



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

August 27, 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: TCD Restoration Crew Showcase, *TJ Jenkins*
3. Housing and Rural Lands, *Marianne Tompkins*
4. TCD Policy 6.1.9 Electronic Funds Transfer, *All*
5. TCD's Tilley Court Location Update, *Sarah Moorehead*
6. Thurston County Fair Debrief, *All*
7. Riverbend Ranch Project Update, *Sarah Moorehead*
8. Conservation and Education Center (CEC) Development, *All*
9. 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. July 23, 2024, Board Work Session & Meeting Minutes         | <i>5 minutes</i>                   |
| B. August 2024 Financial Report                                |                                    |
| C. TCD Policy 6.1.9 Electronic Funds Transfer                  |                                    |
| D. TCD Policy 4.6.1 Construction Change Order                  |                                    |
| <b>4. Public Comment</b>                                       | <b>6:45 PM</b>                     |
| *Three minutes per person                                      | <i>10 minutes</i>                  |

- |                                                                                 |                   |
|---------------------------------------------------------------------------------|-------------------|
| <b>5. Partner Reports <i>(if present)</i></b>                                   | <b>6:55 PM</b>    |
| A. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i>        | <i>15 Minutes</i> |
| B. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> |                   |
| C. National Association of Conservation Districts (NACD), <i>Doug Rushton</i>   |                   |
| <br>                                                                            |                   |
| <b>6. WACD Area Meeting &amp; Resolution Development, All – Action Item</b>     | <b>7:10 PM</b>    |
| A. Southwest Area Meeting Update, <i>Sarah Moorehead</i>                        | <i>25 minutes</i> |
| B. Resolution Development, <i>All</i>                                           |                   |
| <br>                                                                            |                   |
| <b>7. Governance, All – Action Item</b>                                         | <b>7:35 PM</b>    |
| September 24, 2024 Work Session Topic List & Meeting Agenda Development         | <i>10 minutes</i> |
| <br>                                                                            |                   |
| <b>Adjourn</b>                                                                  | <b>7:45 PM</b>    |
| <br>                                                                            |                   |
| <b>Informational Only Items:</b>                                                |                   |
| I. <i>Executive Director’s Report</i>                                           |                   |

### Important Future Dates

#### September 2024

- |                                                                              |              |
|------------------------------------------------------------------------------|--------------|
| Labor Day (TCD Office Closed)                                                | Sept 02      |
| TCD Staff & Board Gathering                                                  | Sept 04      |
| NACD Pacific/Southwest Joint Region Meeting, Anchorage, Ak                   | Sept 11-13   |
| WACD Board Meeting 6:00 - 8:30 p.m. (Zoom)                                   | Sept 16      |
| WSCC Commission Meeting, Okanogan CD                                         | Sept 18 & 19 |
| TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person & Virtual (Zoom) | Sept 24      |

#### October 2024

- |                                                                              |        |
|------------------------------------------------------------------------------|--------|
| TCD Harvest Festival                                                         | Oct 05 |
| WACD Southwest Area Meeting                                                  | Oct 10 |
| TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person & Virtual (Zoom) | Oct 22 |

#### November 2024

- |                                                                             |           |
|-----------------------------------------------------------------------------|-----------|
| Veterans’ Day (TCD Office Closed)                                           | Nov 11    |
| TCD Board Work Session & Meeting 5:00 -7:30 p.m. In-person & Virtual (Zoom) | Nov 26    |
| Thanksgiving & Native American Heritage Day (TCD Office Closed)             | Nov 28-29 |

Item

3



# Thurston Conservation District Consent Agenda Decision Sheet August 27, 2024 Board Meeting

- 
- A. July 23, 2024 Board Meeting and Work Session Minutes
    - a. Proposed action: accept without amendment and approve.
    - b. Action was taken:
      - Passed    Moved for discussion during meeting    Tabled to a future meeting
  
  - B. August 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. TCD Policy 6.1.9 Electronic Funds Transfer
    - a. Proposed action: accept without amendment and approve.
    - b. Action was taken:
      - Passed    Moved for discussion during meeting    Tabled to a future meeting
  
  - D. TCD Policy 4.6.1 Construction Change Order
    - a. Proposed action: accept without amendment and approve.
    - b. Action was taken:
      - Passed    Moved for discussion during meeting    Tabled to a future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON  
August 27, 2024, AND EFFECTIVE IMMEDIATELY

SIGNED:

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

\_\_\_\_\_  
Betsie DeWreede, Board Vice-Chair

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David Iyall, Board Auditor

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Doug Rushton, Board Member

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Marianne Tompkins, Board Member

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Attest: Sarah Moorehead, Executive Director

# Thurston Conservation District Board of Supervisors

## Work Session Minutes

July 23, 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. – 6:03 p.m.



