



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

March 26, 2024, 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/ Bulkhead Projects, *Karin Strelloff*
3. Rates and Charges, *Sarah Moorehead*
4. Conservation and Education Center (CEC) Development, *All*
5. New Legislative Wrap-Up, *Sarah Moorehead*
6. Partner Report Review, *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

- |  |                   |
|--|-------------------|
| <b>1. Welcome, Introductions, Audio Recording Announcement</b> | <b>6:30 PM</b>    |
|  | <i>5 minutes</i>  |
| <b>2. Agenda Review</b>  | <b>6:35 PM</b>    |
|  | <i>5 minutes</i>  |
| <b>3. Consent Agenda – Action Item</b>                         | <b>6:40 PM</b>    |
| A. February 27, 2024, Board Work Session & Meeting Minutes     | <i>5 minutes</i>  |
| B. March 2024 Financial Report                                 |                   |
| C. WSCC Salmon Recovery Funding (SRF) Funding Agreement        |                   |
| D. City of Olympia Urban Agriculture Funding Agreement         |                   |
| <b>4. Public Comment</b>                                       | <b>6:45 PM</b>    |
| *Three minutes per person                                      | <i>10 minutes</i> |

<b>5. Partner Reports (if present)</b>	<b>6:55 PM</b>
A. Natural Resources Conservation Service (NRCS), <i>Lynn Khuat</i>	<i>15 minutes</i>
B. Washington State Conservation Commission (WSCC), <i>Jean Fike</i>	
C. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i>	
D. National Association of Conservation Districts (NACD), <i>Doug Rushton</i>	
<b>6. Resolution #2024-02 National Association of Conservation Districts (NACD) Urban Agriculture Application – Action Item</b>	<b>7:10 PM</b> <i>5 minutes</i>
<b>7. Governance, All – Action Item</b>	<b>7:15 PM</b>
A. 2024 TCD Election Update	<i>20 minutes</i>
B. 2024 Annual Plan	
C. April 23, 2024 Work Session Topic List & Meeting Agenda Development	
<b>8. Executive Session</b>	<b>7:35 PM</b>
RCW 42.30.110 (1) To discuss with legal counsel representing the agency litigation or potential litigation.	<i>15 minutes</i>
<b>Adjourn</b>	<b>7:50 PM</b>

**Informational Only Items:**

- I. Executive Director’s Report*

**Important Future Dates**

**April 2024**

WACD Board Meeting 6:00 – 8:30 p.m.	April 15
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	April 23

**May 2024**

WSCC Commission Meeting Palouse CD	May 14-16
WACD Board Meeting 6:00 - 8:30 p.m. (Zoom)	May 20
Memorial Day TCD office closed	May 27
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	May 28
WSCC Legislative Meeting	May 29-30

**June 2024**

WACD Board Meeting 6:00 - 8:30 p.m. (Zoom)	June 17
Juneteenth TCD office closed	June 19
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	June 25

Item

3



# Thurston Conservation District Consent Agenda Decision Sheet March 26, 2024 Board Meeting

- 
- A. February 27, 2024 Board Work Session and Meeting 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. March 2024 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. WSCC Salmon Recovery Funding (SRF) Funding Agreement
    - a. Proposed action: accept without amendment and approve.
    - b. Action was taken:
      - Passed     Moved for discussion during meeting     Tabled to a future meeting
  
  - D. City of Olympia Urban Agriculture Funding Agreement
    - c. Proposed action: accept without amendment and approve.
    - d. 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  
March 26, 2024, AND EFFECTIVE IMMEDIATELY

SIGNED:

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TJ Johnson, Board Chair

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Helen Wheatley, Board Vice-Chair

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David Iyall, Board Auditor

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Doug Rushton, Board Member

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Betsie DeWreede, Board Member

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Attest: Sarah Moorehead, Executive Director

# Thurston Conservation District Board of Supervisors

## Work Session Minutes

February 27, 2024

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 5:00 p.m. – 6:00 p.m.

Actual Meeting Time: 5:00 p.m. – 6:18 p.m.



### Present at Work Session:

TJ Johnson, TCD Board Chair

Helen Wheatley, TCD Board Supervisor

Betsie DeWreede, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Stephanie Bishop, TCD Staff

Ben Cushman, TCD Legal Counsel

- 1        **1.** Topic List Review, *All*
- 2        **2.** Staff Presentation: Forest Health and Wildlife Preparedness, *Stephanie Bishop*
- 3        **3.** Rates and Charges, *Sarah Moorehead*
- 4        **4.** Conservation and Education Center (CEC) Development, *All*
- 5        **5.** New Office Update, *Sarah Moorehead*
- 6        **6.** Legislative Day Update, *All*
- 7        **7.** Important Updates & Announcements
- 8            a. Board of Supervisors, *All*
- 9            b. Executive Director, *Sarah Moorehead*

Respectfully,

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TJ Johnson, TCD Board Chair

**Thurston Conservation District Board of Supervisors  
Regular Board Meeting Minutes**

February 27, 2024

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 8:00 p.m.

Actual Meeting Time: 6:30 pm – 7:37 p.m.



**Present at Meeting:**

TJ Johnson, TCD Board Chair

Helen Wheatley, TCD Board Supervisor

Betsie DeWreede, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Emily Davis, Department of Ecology

Molly Paige, Department of Ecology (ECY)

Gab Rasso, Department of Ecology (ECY)

Jean Fike, Washington State Conservation

Commission (WSCC)

**Summary of Action Items**

- 1                   • None.

**Summary of Motions Passed**

2  
3     *Supervisor Rushton moved to approve the Agenda. Supervisor Iyall seconded. Motion passed*  
4     *unanimously, (5-0).*

5     *Supervisor Iyall moved to approve the Consent Agenda. Supervisor Rushton seconded. Motion*  
6     *passed unanimously, (5-0).*

7     *Supervisor DeWreede moved that the board formally oppose the EATS Act (S.2019, H.R. 4417)*  
8     *and to communicate their opposition to TCD's local congressional delegation and to NACD*  
9     *and WACD. Supervisor Rushton seconded. Motion passed unanimously, (5-0).*

10    *Supervisor Iyall moved to adjourn the February 27, 2024 TCD Board Meeting. Supervisor*  
11    *Wheatley seconded. Motion passed unanimously, (5-0).*

## Full Version of the Minutes

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### 12 **Welcome & Introductions**

13 At 6:30 p.m., TCD Board Chair TJ Johnson called the February 27, 2024 Regular Board Meeting  
14 to order. TCD Board, Staff, members of the public, and Legal Counsel were introduced by the  
15 Board Chair. For each vote, TCD Board Chair Johnson called out Supervisors by name. He  
16 announced that the meeting was being video recorded. TCD Supervisors Johnson, Iyall, Rushton  
17 and Executive Director Moorehead attended the meeting in person at the TCD office.  
18 Supervisors Wheatley and DeWreede attended the meeting virtually.

### 19 **Agenda Review**

20 ***Supervisor Rushton moved to approve the Agenda. Supervisor Iyall seconded. Motion passed***  
21 ***unanimously, (5-0).***

### 22 **Consent Agenda**

- 23 A. January 23, 2024, Board Work Session & Meeting Minutes
- 24 B. February 2024 Financial Report
- 25 C. South Sound Habitat Strategic Initiative Lead (HSIL) Outreach Recreation and  
26 Conservation Office (RCO) Applicant Authorization
- 27 D. Shore Friendly South Sound (SFSS) Collaborative RCO Applicant Authorization
- 28 E. Garden-Raised Bounty (GRuB) Vendor Agreement
- 29 F. Young Men’s Christian Association (YMCA) Vendor Agreement
- 30 G. Pierce County Shellfish NTA 3.0 Funding Agreement
- 31 H. WSCC Community Engagement Funding Agreement
- 32 I. TCD Equipment Rental Policy & Procedure Update

33 ***Supervisor Iyall moved to approve the Consent Agenda. Supervisor Rushton seconded. Motion***  
34 ***passed unanimously, (5-0).***

### 35 **Public Comment**

36 No public members commented.

### 37 **Partner Reports**

- 38 A. Natural Resources Conservation Service (NRCS), Lynn Khuat  
39
  - Ms. Khuat was not present.
- 40 B. Department of Ecology (ECY) Update, Emily Davis  
41
  - Emily Davis, Molly Paige, and Gabe Raso provide updates.
  - 42 • A written update was provided in the Board Packet.

43



- 44 C. Washington State Conservation Commission (WSCC) Update, Jean Fike  
45 • Ms. Fike gave an update.  
46 • WSCC gave TCD high marks on its annual Conservation Accountability  
47 Performance Program (CAPP) review. CAPP is WSCC’s annual legal and policy  
48 review of WA State conservation districts.
- 49 D. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor Doug  
50 Rushton  
51 • Supervisor Rushton provided an update.  
52 • WACD’s Spring meeting is scheduled for May 29-30 in Ellensburg.
- 53 E. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD  
54 Board Member Rushton  
55 • Supervisor Rushton provided an update.  
56 • The NACD Resolution Committee unanimously passed all 5 WA State resolutions.

57 **Legislative**

58 Ending Agricultural Trade Suppression (EATS) Act (S. 2019, H.R. 4417)

59 In the view of the TCD Board, the EATS act will further consolidate corporate control of the food  
60 system at the expense of local communities and family farms. This proposal is contrary to  
61 Thurston Conservation District’s commitment to support locally led and focused conservation.

62 ***Supervisor DeWreede moved that the board formally oppose the EATS Act (S.2019, H.R. 4417)***  
63 ***and to communicate their opposition to TCD's local congressional delegation and to NACD***  
64 ***and WACD. Supervisor Rushton seconded. Motion passed unanimously, (5-0).***

65 **Governance**

- 66 A. 2024 TCD Elections update  
67 B. 2024 Annual Plan Development  
68 C. March 26, 2024 Work Session Topic List & Meeting Agenda Development

69 **Work Session**

- 70 • Topic List Review, *All*  
71 • Staff Presentation: Shore Friendly/Bulkhead Projects, *Karin Streliaff*  
72 • Rates and Charges, *Sarah Moorehead*  
73 • Conservation & Education Center (CEC) Development, *All*  
74 • Legislative Wrap Up, *Sarah Moorehead*  
75 • Partner Report Review, *All*  
76 • Important Updates & Announcements  
77 ○ Board of Supervisors, *All*  
78 ○ Executive Director, *Sarah Moorehead*

79 **Board Meeting Agenda**

- 80 • Welcome, Introductions, Audio Recording Announcement
- 81 • Agenda Review
- 82 • Consent Agenda
  - 83 ○ February 27, 2024 Board Work Session & Meeting Minutes
  - 84 ○ March 2024 Financial Report
- 85 • Public Comment
- 86 • Partner Reports (if present)
  - 87 ○ Natural Resources Conservation Service
  - 88 ○ Washington State Department of Ecology
  - 89 ○ Washington State Conservation Commission
  - 90 ○ Washington Association of Conservation Districts
  - 91 ○ National Association of Conservation Districts
- 92 • Governance, *All*
  - 93 ○ 2024 Election Update
  - 94 ○ 2024 Annual Plan Review and Adoption
  - 95 ○ April 26, 2024 Work Session Topic List & Meeting Agenda Development
- 96 • Executive Session: To discuss potential legal action with counsel.

97 **Executive Session: To discuss with legal counsel representing the agency litigation or**  
98 **potential litigation**

99 *RCW 42.30.110 (1) To discuss with legal counsel representing the agency litigation or potential*  
100 *litigation.*

101 The Executive Session opened at 7:15 pm to last no more than 10 minutes and concluded at  
102 7:25 pm. In attendance: TCD Board Members Johnson, Wheatley, DeWreede, Rushton and Iyall;  
103 TCD Legal Counsel Ben Cushman; and Executive Director Moorehead.

104 **Executive Session Report Out**

105 No action was taken.

106 **Executive Session: To discuss with legal counsel representing the agency litigation or**  
107 **potential for litigation**

108 *RCW 42.30.110 (1) To discuss with legal counsel representing the agency litigation or potential*  
109 *litigation.*

110 The Executive Session opened at 7:27 pm to last no more than 10 minutes and concluded at  
111 7:37 pm. In attendance: TCD Board Members Johnson, Wheatley, DeWreede, Rushton and Iyall;  
112 TCD Legal Counsel Ben Cushman; and Executive Director Moorehead.

113 **Executive Session Report Out**

114 No action was taken.

115 ***Supervisor Iyall moved to adjourn the February 27, 2024 TCD Board Meeting. Supervisor***  
116 ***Wheatley seconded. Motion passed unanimously, (5-0).***

117 **Adjourn 7:37 pm**

Respectfully,

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TJ Johnson, TCD Board Chair

# Thurston Conservation District

## March 2024 Financial Notes



### Year-to-Date Profit & Loss

1. TCD continues to report a year-to-date net loss this month. This will last until we receive the big installment of the Rates & Charges in mid-May.
2. Since December 2023, we have spent a total of \$107, 677.31 for tenant improvements.

### Profit & Loss Previous Year Comparison

3. Grant income decreased by 35.60% compared to the number for the same period last year. The reasons may include: 1) staff spent quite a lot of time applying for new grants that haven't brought in the income yet. 2) We haven't started to spend large amounts of money on the big restoration and construction projects of the year yet; 3) Staff spent more time on administrative activities and TCD programs in the first two months of the year.
4. Salaries & Benefits expenses increased by 30.80% from last year. We've had seven new staff join TCD since February last year.
5. Software license expenses increased by 896.70% from last year, but 91% of the expenses incurred were covered by the grant funding.

### Balance Sheet

6. The checking account balance further dropped due to the net loss incurred during the month. Since the District's cash flow will stay tight through mid-May, we may need to borrow operation funding from the savings account and/or request advance payment from the funders in the next couple of months.

### Restricted Budget vs Actual

7. Three new grants effective February are added to the report: 1) WSCC FY24-25 Salmon Riparian Grant; 2) WSCC FY21-25 Community Engagement Plan; 3) FY24 WSDA Local Food Infrastructure.

