff will attend as feasible.
- c. The DISTRICT will attend key meetings hosted by the COMMISSION on VSP-related matters.

Deliverables:

- 1. Quarterly progress updates.
- 2. Updates for VSP Work Group Meetings and attendance as feasible and appropriate.
- 3. Attendance and participation in key VSP Meetings hosted by the COMMISSION.

Task 2: Education and Outreach

- a. The DISTRICT will create a VSP education and outreach plan with input from the COUNTY and VSP Work Group, that includes the following elements:
 - i. Set of updated outreach materials that may include, but not be limited to a general VSP pamphlet and Conservation Practice worksheets
 - ii. Schedule of events and communication channels being used for general VSP outreach to landowners
 - iii. Targeted outreach to landowners in watersheds of concern.

b. The DISTRICT will maintain an on-line Individual Stewardship Plan (ISP) Checklist tool for qualifying landowners to complete and submit.

c. The DISTRICT will track and report education and outreach event information including number of events attended, number of attendees per event, and outreach materials used.

Deliverables:

1. Annual education and outreach plan to be reviewed and approved by the COUNTY and VSP Work Group during the first quarter of each year.
2. Web-based Individual Stewardship Plan checklist tool
3. Annual summary of outreach and education activities will be reported each year.

Task 3: Technical Assistance

a. The DISTRICT will facilitate Individual Stewardship Plan (ISP) checklist completion for agricultural operators/producers with intersection of critical areas and agricultural activity.

b. The DISTRICT will provide technical assistance with conservation practices to agricultural producers and operators in the respective watersheds. This may include but is not limited to site visits, access to technical resources, and support for DISTRICT equipment rental program participants

c. The DISTRICT will develop watershed-specific participation goals for agricultural operators that will meet protection or enhancement benchmarks of the VSP Work Plan.

d. The DISTRICT will identify potential incentive programs that can support goals of VSP enrolled landowners.

Deliverables:

1. Annual participation goals for agricultural operators, broken down by watershed.
2. Quarterly report summarizing technical assistance provided.

Task 4: Monitoring and Reporting

a. The DISTRICT will store, track, and collate ISP information by watershed, acres enrolled, and BMPs recommended and/or implemented.

b. The DISTRICT will track number of VSP enrolled landowners by watershed who participate in additional incentive programs known to the DISTRICT. Provide a description of the type and size of project, name of program, and acreage enrolled.

c. The DISTRICT will provide the above data to the COUNTY as needed to support completion of the 2-Year Monitoring Report due in August 2023 and the 5-Year Monitoring Report due in July 2024.

d. The DISTRICT will review and provide input to the COUNTY on the VSP Monitoring Plan that is due July 2024.

e. The DISTRICT will provide GIS mapping and data analysis support, as needed, for the 5-Year VSP Monitoring Report that is due July 2024.

Deliverables:

1. Quarterly ISP monitoring metrics
2. Program data (described above) as needed to inform the 2-yr and 5-yr VSP Monitoring Reports
3. Input on VSP Monitoring Plan
4. GIS Maps and Data Analysis (as agreed upon by both PARTIES)

Task 5: Cost Share Projects

a. Complete projects as described in Table 1. Invoices shall separate out project costs for each project, as listed in Table 1, from other eligible incurred costs related to other tasks. Cost-share projects shall not exceed the budget amount shown in Table 1.

b. Follow cost-share policies and procedures established by the COMMISSION, including the submission of 'after' pictures, completion date, and implementation measures for each practice funded.

c. Close out report that provides a summary of practices implemented, including a description of VSP work plan goals and benchmarks the project has met.

Deliverables:

1. Close out report.

Table 1: Cost Share and Technical Assistance Projects

Outcome	Program	Project Type	Description	Budget Amount	Match
3.0	41000	VSTA	Mohammed Ayub TA NB	\$12,500.00	\$0
3.0	41000	VSCS	Mohammed Ayub cost share NB	\$50,000.00	\$0
4.0	41000	VSTA	Sarah George TA NB	\$15,687.50	\$0
4.0	41000	VSCS	Sarah George cost share NB	\$62,750.00	\$0
5.0	41000	VSTA	Todd Meyer TA NB	\$24,487.50	\$0
5.0	41000	VSCS	Todd Meyer cost share NB	\$97,950.00	\$0
6.0	41000	VSTA	Wendy Clark TA NB	\$3,293.75	\$0
6.0	41000	VSCS	Wendy Clark cost share NB	\$13,175.00	\$0
7.0	41000	VSTA	Anamarie Seidel TA NB	\$15,937.50	\$0
7.0	41000	VSCS	Anamarie Seidel cost share NB	\$63,750.00	\$0
8.0	41000	VSTA	Wendy Clark TA 2NB	\$6,375.00	\$0
8.0	41000	VSCS	Wendy Clark cost share 2NB	\$25,500.00	\$0
Total				\$391,406.25	