### Present at Work Session:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Marianne Tompkins, Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Sam Nadell, TCD Staff

Bruce McDonald, Lewis Conservation  
District Board Member

Rachel Friedman, Chair Community  
Farmland Trust

Pat Labine, Clerk Community Farmland  
Trust

- 1        **1.** Topic List Review, *All*
- 2        **2.** Staff Presentation: South Sound Green 2023-24 Overview & Successes, *Sam Nadell*
- 3        **3.** Community Partner Presentation: Community Farmland Trust, *Rachel Friedman (Board*
- 4            *Co-Chair)*
- 5        **4.** TCD Policy 4.6.1 Construction Change Order, *All*
- 6        **5.** WSCC Conservation Tour Debrief, *Sarah Moorehead and Doug Rushton*
- 7        **6.** Conservation and Education Center (CEC) Development, *All*
- 8        **7.** Riverbend Ranch Project Update, *Sarah Moorehead*
- 9        **8.** Important Updates & Announcements
- 10            a. Board of Supervisors, *All*
- 11            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**

July 23, 2024

Hybrid: In-Person and Virtual on Zoom

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

Actual Meeting Time: 6:30 pm – 7:50 p.m.



**Present at Meeting:**

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Marianne Tompkins, Board Supervisor

Sarah Moorehead, TCD Executive Director

Ben Cushman, TCD Legal Counsel

Sophia Barashkoff, TCD Staff

Bruce McDonald, Lewis Conservation

District Board Supervisor

**Summary of Action Items**

- 1 ***Executive Director Moorehead will work with board members and legal counsel to complete***
- 2 ***the TCD Policy 4.6.1 Construction Change Order.***

**Summary of Motions Passed**

- 3
- 4 ***Supervisor DeWreede moved to approve the Agenda. Supervisor Iyall seconded. Motion***
- 5 ***passed unanimously, (5-0).***
- 6 ***Supervisor Iyall moved to approve the Consent Agenda. Supervisor DeWreede seconded.***
- 7 ***Motion passed unanimously, (5-0).***
- 8 ***Supervisor Iyall moved to provisionally approve the TCD Policy 4.6.1 Construction Change***
- 9 ***Order applicable only to the Riverbend Ranch Project until there is a standing policy in place.***
- 10 ***Supervisor DeWreede seconded. Motion passed unanimously, (5-0).***
- 11 ***Supervisor Iyall moved to approve Bruce McDonald as the WACD Southwest Area Director.***
- 12 ***Supervisor DeWreede seconded. Motion passed unanimously, (5-0).***
- 13 ***Supervisor DeWreede moved to approve the proposed Mid-Year Unrestricted Budget.***
- 14 ***Supervisor Tompkins seconded. Motion passed unanimously, (5-0).***
- 15 ***Supervisor Rushton moved to approve TCD Board of Supervisor's support of the WSCC FY25-27***
- 16 ***Budget. Supervisor Iyall seconded. Motion passed unanimously, (5-0).***
- 17 ***Supervisor Iyall moved to adjourn the July 23, 2024 TCD Board Meeting. Supervisor DeWreede***
- 18 ***seconded. Motion passed unanimously, (5-0).***

## Full Version of the Minutes

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### 19 **Welcome & Introductions**

20 At 6:30 p.m., TCD Board Chair TJ Johnson called the July 23, 2024 Regular Board Meeting to  
21 order. TCD Board, Staff, members of the public, and Legal Counsel were introduced by the  
22 Board Chair. For each vote, TCD Board Chair Johnson called out Supervisors by name. He  
23 announced that the meeting was being video recorded. TCD Supervisors Johnson, Iyall,  
24 DeWreede and Tompkins and Executive Director Moorehead attended the meeting in person at  
25 the TCD office. Supervisor Rushton attended the meeting remotely via Zoom.

### 26 **Agenda Review**

27 ***Supervisor DeWreede moved to approve the Agenda. Supervisor Iyall seconded. Motion***  
28 ***passed unanimously, (5-0).***

### 29 **Consent Agenda**

- 30 A. June 25, 2024, Board Work Session & Meeting Minutes  
31 B. July 2024 Financial Report  
32 C. FY24 TCD WSCC Implementation Addendum

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

### 35 **Provisional TCD Policy 4.6.1 Construction Change Order**

36 Legal counsel recommended that the TCD Board of Supervisors provisionally approve TCD  
37 Policy 4.6.1 Construction Change Order policy applicable only for the Riverbend Project. Later  
38 the board can amend the policy and approve it for all TCD projects.