## Thurston Conservation District

## Profit &amp; Loss

January through February 2024

03/22/24

Accrual Basis

	Jan - Feb 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	1,268.24
3451140 · Plant Sales	5,136.82
3451150 · Partner Fee for Service	10,272.75
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>16,677.81</b>
3417000 · Sales of Merchandise	
3417020 · Event Ticket Income	8,187.21
<b>Total 3417000 · Sales of Merchandise</b>	<b>8,187.21</b>
<b>Total 3400000 · Charges for Goods and Services</b>	<b>24,865.02</b>
3300000 · Grant Revenues	212,955.64
3600000 · Miscellaneous Revenues	
3691000 · Sale of Surplus	12.00
3699100 · Miscellaneous Other	170.40
3685000 · Special Assessments - Service	25,185.66
3610000 · Interest and Other Earnings	61.19
3620000 · Rents and Leases	65.94
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>25,495.19</b>
<b>Total Income</b>	<b>263,315.85</b>
<b>Gross Profit</b>	<b>263,315.85</b>
<b>Expense</b>	
Equipment Allocation	1,167.00
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	360,138.31
5314101 · Legal Fees & Services	4,000.00
5314102 · Audit & Accounting	913.01
5314103 · Computer Services	7,702.00
5314100 · Professional Services	40,520.55
5314400 · Advertising	899.43
5314203 · Printing Services	1,803.72
5314104 · Janitorial Services	600.00
5314501 · Office Rent	17,374.00
5314700 · Utilities	2,682.68
5314503 · Equipment Leases	1,082.34
5314504 · Vehicle Leases	954.06
5314200 · Communications	1,477.63
5313102 · Photocopier Usage	165.91
5354800 · Repairs & Maintenance	894.28
5314505 · Software Licenses	9,447.05
5313101 · Office Supplies	1,200.76
5314202 · Postage & Shipping	368.56
5314902 · Organizational Dues	1,000.00
5314307 · Licenses and Permits	1,640.91
5314117 · Soil Testing	620.05
5313401 · Plants for Resale	15,367.75
Project Expenses	17,616.98
5314302 · Staff - Conference & Training	2,579.94
5314306 · Board - Conference & Training	158.11
5314300 · Staff - Travel	3,036.96

**Thurston Conservation District**  
**Profit & Loss**  
January through February 2024

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	<u>Jan - Feb 24</u>
5314108 · Construction & Restoration Work	18,010.67
5314600 · Liability Insurance Premiums	5,452.50
5945360 · Capital Outlays	
5945369 · Tenant Improvements	106,304.09
5945363 · Equipment & Office Furniture	49.26
5945364 · Computer Hardware	2,579.09
<b>Total 5945360 · Capital Outlays</b>	<u>108,932.44</u>
<b>Total Expense</b>	<u>627,807.60</u>
<b>Net Ordinary Income</b>	<u>-364,491.75</u>
<b>Net Income</b>	<u><u>-364,491.75</u></u>

## Thurston Conservation District

## Profit &amp; Loss

February 2024

03/22/24

Accrual Basis

	TOTAL
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	450.65
3451140 · Plant Sales	-9.15
Total 3451100 · Soil/Water Conservation Service	441.50
3417000 · Sales of Merchandise	
3417020 · Event Ticket Income	7,164.38
Total 3417000 · Sales of Merchandise	7,164.38
Total 3400000 · Charges for Goods and Services	7,605.88
3300000 · Grant Revenues	110,513.88
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	22,980.82
3610000 · Interest and Other Earnings	23.40
3620000 · Rents and Leases	65.94
Total 3600000 · Miscellaneous Revenues	23,070.16
Total Income	141,189.92
Gross Profit	141,189.92
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	184,458.80
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	517.82
5314103 · Computer Services	4,559.00
5314100 · Professional Services	20,903.93
5314400 · Advertising	867.65
5314203 · Printing Services	1,319.92
5314501 · Office Rent	8,687.00
5314700 · Utilities	-1,456.71
5314503 · Equipment Leases	629.69
5314504 · Vehicle Leases	455.00
5314200 · Communications	178.47
5354800 · Repairs & Maintenance	842.83
5314505 · Software Licenses	8,945.14
5313101 · Office Supplies	955.84
5314202 · Postage & Shipping	312.88
5314307 · Licenses and Permits	1,615.91
5314117 · Soil Testing	264.13
5313401 · Plants for Resale	15,367.75
Project Expenses	9,537.07
5314302 · Staff - Conference & Training	2,508.88
5314306 · Board - Conference & Training	24.65
5314300 · Staff - Travel	2,061.59
5314108 · Construction & Restoration Work	10,973.53
5314600 · Liability Insurance Premiums	2,726.25
5945360 · Capital Outlays	
5945369 · Tenant Improvements	9,393.28
5945364 · Computer Hardware	2,066.28
Total 5945360 · Capital Outlays	11,459.56
Total Expense	290,716.58
Net Ordinary Income	-149,526.66
Net Income	-149,526.66

**Thurston Conservation District**  
**Profit & Loss Prev Year Comparison**  
 January through February 2024

	Jan - Feb 24	Jan - Feb 23	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	1,268.24	1,697.72	-429.48	-25.3%
3451130 · Poultry Equipment & Tool Rentals	0.00	51.42	-51.42	-100.0%
3451140 · Plant Sales	5,136.82	6,384.94	-1,248.12	-19.6%
3451150 · Partner Fee for Service	10,272.75	249.03	10,023.72	4,025.1%
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>16,677.81</b>	<b>8,383.11</b>	<b>8,294.70</b>	<b>99.0%</b>
3417000 · Sales of Merchandise				
3417020 · Event Ticket Income	8,187.21	0.00	8,187.21	100.0%
<b>Total 3417000 · Sales of Merchandise</b>	<b>8,187.21</b>	<b>0.00</b>	<b>8,187.21</b>	<b>100.0%</b>
<b>Total 3400000 · Charges for Goods and Services</b>	<b>24,865.02</b>	<b>8,383.11</b>	<b>16,481.91</b>	<b>196.6%</b>
3300000 · Grant Revenues	212,955.64	330,510.04	-117,554.40	-35.6%
3600000 · Miscellaneous Revenues				
3691000 · Sale of Surplus	12.00	0.00	12.00	100.0%
3699100 · Miscellaneous Other	170.40	0.00	170.40	100.0%
3685000 · Special Assessments - Service	25,185.66	24,102.42	1,083.24	4.5%
3670000 · Nongovernmental Contributions	0.00	600.00	-600.00	-100.0%
3610000 · Interest and Other Earnings	61.19	38.23	22.96	60.1%
3620000 · Rents and Leases	65.94	65.94	0.00	0.0%
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>25,495.19</b>	<b>24,806.59</b>	<b>688.60</b>	<b>2.8%</b>
<b>Total Income</b>	<b>263,315.85</b>	<b>363,699.74</b>	<b>-100,383.89</b>	<b>-27.6%</b>
<b>Gross Profit</b>	<b>263,315.85</b>	<b>363,699.74</b>	<b>-100,383.89</b>	<b>-27.6%</b>
<b>Expense</b>				
Equipment Allocation	1,167.00	0.00	1,167.00	100.0%
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 · Salaries & Benefits	360,138.31	275,308.66	84,829.65	30.8%
5314000 · Intern Stipends	0.00	1,955.00	-1,955.00	-100.0%
5314101 · Legal Fees & Services	4,000.00	16,003.25	-12,003.25	-75.0%
5314102 · Audit & Accounting	913.01	1,025.85	-112.84	-11.0%
5314103 · Computer Services	7,702.00	3,791.00	3,911.00	103.2%
5314100 · Professional Services	40,520.55	103,154.26	-62,633.71	-60.7%
5314400 · Advertising	899.43	730.20	169.23	23.2%
5314203 · Printing Services	1,803.72	2,304.62	-500.90	-21.7%
5314104 · Janitorial Services	600.00	1,350.00	-750.00	-55.6%
5314501 · Office Rent	17,374.00	8,736.00	8,638.00	98.9%
5314700 · Utilities	2,682.68	1,717.37	965.31	56.2%
5314503 · Equipment Leases	1,082.34	655.46	426.88	65.1%
5314504 · Vehicle Leases	954.06	901.36	52.70	5.9%
5314200 · Communications	1,477.63	2,089.45	-611.82	-29.3%
5313102 · Photocopier Usage	165.91	219.66	-53.75	-24.5%
5354800 · Repairs & Maintenance	894.28	19.78	874.50	4,421.1%
5314505 · Software Licenses	9,447.05	947.86	8,499.19	896.7%
5313101 · Office Supplies	1,200.76	380.99	819.77	215.2%
5314202 · Postage & Shipping	368.56	825.47	-456.91	-55.4%
5314902 · Organizational Dues	1,000.00	1,000.00	0.00	0.0%
5314307 · Licenses and Permits	1,640.91	25.00	1,615.91	6,463.6%
5314117 · Soil Testing	620.05	361.78	258.27	71.4%
5313401 · Plants for Resale	15,367.75	4,609.85	10,757.90	233.4%
Project Expenses	17,616.98	5,450.86	12,166.12	223.2%



**Thurston Conservation District**  
**Profit & Loss Prev Year Comparison**  
 January through February 2024

	Jan - Feb 24	Jan - Feb 23	\$ Change	% Change
5314302 · Staff - Conference & Training	2,579.94	575.00	2,004.94	348.7%
5314306 · Board - Conference & Training	158.11	0.00	158.11	100.0%
5314300 · Staff - Travel	3,036.96	3,657.80	-620.84	-17.0%
5314119 · Cultural Resources	0.00	20,076.82	-20,076.82	-100.0%
5314108 · Construction & Restoration Work	18,010.67	21,789.34	-3,778.67	-17.3%
5314109 · Cost Share	0.00	1,053.48	-1,053.48	-100.0%
5314110 · Bank Fees & Interest Charges	0.00	25.00	-25.00	-100.0%
5314600 · Liability Insurance Premiums	5,452.50	4,865.16	587.34	12.1%
66300 · Sales Tax Adjustments	0.00	113.15	-113.15	-100.0%
66900 · Reconciliation Discrepancies	0.00	-0.01	0.01	100.0%
5945360 · Capital Outlays				
5945369 · Tenant Improvements	106,304.09	0.00	106,304.09	100.0%
5945363 · Equipment & Office Furniture	49.26	470.03	-420.77	-89.5%
5945364 · Computer Hardware	2,579.09	1,513.19	1,065.90	70.4%
<b>Total 5945360 · Capital Outlays</b>	<b>108,932.44</b>	<b>1,983.22</b>	<b>106,949.22</b>	<b>5,392.7%</b>
<b>Total Expense</b>	<b>627,807.60</b>	<b>487,702.69</b>	<b>140,104.91</b>	<b>28.7%</b>
<b>Net Ordinary Income</b>	<b>-364,491.75</b>	<b>-124,002.95</b>	<b>-240,488.80</b>	<b>-193.9%</b>
<b>Net Income</b>	<b>-364,491.75</b>	<b>-124,002.95</b>	<b>-240,488.80</b>	<b>-193.9%</b>

## Thurston Conservation District

## Balance Sheet

As of February 29, 2024

03/22/24

Accrual Basis

	<u>Feb 29, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
3088010 · Checking-103 Beneficial	29,868.50
3081001 · Checking-7444 Timberland	8,846.81
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reserve	153,999.35
3088022 · Saving-129 Beneficial CEC	113,915.14
<b>Total 3088020 · Savings Accounts</b>	<u>267,914.49</u>
3088030 · Counter Cash	100.00
3088040 · PayPal Account	2,236.45
<b>Total Checking/Savings</b>	<u>308,966.25</u>
<b>Accounts Receivable</b>	287,239.27
<b>Other Current Assets</b>	
3090500 Prepaid Accounts	
3090501 · Prepaid Insurance	16,825.50
3090507 · Security Deposit - Tilley Court	8,427.00
<b>Total 3090500 Prepaid Accounts</b>	<u>25,252.50</u>
3091000 · 309.10.00 Inventory Asset	2,770.56
3092000 · 309.20.00 Cash on Hand	57,084.90
<b>Total Other Current Assets</b>	<u>85,107.96</u>
<b>Total Current Assets</b>	<u>681,313.48</u>
<b>TOTAL ASSETS</b>	<b><u>681,313.48</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
3093000 · 309.30.00 Accounts Payable	30,138.40
<b>Total Accounts Payable</b>	<u>30,138.40</u>
<b>Credit Cards</b>	8,535.38
<b>Other Current Liabilities</b>	
3861100 · Sales Tax Payable	2,180.02
3861000 · Payroll Liabilities	148,007.32
<b>Total Other Current Liabilities</b>	<u>150,187.34</u>
<b>Total Current Liabilities</b>	<u>188,861.12</u>
<b>Total Liabilities</b>	188,861.12
<b>Equity</b>	<u>492,452.36</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>681,313.48</u></b>

# 2024 Unrestricted Budget vs Actual



February 16.67%

	Account Name	2024 Budget	2024 Actual	\$ Over Budget	% of Budget
1	- Income	1,093,134	79,037	-1,014,097	7.23%
2	- Retail Sales	71,111	6,715	-64,396	9.44%
3	- Food Production and Consumption	2,111	0	-2,111	0.00%
4	Poultry Equipment & Tool Rentals	2,111	0	-2,111	0.00%
5	- Soil Conservation and Health	9,399	1,268	-8,131	13.49%
6	Soil Testing	7,136	1,268	-5,868	17.77%
7	Nutrient Spreader Rentals	763	0	-763	0.00%
8	No-Till Drill Rentals	1,500	0	-1,500	0.00%
9	- Community Outreach and Education	52,247	5,137	-47,110	9.83%
10	Plant Sales	51,647	5,137	-46,510	9.95%
11	TCD Swag Shop	600	0	-600	0.00%
12	- Water Quality & Quantity and Protection & Restoration of Ecosystems	7,159	0	-7,159	0.00%
13	Partner Fee for Service - Restoration Crew	7,159	0	-7,159	0.00%
14	- Other Income	195	310	115	158.73%
15	Contributions Private	0	0	0	N/A
16	Rental Income	0	66	66	N/A
17	Interest Income	195	61	-134	31.38%
18	Miscellaneous Income	0	182	182	N/A
19	+ Grant Revenue	128,935	0	-128,935	0.00%
21	Rates and Charges	562,182	25,186	-536,996	4.48%
22	- Overhead	330,906	47,137	-283,769	14.24%
23	Overhead Allocation	312,436	43,953	-268,483	14.07%
24	Vehicle Allocation	18,470	3,184	-15,286	17.24%
25	2023 Carry Overs	17,804	0	-17,804	0.00%
26	- Program Allocation	455,131	106,179	-348,952	23.33%
27	- Local Food Production and Consumption	16,600	5,553	-11,047	33.45%
28	Poultry Equipment Rentals	16,600	5,553	-11,047	33.45%
29	- Producer Support & Preservation and Expansion of Working Lands	1,000	89	-911	8.87%
30	Working Lands Preservation Initiative	1,000	89	-911	8.87%
31	- Water Quality & Quantity and Protection & Restoration of Ecosystems	7,159	125	-7,034	1.74%
32	Restoration Crew & Equipment	7,159	125	-7,034	1.74%
33	- Soil Conservation and Health	39,227	7,068	-32,159	18.02%
34	Soil Health Testing	29,455	5,226	-24,229	17.74%
35	Nutrient Spreader Rentals	8,272	1,539	-6,733	18.61%
36	No-Till Drill Rentals	1,500	303	-1,197	20.22%
37	- Community Outreach and Engagement	212,239	49,330	-162,909	23.24%
38	Conservation & Education Center	77,076	2,193	-74,883	2.84%
39	District Communications	61,875	13,166	-48,709	21.28%
40	Plant Sale	57,805	28,054	-29,751	48.53%
41	Elections	15,483	5,917	-9,566	38.22%
42	- Adult and Youth Conservation Education	47,870	12,457	-35,414	26.02%
43	South Sound Green	41,670	11,119	-30,551	26.68%