COMPENSATION AMENDMENT

Compensation is hereby amended to reflect the Agreement Amendment:

EXHIBIT B

INTERLOCAL AGREEMENT

THURSTON COUNTY/THURSTON CONSERVATION DISTRICT

COMPENSATION

1. The DISTRICT's compensation under this Agreement, which is described in Section 4 of the Agreement (COMPENSATION), is set forth as follows:

COUNTY shall pay DISTRICT the amounts described below and shall reimburse DISTRICT for the reasonable costs and expenses directly incurred by DISTRICT in performing DISTRICT tasks outlined in ATTACHMENT A – SCOPE OF WORK. COUNTY shall reimburse DISTRICT for all costs and expenses not to exceed the total COMPENSATION. If DISTRICT costs for individual tasks are below estimates, funds may be shifted to other tasks as agreed to in writing by COUNTY and DISTRICT. The estimated hours and budget below are for guidance purposes; exceeding individual line items is not intended to and is not a breach of ATTACHMENT A – SCOPE OF WORK. However, DISTRICT will notify COUNTY if the budget for the task will be exceeded. The exception is Cost Share projects which shall not exceed the budget identified. The total COUNTY COMPENSATION to DISTRICT, including cost and expense reimbursements, shall not exceed \$618,906.25.

Task	FY 2023	FY 2024	FY 2025	Total Budget
Contract Administration	\$1,125.00	\$2,250.00	\$1,125.00	\$4,500.00
Education and Outreach	\$8,250.00	\$16,500.00	\$8,250.00	\$33,000.00
Technical Assistance	\$31,750.00	\$63,000.00	\$31,750.00	\$126,500.00
Monitoring and Reporting	\$3,000.00	\$12,000.00	\$3,000.00	\$18,000.00
<i>Subtotal</i>	<i>\$44,125.00</i>	<i>\$93,750.00</i>	<i>\$44,125.00</i>	<i>\$182,000.00</i>
Overhead/Indirect (25%)	\$11,031.25	\$23,437.50	\$11,031.25	\$45,000.00
Cost Share Projects	\$97,851.50	\$195,703.00	\$97,851.75	\$391,406.25
Total Budget	\$153,007.75	\$312,890.50	\$153,008.00	\$618,906.25

Item

7



Thurston Conservation District Board of Supervisors Work Session Topic List & Board Meeting Agenda

November 21, 2023, 5:00 pm -7:50 pm

Zoom Meeting Link:

<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1lrb3hLQT09>

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: Shore Friendly Thurston Program Update, *Karin Strelloff*
3. Conservation and Education Center (CEC) Development, *All*
4. New Office Update, *Sarah Moorehead*
5. 2024 Budget Development, *All*
6. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:50 pm

- | | |
|--|-----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Consent Agenda – <i>Action Item</i> <ol style="list-style-type: none">A. October 24, 2023, Board Work Session & Meeting MinutesB. November 2023 Financial Report | 6:40 PM
5 minutes |
| 4. Public Comment
*Three minutes per person | 6:45 PM
10 minutes |
| 5. Partner Reports (<i>if present</i>) <ol style="list-style-type: none">A. Natural Resources Conservation Service (NRCS), <i>TBD</i> | 6:55 PM
15 minutes |

- B. Washington State Department of Ecology (ECY), *Travis Casey*
- 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. TCD Resolution #2023-06:** **7:10 PM**
Establishing the 2024 Election Date, Time, Location and Method, *All* – Action Item *5 minutes*
- 7. Governance, *All* – Action Item** **7:15 PM**
 A. 2024 Budget Development Discussion *10 minutes*
 B. December 12th, 2023, Work Session Topic List & Meeting Agenda Development
- 8. Executive Session: To consider the selection of a site or the acquisition of real estate** **7:25 PM**
RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. *20 minutes*
- 9. Executive Session Report Out – Action Item** **7:45 PM**
5 minutes
- Adjourn** **7:50 PM**