39 ***Supervisor Iyall moved to provisionally approve the TCD Policy 4.6.1 Construction Change***  
40 ***Order as applicable only to the Riverbend Ranch Project until there is a standing policy in***  
41 ***place. Supervisor DeWreede seconded. Motion passed unanimously, (5-0).***

### 42 **Public Comment**

43 No public members were present.

### 44 **Partner Reports**

- 45 A. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli  
46
  - Mr. Giuntoli was not present.
  - Supervisor Rushton & Executive Director Moorehead gave an update.
- 47 B. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor Doug  
48 Rushton.  
49
  - Supervisor Rushton gave an update.
  - WACD legal services fund is continuing this year and IT support is being added.
- 50  
51



- 52           • Enduris is affiliating with Associated Industries to provide access to HR services  
53           to members.  
54           • WSCC board approved the annual plan of work and budget for funding year  
55           2024-25 at their June board meeting.  
56           • Planning for the 2024 annual conference is Progressing. The conference will be  
57           held in Airway Heights, WA the week of December 2<sup>nd</sup>.  
58           • A written update was provided to the board.  
59        C. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD  
60        Board Member Rushton  
61           • A written update was provided to the board.

62        **WACD Southwest Area Director Candidate Application**

63        Bruce McDonald, Lewis Conservation District Board Supervisor introduced himself. Supervisor  
64        McDonald applied to be the interim WACD SW Area Director.

65        *Supervisor Iyall moved to approve Bruce McDonald as the WACD Southwest Area Director.*  
66        *Supervisor DeWreede seconded. Motion passed unanimously, (5-0).*

67        **Mid-Year Unrestricted Budget Update Review**

68        Executive Director Moorehead described the Mid-Year Revised Unrestricted Budget updates.

69        *Supervisor DeWreede moved to approve the proposed Mid-Year Revised Unrestricted Budget.*  
70        *Supervisor Tompkins seconded. Motion passed unanimously, (5-0).*

71        **WSCC FY25-27 Budget Letter of Support**

72        *Supervisor Rushton moved to approve TCD Board of Supervisor's support of the WSCC FY25-27*  
73        *Budget. Supervisor Iyall seconded. Motion passed unanimously, (5-0).*

74        **Governance**

75        A. August 27, 2024 Work Session Topic List & Meeting Agenda Development

76        **Work Session**

- 77           • Topic List Review, *All*  
78           • Staff Presentation: TCD Restoration Crew Showcase, *TJ Jenkins*  
79           • Community Partner Presentation: TBD  
80           • Housing and Rural Lands, *Marianne Tompkins*  
81           • TCD's Tilley Court Location Update, *Sarah Moorehead*  
82           • Thurston County Fair Debrief, *All*  
83           • Riverbend Ranch Project Update, *Sarah Moorehead*  
84           • Conservation & Education Center (CEC) Development, *All*  
85           • Important Updates & Announcements  
86           ○ Board of Supervisors, *All*  
87           ○ Executive Director, *Sarah Moorehead*

88 **Board Meeting Agenda**

- 89 • Welcome, Introductions, Audio Recording Announcement
- 90 • Agenda Review
- 91 • Consent Agenda
  - 92 ○ July 23, 2024 Board Work Session & Meeting Minutes
  - 93 ○ August 2024 Financial Report
- 94 • Public Comment
- 95 • Partner Reports (if present)
  - 96 ○ Washington State Conservation Commission
  - 97 ○ Washington Association of Conservation Districts
  - 98 ○ National Association of Conservation Districts
- 99 • TCD Policy 4.6.1 Construction Change Order, *All*
- 100 • WACD Resolutions, *All*
- 101 • Governance, *All*
  - 102 ○ September 27, 2024 Work Session Topic List & Meeting Agenda
  - 103 Development
- 104 • Executive Session: to consider the selection of a site or the acquisition of real
- 105 estate by lease or purchase when public knowledge regarding such consideration
- 106 would cause a likelihood of increased price.

107 ***Supervisor Iyall moved to adjourn the July 23, 2024 TCD Board Meeting. Supervisor DeWreede***

108 ***seconded. Motion passed unanimously, (5-0).***

109 **Adjourn 7:00 pm**

Respectfully,

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TJ Johnson, TCD Board Chair

# Thurston Conservation District

## August 2024 Financial Notes



### Year-to-Date (YTD) and July Profit & Loss

1. As of July 31, 2024, TCD still reports a YTD negative net income of **-\$242,600.97**. There are three main factors contributing to the negative net income:
  - a. **YTD Net Loss from the SLP REPI Grant:** As of December 31, 2023, TCD generated a net income of \$216,250 from the SLP grant, which was recorded as unspent SLP funding. NACD, the SLP grant funder, started to track the unspent funding this year, so we don't expect to receive any more SLP funding before we can report that we do not have sufficient unspent funding for the SLP program. As of July 31, 2024, we have recorded a YTD net loss of \$110,606 from the SLP grant which contributes 44% of our YTD net loss, but still leaves an unspent funding balance of 105,644 for the SLP grant. Therefore, we expect to keep reporting the net loss from the SLP grant in the next few months until we can request more funding.
  - b. **YTD Net Loss from Unrestricted Funding Pool:** Please see details below in the Unrestricted Budget vs Actual section Notes 2.
  - c. **Quarterly Invoicing Grants:** There are a few grants, that we only invoice the funders on a quarterly basis, including the City of Olympia Urban Farmland grant, the WFC Meyer grant, the SSG Interlocal grant, etc. For those grants, we usually report a net loss for the month until the end of each quarter.