	Account Name	2024 Budget	2024 Actual	\$ Over Budget	% of Budget
44	Teens in Thurston Volunteer Program	4,200	829	-3,371	19.74%
45	Envirothon	2,000	509	-1,491	25.45%
46	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	131,036	31,557	-99,479	24.08%
47	Conservation TA	88,313	22,010	-66,303	24.92%
48	Investing in Future Conservation	42,723	9,547	-33,176	22.35%
49	<input type="checkbox"/> Administrative Expenses	655,807	131,728	-524,079	20.09%
50	Administrative Salaries & Benefits	326,650	69,246	-257,404	21.20%
51	<input type="checkbox"/> Professional Services	74,672	12,287	-62,385	16.46%
52	Legal Services	24,000	4,000	-20,000	16.67%
53	Audit & Accounting	16,127	825	-15,302	5.12%
54	Computer Services	29,545	7,462	-22,083	25.26%
55	Professional Services	5,000	0	-5,000	0.00%
56	<input type="checkbox"/> Facility, Vehicles and Maintenance	174,074	39,762	-134,311	22.84%
57	Janitorial Services	7,800	0	-7,800	0.00%
58	Office Rent	101,064	16,854	-84,210	16.68%
59	Utilities	7,140	297	-6,843	4.15%
60	Equipment Leases	3,611	712	-2,899	19.73%
61	Vehicle Leases	6,166	954	-5,212	15.47%
62	5966604 · Vehicle Purchase	0	0	0	N/A
63	Office Move (A039)	17,804	17,230	-574	96.77%
64	Communications	13,630	1,291	-12,339	9.48%
65	Photocopier Usage	1,031	166	-865	16.09%
66	Vehicle Repairs & Maintenance	4,098	753	-3,345	18.38%
67	Computer Hardware Purchases	3,000	621	-2,379	20.71%
68	Computer Software	4,250	835	-3,415	19.64%
69	Equipment & Office Furniture	4,480	49	-4,431	1.10%
70	<input type="checkbox"/> Supplies	10,799	2,140	-8,659	19.81%
71	Office Supplies	4,450	1,101	-3,349	24.73%
72	Postage & Shipping	300	14	-286	4.70%
73	Organizational Dues	5,949	1,000	-4,949	16.81%
74	Licenses & Permits	100	25	-75	25.00%
75	<input type="checkbox"/> Conferences, Training and Travel	34,462	2,840	-31,622	8.24%
76	Staff Conference & Training (A037)	16,629	1,228	-15,401	7.38%
77	Board Conference and Training Fees	2,500	0	-2,500	0.00%
78	Board Meeting Snacks	750	102	-648	13.58%
79	Staff Travel	13,083	1,510	-11,573	11.54%
80	Board Travel	1,500	0	-1,500	0.00%
81	<input type="checkbox"/> Insurance and Banking	35,150	5,453	-29,698	15.51%
82	Bank Fees & Interest Charges	650	0	-650	0.00%
83	Liability Insurance Premiums	34,500	5,453	-29,048	15.80%
84	Late Fees & Penalties	0	0	0	N/A
85	<input type="checkbox"/> Savings	0	0	0	N/A
86	Reserve Fund		0	0	N/A
87	Conservation Education Center Savings Plan		0	0	N/A
88	Net Income (Surplus or Deficit)	0	-158,870	-158,870	N/A

# 2024 Restricted Budgets vs Actuals



As of February 29, 2024

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2024 Budget	2024 Actual	2024 Remaining Budget	% of Total Time	% of Total Budget Spent
1	<b>RCO</b>											
2	ASRP Riverbend Phase 2	R050	20-1908	03/28/22	06/30/27	7,674,839	6,741,716	2,562,318	33,397	2,528,921	36.65%	12.16%
3	SRFB Cozy Valley	R060	21-1089C	09/23/21	12/30/24	132,778	32,378	34,125	1,747	32,378	74.48%	75.62%
4	ESRP Zangle Cove	R070	20-1517R	07/01/21	12/31/23	110,072	36,493	40,713	4,340	36,373	106.56%	66.85%
5	Oregon Spotted Frog (OSF) Outreach	R080		01/01/23	01/01/25	32,550	16,447	20,118	3,671	16,447	58.06%	49.47%
6	ESRP Lower Eld Bulkhead Removal	R090		07/01/23	07/01/26	125,200	121,844	121,871	2,199	119,672	22.24%	2.68%
7	<b>Federal</b>											
8	Frogs on Farm Cost Share	US80		08/15/20	08/15/25	93,135	66,067	68,805	2,738	66,067	70.83%	29.06%
9	USFWS Restoring South Sound Prairies	US90		07/01/22	07/01/27	160,000	128,026	1,000	0	1,000	33.33%	19.98%
10	<b>WSCC</b>											
11	FY23-25 Livestock	W025	24-13-LT	07/01/23	06/30/25	20,000	15,195	10,663	0	10,663	33.38%	24.02%
12	Skookumchuck Planting	W030	20-13-ER	04/01/20	06/30/25	744,780	213,035	151,367	2,544	148,823	74.60%	71.40%
13	FY21-25 Flood Chehalis	W050	22-13-FL	09/01/21	06/30/25	261,333	123,431	102,550	8,049	94,501	65.19%	52.77%
14	FY23-25 Shellfish Cost Share	W060	24-13-SH	11/27/23	06/30/25	125,000	119,591	123,396	3,805	119,591	16.32%	4.33%
15	FY23-24 CREP	W070	24-13-CE	07/01/23	06/30/24	56,251	13,169	22,717	9,549	13,169	66.67%	76.59%
16	FY23-25 NRI Cost Share	W080	24-13-NR	08/21/23	06/30/25	81,222	59,642	59,981	502	59,479	28.38%	26.57%
17	FY23-24 Engineering	W100	24-13-PE	09/27/23	06/30/24	82,500	9,354	47,805	38,450	9,354	56.12%	88.66%
18	FY24-25 Salmon Riparian	W110	24-13-SRF	02/27/24	06/30/25	207,514	207,514	78,218	0	78,218	0.61%	0.00%
19	FY23-24 Sustainable Farms and Fields	W120	24-13-SFF	08/17/23	06/30/24	52,798	9,784	25,323	15,539	9,784	61.76%	81.47%
20	Forest Health and Community Wildfire Resiliency	W130	24-13-FH	09/22/23	06/30/25	471,000	445,344	379,633	14,336	365,297	24.85%	5.45%
21	FY21-25 Chehalis Lead	W150	22-13-RIT	10/01/21	06/30/25	102,000	38,904	28,815	4,319	24,496	64.43%	61.86%
22	FY21-25 Community Engagement Plan	W160	22-13-CEP	02/20/24	06/30/25	15,000	15,000	5,905	0	5,905	2.01%	0.00%
23	FY23-24 SCC Sponsorship GREEN Congress	W086.2	24-13-IM	11/06/23	06/30/24	5,000	4,563	5,000	437	4,563	48.74%	8.75%
24	FY23- 24 SCC Sponsorship Climate Change & Food	W086.3	24-13-IM	01/10/24	06/30/24	5,000	0	5,000	5,000	0	29.48%	100.00%
25	FY24 VSP Facilitator for SCC	W086.6	24-13-IM	02/05/24	06/30/24	4,000	4,000	4,000	0	4,000	17.01%	0.00%
26	<b>Thurston County</b>											
27	FY23-25 VSP	TC400		07/01/23	06/30/25	227,500	144,925	116,226	27,361	88,865	33.38%	36.30%
28	FY23-25 VSP Cost Share	TC450		08/08/23	06/30/25	391,406	348,390	158,391	11,977	146,414	29.73%	10.99%
29	<b>Miscellaneous</b>											

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2024 Budget	2024 Actual	2024 Remaining Budget	% of Total Time	% of Total Budget Spent
30	ESRP Shore Friendly Phase 3	M035		07/01/23	06/30/25	388,883	291,940	259,450	16,549	242,902	33.38%	24.93%
31	Agri-Park Feasibility Study GIS Work	M055		10/12/23	03/31/24	5,387	-2	72	74	-2	81.98%	100.04%
32	2024 City of Olympia Urban Farmland	M065		01/01/24	12/31/24	203,038	181,727	203,038	21,311	181,727	16.39%	10.50%
33	GRuB Beginning Farmer Development	M066		01/01/24	08/31/25	10,259	10,186	5,119	73	5,046	9.85%	0.71%
34	Sentinel Landscape Program (SLP)	M075		10/01/21	06/30/28	1,279,225	609,579	310,696	58,584	252,113	35.78%	52.35%
35	One Tree Planted	M085		09/03/21	until spent	33,076	30,062	8,985	1,472	7,513	N/A	9.11%
36	WCRRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/25	111,954	76,970	29,468	2,623	26,845	61.86%	31.25%
37	WFC Meyer Phase 2	M100		01/01/23	09/01/25	106,546	65,342	71,274	13,828	57,446	43.59%	38.67%
38	FY23-25 Pierce County Shellfish NTA	M600		12/01/23	09/30/25	191,000	187,000	85,100	4,000	81,100	13.58%	2.09%
39	FY24 WSDA Local Food Infrastructure	M700		02/14/24	06/30/24	22,918	22,918	22,918	0	22,918	11.59%	0.00%
40	<b>South Sound GREEN</b>											
41	FY24 Interlocal	G019-SS		01/01/24	12/31/24	64,160	51,587	64,160	12,573	51,587	16.39%	19.60%
42	Embrace the Stream	G019.30		08/01/22	until spent	5,035	262	262	0	262	N/A	94.80%
43	FY23-24 WSC Mini Grant	G019.50		12/12/23	12/31/24	500	443	500	57	443	20.73%	11.36%
44	NFWF Five Star	G019.10		09/01/23	06/30/24	12,375	7,620	8,097	477	7,620	59.87%	38.42%
45	FY23-25 Outdoor Learning	G019.10		10/01/23	06/30/25	38,825	37,758	23,690	227	23,463	23.79%	2.75%
46	Dawkins 2023	G019.28		01/01/23	until spent	20,000	3,926	5,409	1,483	3,926	N/A	80.37%
47	Dawkins 2024	G019.28		01/01/24	until spent	20,750	20,529	18,291	221	18,070	N/A	1.06%
48	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	2,500	2,500	0	2,500	N/A	0.00%
49	Carlson Charitable	G019.31		12/05/23	12/31/24	2,500	2,225	2,500	275	2,225	22.14%	11.00%
50	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	2,250	0	2,250	N/A	0.00%
51	<b>Teens in Thurston Volunteer Program</b>									0		
52	Nisqually TNT 2023	T070		01/06/23	until spent	5,375	3,654	3,654	0	3,654	N/A	32.03%
53	Nisqually TNT 2024	T070		01/01/24	until spent	5,581	5,581	5,581	0	5,581	N/A	0.00%
54	<b>Envirothon Program</b>									0		
55	2023 Chehalis Tribe Envirothon	T040		01/23/23	until spent	5,000	63	113	50	63	N/A	98.73%
56	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	500	500	0	500	N/A	0.00%
57	2024 Olympia Food Co-op Envirothon	T040		01/01/24	until spent	50	50	50	0	50	N/A	0.00%
58	<b>PARTNERS</b>									0		
59	OlyEcosystems	P400		01/01/24	01/31/24	16,500	12,505	16,500	3,995	12,505	193.55%	24.21%
60	WA Dept of Fish and Wildlife	P600		01/29/24	02/01/24	6,925	1,236	4,406	3,170	1,236	800.00%	82.15%

**Thurston Conservation District**  
**Payment Report**  
**February 2024**

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	EFT	02/02/2024	Comcast	Various	5314200 · Communications	336.09
Check	EFT	02/05/2024	Regence - Health Care		5531021 · Medical Benefits	18,717.25
Check	EFT	02/07/2024	Wells Fargo		Wells Fargo	24,456.76
Check	EFT	02/07/2024	Delta Dental		5531022 · Dental Benefits	1,747.40
Check	EFT	02/07/2024	Postal IA	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	90.00
Liability Check		02/08/2024	QuickBooks Payroll Service		3861001 · Direct Deposit Liabilities	47,211.20
Liability Check	EFT	02/10/2024	Internal Revenue Service		Federal Income Tax Payable & FICA Payable	15,476.54
Liability Check	EFT	02/10/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	1,716.60
Check	EFT	02/12/2024	TPSC Benefits		5531021 · Medical Benefits	466.00
Liability Check	22328	02/12/2024	WSCCE - Council 2		3861008 · Union Dues	1,051.45
Bill Pmt -Check	22329	02/12/2024	3D Systems LLC	UNRESTRICTED:A010 - Administrative Expenses	Tenant Improvements & Professional Services	13,091.00
Bill Pmt -Check	22330	02/12/2024	All City Cleaning Services	UNRESTRICTED:A010 - Administrative Expenses	5314104 · Janitorial Services	600.00
Bill Pmt -Check	22331	02/12/2024	Cree Bell	GREEN:G019.109 - FY23-25 Outdoor Learning	5314304 · Mileage	106.53
Bill Pmt -Check	22332	02/12/2024	Donalyn Johanns	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22333	02/12/2024	Gloria Ferguson	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22334	02/12/2024	James Dyson	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22335	02/12/2024	Marguerite Abplanalp	Various	5314304 · Mileage	42.70
Bill Pmt -Check	22336	02/12/2024	Midwest Labs	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	264.13
Bill Pmt -Check	22337	02/12/2024	Minuteman Press	TCD Programs:T036 - Elections	5314203 · Printing Services	456.10
Bill Pmt -Check	22338	02/12/2024	Mountain Mist	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	41.94
Bill Pmt -Check	22339	02/12/2024	North Thurston Public Schools	GREEN:G019.108 - NFWF Five Star	5314112 · Bus Transportation	477.23
Bill Pmt -Check	22340	02/12/2024	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	206.75
Bill Pmt -Check	22341	02/12/2024	Ricoh USA, Inc	UNRESTRICTED:A039 - Office Move	5314203 · Printing Services	328.50
Bill Pmt -Check	22342	02/12/2024	Sam Nadell	TCD Programs:G019.110 TCD SS Green Allocation	5314304 · Mileage	29.48
Bill Pmt -Check	22343	02/12/2024	Taylor Sherrow	Various	Restoration Crew Intern Stipend	80.00
Bill Pmt -Check	22344	02/12/2024	Tilley Court Caves, LLC	UNRESTRICTED:A010 - Administrative Expenses	5314501 · Office Rent	8,427.00
Bill Pmt -Check	22345	02/12/2024	USABLE.Life		5531026 · Life Insurance	92.98
Bill Pmt -Check	22346	02/12/2024	Verizon	UNRESTRICTED:A010 - Administrative Expenses	5314201 · Telephone	951.07
Bill Pmt -Check	22347	02/12/2024	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	455.00
Bill Pmt -Check	22348	02/12/2024	WA St University Energy Program	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	4,559.00
Bill Pmt -Check	22349	02/12/2024	Yan Dong_V	Various	Postage & Shipping, Meeting & Event	27.74
Liability Check	EFT	02/13/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	20,120.80
Check	EFT	02/13/2024	TPSC Benefits		5531021 · Medical Benefits	681.69
Liability Check	EFT	02/14/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	623.39
Check	EFT	02/15/2024	TPSC Benefits		5531021 · Medical Benefits	94.50
Check	EFT	02/20/2024	Plant Sale Refund	TCD Programs:T097 - Plant Sale	3451140 · Plant Sales	211.91