Informational Only Items:

- I. Executive Director's Report*

Important Dates

November 2023

Thanksgiving, TCD Office Closed	November 23
Native American Heritage Day, TCD Office Closed	November 24
WACD Annual Conference & Board Meeting, Wenatchee, WA	November 27-29
WSCC Meeting, Wenatchee, WA	November 30

December 2023

TCD Board Work Session & Meeting 5:30 - 7:30 pm In-person and Virtual (Zoom)	December 12
Christmas Day, TCD Office Closed	December 25
WACD Board Meeting, 6:00 pm - 8:30 pm	December 29

January 2024

New Year's Day, TCD Office Closed	January 1
Martin Luther King Day, TCD Office Closed	January 15

WSCC Meeting, Whatcom CD (virtual tour), Lacey location	January 18
TCD Board Work Session & Meeting 5:00 - 7:30 pm In-person and Virtual (Zoom)	January 23

MEMO

To: TCD Board of Supervisors

From: Susan Shelton, TCD Election Supervisor

Date: October 24, 2023

Subject: 2024 Elections



In this packet, I've included 1) a proposed 2024 Elections Resolution and 2) a proposed 2024 Election Timeline based on that resolution. I want to highlight a few things in particular:

- 1) The Board will vote on the Election Resolution at the November Board meeting.
- 2) We propose the third Thursday of March, which is March 19th, as the 2024 election date:
 - This date gives us plenty of time to organize the election and is close to the election date we've used for the past few years - offering consistency to voters.
 - March 2024 will be WA State's second *Conservation Month*. To celebrate Conservation Month, the Washington State Conservation Commission (WSCC) plans a media blitz, including radio and television promotion, beginning in January 2024.
- 3) This year (May 2024) Helen Wheatley's elected term expires.
- 4) This year (May 2024) Doug Rushton's appointed term expires.
- 5) The Notice of the Adopted Election Resolution (NAER) will include notice of both the elected and appointed vacancies and must be published twice, at least six days between each publishing, no later than seven days after the Board meeting at which the Election Resolution is adopted.
- 6) For the draft resolution, I have highlighted in yellow the specific dates that need to be selected; and I've highlighted in green the mechanisms for conducting the election that need to be selected. I have highlighted in blue the decision to appoint me as the Election Supervisor. I have based the information included and the format of the resolution on the WSCC's example elections resolution.
- 7) As with the past few years, we propose a mail-in-only election. This method is the way that the majority of voters have voted in the past, ensures the safety of poll workers and voters, and increases access for disenfranchised voters who may find access to a poll site difficult. As in 2023, an in-person voting option will be made accessible during the last week of the voting period.
- 8) We will shortly reach out to the Thurston County Auditor's office to request their support, including polling officer ballot security training, signature verification, and access to poll books. We will let you know what we hear from them ASAP.
- 9) We are required to have at least 2 polling officers who cannot be TCD staff, interns, or Board Supervisors. We will hire one temporary part-time polling officer, who will process ballot fulfillment, and volunteers, who will help on Fridays with signature verification and ballot processing. We will advertise the position through the Auditor's office so their seasonal employees know of the opportunity. We will keep you posted about our search for polling officers.

10) Staff proposes that I (Susan Shelton) serve as the Election Supervisor for the 2024 Election. Nora and the outreach team will continue to support the election process by creating outreach materials and distributing them for candidate recruitment, polling officer recruitment, and voter education.

11) I'd like to remind you about some of the WACs that govern elections:

- If the incumbent is the only candidate who files paperwork the CD must still hold an election.
- Write-in candidates who receive the majority of votes may serve as supervisors if they file candidate paperwork with the election supervisor within 28 days after the election and are found to be eligible to serve.



Thurston Conservation District RESOLUTION

Resolution #2023-06
Subject: 2024 District Election

A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, ESTABLISHING THE 2024 ELECTION DATE, TIME, LOCATION, AND METHOD

WHEREAS, the Board of Supervisors of the Thurston Conservation District ("District") operates under the laws of the State of Washington applicable to conservation districts; and,

WHEREAS, the District is governed by a five-member board, as set out in RCW Chapter 89.08 and WAC Section 135-110,

It is RESOLVED that a **mail-in election** for an open position on the District Board of Supervisors will be held on **Tuesday, March 19, 2024**.