### Unrestricted Budget vs Actual

2. As of July 31, 2024, TCD reports a YTD negative net income of **-\$115,945** from our unrestricted funding pool, which contributes 48% of the YTD net loss. It's mainly because we received most of the FY23-24 Implementation grant funding (reported on row #18) last year in 2023, but haven't received any FY24-25 implementation funding until July 2024. As we start to receive implementation funding, we expect it will help offset the negative net income each month for the rest of the year.

### Restricted Budget vs Actual

3. Three new grants or funding are added to the report: 1) R100 - South Sound HSIL Outreach; 2) M401 - Riparian Planning Training; 3) G019.130 - Inspire Olympia.

## Thurston Conservation District

## Profit &amp; Loss

08/23/24

January through July 2024

Accrual Basis

	Jan - Jul 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	4,306.38
3451120 · Nutrient Spreader Rentals	488.11
3451121 · No-Till Drill Rentals	464.41
3451130 · Poultry Equipment & Tool Rentals	1,195.25
3451140 · Plant Sales	20,058.07
3451150 · Partner Fee for Service	39,358.55
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>65,870.77</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>74,057.98</b>
3300000 · Grant Revenues	2,269,168.17
3600000 · Miscellaneous Revenues	
3691000 · Sale of Surplus	12.00
3699100 · Miscellaneous Other	210.40
3685000 · Special Assessments - Service	326,891.22
3670000 · Nongovernmental Contributions	706.16
3610000 · Interest and Other Earnings	627.15
3620000 · Rents and Leases	0.00
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>328,446.93</b>
<b>Total Income</b>	<b>2,671,673.08</b>
<b>Gross Profit</b>	<b>2,671,673.08</b>
<b>Expense</b>	
Equipment Allocation	0.00
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	1,276,032.24
5314000 · Intern Stipends	1,000.00
5314101 · Legal Fees & Services	23,416.26
5314102 · Audit & Accounting	5,329.16
5314103 · Computer Services	26,329.05
5314100 · Professional Services	240,894.09
5314400 · Advertising	2,571.84
5314203 · Printing Services	3,566.98
5314104 · Janitorial Services	3,915.00
5314501 · Office Rent	51,082.00
5314700 · Utilities	
5314701 · Electricity	1,963.12
5314703 · Gas	-2.33
5314702 · Garbage Service	2,661.32
<b>Total 5314700 · Utilities</b>	<b>4,622.11</b>
5314503 · Equipment Leases	2,962.23
5314504 · Vehicle Leases	3,714.65
5314200 · Communications	8,918.34
5313102 · Photocopier Usage	746.63
5354800 · Repairs & Maintenance	6,417.39

## Thurston Conservation District

## Profit &amp; Loss

January through July 2024

08/23/24

Accrual Basis

	<u>Jan - Jul 24</u>
5314505 · Software Licenses	21,500.16
5313101 · Office Supplies	3,841.56
5314202 · Postage & Shipping	1,264.38
5314902 · Organizational Dues	5,038.89
5314307 · Licenses and Permits	3,063.93
5314117 · Soil Testing	3,344.92
5313401 · Plants for Resale	20,964.83
Project Expenses	41,768.92
5314302 · Staff - Conference & Training	8,890.78
5314306 · Board - Conference & Training	1,171.02
5314300 · Staff - Travel	11,564.05
5314301 · Board Travel	1,108.09
5314108 · Construction & Restoration Work	1,062,201.31
5314109 · Cost Share	1,000.00
5314110 · Bank Fees & Interest Charges	-25.74
5314600 · Liability Insurance Premiums	19,242.75
66300 · Sales Tax Adjustments	134.76
5945360 · Capital Outlays	
5945368 · Rental Equipment	14,934.99
5945367 · Restoration Equipment	3,720.45
5945363 · Equipment & Office Furniture	19,249.30
5945364 · Computer Hardware	3,278.93
5945366 · Vehicle Purchases	5,497.80
<b>Total 5945360 · Capital Outlays</b>	<u>46,681.47</u>
<b>Total Expense</b>	<u>2,914,274.05</u>
<b>Net Ordinary Income</b>	<u>-242,600.97</u>
<b>Net Income</b>	<u><u>-242,600.97</u></u>