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Liability Check		02/22/2024	QuickBooks Payroll Service		3861001 · Direct Deposit Liabilities	47,142.89
Liability Check	EFT	02/22/2024	Internal Revenue Service	Internal Revenue Service	Federal Income Tax Payable & FICA Payable	15,310.84
Check	EFT	02/22/2024	Postal IA	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	90.00
Bill Pmt -Check	22350	02/26/2024	3D Systems LLC	UNRESTRICTED:A010 - Administrative Expenses	Tenant Improvements & Professional Services	3,025.28
Bill Pmt -Check	22351	02/26/2024	Community Farmland Trust	TCD Programs:T096 - Soil Health Equipment Rentals	5314501 · Office Rent	260.00
Bill Pmt -Check	22352	02/26/2024	David Muehleisen	TCD Programs:T030 - District Communications	5314100 · Professional Services	100.00
Bill Pmt -Check	22353	02/26/2024	Deschutes Law Group	UNRESTRICTED:A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	22354	02/26/2024	DLT Solutions, LLC	WSCC:W100 - FY23-24 Engineering	5314505 · Software Licenses	7,857.39
Bill Pmt -Check	22355	02/26/2024	Donalyn Johanns	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22356	02/26/2024	Emily Landrus	Various	5314304 · Mileage	68.34
Bill Pmt -Check	22357	02/26/2024	Gloria Ferguson	Various	Restoration Crew Intern Stipend	933.33
Bill Pmt -Check	22358	02/26/2024	James Dyson	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22359	02/26/2024	Kirsten Hill	UNRESTRICTED:A039 - Office Move	Mileage & Office Supplies	86.17
Bill Pmt -Check	22360	02/26/2024	Natural Systems Design	MISC:M035 - ESRP Shore Friendly	5314100 · Professional Services	2,303.00
Bill Pmt -Check	22361	02/26/2024	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	259.69
Bill Pmt -Check	22362	02/26/2024	Snohomish Conservation District	TCD Programs:T030 - District Communications	5314100 · Professional Services	1,000.00
Bill Pmt -Check	22363	02/26/2024	Southwest Washington Growers Coop	TCD Programs:T030 - District Communications	5314901 · Meeting & Event	4,000.00
Bill Pmt -Check	22364	02/26/2024	Taylor Sherrow	MISC:M100 - WFC Meyer Phase 2	Restoration Crew Intern Stipend	100.00
Bill Pmt -Check	22365	02/26/2024	Thurston County Fairgrounds	TCD Programs:T097 - Plant Sale	5314502 · Site Rental	575.00
Bill Pmt -Check	22366	02/26/2024	WACD	MISC:M100 - WFC Meyer Phase 2	5314108 · Construction & Restoration Work	4,011.62
Bill Pmt -Check	22367	02/26/2024	WSU Extension - Ag & Natural Resou	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314100 · Professional Services	3,000.00
Check	EFT	02/27/2024	TPSC Benefits		5531021 · Medical Benefits	922.39
Check		02/29/2024	Plant Sale Refund	TCD Programs:T097 - Plant Sale	3451140 · Plant Sales	48.54
Bill Pmt -Check	EFT	02/29/2024	VSP - Vision Care		5531021 · Medical Benefits	612.10
Credit Card Charge	12339	02/01/2024	Meconi's	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	44.89
Credit Card Charge	12340	02/01/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5945364 · Computer Hardware	108.41
Credit Card Charge	12343	02/01/2024	UPS	Thurston County:TC450 - FY23-25 VSP Cost Share	5314203 · Printing Services	17.42
Credit Card Charge	12373	02/01/2024	Home Depot	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	97.54
Credit Card Charge	12432	02/01/2024	Federal Express	Various	5314203 · Printing Services	101.31
Credit Card Charge	12433	02/01/2024	Federal Express	WSCC: W086 Implementation	5314203 · Printing Services	96.26
Credit Card Charge	12434	02/01/2024	Federal Express	WSCC: W086 Implementation	5314203 · Printing Services	220.24
Credit Card Charge	12435	02/01/2024	Tractor Supply	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314107 · Project Supplies	703.39
Credit Card Charge	12437	02/01/2024	Amazon	Various	Project Supplies & Office Supplies	90.16
Credit Card Charge	12456	02/01/2024	Facebook	WSCC: W086 Implementation	5314400 · Advertising	16.43
Credit Card Charge	12457	02/01/2024	Facebook	Various	5314400 · Advertising	75.00
Credit Card Charge	12458	02/01/2024	Facebook	TCD Programs:T030 - District Communications	5314400 · Advertising	75.00
Credit Card Charge	12465	02/01/2024	Fred Meyer	RCO:R080 - Oregon Spotted Frog (OSF) Outreach	5314107 · Project Supplies	7.97
Credit Card Charge	12466	02/01/2024	Home Depot	UNRESTRICTED:A039 - Office Move	5314107 · Project Supplies	243.88
Credit Card Charge	12467	02/01/2024	Federal Express	TCD Programs:T030 - District Communications	5314203 · Printing Services	21.86
Credit Card Charge	12564	02/01/2024	Tumwater Pack and Ship	WSCC:W070 - CREP	5314203 · Printing Services	4.81
Credit Card Charge	12594	02/01/2024	Expedia	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314306 - Airfare	372.45



Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	12350	02/02/2024	Five Guys	UNRESTRICTED:A039 - Office Move	5314302 · Staff - Conference & Training	70.80
Credit Card Charge	12353	02/02/2024	Thurston County Resource Stewardshi	Thurston County:TC450 - FY23-25 VSP Cost Share	5314307 · Licenses and Permits	1,461.41
Credit Card Charge	12356	02/02/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	14.77
Credit Card Charge	12357	02/02/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	51.32
Credit Card Charge	12364	02/02/2024	Forestry Supplies	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314107 · Project Supplies	374.58
Credit Card Charge	21589	02/02/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	2.18
Credit Card Charge	12413	02/03/2024	US Postal Service	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	13.60
Credit Card Charge	12363	02/05/2024	ULINE	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314107 · Project Supplies	908.26
Credit Card Charge	12407	02/05/2024	Concrete Recyclers	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314107 · Project Supplies	304.84
Credit Card Charge	12414	02/05/2024	Pilot Travel Center	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	51.66
Credit Card Charge	12369	02/06/2024	Safeway	GREEN:TCC:G019.28 Dawkins	5314901 · Meeting & Event	13.78
Credit Card Charge	12372	02/06/2024	Terry's Automotive Group	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	715.80
Credit Card Charge	12404	02/06/2024	Home Depot	MISC:M100 - WFC Meyer Phase 2	5314107 · Project Supplies	32.82
Credit Card Charge	12408	02/06/2024	Concrete Recyclers	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314107 · Project Supplies	583.74
Credit Card Charge	12593	02/06/2024	DocuSign	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	70.92
Credit Card Charge	12577	02/07/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	39.83
Credit Card Charge	1285321609	02/07/2024	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	232.14
Credit Card Charge	12375	02/08/2024	Cheveron	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	48.61
Credit Card Charge	12385	02/08/2024	Home Goods	Various	Staff Conference & Training & Office Supplies	45.08
Credit Card Charge	12386	02/08/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	23.41
Credit Card Charge	12387	02/08/2024	MRSC	UNRESTRICTED:A037 - Staff Training (Unfunded)	5314302 · Staff - Conference & Training	40.00
Credit Card Charge	12388	02/08/2024	Trader Joes	UNRESTRICTED:A037 - Staff Training (Unfunded)	5314302 · Staff - Conference & Training	21.04
Credit Card Charge	12415	02/08/2024	Bayview Thriftway	TCD Programs:T070 -Teens in Thurston Volunteer Program	5314901 · Meeting & Event	22.11
Credit Card Charge	12377	02/09/2024	Adobe Inc	Thurston County:TC400 - VSP	5314505 · Software Licenses	37.77
Credit Card Charge	12412	02/09/2024	US Postal Service	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	28.90
Credit Card Charge	12582	02/09/2024	Adobe Inc	TCD Programs:T030 - District Communications	5314505 · Software Licenses	240.00
Credit Card Charge	12590	02/09/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	16.41
Credit Card Charge	3452120	02/09/2024	Rightworks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	24.09
Credit Card Charge	G039476242	02/09/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	0.06
Credit Card Charge	12405	02/10/2024	Safeway	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314901 · Meeting & Event	36.35
Credit Card Charge	12406	02/10/2024	Starbucks	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314901 · Meeting & Event	45.72
Credit Card Charge	12455	02/11/2024	Facebook	WSCC: W086 Implementation	5314400 · Advertising	75.00
Credit Card Charge	12396	02/12/2024	Scott Ventures LLC	WSCC:W130- Forest Health & Wildfire Resiliency	5314302 · Staff - Conference & Training	197.00
Credit Card Charge	12561	02/12/2024	Just Buttons	WSCC: W086 Implementation	5314107 · Project Supplies	216.00
Credit Card Charge	12584	02/12/2024	Facebook	TCD Programs:T030 - District Communications	5314400 · Advertising	58.97
Credit Card Charge	12439	02/13/2024	Spuds	UNRESTRICTED:A037 - Staff Training (Unfunded)	5314302 · Staff - Conference & Training	10.55
Credit Card Charge	12452	02/13/2024	Harbor Freight	GREEN:G019-SS GREEN Interlocal	5314107 · Project Supplies	78.78
Credit Card Charge	12453	02/13/2024	Safeway	GREEN:G019-SS GREEN Interlocal	5314107 · Project Supplies	4.36
Credit Card Charge	12460	02/13/2024	EMD Millipore	GREEN:G019-SS GREEN Interlocal	5314107 · Project Supplies	459.75
Credit Card Charge	12492	02/13/2024	WA Dept of Agriculture	RCO:R050 - FY 22-27 ASRP Riverbend	5314307 · Licenses and Permits	51.50
Credit Card Charge	12560	02/13/2024	WA Dept of Agriculture	RCO:R050 - FY 22-27 ASRP Riverbend	5314307 · Licenses and Permits	103.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	12418	02/14/2024	U Printing	TCD Programs:T097 - Plant Sale	5314203 · Printing Services	529.52
Credit Card Charge	12438	02/14/2024	Walmart	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	243.70
Credit Card Charge	12559	02/14/2024	TESC Parking	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314300 · Staff - Travel	6.35
Credit Card Charge	5931652	02/14/2024	Buzzsprout	TCD Programs:T030 - District Communications	5374001 · Web Hosting and Maintenance	12.00
Credit Card Charge	12420	02/15/2024	WooCommerce	TCD Programs:T097 - Plant Sale	5314102 · Audit & Accounting	87.59
Credit Card Charge	12440	02/15/2024	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	8.99
Credit Card Charge	12441	02/15/2024	ULINE	TCD Programs:T098 - Soil Health Testing	5314107 · Project Supplies	117.14
Credit Card Charge	12533	02/15/2024	Lowes	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	157.77
Credit Card Charge	12421	02/16/2024	Puget Sound Plants	WSSC:W120 -FY23-24 Sustainable Farms and Field	5314107 · Project Supplies	237.82
Credit Card Charge	12566	02/16/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	46.02
Credit Card Charge	12524	02/17/2024	Starbucks	WSSC:W120 -FY23-24 Sustainable Farms and Field	5314901 · Meeting & Event	45.80
Credit Card Charge	12525	02/17/2024	Ace Hardware	WSSC:W120 -FY23-24 Sustainable Farms and Field	5314107 · Project Supplies	63.48
Credit Card Charge	E0300R3ECA	02/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	49.28
Credit Card Charge	E0300R35JC	02/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	287.44
Credit Card Charge	E0300R37KS	02/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	45.17
Credit Card Charge	12450	02/21/2024	Smartsheet Inc.	Various	5314505 · Software Licenses	274.98
Credit Card Charge	12451	02/21/2024	Always Safe & Lock	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	42.16
Credit Card Charge	12550	02/21/2024	Ace Hardware	TCD Programs:T050 - Partner Fee for Service Program	5314107 · Project Supplies	30.16
Credit Card Charge	12569	02/21/2024	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	15.66
Credit Card Charge	12570	02/21/2024	Lowes	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	28.43
Credit Card Charge	12572	02/21/2024	Fred Meyer	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	512.81
Credit Card Charge	12596	02/21/2024	Flaming Pig BBQ	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314901 · Meeting & Event	178.17
Credit Card Charge	12496	02/22/2024	Lenovo	WSSC:W130- Forest Health & Wildfire Resiliency	5945364 · Computer Hardware	1,957.87
Credit Card Charge	12562	02/23/2024	24HourTattoos.Com	WSSC: W086 Implementation	5314107 · Project Supplies	221.30
Credit Card Charge	12567	02/23/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	20.95
Credit Card Charge	P1-92330006	02/23/2024	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	174.00
Credit Card Charge	12476	02/26/2024	Always Safe & Lock	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	42.16

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	12511	02/26/2024	Bayview Thriftway	Various	5314400 · Advertising	256.95
Credit Card Charge	12551	02/26/2024	Service Saw Workwears	TCD Programs:T050 - Partner Fee for Service Program	5354804 · Restoration Equipment	41.08
Credit Card Charge	12571	02/26/2024	Ace Hardware	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	13.10
Credit Card Charge	12576	02/26/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	59.64
Credit Card Charge	12581	02/26/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	75.51
Credit Card Charge	12478	02/27/2024	Home Depot	TCD Programs:T036 - Elections	5314107 · Project Supplies	24.62
Credit Card Charge	12501	02/27/2024	Office Depot	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	82.38
Credit Card Charge	12516	02/27/2024	Half Moon Sanitation	WSSC:W120 -FY23-24 Sustainable Farms and Field	5314503 · Equipment Leases	370.00
Credit Card Charge	12523	02/27/2024	Walmart	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	68.68
Credit Card Charge	12535	02/27/2024	Tenino Short Stop	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	8.54
Credit Card Charge	12552	02/27/2024	Service Saw Workwears	TCD Programs:T050 - Partner Fee for Service Program	5354804 · Restoration Equipment	8.10
Credit Card Charge	12574	02/27/2024	Staples Inc	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	42.64
Credit Card Charge	12579	02/27/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	44.39
Credit Card Charge	12580	02/27/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	21.88
Credit Card Charge	12597	02/27/2024	Fred Meyer	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	14.75
Credit Card Charge	12522	02/28/2024	Safeway	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	72.63
Credit Card Charge	12532	02/28/2024	Harbor Freight	TCD Programs:T096 - Soil Health Equipment Rentals	5354802 · Rental Equipment	43.27
Credit Card Charge	12536	02/28/2024	Tenino Market Fresh	RCO:R050 - FY 22-27 ASRP Riverbend	5354804 · Restoration Equipment	34.58
Credit Card Charge	12538	02/28/2024	Tenino Short Stop	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	18.27
Credit Card Charge	12483	02/29/2024	Shell Gas	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	53.19
Credit Card Charge	MC15015404	02/29/2024	Mail Chimp	TCD Programs:T030 - District Communications	5314505 · Software Licenses	82.13



# BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b> Salmon Recovery Funding Addendum: Riparian Restoration Project Implementation	
<b>Lead Staff:</b> Karin Strelloff	<b>Board Meeting Date:</b> 03/26/24
<b>Goal of Presentation:</b>	<input checked="" type="checkbox"/> <b>Decision</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Feedback</b>
<b>Description/Background:</b>	<i>Please provide a description or background of the project.</i>
<p>This funding addendum provides \$207,514 in funds from the WA State Conservation Commission's Salmon Recovery Funding (SRF) program. It supports ongoing riparian restoration work in the Chehalis watershed. This grant focuses on projects that support community members with riparian restoration goals in the Independence Valley region and along Scatter Creek, in Cozy Valley (south of Tenino).</p>	
<b>Pros:</b> This funding is much-needed and will support staff and the restoration crew as we continue this important work.	<b>Cons:</b> n/a
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>	
\$207,514 in new grant funds.	
<b>Recommended Action:</b>	<i>What decision do you recommend the board make?</i>
Approve	
<b>Legal Review:</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>Not Required</b>
<b>Supporting Documents:</b> <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
Funding Addendum	



**Yan Dong**

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**From:** Commission@scc.wa.gov <noreply+29899f926be69dff@formstack.com>  
**Sent:** Tuesday, February 27, 2024 5:04 PM  
**To:** Yan Dong  
**Subject:** FORM 4: Addendum

## **Washington State Conservation Commission**

### **FORM 4: ADDENDUM**

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Feb 27, 2024 5:03 PM

**Conservation District: Thurston**

**GRANT PROGRAM: Salmon Riparian**

**Overhead Rate: 25%**

Submitted By: Yan Dong  
Email: ydong@thurstoncd.com

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**Total Grant Award: 207514.00**

Basic Allocation Award (if applicable):

**Total to be obligated under this Addendum: 207514.00**

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**Intermediate Outcome #1: 41503.00**

Technical Assistance

**Intermediate Outcome #2: 166011.00**

District Implementation Project Funding

**Intermediate Outcome #3:**

**Intermediate Outcome #4:**

**Intermediate Outcome #5:**

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**Total of Intermediate Outcomes: 207514.00**

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# BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b> City of Olympia ILA 2024	
<b>Lead Staff:</b> Nora Carman-White	<b>Board Meeting Date:</b> 03/26/24
<b>Goal of Presentation:</b>	<input checked="" type="checkbox"/> <b>Decision</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Feedback</b>
<b>Description/Background:</b>	<i>Please provide a description or background of the project.</i>
<p>This is a renewal of our ILA with the City of Olympia for the 2024 Scope of Work on urban agriculture projects.</p>	
<b>Pros:</b> Supports our activities and goals for urban agriculture work in Olympia and supports our partners at GRuB and YMCA with sub-awards.	<b>Cons:</b> None
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>	
\$203,038 in income with \$107,550 as pass-through subawards.	
<b>Recommended Action:</b>	<i>What decision do you recommend the board make?</i>
Approve and Sign	
<b>Legal Review:</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Not Required</b>
<b>Supporting Documents:</b> <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
ILA and Scope of Work	



**INTERGOVERNMENTAL SERVICES AGREEMENT  
FOR URBAN AGRICULTURAL SERVICES**

**BETWEEN**

**THE CITY OF OLYMPIA AND THE THURSTON CONSERVATION DISTRICT**

THIS AGREEMENT, pursuant to chapter 39.34 RCW, is made and entered into between the City of Olympia hereinafter "CITY" and THURSTON CONSERVATION DISTRICT, hereinafter "DISTRICT". In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

**I. PURPOSE OF AGREEMENT**

The CITY has at-risk urban and suburban farmland, as well as residents who practice urban agriculture. The CITY has determined that providing additional services, education, and planning support through local partnerships offers a cost-effective method to deliver services, education, and support to the City's constituents and to be in compliance with their stated goals and policies. The CITY enters into this agreement with the DISTRICT because the District has a proven record of administering technical and educational services for community members who seek tools and information when growing food in urban settings.