The elected position whose term is expiring in May 2024 is currently held by Helen Wheatley. The appointed position whose term is expiring in May 2024 is currently held by Doug Rushton.

Interested candidates must be registered voters who reside within the boundaries of the District. **Candidates may file their candidacy paperwork beginning November 22, 2023 at 10:00 am. The filing deadline for candidates to file their candidate required information is January 22, 2024 at 4:30 pm.** Interested candidates must file their required candidate information at the Thurston Conservation District Office or by emailing the Election Supervisor a scanned copy of their candidate paperwork to: sshelton@thurstoncd.com.

Eligible voters are registered voters who reside within the boundaries of the District. **The first day that voters may request ballots to be mailed to their mailing address for this election is February 5, 2024 and the last day and time is March 12, 2024 at 4:30 pm by contacting Thurston Conservation District at (360) 754-3588 or ballotrequest@thurstoncd.com. Ballot requests can be made in person March 12 through March 19 during TCD workdays from 8:00am to 4:30pm at the Thurston Conservation District Office. Ballots returned by mail must be postmarked no later than Election Day, March 19, 2024. Ballots returned by other means must be returned no later than 4:30pm on Election Day, March 19, 2024 to the Thurston Conservation District Office.**

The election supervisor will be Susan Shelton, Finance and Administration Manager, Thurston Conservation District. Questions or concerns may be sent to sshelton@thurstoncd.com.

A Conservation District supervisor is a public official who serves without compensation and who sets policy and direction for the conservation district.

The published election procedures can be viewed at the District office and the website at www.thurstoncd.com, or from the Washington State Conservation Commission at www.scc.wa.gov

**ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON
CONSERVATION DISTRICT ON NOVEMBER 21, 2024.**

TJ Johnson, Board Chair

Helen Wheatley, Vice Chair

Betsie DeWreede, Board Member

Doug Rushton, Board Member

David Iyall, Board Member

Attest:

Sarah Moorehead, Executive Director

Proposed 2023 Election Timeline

<i>Date/People</i>	Election Supervisor	Board of Supervisors	Auditor Office	Polling Officers	Candidates	Public
Nov 22, 2023 & Nov 28, 2023	Post notice of adopted resolution in newspaper					
Nov 22, 2023 thru Jan 22, 2024	Advertise candidate filing information				File candidate paperwork with ES	
Nov 22, 2023 thru Jan 26, 2024	Recruit Polling Officers			Submit employment applications		
December 11, 2023	Reach out to Auditor with Election Dates, last year's ILA		Provide a contact person for ballot processing			
January 23, 2024	Verify candidate eligibility and submit candidate information to WSCC via EF1					
January 23, 2024	Order ballots and ballot materials printed					
January 23, 2024			Provide Poll Book			
February 2, 2024	Polling Officer training		Polling Officer training	Polling Officer training		
Feb 5, 2024 thru Mar 18, 2024	Advertise election and ballot requesting procedures					
Feb 5, 2024 thru Mar 12, 2024			Weekly Signature verification	Fullfill Ballot requests by mail Weekly Ballot Processing		Request ballots by phone and email and vote by mail or drop off in ballot box
Mar 12, 2024 thru Mar 15, 2024 & Mar 18, 2024 thru Mar 19, 2024			Weekly Signature verification	Fullfill in person ballot requests and accept in person ballot drop offs Ballot Processing		Request ballots in person and vote by mail or drop off in ballot box
March 19, 2024	Election Day - all ballots must be returned/post-marked	Election Day - all ballots must be returned/post-marked	Weekly Signature verification	Election Day - all ballots must be returned/post-marked	Election Day - all ballots must be returned/post-marked	Election Day - all ballots must be returned/post-marked
Mar 19, 2024 thru Apr 1, 2024			Weekly Signature verification	Tabulate ballots at posted times		
No later than Apr 2, 2024	Submit final paperwork to WSCC via EF2					

Informational Items

October 24, 2023

Priority Initiative Updates

2023 Southwest Area Special Recognition Award!



Executive Director, Sarah Moorhead, won the Washington State Conservation Commission's 2023 Southwest Area Special Recognition Award at the Southwest Area Meeting for her *"exceptional service to Thurston Conservation District and beyond."*

Her award further recognizes: "Your stellar abilities and many accomplishments are known to most people involved with conservation

districts in Washington. You have led your district through difficult times and since then built an exemplary organization thriving under your leadership. ... Yet your gifts as a leader have been evident beyond these considerable successes. When conflict or impasse emerges in our conservation community, one nearly always finds you have been part of the solution. Today's world needs more leaders who have your gifts in this area."