**Thurston Conservation District**  
**Profit & Loss**  
**July 2024**

	Jul 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	86.53
3451120 · Nutrient Spreader Rentals	94.89
3451130 · Poultry Equipment & Tool Rentals	291.84
3451150 · Partner Fee for Service	19,563.15
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>20,036.41</b>
<b>Total 3400000 · Charges for Goods and Services</b>	<b>20,036.41</b>
3300000 · Grant Revenues	1,209,964.00
3600000 · Miscellaneous Revenues	
3699100 · Miscellaneous Other	40.00
3685000 · Special Assessments - Service	2,016.60
3610000 · Interest and Other Earnings	65.83
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>2,122.43</b>
<b>Total Income</b>	<b>1,232,122.84</b>
<b>Gross Profit</b>	<b>1,232,122.84</b>
<b>Expense</b>	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	175,662.87
5314101 · Legal Fees & Services	4,000.00
5314102 · Audit & Accounting	2,587.19
5314103 · Computer Services	1,771.05
5314100 · Professional Services	104,156.15
5314203 · Printing Services	133.62
5314501 · Office Rent	8,427.00
5314700 · Utilities	181.19
5314503 · Equipment Leases	260.17
5314504 · Vehicle Leases	548.12
5314200 · Communications	1,194.61
5313102 · Photocopier Usage	313.00
5354800 · Repairs & Maintenance	1,764.91
5314505 · Software Licenses	502.29
5313101 · Office Supplies	381.39
5314202 · Postage & Shipping	23.39
5314902 · Organizational Dues	3,888.89
5314307 · Licenses and Permits	1,113.56
5314117 · Soil Testing	47.49
5313401 · Plants for Resale	5,262.05
Project Expenses	2,328.47
5314306 · Board - Conference & Training	101.80
5314300 · Staff - Travel	793.75
5314108 · Construction & Restoration Work	1,018,746.63
5314110 · Bank Fees & Interest Charges	0.00
5314600 · Liability Insurance Premiums	2,726.25
66300 · Sales Tax Adjustments	-281.21
5945360 · Capital Outlays	
5945367 · Restoration Equipment	1,339.16
<b>Total 5945360 · Capital Outlays</b>	<b>1,339.16</b>
<b>Total Expense</b>	<b>1,337,973.79</b>
<b>Net Ordinary Income</b>	<b>-105,850.95</b>
<b>Net Income</b>	<b>-105,850.95</b>

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

	Jan - Jul 24	Jan - Jul 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	4,306.38	4,272.45	33.93	0.8%
3451120 · Nutrient Spreader Rentals	488.11	544.68	-56.57	-10.4%
3451121 · No-Till Drill Rentals	464.41	0.00	464.41	100.0%
3451130 · Poultry Equipment & Tool Rentals	1,195.25	1,028.46	166.79	16.2%
3451140 · Plant Sales	20,058.07	16,376.25	3,681.82	22.5%
3451150 · Partner Fee for Service	39,358.55	12,748.33	26,610.22	208.7%
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>65,870.77</b>	<b>34,970.17</b>	<b>30,900.60</b>	<b>88.4%</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>74,057.98</b>	<b>34,970.17</b>	<b>39,087.81</b>	<b>111.8%</b>
3300000 · Grant Revenues	2,269,168.17	1,899,788.83	369,379.34	19.4%
3600000 · Miscellaneous Revenues				
3691000 · Sale of Surplus	12.00	0.00	12.00	100.0%
3699100 · Miscellaneous Other	210.40	0.00	210.40	100.0%
3685000 · Special Assessments - Service	326,891.22	325,202.04	1,689.18	0.5%
3670000 · Nongovernmental Contributions				
3671200 · Private Contributions	706.16	1,100.00	-393.84	-35.8%
<b>Total 3670000 · Nongovernmental Contributions</b>	<b>706.16</b>	<b>1,100.00</b>	<b>-393.84</b>	<b>-35.8%</b>
3610000 · Interest and Other Earnings	627.15	121.03	506.12	418.2%
3620000 · Rents and Leases	0.00	473.13	-473.13	-100.0%
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>328,446.93</b>	<b>326,896.20</b>	<b>1,550.73</b>	<b>0.5%</b>
<b>Total Income</b>	<b>2,671,673.08</b>	<b>2,261,655.20</b>	<b>410,017.88</b>	<b>18.1%</b>
<b>Gross Profit</b>	<b>2,671,673.08</b>	<b>2,261,655.20</b>	<b>410,017.88</b>	<b>18.1%</b>
<b>Expense</b>				
Equipment Allocation	0.00	0.00	0.00	0.0%
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 · Salaries & Benefits	1,276,032.24	987,998.47	288,033.77	29.2%
5314000 · Intern Stipends	1,000.00	2,940.00	-1,940.00	-66.0%
5314101 · Legal Fees & Services	23,416.26	24,003.25	-586.99	-2.5%
5314102 · Audit & Accounting	5,329.16	3,184.80	2,144.36	67.3%
5314103 · Computer Services	26,329.05	12,824.49	13,504.56	105.3%
5314100 · Professional Services	240,894.09	431,774.70	-190,880.61	-44.2%
5314400 · Advertising	2,571.84	867.71	1,704.13	196.4%
5314203 · Printing Services	3,566.98	8,814.73	-5,247.75	-59.5%
5314104 · Janitorial Services	3,915.00	4,650.00	-735.00	-15.8%
5314501 · Office Rent	51,082.00	30,576.00	20,506.00	67.1%
5314700 · Utilities	4,622.11	4,409.44	212.67	4.8%
5314503 · Equipment Leases	2,962.23	2,398.71	563.52	23.5%
5314504 · Vehicle Leases	3,714.65	3,356.39	358.26	10.7%
5314200 · Communications	8,918.34	8,197.90	720.44	8.8%
5313102 · Photocopier Usage	746.63	754.10	-7.47	-1.0%
5354800 · Repairs & Maintenance	6,417.39	7,998.35	-1,580.96	-19.8%