**II. AGREEMENT SCOPE**

The CITY and the DISTRICT agree to the Scope of Work in Attachment A, and the responsibilities of each party as described therein.

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

**III. SERVICES PROVIDED BY THE DISTRICT**

A. District

- i. Represents that it is qualified and possesses the necessary expertise, knowledge, training, and skills, and has the necessary licenses and/or certification to perform the duties and scope of work set forth in this Agreement.
- ii. Through this program, shall perform the services set as described and agreed upon in Attachment A, which are designed to enable and promote urban agriculture and food production within Olympia.
- iii. Shall perform the work specified in this Agreement according to standard industry practice for such work.
- iv. Shall provide labor and materials. Except as specifically provided for in the Scope of Work, no material, labor, or facilities will be furnished by the CITY.
- v. Shall complete its work in a timely manner and in accordance with the schedule agreed upon by the parties.
- vi. Will submit billing invoices along with companion narrative progress reports to the CITY on a quarterly basis within two weeks of the end of each calendar quarter. Quarterly narrative progress reports shall be provided in a format that is determined by and



acceptable to the CITY. In addition to the narrative, the 4th quarter report shall include the cumulative year-end number of participants.

#### **IV. CITY RESPONSIBILITIES**

- B. In order to assist DISTRICT in fulfilling its duties under this Agreement, the CITY shall provide the following:
  - i. Services, documents, or other information, all as identified in Attachment A.

#### **V. BASE ANNUAL FUNDING**

- A. In consideration for the services described, the CITY shall provide funding to the DISTRICT, as shown in Attachment A, not to exceed \$203,038.
- B. Payment to the DISTRICT shall be on a quarterly basis following receipt of the DISTRICT'S invoice and an acceptable quarterly progress report summarizing services provided to date under this Agreement.

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

Should the CITY fail to secure the base funding amount specified in Attachment A, due to non-appropriation of funds, the CITY shall provide written notice to the DISTRICT within thirty (30) calendar days. The CITY and the DISTRICT agree to meet within fourteen (14) calendar days thereafter to discuss the impacts of such a budget non-appropriate or reduction. The CITY may elect to redistribute costs or eliminate DISTRICT services at their discretion.

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

The term of this Agreement shall commence upon signature by the authorized representative of each party. This Agreement will continue in effect until December 31, 2024, unless terminated or extended by mutual agreement of the Parties.

By their signature executing this Agreement, the parties ratify the performance described in this Agreement that was performed between January 1, 2024 and execution of this Agreement by all parties.

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

The CITY and the DISTRICT agree to indemnify, defend, and hold harmless the other party, its elected officials, employees, and agents from and against any and all liabilities, losses, damages, expenses, actions, and claims, including reasonable attorneys' fees, arising out of or in connection with the other party's performance of this Agreement except for any damages arising out of bodily injury to persons or damage to property arising from the sole negligence of the Indemnified party, its agents or employees.

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

## **IX. AGREEMENT REPRESENTATIVE; NOTICE**

Each party to this Agreement shall have a representative. Each representative shall serve as the agreement administrator for his or her jurisdiction, for purposes of this Agreement. Notice required under this Agreement shall be sent to the address designated for the parties, below. Agreement representatives may be changed upon notice to the other party. Notice will be deemed to be received three business days following deposit in the U.S. Mail, postage prepaid.

### **THURSTON CONSERVATION DISTRICT**

Nora Carman-White, Communications & Education Manager

Thurston Conservation District

2918 Ferguson St. SW, Suite A

Tumwater, WA 98512

Phone: (360) 754-3588

### **CITY OF OLYMPIA**

Sylvana Niehuser, Director of Parks Planning & Maintenance

City of Olympia

PO Box 1967

Olympia, WA 98507-1967

Phone: (360) 753-8068

## **X. TERMINATION AND MODIFICATION**

Any party may terminate this Agreement by giving 30 days' written notice of termination to the other party, provided that the CITY shall be obligated to pay the quarterly invoice for the quarter in which the CITY terminates, for any work performed up to the date of notice of termination. This Agreement may only be modified by agreement of both parties, executed in writing, in the same manner as this Agreement. Modification may be executed solely through written agreement between the agreement representatives, as identified in this Agreement, for the following:

- A. Minor modification to the Scope of Work in Attachment A, if there is budget remaining and the modification meets the purpose of this Agreement.
- B. Minor modification of the budget allocations within and between tasks in Attachment A, within the purpose of this Agreement so long as the bottom line budget is not exceeded.

## **XI. JURISDICTION AND VENUE**

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

**XII. SEVERABILITY**

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

**XIII. ENTIRE AGREEMENT**

The parties agree that this Agreement, together with Exhibit A, is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Failure to comply with any of the provisions stated herein shall constitute a material breach of agreement and cause for termination. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

**XIV. RECORDATION**

This Agreement shall be posted and electronically available to the public on each party's website, consistent with RCW 39.34.040, and will take effect once posted.

**XV. PROPERTY**

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in multiple originals to take effect on the date of the last signature affixed hereto, once recorded.

THURSTON CONSERVATION DISTRICT

\_\_\_\_\_

T.J. Johnson, Thurston Conservation District Board Chair

Date:

CITY OF OLYMPIA

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Steven J. Burney, City Manager

Date:

APPROVED AS TO FORM:

---

Deputy City Attorney

ATTEST:

---

City Clerk



## 2024 Olympia Urban Farmland Scope of Work

The following tasks are implemented and are part of an interlocal agreement between the City of Olympia (City) and Thurston Conservation District (District). This scope of work carries out recommendations of the Olympia Farmland Workgroup for preserving and enhancing the production and access of local food within the City and its urban growth area. The scope of work defines roles and responsibilities, deliverables, 2024 metrics of success, and cost estimates for each task. Costs may be adjusted between tasks through mutual agreement of both parties, but total reimbursement from the City to TCD shall not exceed \$203,038 for all three tasks under the terms of this agreement.

### Overall TCD Deliverables and Assumptions:

- Bi-weekly project coordination meeting participation between TCD and the City of Olympia
- Quarterly invoices and project progress emails or memos
- Develop a project schedule outlining the anticipated tasks
- Project schedule updated monthly and distributed to project partners (City, GRuB, YMCA, etc.)

## Task #1 – Expand Community Gardens

### Thurston Conservation District – Roles & Responsibilities

Thurston Conservation District will serve in the lead role in coordinating the expansion of self-governed community gardens within the City of Olympia. Based on the successful partnerships initiated in 2023, TCD will work with partner organizations involved in community garden work to site, design and construct community gardens. TCD will begin the development of a Community Garden Ambassador program to help lead, organize, and engage local communities in activities of the gardens.

### Deliverables and Assumptions:

- Create and hold sub-award contracts with YMCA and GRuB for shared labor in the below tasks.
- Support the build-out, planting, and maintenance management plans of at least three new community gardens, based on partner collaboration and recommendation and needs assessment completed.
- Seek community interest, leadership for the development and implementation, and long-term maintenance of new and existing community gardens.
- Provide technical consultation, maintenance and operations planning, and agricultural education to community gardens and their gardeners to ensure the success of existing community gardens.
- Host at a minimum 1 workshop per garden once they are built to support team building between TCD, partners, and gardeners.
- Participate in local networks of partners and gardeners engaging in this work to ensure broad cooperation and collaboration on garden projects, for example, the South Sound Food System Network.
- Plan and coordinate with partners a conference event and resource fair in January 2024. Content will support community gardeners, home gardeners, and urban commercial farms.

- If time allows, support existing Olympia gardener retention through:
  - Research into why City of Olympia Gardeners participation wanes throughout the season.
  - Develop recommendations on how to increase retention based on research.
  - Utilize methods of collecting information such as staff interviews, previous gardener surveys, and data already collected by the City, etc. If additional information is needed, TCD will coordinate with City staff to identify the most appropriate method of gathering information.
- Provide a report that quantifies the number of garden plots restored or built, and identifies the organization responsible for each site and who is being served by the gardens (for example Tiny Home Residents, or Students, etc.). Include photos of the sites (before and after if possible) that can be utilized for future promotion and presentations.

**City of Olympia – Roles & Responsibilities**

The City of Olympia will provide primarily advisory, outreach, and financial assistance support for this program.

Actions include:

- Outreach for garden events through social media and other existing communications channels as allowed by the City’s Communication Policies.
- Advisory, to the extent possible, for collaborative community garden planning efforts and in-garden events at the City of Olympia Gardens.
- Process invoices quickly
- Participate in bi-weekly meetings with TCD
- Provide allowable data as requested about the Community Garden Program such as waitlist numbers and plot vacancies, and gardener comments as related to services TCD may support or provide.

**Task #1 Budget: \$197,650**

TCD Reimbursement: \$188,200

Match: \$9,450

**Budget Breakdown:**

**Salaries & Benefits: \$60,000**

*Staff time to coordinate volunteers and community members in the construction of new community gardens and the subsequent first full year of growing. Additional staff time to support coordination with partners, educational programming, exploration of a Garden Ambassador program, and planning for future garden builds in 2025.*

**Overhead (25%): \$15,000**

**Supplies & Equipment: \$5,600**

*For ag conference and resource fair event, materials for garden planning events, refreshments, and garden construction costs.*

**Travel: \$50**

*6 round trip drives from TCD to the City of Olympia downtown at .67 cents per mile.*

**Partner Sub-Awards: \$107,550**

*GRuB Sub-Award:*

*Staffing: \$60,000 for .5 FTE Program Manager, .5 FTE Program Coordinator, a pro-rated portion of time for the seasonal lead garden builder and admin support staff, and indirect costs.*

*YMCA Sub-Award:*

*Staffing: \$33,280 (2) contractual staffing/part-time: 20 hours a week. Operation: \$9,270 Overhead cost for management contribution and processing. Program Supplies: \$5,000 Youth engagement supplies and volunteer support.*

## Task #2 – Incentivize Urban Agriculture and Support Urban Growers

### Thurston Conservation District – Roles & Responsibilities

This task will specifically support urban residents with their technical questions and Best Management Practice (BMP) implementation. This will include but is not limited to, technical staff answering community requests promptly and increasing access to information regarding how to implement BMPs. This incentive and voluntary approach to technical assistance has the potential to support increased soil health, pollinator habitat and tree canopy, water quality, and reduction in water use within the City of Olympia and its UGA. Without the contract funding, these services would be drastically reduced or eliminated, and requests would be unmet.

#### Deliverables and Assumptions:

- Offer technical assistance to 5-10 urban farms, community gardens, and home gardeners.
- Develop 3 plans for urban farms including individual stewardship plans, nutrient management plans, irrigation plans, and comprehensive farm plans. These plans are tailored to the needs and type of farming being done.
- Connect growers and farmers with available cost-share programs, as appropriate.
- Offer soil analysis and recommendations, as submitted, for urban farmers, gardeners, and growers in Olympia and the Urban Growth Area.
- Develop additional funding applications, as available and appropriate, to implement best management practices and cost-share opportunities.
- Report on the overall number of requests for each deliverable.

### City of Olympia – Roles & Responsibilities

- Continue its reduced rates for agricultural water usage for successfully matched and farmed properties.
- Evaluate options for addressing cost barriers to installing the agriculture water meters.
- Research jurisdiction authority and legality of property tax incentives for farmland preservation as outlined below.
  - o Lower property tax rates for farmed parcels or those successfully matched and farmed through the District's Farm My Yard and South Sound FarmLink programs (similar to an open-space tax program).

#### Task #2 Budget: \$13,188

TCD Reimbursement: \$4,688

Match: \$8,500

#### Budget Breakdown:

##### Salaries & Benefits: \$3,750

*Staff time to support Olympia urban and UGA residents with technical assistance regarding their growing spaces. Could also be used to support soil testing and recommendations for residents and other best management practice recommendations.*

##### Overhead (25%): \$938

## Task #3 – Connect Private Vacant Land with Potential Farmers

### Thurston Conservation District – Roles & Responsibilities

A key goal of the City of Olympia is to reduce the loss of farmland. Implementation of the Farm My Yard program in 2023 and connection with the City's vacant lot registry was an initial starting point for this task. Matching between landowners and growers is a long-form engagement process that will be continued through this task.

**Deliverables and Assumptions:**

- Continue to identify targeted outreach for the Farm My Yard program to enroll at least 3 undeveloped parcels, vacant parcels, and unused lawn and yard space.
- Using City of Olympia-provided data, identify three suitable properties in the City of Olympia and UGA to enroll in TCD’s Farm My Yard Program. Enroll willing landowners. Develop land listing outreach materials for listed properties.
- Enroll interested urban farmers in Farm My Yard.
- Support enrollees with education, connection to partner organizations, and community resources to demonstrate or reach readiness to take on a lease including but not limited to a business plan, marketing and distribution plan, technical gardening, and farming knowledge.
- Offer support to ‘links’ (farmer/property owner connections) including lease templates and negotiation support, and ongoing technical assistance for the management of the linked property.
- Provide a year-end summary of successful matches of vacant landowners and growers and a summary of outreach and support provided.

**City of Olympia – Roles & Responsibilities**

The City of Olympia will support the Farm My Yard and South Sound FarmLink program’s land enrollment efforts by supporting the enrollment of eligible vacant land within the city.

**Actions include:**

- Provide a list of city-owned properties that have the potential to accommodate agricultural use based on vacant status, current use, and planned development or use.
- to TCD regularly to help maintain an up-to-date database.
- Share Farm My Yard opportunity with vacant lot registrants and others interested.

**Task #3 Budget: \$23,788**

TCD Reimbursement: \$10,150

Match: \$13,638

**Budget Breakdown:**

**Salaries & Benefits: \$7,500**

*Staff time to coordinate the Farm My Yard program.*

**Overhead (25%): \$1,875**

**Supplies & Equipment: \$750**

*For Farm My Yard outreach materials and printing expenses.*

**Travel: \$25**

*3 round trip drives from TCD to the City of Olympia downtown at .67 cents per mile.*

**Total Budget Summary**

	<b>Task #1</b>	<b>Task #2</b>	<b>Task #3</b>	<b>Total</b>
City of Olympia Reimbursement				
TCD	\$188,200	\$4,688	\$10,150	\$203,038
TCD Match	\$9,450	\$8,500	\$13,638	\$31,588
<i>Total</i>	<i>\$197,650</i>	<i>\$13,188</i>	<i>\$23,788</i>	<i>\$234,626</i>



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# Nonpoint Activity Update

## Southwest Region – March 2024

### National Coastal Wetlands Conservation Grant Program

Discover the National Coastal Wetlands Conservation (NCWC) Grant Program, a competitive initiative administered by the U.S. Fish and Wildlife Service (USFWS) aimed at acquiring, restoring, and enhancing wetlands in U.S. coastal states and trust territories. Each funding cycle, typically offering \$17-20 million, supports projects ranging from \$50,000 to \$1 million, with a minimum 25% match required from subrecipients, though additional points are awarded for exceeding this threshold. Notably, Ecology does not provide matching funds.