I am overjoyed to be recognized by my colleagues and friends for doing the thing that I love the most: finding common ground and bringing people together. The conservation family is near and dear to my heart, and I am continually honored to be part of it.

Gleaning Community Values for 2024 Outreach Initiatives

TCD's Outreach and Communications team is currently working with communications consultants at KR Creative Solutions on two end-of-the-year projects:

- 1) Conduct research with community members, via a survey, to assess community values in the work we do to develop new, community-aligned messaging and evaluate outreach method effectiveness. This research will be used in the development of important community initiatives in 2024, such as TCD's proposal to renew Rates and Charges Funding and the continuation of our Conservation and Education Center development. We want everyone who might use our programs

and services to see themselves in our work and to communicate about our services in a way that resonates most with the people we serve.

- 2) Audit and map our current website to give recommendations for future enhancement of its functionality and user accessibility. As TCD grows its programs and services, a streamlined, easily navigable website creates better engagement and public access to TCD information.

2023 Harvest Festival

The 2023 Harvest Festival saw around 600 attendees again this year! The event went off without a hitch and showcased a wonderful mix of TCD programs and services, community partner programming and educational workshops, local business food vendors, and the South Union Grange. Cider apple pressing, the Native Bulb and Seed Sale pickup, Community Awards, and our annual Pie Contest were huge hits that made this family-friendly event one that brought together community and inspired conservation.



I am pleased to announce TCD's 2023 Community Awardees:

Producer of the Year – Jesse Ratcliff

His partnership with Thurston Conservation District, through the Voluntary Stewardship Program, serves as a lasting demonstration for our agricultural community and future generations.

Land Steward of the Year – Dr. Muhammad Ayub

For embodying our mission of implementing voluntary stewardship and advocating to our community the importance of natural resources conservation for generations to come.

Land Steward of the Year – The Townsend Family

For their partnership with Thurston Conservation District to restore the Puget Sound shoreline and serving as a model of exemplary stewardship for our community.

Volunteer of the Year – Aimee Richardson

For her dedication of volunteer time for the community coupled with her positive attitude, genuine excitement, and overall commitment to conservation!

Educator of the Year – Heidi Yerrington

For her years of support for students resulted in countless learning opportunities for our community's youth.

Student of the Year – Tina Wagner

For her dedicated volunteerism to TCD and leadership in soils research, farmland preservation and access, and support for Veterans.

Partner of the Year – Ashley Arai

For her partnership and work with Thurston Conservation District staff to support the Voluntary Stewardship Program and the participating cooperators.

Doug Rushton Conservation Legacy Award – Erica Guttman

For embodying conservation ethics in all your work as an educator, advocate, and life-long native plant and natural resource conservation enthusiast.

Orca Recovery Day Success!

We had over 100 incredible volunteers come out to Squaxin Park today to help pull invasive ivy and plant native trees and shrubs in areas along Mission Creek.



This collective impact will create a healthier habitat for salmon and improve water quality. Both of these will support a healthier Southern Resident Orca Whale population! We also want to send a big shoutout to our partner at the City of Olympia Parks Department for collaborating on this event!

Interested in learning more about orca recovery in Washington State? Check out our podcast episode '[Orca Recovery in the Salish Sea](#)' to learn all about it!

District Operations

September 26, 2023 Board Meeting Action Items

- No Action Items to report on.

Surplus Equipment Auction

Here are the results from the vehicle and equipment silent auction, that took place during the 2023 Harvest Festival:

- White Ford Ranger - \$800.00
- Red Ford Ranger - \$250.00
- Saturn Vue - \$575.00
- Manure Spreader - \$750.00

The drop spreader received no bids. TCD will attempt to auction it off at the future office equipment auction planned before our office relocation later this year.

Proceeds from the auction will be proposed to cover necessary maintenance and repairs of existing equipment and TCD-owned vehicles.

Monthly Staff Reports

Reminder – Monthly staff reports can be viewed electronically! The link to view monthly staff reports can be found on your Board Portal.