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

	Jan - Jul 24	Jan - Jul 23	\$ Change	% Change
5314505 · Software Licenses	21,500.16	10,027.48	11,472.68	114.4%
5313101 · Office Supplies	3,841.56	2,835.58	1,005.98	35.5%
5314202 · Postage & Shipping	1,264.38	2,454.80	-1,190.42	-48.5%
5314902 · Organizational Dues	5,038.89	5,443.89	-405.00	-7.4%
5314307 · Licenses and Permits	3,063.93	958.50	2,105.43	219.7%
5314117 · Soil Testing	3,344.92	2,821.72	523.20	18.5%
5313401 · Plants for Resale	20,964.83	38,273.88	-17,309.05	-45.2%
Project Expenses	41,768.92	43,294.56	-1,525.64	-3.5%
5314302 · Staff - Conference & Training	8,890.78	5,952.87	2,937.91	49.4%
5314306 · Board - Conference & Training	1,171.02	295.46	875.56	296.3%
5314300 · Staff - Travel	11,564.05	13,910.55	-2,346.50	-16.9%
5314301 · Board Travel	1,108.09	0.00	1,108.09	100.0%
5314119 · Cultural Resources	0.00	41,153.40	-41,153.40	-100.0%
5314108 · Construction & Restoration Work	1,062,201.31	90,895.20	971,306.11	1,068.6%
5314109 · Cost Share	1,000.00	255,825.70	-254,825.70	-99.6%
5314110 · Bank Fees & Interest Charges	-25.74	652.21	-677.95	-104.0%
5314600 · Liability Insurance Premiums	19,242.75	17,042.06	2,200.69	12.9%
66300 · Sales Tax Adjustments	134.76	118.02	16.74	14.2%
66900 · Reconciliation Discrepancies	0.00	-0.01	0.01	100.0%
5945360 · Capital Outlays				
5945368 · Rental Equipment	14,934.99	58,429.11	-43,494.12	-74.4%
5945367 · Restoration Equipment	3,720.45	75,281.37	-71,560.92	-95.1%
5945363 · Equipment & Office Furniture	19,249.30	2,555.96	16,693.34	653.1%
5945364 · Computer Hardware	3,278.93	5,654.88	-2,375.95	-42.0%
5945366 · Vehicle Purchases	5,497.80	81,599.01	-76,101.21	-93.3%
<b>Total 5945360 · Capital Outlays</b>	<b>46,681.47</b>	<b>223,520.33</b>	<b>-176,838.86</b>	<b>-79.1%</b>
<b>Total Expense</b>	<b>2,914,274.05</b>	<b>2,290,225.24</b>	<b>624,048.81</b>	<b>27.3%</b>
<b>Net Ordinary Income</b>	<b>-242,600.97</b>	<b>-28,570.04</b>	<b>-214,030.93</b>	<b>-749.1%</b>
<b>Net Income</b>	<b>-242,600.97</b>	<b>-28,570.04</b>	<b>-214,030.93</b>	<b>-749.1%</b>



## Thurston Conservation District

## Balance Sheet

As of July 31, 2024

08/23/24

Accrual Basis

	<u>Jul 31, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
3088010 · Checking-103 Beneficial	295,395.83
3081001 · Checking-7444 Timberland	5,762.22
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reserve	4,161.40
3088022 · Saving-129 Beneficial CEC	114,137.41
<b>Total 3088020 · Savings Accounts</b>	<u>118,298.81</u>
3088030 · Counter Cash	100.00
3088040 · PayPal Account	1,065.17
<b>Total Checking/Savings</b>	<u>420,622.03</u>
<b>Accounts Receivable</b>	373,441.79
<b>Other Current Assets</b>	
3090500 Prepaid Accounts	
3090501 · Prepaid Insurance	45,153.25
3090507 · Security Deposit - Tilley Court	8,427.00
<b>Total 3090500 Prepaid Accounts</b>	<u>53,580.25</u>
3091000 · 309.10.00 Inventory Asset	2,770.56
3092000 · 309.20.00 Cash on Hand	32,296.11
<b>Total Other Current Assets</b>	<u>88,646.92</u>
<b>Total Current Assets</b>	<u>882,710.74</u>
<b>Fixed Assets</b>	
3090600 · Tenant Improvements	107,970.61
<b>Total Fixed Assets</b>	<u>107,970.61</u>
<b>TOTAL ASSETS</b>	<u><u>990,681.35</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	223,787.93
Credit Cards	3,847.57
<b>Other Current Liabilities</b>	
3861100 · Sales Tax Payable	49.40
3861000 · Payroll Liabilities	147,290.09
<b>Total Other Current Liabilities</b>	<u>147,339.49</u>
<b>Total Current Liabilities</b>	<u>374,974.99</u>
<b>Total Liabilities</b>	374,974.99
<b>Equity</b>	615,706.36
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>990,681.35</u></u>