Key dates include a pre-proposal submission period from February to March 6, 2024, during which Ecology and USFWS assist in refining project concepts, followed by preproposal site visits from March 18-22, 2024, with up to 7 projects sponsored by Ecology based on competitiveness and feedback from USFWS. While only state agencies can apply directly, partnerships with local or Tribal governments, state and federal agencies, and nonprofits are highly valued, with funding for subrecipients facilitated through sub-award agreements with Ecology. Join us in conserving and restoring coastal wetlands for future generations.

For more information, visit Ecology's [National Coastal Wetlands Conservation Grant Program](#) page.

### Washington Restoration and Resiliency Initiative (WCRRI) Grant Round

The Recreation and Conservation Office (RCO) has opened the 2025-2027 grant round for the Washington Coast Restoration and Resiliency Initiative (WCRRI). With \$10.3 Million in funding available, WCRRI supports projects aimed at addressing the region's highest priority ecological protection and restoration needs while simultaneously fostering economic growth and job creation in coastal communities. Objectives include employing cost-effective methods to substantially safeguard and restore ecosystem functions, goods, and services.

The program seeks to advance coastal restoration skills and tools while promoting ecological and community resilience. This involves reducing hazards and risks, offering guidance for land-use planners, and enhancing coastal infrastructure.

Since its inception in 2015, WCRRI has been a vital funding source for the Washington coast.

Visit the RCO WCRRI website at [Washington Coast Restoration and Resiliency Initiative - RCO](#) to submit an application. On the website, you'll find a program guidance manual, all necessary forms and manuals, and details on typical award amounts over the last three biennia. Draft applications must be submitted in PRISM by March 14, 2024.

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

Ecology’s Southwest Regional Office receives over 2,500 complaints each year. Typically, about 25% of these complaints are related to water quality. Our Nonpoint staff work on a wide variety of different concerns that may cause water pollution. This table lists the number of new complaints received for the month as well as the ongoing complaints Nonpoint staff are actively addressing.

County	New ERTS	Ongoing ERTS
Clallam	0	0
Clark	3	5
Cowlitz	4	3
Grays Harbor	2	3
Jefferson	0	0
King (WRIA 10)	0	2
Lewis	1	12
Mason	2	3
Pacific	0	1
Pierce	2	3
Skamania	0	0
Thurston	0	6
Wahkiakum	0	1

## Southwest Region Ecology Nonpoint Water Quality Staff

### Southwest Region Office (SWRO)

300 Desmond Drive SE, Lacey, WA 98503

### Vancouver Field Office (VFO)

12121 NE 99<sup>th</sup> St., Suite 2100, Vancouver, WA 98682

### Coastal Watersheds

**Jason Pietroski**- Waters draining to the Columbia & coast (VFO)

[jason.pietroski@ecy.wa.gov](mailto:jason.pietroski@ecy.wa.gov)

(360) 819-6558 Mobile

**Travis Casey**- Waters draining to the Chehalis & Willapa (SWRO)

[Travis.casey@ecy.wa.gov](mailto:Travis.casey@ecy.wa.gov)

(360) 584-5983 Mobile

### Puget Sound Watersheds

**Molly Paige**- Shellfish growing areas (SWRO)

[molly.paige@ecy.wa.gov](mailto:molly.paige@ecy.wa.gov)

(360) 480-6099 Mobile

**VACANT**- SWRO

**Emily Davis**- Puyallup-White, Nisqually, Deschutes (SWRO)

[emily.davis@ecy.wa.gov](mailto:emily.davis@ecy.wa.gov)

(564) 669-1875 Mobile

**VACANT**- SWRO

### To Report Environmental Concerns:

**Online:** [Statewide Report Form](#)

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

**Phone:** 360-407-6300



# WACD & NACD Update for Thurston Conservation District Work Session/Board Meeting March 26, 2024

## **NACD – National Association of Conservation Districts**

### **NACD FLY-IN**

Scheduled for March 20, Washington state has three attendees – Roylene Comes at Night (NRCS), James Thompson (WSCC), and Ryan Baye (WACD). They will be meeting with our delegation, staff, and agency personnel. NACD provided training sessions on March 12 and 14.

The primary talking points are:

- A) **Farm Bill passage** - We would like a Farm Bill but understand budget negotiations and elections may preclude significant action until at least after November.
- B) **Keep IRA money in the Farm Bill** - NACD's highest farm bill priority is to **keep the \$18 billion the IRA provided** for NRCS conservation programs (like EQIP and CSP) in those programs. NACD has also asked Congress to integrate this funding in the conservation title of the 2023 Farm Bill providing potential permanent increase in baseline funding for conservation programs.
- C) **Streamline and assess processes and payment rates** for NRCS/FSA practices like EQIP, CRP, and CREP

NACD's 2024 issue papers are [here](#)

### **NACD URBAN AND COMMUNITY CONSERVATION (UAC) GRANTS**

- NACD is accepting applications for up to \$60,000 to support projects promoting the delivery of conservation technical assistance in urban and community-oriented settings, including projects serving rural populations. [See the full RFP online](#), with applications due **April 1, 2024 by 11:59 p.m. PT**.
- UAC applicants are encouraged to read [NACD's Board Statement on Diversity, Equity and Inclusivity](#).
- *Any questions related to UAC grants - Rachel Theler - [rachel-theler@nacdn.net](mailto:rachel-theler@nacdn.net).*

## **WACD – Washington Association of Conservation Districts**

### **WACD March 18, 2024 Work Session**

- Focus was on NE area – 15% of the 8,872 registered voters in Lincoln County voted in the CD election. They use their ballots as an outreach tool, having the ballot on one side and accomplishments on the other. In Ferry they are struggling as there has been a decrease in both the number of farms and the total acreage in the VSP, potentially due to wolf issues.
- Legislative – session was good and Governor Inslee has until April 1 to take action (or not).
  - The Climate Commitment Act has funding dedicated to natural resources but cannot be spent until after the first of the year due to the effects initiatives may have.
  - \$3.5 million in CTA funding. \$10 million was asked for both last year and this (we got \$1 million last year).
  - Lots of retirements from both the Senate and the House which will change the dynamics.
- Fiscal – the status of the WACD budget is good as the Plant Materials Center makes money and subsidizes the executive office. Total PMC sales for this year were \$1,540,714 which was the second highest ever – (last year was the highest).
- WACD 2025 DRAFT Annual Plan – the plan has been updated and expanded.

### **MISCELLANEOUS**

- NRCS has a new Facebook page - [@USDANRCS](#)

# WACD & NACD Update for Thurston Conservation District Work Session/Board Meeting March 26, 2024

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## **USDA Accepting Applications for Urban Agriculture and Innovative Production**

USDA is accepting applications for grants to support urban agriculture and innovative production. The competitive grants will support the development of urban agriculture and innovative production projects through two categories: Planning Projects and Implementation Projects. Apply by April 9, 2024. [Learn more](#)

## **UPCOMING WACD and NACD MEETINGS**

April 15, 2024.....[WACD Work Session and Board Meeting](#)

April 28-May 5, 2024.....[NACD's 68th Stewardship Week](#)

May 20, 2024.....WACD Work Session and Board Meeting

May 29-30, 2024 .....WACD Legislative Workshop, Ellensburg

August 10-14, 2024 .....[NACD 2024 Summer Meeting in Boston](#)

September 11-13, 2024.....NACD Pacific and Southwest Joint Region Meeting, Anchorage, AK.

Submitted by [Doug Rushton](#), Thurston CD WACD Board, NACD Board

Information current as of 3/19/24.

F:\Thurston CD\2024\Board Meetings & Work Sessions\1-23-24 TCD Work Session & Board Meeting\3-19-24 NACD-WACD update for Thurston CD 3-26-24.docx

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# BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b> Resolution #2024-02	
<b>Lead Staff:</b> Nora Carman-White	<b>Board Meeting Date:</b> 03/26/24
<b>Goal of Presentation:</b>	<input checked="" type="checkbox"/> <b>Decision</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Feedback</b>
<b>Description/Background:</b>	<i>Please provide a description or background of the project.</i>
<p>TCD is applying for NACD's Urban and Community Agriculture Grant and a Board Resolution reviewing the application is required for submission. Should we be funded, TCD would work with the community of Bucoda to create and support a community garden. Listening-sessions, build-outs, workshops, technical assistance, and collaborative partnerships would be featured as key aspects of empowering this underserved community to grow more of their own food and foster a resilient Bucoda.</p>	
<b>Pros:</b> Increases funding capacity to offer assistance for urban ag projects to a broader community base beyond Olympia Brings resources to Bucoda community Increases partnership opportunities with Town of Bucoda, Economic Development Council, Tenino Community Service Center and more	<b>Cons:</b> None
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>	
Would net \$60,000 for TCD if approved	
<b>Recommended Action:</b>	<i>What decision do you recommend the board make?</i>
Sign the resolution so an application can be submitted	
<b>Legal Review:</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>Not Required</b>
<b>Supporting Documents:</b> <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
Application draft - final version due to NACD April 1 Resolution	





# Thurston Conservation District RESOLUTION

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**Resolution #2024-02**

**Subject: NACD Urban and Community Conservation Grant Application (UAC)**

**A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT,  
Approval of Funding Application for NACD UAC 2024-2025**

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 Chapter 89.08 RCW and Section 135-110 WAC,

WHEREAS, the Board of Supervisors has reviewed and approved the NACD Urban and Community Conservation Grant proposal and has addressed any conflicts of interest.

It is RESOLVED that the Board approves the application for this funding.

**ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON  
CONSERVATION DISTRICT ON MARCH 26,2024.**

\_\_\_\_\_  
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



**Thurston Conservation District**

582 Tilley Ct. SE, Suite 152  
Tumwater, WA 98501

**Contact:**

Nora Carman-White  
Communications & Education Manager  
360-999-3727  
[nwhite@thurstoncd.com](mailto:nwhite@thurstoncd.com)

**Project Title:** Growing With Bucoda

**Grant Amount Requested:** \$60,000

**Previous Grant Experience (200 Words)**

Thurston Conservation District (TCD) was the recipient of a NACD UAC grant for 2019 – 2020, which was extended into 2021 due to COVID-19. We successfully and appropriately administered these funds to support the creation of the Yelm Community Garden in partnership with Bounty for Families, City of Yelm, Yelm School District, Nisqually Indian Tribe, GRuB, and other local groups. This open teaching garden has since flourished under leadership of a Community Garden Coordinator hired by Bounty for Families. TCD remains engaged by supporting them in further funding applications and teaching multiple workshops for gardeners in-garden each year. In addition to the construction and launching of that garden, our previous UAC funding also supported the creation of a workshop series for home gardeners. Due to COVID-19, those were adapted to be online trainings in 2020 and 2021. We have since used that developed curriculum to host more workshops in-person and would replicate that curriculum in our new UAC project with the Town of Bucoda and their community garden. This would allow that impact of that initial UAC grant to be spread to another rural and growing community.

**A. Project Description (50 words):**

Thurston Conservation District will work with the community of Bucoda, WA create and support a community garden. Listening-sessions, build-outs, workshops, technical assistance, and collaborative partnerships will be key to empowering this underserved community to grow more of their own food and foster a resilient Bucoda.

## B. Budget

Expense Item	NACD Funds	Non-NACD Funds and/or In-kind value for 25% Match
<b>Salaries, Benefits, &amp; Honorariums</b>	\$42,000.00	\$10,800.00
Planning and coordination of events, workshops, and community meetings, garden designing and building, in-garden technical assistance for Bucoda residents.  Includes individual planning and promotion time for lead coordinators.  \$1000 honorarium for primary community leader \$500 honorarium for two additional community leaders	\$2,000.00	
<b>Supplies, Equipment &amp; Promotion</b> <i>15% of NACD funds</i>		
Outreach supplies for event advertising, garden build materials, and gardening equipment for workshops, handouts	\$9,000.00	\$4,200.00
<b>Transportation &amp; Mileage</b>		
Driving from TCD to Bucoda and back for workshops, site visits, and planning	\$1,000.00	\$0.00
<b>Administrative</b> <i>10% of NACD funds</i>	\$6,000.00	\$0.00
<i>Total Matching Funds (25%)</i>		\$15,000.00*
<i>Total Request from NACD</i>	\$60,000.00	
<b>TOTAL PROJECT BUDGET</b>		<b>\$75,000.00</b>

\* Match will be provided by community partners' and TCD in-kind donations of volunteer time (\$40/hr x 270 hours), meeting space (\$800), garden starts and seeds, compost, tool use and garden location donation (\$3,400).

## C. Budget Description (300 words)

The budget will be concentrated in two categories: staff time and honorariums and supplies and equipment. Staff time will support TCD Education and Outreach and Technical staff in grant coordination, community networking, outreach and education, garden planning and building, and follow-up technical assistance in-garden for residents. Honorariums will be supplied to the primary

community leaders from the Town Council and Improvement Club for their leadership and expertise. The supplies and equipment budget will support the purchasing of building materials and tools for the garden as well as outreach and event materials to ensure accessibility and engagement from the community in all steps of the designing and building process. Additional funding will be spent on mileage to-and-from Bucoda and for TCD administrative costs.

Match will be supplied in-kind in both the salaries and supplies categories. Salary match has been calculated for estimated volunteer time spent on community organizing and garden construction. This is calculated at a minimum of 270 volunteer hours at the 2024 Washington State volunteer rate of \$40/hour. Supplies match includes the use of Bucoda's Community Center and park meeting spaces at a value of \$800, garden starts and seeds supplied by the Tenino Community Service Center through their We Feed Washington Grant, donation of compost from a local business, and tool use and garden location donation totaling \$3,400.

This budget and its accompanying match supports full and robust engagement with the town of Bucoda for the duration of this grant and constitutes a significant financial investment in the town for long-term success. This budget sets up the town to have the tools and resources to sustain the garden in the long-term through increased partnerships and appropriately designed and installed infrastructure at their garden site.

#### **D. Applicant Qualifications (200 words)**

TCD staff includes 11 technical experts who work in both urban and rural settings and specialize in areas such as food and livestock production, soil health, irrigation, and more. We are dedicated to community outreach and citizen engagement as a component of all our work. TCD has four education and outreach staff who plan and execute 50+ workshops/events engaging 1,500+ residents annually. TCD engages a diversity of partners and participates in local planning groups and networks to help build partnerships, which range from elected officials to individual residents, from small non-profit organizations to strategic planning collectives representing disparate economic, cultural, social and environmental interests. Staff work hard to build and maintain non-traditional partnerships to maximize impact and effectiveness of our work. The focus of all our engagement is to offer accessible information that empowers community members.

This project helps meet our [Strategic Plan](#) goals of Local Food Production and Consumption, Climate Change Adaptation and Mitigation, and Community Outreach and Engagement. In particular, the local food goal names urban food production and increasing access to healthy local food through community gardens as actions to meet the goal. This project builds on successful community garden projects in Yelm and Olympia.

#### **E. Project Description**

Bucoda, WA was once a growing industry town with a thriving lumber mill – it was called “The Town with the Million Dollar Payroll” and stood on the forefront of Western Washington’s coal and lumber trades. Changes in industry demand and several unfortunate fires changed the course of Bucoda’s growth and now it is a town in need of investment and revitalization to support its 578 residents (US Census) living in South Thurston County. Located along the Skookumchuck River, home to critical salmon runs, and just south of the more populated Tenino, Bucoda’s community

experiences a 33% poverty rate (US Census) and is home to a diversity of community members include elders, Veterans, and families with young children. There is just one business, Joe's Place, known for it's steak dinners. In order to generate revenue for the town and support improvement projects, Bucoda has leaned into Halloween and becomes Boo-Coda for the month of October when they host an elaborate haunted house and a number of spooky events.

Through this grant, TCD will join forces with this creative community to bring a big investment to their town center through the revitalization and support of a community garden. The Bucoda Improvement Club has had their sights set on re-starting a garden on town property. Through this grant, TCD will partner with the Town and Improvement Club to empower residents to develop the skills and confidence to grow and use their own food in this space. Through this project we can focus resources in the area to make home-grown-food accessible to the community through the physical creation of a garden, free educational events, and in-garden technical assistance in partnership with town leadership. This project will also be supported through collaboration with the Tenino Community Service Center, which offers food and nutrition assistance to Bucoda, and the Economic Development Center who promotes and supports the Halloween events in the community.

This proposal includes four key components.

- 1) Through a workshop series using our urban gardening curriculum, TCD will establish a stronger presence in Bucoda to expand the resources offered to this community. We will host six free, hands-on workshops. Workshops will cover topics such as: how to plan and plant a PNW fall and winter garden, seed saving, starting seeds inside using common household items, container gardening, spring and summer gardening techniques, urban mud, manure and compost management, how to build your own rain barrel, and food preservation techniques and nutrition information.
- 2) Staff will work directly with Bucoda Town Council and the Improvement Club to build out the Bucoda Community Garden site, located on Town owned property.
- 3) In-garden build events and workshops will introduce Bucoda residents to additional TCD services, such as technical assistance and conservation planning; TCD staff can then work directly with interested residents to identify and implement Best Management Practices appropriate for food growers and livestock owners in the Bucoda area. This technical assistance will be for gardeners in the community garden as well as at their own sites or farms. These services will continue to be available to Bucoda residents after this grant ends.
- 4) TCD will collaborate to set the garden up for long-term success through the creation of a shared tool library. TCD will also help the garden find ways of connecting with the Town's successful Halloween events through the growing of jack-o-lantern pumpkins for their carving contest, corn stalks, and in-garden Halloween events. These pieces will be key to post-grant project sustainability.

The Bucoda community and surrounding area has a rich history of agriculture and many residents still identify with a rural lifestyle while living in a town center. While Bucoda could once prosper through industry jobs and a rich agricultural trade, it is now a community in need of investment and uplift to support its community members. Ensuring partnership with existing community

resources and businesses, Town Council, and the Improvement Club to coordinate and advertise workshops and outreach efforts will be key to success in this project. We are especially excited by this opportunity to spend concentrated time and money in a specific community center and see the tangible impacts of that. This project will ensure Thurston Conservation District is an accessible resource through an inclusive, community-driven, and culturally relevant initiative.

## **F. Project Goals and Timeline**

### **Goal 1: Hold Six Workshops**

- October 2024  
Hold 1<sup>st</sup> workshop: *Urban Mud, Manure, & Compost Management*
- March 2025  
Hold 2<sup>nd</sup> workshop: *Affordable & Space Efficient Ways to Start & Maintain a Home Garden*
- June 2025  
Hold 3<sup>rd</sup> workshop: *Collaborating in a Garden: How to Effectively Share Garden Space and Thrive Together*
- August 2025  
Hold 4<sup>th</sup> workshop: *Preserving Your Summer Garden: Basics of Canning & Dehydrating*
- September 2025  
Hold 5<sup>th</sup> workshop: *Planning & Planting a PNW Winter Garden- From Seed Saving to Winter Composting*  
Hold 6<sup>th</sup> workshop: *Climate & Financially Friendly Garden Practices: From Rain Barrels to Seed Saving*

### **Goals 2 & 3: Plan, Build and Support Community Garden**

- Summer - Fall 2024
  - Co-host interest meetings and planning events
  - Design garden
  - Compile building materials list
- Winter 2024/2025 - Spring 2025
  - Procure building materials
  - Build garden with community work parties
  - Host plant/seed giveaways and in-garden TA events to help gardeners plant their garden beds
  - Compile tool-library
- Summer/Fall 2025
  - Host in-garden events to support projects and offer TA

### **Goal 4: Foster Lasting Investment in the Garden**

- Summer/Fall 2024
  - Support planting jack-o-lantern pumpkins in existing three beds for October 2024 Boo-Coda events
  - Table at and participate in Boo-Coda events

- Winter 2024/2025 - Spring 2025
  - Support planting jack-o-lantern pumpkins for October 2025 Boo-Coda events
  - Tour garden project with local leaders to support sustainability capacity
- October 2025
  - Table at and participate in Boo-Coda events

**G. Project Sustainability (200 words)**

This grant gives TCD the opportunity to focus outreach efforts on the community of Bucoda in order to effectively support the creation of sound and long-lasting community resource. We plan to offer continue technical assistance through grants such as the USDA Urban Agriculture Innovative Production grant and State funding focused on climate change adaptations. Because of on-going work funded by the Aquatic Species Restoration Plan just up-river from Bucoda, TCD has a vested interest in making sure that these outreach efforts are sincere, realistic, and sustainable.

We will closely partner with Bucoda Town Council, Bucoda Improvement Club, Tenino Community Service Center, and the Thurston Economic Development Center (EDC). Bucoda is known for its Halloween events, which the EDC is heavily involved with. The garden will become integrated into this community effort by growing things like jack-o-lantern pumpkins and corn to use during October’s festivities. We also plan to partner with Tenino Schools and the local business Joe’s Place for outreach and support. These partnerships will translate to in-kind match and are integral to sustaining our programing and District outreach in Bucoda. Letters of support demonstrate partners’ commitment to collaborating and realizing a sustained program and outreach initiative for Bucoda.

**H. Project Promotion (200 words)**

TCD uses storytelling and project demonstration as a key component of our outreach to further community-based conservation. In keeping with this, TCD would showcase this project in the following ways:

Locally:

- South Sound Food System Network monthly meetings
- South Thurston Economic Development Initiative monthly meeting
- News stories through The Chronical, Nisqually Valley News, and The Olympian
- Advertise project during Bucoda’s popular Haunted House and Halloween events.
- TCD social media (Facebook, Instagram), newsletter, print and in-person promotions
- Include Bucoda garden site in tour to local elected officials
- Highlight project in TCD’s podcast
- Highlight project when speaking to State Representatives and Senators during session
- Advertise workshops to broader Thurston County community

Statewide:

- Washington Association of Conservation Districts publications

- Washington State Conservation Commission social media highlights
- Workshop at the annual Washington Association of District Employees conference; share best practices and successes/challenges with other CDs

Nationally, we would love to see this project shared via NACD's publications, news highlights, and webinar series. Additionally, we have regular contact with our Congresswomen and their staff and would engage them in this project.

Item

7



# Thurston Conservation District

## 2024 Board of Supervisor Election Update Memo



**To:** TCD Board of Supervisors  
**From:** Susan Shelton, TCD Election Supervisor  
**Cc:** S. Moorehead, Kirsten Hill, S. Barashkoff, N. Carman-White  
**Date:** March 20, 2024  
**Subject:** 2024 Board of Supervisor Election Update

Per your request, I am happy to provide a brief update on the 2024 Board of Supervisor Election process.

### Appointed Candidates

TCD has begun outreach for the appointed supervisor seat.

Individuals interested in applying for the open appointed seat must file their appointed supervisor application with the Washington State Conservation Commission (WSCC) by March 31. More information about the appointed seat application process can be found on the Commission's website here: [Elections & Appointments \(wa.gov\)](#).

### Voting

Election day was yesterday, March 19; TCD ceased accepting drop-off ballots at 4:30pm. Mailed-in ballots must be postmarked by March 19<sup>th</sup> to be counted.

For the 2024 election, a total of 313 ballots were requested and mailed out to voters. As of today, 271 completed ballots were returned.

### Signature Verification and Ballot Counting

On March 22<sup>nd</sup> and 29<sup>th</sup>, the Thurston County Auditor's office will verify the signatures of returned ballots. On March 29<sup>th</sup> the polling officers will count verified ballots. We expect to announce the preliminary results of the 2024 election on March 29<sup>th</sup>.



# BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b> Proposed 2024 Annual Plan	
<b>Lead Staff:</b> Kirsten Hill	<b>Board Meeting Date:</b> 03/26/24
<b>Goal of Presentation:</b>	<input checked="" type="checkbox"/> <b>Decision</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Feedback</b>
<b>Description/Background:</b>	<i>Please provide a description or background of the project.</i>
<p>As part of Washington state law and the WSCC Conservation, Accountability and Performance Program (CAPP) Conservation Districts are required to submit annual plans by the end of May. This proposed annual plan is derived from the 5-year strategic plan developed in 2019.</p>	
<b>Pros:</b> TCD will be in compliance with Washington state law and WSCC CAPP.	<b>Cons:</b> None
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>	
None	
<b>Recommended Action:</b>	<i>What decision do you recommend the board make?</i>
Approve the proposed 2024 Annual Plan.	
<b>Legal Review:</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>Not Required</b>
<b>Supporting Documents:</b> <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
Proposed 2024 Annual Plan	





## Thurston Conservation District 2024 Annual Work Plan

### Mission

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

### Introduction

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

For more information, contact Sarah Moorehead, Executive Director 360.754.3588 [smoorehead@thurstoncd.com](mailto:smoorehead@thurstoncd.com)

## Natural Resource Priorities, Goals, and Actions

### 1. Climate Change Adaptation and Mitigation

To help producers and community members understand and adapt to the changing climate, we continue to engage in and relay the best available science through education and technical assistance services. We seek to support our community in proactive climate change adaptation measures such as flood and fire prevention, drought, ocean acidification in local marine waters,

suitable crops, and forest regeneration incorporating climate adaptability, and alternative pest and plant disease control. We are committed to work with our community to conserve and protect our natural resources in response to climate change. In addition, we strive as an organization to demonstrate sustainable practices in our work and office culture.

GOALS	ACTIONS
1) <i>Assist with drought mitigation.</i>	A. Provide water use technical recommendations to 3 community members.
2) <i>Enhance fire safety for land and homeowners.</i>	A. Develop fire safety strategies and recommendations at 50 sites.
3) <i>Mitigate flood impacts on residents in the Chehalis Basin.</i>	A. Host 1 community meeting focused on the Chehalis Basin Strategy to keep residents informed. B. Participate in Chehalis Basin Strategy and protect landowner involvement in the process.
4) <i>Assist farms in mitigating and adapting to climate change.</i>	A. Host 2 workshops to help farmers adapt to climate change. B. Work with 2 farms to implement carbon sequestration practices. C. Improve emergency readiness for 5 community members. D. Host an ag symposium including a focus on climate change.
5) <i>Improve community resilience to climate change.</i>	A. Host 2 professional development opportunities for teachers. B. Develop flood reduction and water supply projects in the Deschutes watershed.

## 2. Local Food Production & Consumption

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

GOALS	ACTIONS
6) <i>Support urban and suburban food production.</i>	A. Provide technical assistance to 4 community gardens, tribal gardens, school gardens or garden clubs. B. Provide technical assistance to 60 urban and suburban community members.

7) *Increase accessibility to healthy local food for community members of Thurston County.*

- C. Implement conservation BMPs on 5 farms within urban or urban growth areas.
- D. Host 2 workshops on backyard food production.
- A. Partner with local food banks to connect at least 1 community that lacks sufficient support with fresh local food.
- B. Strengthen partnerships with 2 local organizations to support community gardens, school gardens, and home-based food production (could name Bounty for Families and TCFB).
- C. Partner to host 1 workshop for families on cooking with fresh food.
- D. Participate in regional and local food system networks and partnerships (South Sound Food System Network, Regional Food System Partnership, TCAT Regenerative Ag & Food Workgroup)

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

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

#### GOALS

- 8) *Work with partners to protect critical working lands through easements and acquisitions.*
- 9) *Increase voluntary stewardship.*

#### ACTIONS

- A. Apply for funding to facilitate working lands easements through partnerships (RCPP, Sentinel Landscape Partnership, Conservation Grazing Partnership).
- A. Increase participation in the Voluntary Stewardship Program by 15 participants.
- B. Develop 15 Individual Stewardship Plans.

<b>10) Support viable farms.</b>	<ul style="list-style-type: none"> <li>C. Support community members through regulatory processes such as inspections and referrals.</li> <li>A. Connect producers to business planning and training courses and/or resources.</li> <li>B. Connect local producers to consumers through online tools and marketing support.</li> <li>C. Support streamlined application and permitting processes for community members.</li> </ul>
<b>11) Increase support for forest stewardship.</b>	<ul style="list-style-type: none"> <li>A. Facilitate the development of 4 forest management plans (FMP's).</li> <li>B. Hire TCD Stewardship Forester.</li> <li>C. Support efforts to preserve working forest land.</li> </ul>
<b>12) Increase technical assistance to producers.</b>	<ul style="list-style-type: none"> <li>A. Facilitate 220 site visits with producers.</li> <li>B. Provide technical recommendations on 300 BMPs.</li> </ul>
<b>13) Bridge the gap between retiring and beginning producers.</b>	<ul style="list-style-type: none"> <li>A. Offer 1 successional planning training course.</li> <li>B. Provide resources to 10 new farmers.</li> <li>C. Increase outreach to landowners to share leasing opportunities via South Sound FarmLink</li> <li>D. Collaborate with existing land matching programs.</li> <li>E. Educate and connect real estate agents farmland transfer programs.</li> </ul>
<b>14) Support sustainable shellfish production.</b>	<ul style="list-style-type: none"> <li>A. Work with 1 shellfish operation to implement conservation BMPs.</li> <li>B. Conduct a needs assessment for local shellfish producers to identify areas to support and innovative ideas.</li> </ul>
<b>15) Increase inventory and use of equipment rental service.</b>	<ul style="list-style-type: none"> <li>A. Identify additional pieces of equipment needed by the community to expand TCD's rental program.</li> <li>B. Purchase a manure spreader and turkey processor to add to TCD's rental program.</li> <li>C. Plan hands-on training for no-till drill.</li> <li>D. Ensure appropriate use of the equipment by creating technically sound guidance documents for all equipment.</li> </ul>

#### **4. Protect and Restore Ecosystems**

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

the community to raise awareness of the vital role of our critical ecosystems and their processes. We will also continue to coordinate financial resources and facilitate ecosystem recovery at the local level.