# 2024 Unrestricted Budget vs Actual



July 58.33%

Account Name	2024 Mid-Year Revised Budget	2024 Actual	\$ Over Budget	% of Budget
1 <input type="checkbox"/> Income	1,172,652	586,318	-586,334	50.00%
2 <input type="checkbox"/> Retail Sales	73,543	39,859	-33,684	54.20%
3 <input type="checkbox"/> Food Production and Consumption	2,111	1,195	-916	56.62%
4 Poultry Equipment & Tool Rentals	2,111	1,195	-916	56.62%
5 <input type="checkbox"/> Soil Conservation and Health	10,263	5,520	-4,743	53.79%
6 Soil Testing	8,000	4,613	-3,387	57.67%
7 Nutrient Spreader Rentals	763	442	-321	57.99%
8 No-Till Drill Rentals	1,500	464.41	-1,036	30.96%
9 <input type="checkbox"/> Community Outreach and Education	52,247	20,058	-32,189	38.39%
10 Plant Sales	51,647	20,058	-31,589	38.84%
11 TCD Swag Shop	600	0	-600	0.00%
12 <input type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	7,159	11,653	4,494	162.78%
13 Partner Fee for Service - Restoration Crew	7,159	11,653	4,494	162.78%
14 <input type="checkbox"/> Other Income	1,763	1,432	-331	81.21%
15 Contributions Private	706	706	0	100.02%
16 Interest Income	875	503	-372	57.51%
17 Miscellaneous Income	182	222	40	122.20%
18 <input checked="" type="checkbox"/> Grant Revenue	204,491	41,711	-162,780	20.40%
20 Rates and Charges	562,182	326,891	-235,291	58.15%
21 <input type="checkbox"/> Overhead	332,436	177,857	-154,579	53.50%
22 Overhead Allocation	312,436	165,396	-147,040	52.94%
23 Vehicle Allocation	20,000	12,461	-7,539	62.30%
24 2023 Carry Overs	17,804	0	-17,804	0.00%
25 <input type="checkbox"/> Program Allocation	461,464	283,249	-178,215	61.38%
26 <input type="checkbox"/> Local Food Production and Consumption	17,600	14,070	-3,530	79.94%
27 Poultry Equipment Rentals	17,600	14,070	-3,530	79.94%
28 <input type="checkbox"/> Producer Support & Preservation and Expansion of Working Lands	1,000	89	-911	8.87%
29 Working Lands Preservation Initiative	1,000	89	-911	8.87%
30 <input type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	7,159	1,596	-5,563	22.30%
31 Restoration Crew & Equipment (T050)	7,159	1,596	-5,563	22.30%
32 <input type="checkbox"/> Soil Conservation and Health	40,227	27,254	-12,973	67.75%
33 Soil Health Testing	29,455	20,247	-9,208	68.74%
34 Nutrient Spreader Rentals	8,772	4,361	-4,411	49.72%
35 No-Till Drill Rentals	2,000	2,646	646	132.30%
36 <input type="checkbox"/> Community Outreach and Engagement	212,239	115,256	-96,983	54.30%
37 Conservation & Education Center	77,076	18,402	-58,674	23.88%
38 District Communications	61,875	44,894	-16,981	72.56%
39 Plant Sale	57,805	41,549	-16,256	71.88%
40 Elections	15,483	10,410	-5,073	67.24%
41 <input type="checkbox"/> Adult and Youth Conservation Education	47,870	32,004	-15,866	66.86%