GOALS	ACTIONS
<p><b>16)</b> <i>Work with partners to protect critical habitat through restoration easements and habitat enhancement contracts.</i></p>	<ul style="list-style-type: none"> <li>A. Develop 1 new CREP contract.</li> <li>B. Facilitate 3 conservation easements (termed or permanent) through TCD and partner programs.</li> <li>C. Strengthen partnerships with local accredited land trusts.</li> </ul>
<p><b>17)</b> <i>Increase restoration of degraded habitat.</i></p>	<ul style="list-style-type: none"> <li>A. Create 3 site-specific pollinator habitat projects.</li> <li>B. Complete 1 wetland habitat enhancement project.</li> <li>C. Treat 15 acres of invasive species.</li> <li>D. Develop 5 planting plans.</li> <li>E. Provide habitat restoration technical assistance to 50 community members.</li> <li>F. Facilitate 50 site visits with community members focused on habitat restoration.</li> </ul>
<p><b>18)</b> <i>Restore marine and freshwater habitat to support healthy aquatic species populations and functional floodplains.</i></p>	<ul style="list-style-type: none"> <li>A. Plant 6 acres of riparian habitat to support salmon recovery.</li> <li>B. Develop 2 restoration projects in freshwater systems with salmon runs.</li> <li>C. Support 25 shoreline community members to improve shoreline habitat.</li> </ul>
<p><b>19)</b> <i>Enhance ESA listed species habitat (plant &amp; animal).</i></p>	<ul style="list-style-type: none"> <li>A. Work with 1 community member to improve Oregon Spotted Frog habitat.</li> <li>B. Host 1 Orca Recovery Day event to bring awareness to endangered salmon and orca populations.</li> <li>C. Work with 10 community members through VSP to support on-farm management and recovery of listed species.</li> </ul>
<p><b>20)</b> <i>Develop local riparian restoration cost-share program.</i></p>	<ul style="list-style-type: none"> <li>A. Work with local and state partners to secure funding for local riparian restoration program.</li> </ul>

**5. Soil Conservation and Health**

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

**GOALS**

**ACTIONS**

<p><b>21) Establish a soil health management program.</b></p>	<ul style="list-style-type: none"> <li>A. Provide soil analysis recommendations to 100 community members.</li> <li>B. Host 2 soil health focused workshops.</li> <li>C. Develop cost share opportunities focused on soil health practices, including: cover cropping, reduced tillage, permanent groundcover integrated into production fields, etc.</li> <li>D. Develop guidance resources for farm equipment use to protect soil health.</li> </ul>
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**6. Water Quality and Quantity**

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

**GOALS**

**ACTIONS**

<p><b>22) Improved shoreline conditions.</b></p>	<ul style="list-style-type: none"> <li>A. Support healthy shellfish growing areas by providing education and guidance on shoreline BMPs for 20 homeowners.</li> </ul>
<p><b>23) Reduce surface &amp; groundwater impacts from urban and rural land uses.</b></p>	<ul style="list-style-type: none"> <li>A. Implement 2 conservation BMPs to reduce nutrient runoff.</li> </ul>
<p><b>24) Improve water use efficiencies and water conservation strategies.</b></p>	<ul style="list-style-type: none"> <li>A. Implement 2 conservation projects to support in stream flow targets.</li> </ul>

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



- B. Develop 3 Irrigation Management Plans for local agricultural operations.

## District Operations Priorities, Goals and Actions

### 1. Community Outreach and Engagement

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

GOALS	ACTIONS
<p><b>25)</b> <i>Build robust volunteer program to increase organizational impact and engagement.</i></p>	<ul style="list-style-type: none"> <li>A. Engage 100 community volunteers.</li> <li>B. Host 8 restoration work parties.</li> <li>C. Initiate 120 hours of community service to conservation.</li> <li>D. Support at least 10 youth through the Teens in Thurston volunteer network.</li> </ul>
<p><b>26)</b> <i>Build relationships with elected officials.</i></p>	<ul style="list-style-type: none"> <li>A. Host at least 1 field tour for elected officials.</li> <li>B. Present CD information and updates at 2 local jurisdiction meetings (ex. BOCC, City Councils, Port, School Boards).</li> <li>C. Connect with legislators at least twice annually.</li> </ul>
<p><b>27)</b> <i>Improve accessibility of CD information.</i></p>	<ul style="list-style-type: none"> <li>A. Develop relevant multi-lingual resources.</li> <li>B. Host 5 events appropriate for families and people of all ages.</li> <li>C. Showcase CD projects and programs on 3 local and TCD-owned media platforms.</li> </ul>
<p><b>28)</b> <i>Demonstrate the impact of our work to our community.</i></p>	<ul style="list-style-type: none"> <li>A. Host 3<sup>rd</sup> Annual Harvest Festival to showcase TCD accomplishments and community partnerships.</li> <li>B. Publish an annual report of accomplishments.</li> <li>C. Publish a monthly newsletter of information, announcements and project success stories.</li> <li>D. Host a monthly podcast focusing on TCD programs and issues relevant to our community.</li> </ul>

## 2. Adult and Youth Conservation Education

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

GOALS	ACTIONS
<p><b>29)</b> Support the implementation of <u>South Sound GREEN's Vision for the Future</u></p>	<ul style="list-style-type: none"> <li>A. Engage 1500 students in water quality testing.</li> <li>B. Educate 500 students through watershed and water quality related classroom lessons.</li> <li>C. Host 450 youth at Student GREEN Congress.</li> <li>D. Host 3 professional development opportunities for teachers to strengthen their knowledge of water quality, climate impacts, and local conservation issues.</li> <li>E. Engage 700 youth in Puget Sound Nearshore trips.</li> <li>F. Increase involvement in the South Sound GREEN program by 2 percent.</li> </ul>
<p><b>30)</b> Promote careers in natural resources.</p>	<ul style="list-style-type: none"> <li>A. Provide instruction to 1 secondary or college class.</li> <li>B. Offer service and alternative service opportunities for local AmeriCorps/service corps volunteers.</li> <li>C. Participate in Career Technical Educators Advisory Group</li> <li>D. Involve 50 students in the South Puget Sound Envirothon.</li> </ul>
<p><b>31)</b> Educate our community about natural resources conservation.</p>	<ul style="list-style-type: none"> <li>A. Participate in 50 educational opportunities for our community (workshops, tours, trainings, tabling etc.).</li> <li>B. Engage 1,300 community members through our Annual Native Plant Festival.</li> </ul>

## 3. District Operations

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

GOALS	ACTIONS
<p><b>32)</b> <i>Sustainable and consistent funding to achieve our mission.</i></p>	<ul style="list-style-type: none"> <li>A. Renew Rates and Charges in 2024 for a 10 year term.</li> <li>B. Demonstrate impact of current Rates and Charges funding in the community through support, programming, resources and outreach efforts.</li> </ul>
<p><b>33)</b> <i>Design and plan for TCD’s Conservation and Education Center.</i></p>	<ul style="list-style-type: none"> <li>A. Develop phased CEC development strategy including business plan, financial and communication strategies.</li> <li>B. Locate and engage in securing land by 2024.</li> </ul>
<p><b>34)</b> <i>Thurston CD Board and Staff represent our community and have the capacity to support its needs.</i></p>	<ul style="list-style-type: none"> <li>A. Ensure on-going professional development for all staff positions.</li> <li>B. Continue to practice inclusive recruitment strategies.</li> <li>C. Continue to support partnerships with Veterans organizations such as Vets on the Farm program, Veteran’s Conservation Corps, and Resilient Veterans.</li> <li>D. Hire to meet staffing needs identified in 2020-2025 Strategic Plan and 2024 Annual Budget.</li> </ul>
<p><b>35)</b> <i>Improve data management and internal tracking systems.</i></p>	<ul style="list-style-type: none"> <li>A. Utilize SmartSheet systems for programmatic and financial data tracking.</li> </ul>
<p><b>36)</b> <i>Improve office sustainability and lower TCD’s carbon footprint.</i></p>	<ul style="list-style-type: none"> <li>A. Move towards paperless practices.</li> <li>B. Purchase goods and services from local businesses first.</li> <li>C. Facilitate and support staff working from home to reduce carbon impacts from commuting.</li> </ul>
<p><b>37)</b> <i>Conduct transparent, accountable, and ethical operations.</i></p>	<ul style="list-style-type: none"> <li>A. Update Policies and Procedures Manual to reflect current practices and changes to governing laws.</li> <li>B. Timely responses to Public Disclosure Requests.</li> <li>C. Include opportunities for public involvement in organizational planning and budget processes.</li> <li>D. Maintain clean audits from the State Auditor’s Office.</li> <li>E. Develop an investment policy.</li> <li>F. Transfer to socially and environmentally responsible financial institutions.</li> <li>G. Engage in re-negotiations of CBA.</li> </ul>

## Thurston Conservation District: 2024 Budget

<b>Unrestricted Income Total</b>	<b>\$1,093,134</b>	<b>Unrestricted Expense Total</b>	<b>\$1,093,134</b>
<b>Unrestricted Income</b>	<b>\$1,093,124</b>	<b>Administrative Expenses</b>	<b>\$638,003</b>
Retail Sales	\$77,111	Administrative Salaries & Benefits	\$326,650
WSCC Implementation	\$128,935	Professional Services	\$74,672
Rates and Charges	\$562,182	Facility, Vehicles & Maintenance	\$156,271
Overhead	\$330,906	Supplies	\$10,799
Cash Surplus	-	Conferences, Training & Travel	\$34,462
		Insurance & Banking	\$35,150
		<b>Program Allocations</b>	<b>\$455,131</b>
		Local Food Production & Consumption	\$16,600
		Producer Support & Preservation and Expansion of Working Lands	\$1,000
		Water Quality & Quantity and Protection & Restoration of Ecosystems	\$7,159
		Soil Conservation & Health	\$39,227
		Community Outreach & Engagement	\$212,239
		Adult & Youth Conservation Education	\$47,870
		Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	\$131,036
		<b>Savings</b>	<b>\$0</b>

Conservation & Education Center	-
Reserve Fund	-

<b>Restricted Income</b>	<b>\$5,380,792</b>	<b>Restricted Expense</b>	<b>\$5,380,792</b>
ASRP Riverbend	\$2,559,889	Salaries & Benefits	\$1,502,501
SRFB Cozy Valley	\$37,551	Overhead	\$312,436
Zangle Cove	\$48,776	Travel	\$24,192
ASRP Oregon Spotted Frog	\$22,122	Goods & Services	\$224,608
Lower Eld Bulkhead Removal	\$112,018	Construction & Landscaping	\$2,915,774
Livestock Technical Assistance	\$8,524	Cost Share	\$59,000
Skookumchuck Restoration	\$97,800	Contractual	\$342,281
Chehalis Flood Plain	\$97,800		
Shellfish Cost Share	\$8,878		
CREP	\$45,701		
NRI Cost Share	\$64,783		
Engineering	\$82,500		
Salmon Recovery Funding (SRF)	\$267,418		
Sustainable Farms and Fields (SFF)	\$109,393		
Forest Health & Community Wildfire	\$363,234		
Irrigation	\$16,961		
Regional Implementation Team	\$26,104		
GREEN Congress Sponsorship (SCC)	\$5,000		
ESRP Shore Friendly	\$246,757		
Olympia Urban Farmland	\$203,038		
Sentinel Landscape (SLP)	\$309,222		
One Tree Planted	\$309,222		
WCRRRI Prairie Enhancement	\$34,218		
WFC Meyer Phase 2	\$85,196		
Pierce Shellfish NTA	\$85,600		
VSP & VSP Cost Share	\$223,838		

**2024 Income Total**  
**\$6,473,926**

**2024 Expense Total**  
**\$6,473,926**

**Administrative Expense-to-Budget Ratio**  
**10%**

Frogs on the Farm	\$54,625
Restoring South Sound Prairies	\$74,100
South Sound GREEN	\$116,449

DRAFT



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

April 23, 2024, 5:00 pm - 7:45 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: Producers Conference Recap, *Outreach & Education*
3. Rates and Charges, *Sarah Moorehead*
4. Conservation and Education Center (CEC) Development, *All*
5. New Legislative Wrap Up, *Sarah Moorehead*
6. Partner Report Review, *All*
7. Important Updates & Announcements
  - a. Board of Supervisors, *All*
  - b. Executive Director, *Sarah Moorehead (Executive Director)*

## Board Meeting

6:30 pm – 7:45 pm

- |  |                                    |
|--|------------------------------------|
| <b>1. Welcome, Introductions, Audio Recording Announcement</b> | <b>6:30 PM</b><br><i>5 minutes</i> |
| <b>2. Agenda Review</b>  | <b>6:35 PM</b><br><i>5 minutes</i> |
| <b>3. Consent Agenda – Action Item</b>                         | <b>6:40 PM</b>                     |
| A. March 26, 2024, Board Work Session & Meeting Minutes        | <i>5 minutes</i>                   |
| B. April 2024 Financial Report                                 |                                    |
| <b>4. Public Comment</b>                                       | <b>6:45 PM</b>                     |
| *Three minutes per person                                      | <i>10 minutes</i>                  |
| <b>5. Partner Reports (if present)</b>                         | <b>6:55 PM</b>                     |

- A. Natural Resources Conservation Service (NRCS), *Lynn Khuat* 15 minutes
- B. Washington State Department of Ecology (ECY), *Molly Paige*
- 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**
- A. 2024 Election Update 20 minutes
  - B. 2024 Annual Plan - *Action Item*
  - C. May 28, 2024 Work Session Topic List & Meeting Agenda Development

- 7. Executive Session** **7:30 PM**
- RCW 42.30.110 (1) To discuss with legal counsel representing the agency litigation or potential litigation. 15 minutes

**Adjourn** **7:45 PM**

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

### Important Future Dates

**May 2024**

- WSCC Commission Meeting Palouse CD May 14-16
- WACD Board Meeting 6:00 - 8:30 p.m. (Zoom) May 20
- Memorial Day TCD office closed May 27
- TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) May 28
- WSCC Legislative Meeting May 29-30

**June 2024**

- WACD Board Meeting 6:00 - 8:30 p.m. (Zoom) June 17
- Juneteenth TCD office closed June 19
- TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) June 25

**July 2024**

- July 4th TCD office closed July 4
- WSCC Commission Meeting Board Meeting Clark CD July 17 & 18
- TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) July 23



# Informational Items



# Executive Director's Report

Sarah Moorehead – Executive Director

March 28, 2024

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## **Priority Initiative Updates**

### **2024 Native Plant Festival Success!**

TCD welcomed over 1,300 attendees to our Native Plant Festival and Sale on March 2<sup>nd</sup>. Over 18,000 plants were sold to the community through this event! New this year, much of TCD's plant resources were provided as links via postcard to continue to meet our strategic plan goal of reducing paper use. In addition, the festival streamlined many processes and reduced wait times, compared to previous years.

As the event grows in popularity, staff continue to evaluate the most successful formats for the festival and sale components of this event. Stay tuned for a follow-up survey, and thank you for your continued support!

### **Conservation and Education Center Update**

CEC Property Search: TCD staff met with the Thurston Economic Development Council for a productive meeting to support research and siting of the Conservation and Education Center and possible business planning support. A follow-up meeting will be held in early April in response to the EDC's thorough review of the CEC Feasibility Study to determine the next steps.

CEC Communications and Marketing Plan: This project is underway, and dovetailing with the Rates and Charges renewal process, will start to see some communications products in April. This communications work will be phased, with relevant installments provided at crucial moments throughout 2024.

Financial Strategy and Business Plan: TCD staff are conducting research into business plan elements and financial strategies appropriate for various stages of CEC development. In addition to answering the TCD Board's question about the borrowing power of TCD, staff is including reasonable targets for non-loan financing options, including fundraising, partnerships, lease income, grants, legislative or congressional requests, investments, and more.

Project Plan: As elements of the overall project are identified, staff are working on detailing these actions and responsible parties in an overall project plan. Much of this item will also be informed by subsequent conversations with the Thurston EDC.

## **2024 Rates and Charges Renewal**

Staff recommends the Board consider setting the TCD public hearing date to either Monday, May 20<sup>th</sup> or Wednesday, May 22<sup>nd</sup>. Additional dates may be available the week prior.

This will give the board and staff adequate time to prepare for and publicize the hearing content and format while allowing the TCD board the opportunity to review and discuss the feedback at the May Board Meeting.

## **District Operations**

### **February 27, 2024 Board Meeting Action Items**

- No Action Items to report on.

### **Meet TCD's New Assistant Crew Lead – Taylor Sherrow**

Taylor Sherrow has been hired into TCD's Assistant Crew Lead position and will begin on April 1<sup>st</sup>, 2024. Taylor has been a Veteran Intern on TCD's Habitat Restoration Crew for the last two years, most recently, serving in an assistant lead capacity. With our increasing and expanding restoration fieldwork, we are excited and grateful to bring Taylor on as a permanent employee of TCD to help us continue to build and expand our restoration work and provide crucial leadership and mentorship to our valued crew members. Before Taylor's experience at TCD, he served as a zookeeper, and as an Operations Manager and Supervisor in the United States Marine Corps. Taylor also has a Bachelor of Science, Fisheries and Wildlife Science with a focus in Wildlife Ecology, Conservation, and Management from the Oregon State University's College of Agriculture.

### **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.