	Account Name	2024 Mid-Year Revised Budget	2024 Actual	\$ Over Budget	% of Budget
42	South Sound Green	41,670	27,353	-14,317	65.64%
43	Teens in Thurston Volunteer Program	2,200	2,200	0	100.00%
44	Envirothon	4,000	2,451	-1,549	61.27%
45	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	135,369	92,980	-42,389	68.69%
46	Conservation TA	88,313	64,283	-24,030	72.79%
47	Investing in Future Conservation	47,056	28,697	-18,359	60.98%
48	<input type="checkbox"/> Administrative Expenses	698,992	419,013	-279,979	59.95%
49	Administrative Salaries & Benefits	326,650	227,365	-99,285	69.61%
50	<input type="checkbox"/> Professional Services	94,243	53,580	-40,663	56.85%
51	Legal Services	31,416	23,416	-8,000	74.54%
52	Audit & Accounting	18,127	5,242	-12,885	28.92%
53	Computer Services	39,700	24,760	-14,940	62.37%
54	Professional Services	5,000	162	-4,838	3.24%
55	<input type="checkbox"/> Facility, Vehicles and Maintenance	198,771	100,773	-97,998	50.70%
56	Janitorial Services	7,800	2,965	-4,835	38.01%
57	Office Rent	101,064	50,562	-50,502	50.03%
58	Utilities	5,000	1,961	-3,039	39.22%
59	Equipment Leases	3,611	2,012	-1,599	55.73%
60	Vehicle Leases	6,166	3,715	-2,451	60.24%
61	5966604 · Vehicle Purchase	18,992	0	-18,992	0.00%
62	Office Move (A039)	19,164	18,992	-172	99.10%
63	Communications	14,635	8,307	-6,328	56.76%
64	Photocopier Usage	1,031	747	-284	72.42%
65	Vehicle Repairs & Maintenance	4,098	3,150	-948	76.87%
66	Computer Hardware Purchases	3,000	420	-2,580	13.99%
67	Computer Software	9,730	6,386	-3,344	65.63%
68	Equipment & Office Furniture	4,480	1,557	-2,923	34.75%
69	<input type="checkbox"/> Supplies	10,799	8,687	-2,112	80.44%
70	Office Supplies	4,450	3,439	-1,011	77.29%
71	Postage & Shipping	300	174	-126	57.99%
72	Organizational Dues	5,949	5,039	-910	84.70%
73	Licenses & Permits	100	35	-65	35.00%
74	<input type="checkbox"/> Conferences, Training and Travel	33,379	9,391	-23,988	28.14%
75	Staff Conference & Training (A037)	16,629	2,227	-14,402	13.39%
76	Board Conference and Training Fees	3,500	526	-2,974	15.03%
77	Board Meeting Snacks	750	589	-161	78.47%
78	Staff Travel	10,000	5,518	-4,482	55.18%
79	Board Travel	2,500	532	-1,968	21.26%
80	<input type="checkbox"/> Insurance and Banking	35,150	19,217	-15,933	54.67%
81	Bank Fees & Interest Charges	650	-26	-676	-3.96%
82	Liability Insurance Premiums	34,500	19,243	-15,257	55.78%
83	Late Fees & Penalties	0	0	0	N/A
84	<input type="checkbox"/> Savings	30,000	0	-30,000	0.00%
85	Reserve Fund	25,000	0	-25,000	0.00%
86	Conservation Education Center Savings Plan	5,000	0	-5,000	0.00%
87	Net Income (Surplus or Deficit)	0	-115,945	-115,945	N/A

# 2024 Restricted Budgets vs Actuals



As of July 31, 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	7,673,670	5,575,513	2,575,149	1,192,665	1,382,484	44.61%	27.34%
3	SRFB Cozy Valley	R060	21-1089C	09/23/21	12/30/24	132,778	26,121	34,125	8,004	26,121	87.28%	80.33%
4	ESRP Zangle Cove	R070	20-1517R	07/01/21	12/31/25	110,072	32,473	40,832	8,360	32,472	68.51%	70.50%
5	Oregon Spotted Frog (OSF) Outreach	R080		01/01/23	01/01/25	32,550	9,429	20,118	10,689	9,429	78.96%	71.03%
6	ESRP Lower Eld Bulkhead Removal	R090		07/01/23	07/01/26	125,200	116,384	121,871	7,658	114,213	36.19%	7.04%
7	South Sound HSIL Outreach	R100		05/07/24	04/30/27	109,846	109,846	16,150	0	16,150	7.90%	0.00%
8	<b>Federal</b>											
9	Frogs on Farm Cost Share	US80		08/15/20	08/15/25	93,135	62,333	68,805	6,471	62,333	79.20%	33.07%
10	USFWS Restoring South Sound Prairies	US90		07/01/22	07/01/27	190,000	157,689	1,000	337	663	41.71%	17.01%
11	<b>WSCC</b>											
12	FY23-25 Livestock	W025	24-13-LT	07/01/23	06/30/25	20,000	9,874	10,663	5,321	5,341	54.31%	50.63%
13	Skookumchuck Planting	W030	20-13-ER	04/01/20	06/30/25	744,780	186,026	151,367	29,554	121,813	82.58%	75.02%
14	FY21-25 Flood Chehalis	W050	22-13-FL	09/01/21	06/30/25	261,333	69,869	102,550	61,611	40,939	76.13%	73.26%
15	FY23-25 Shellfish Cost Share	W060	24-13-SH	11/27/23	06/30/25	125,000	110,477	123,396	12,919	110,477	42.61%	11.62%
16	FY23-25 CREP	W070	24-13-CE	07/01/23	06/30/25	105,182	48,175	47,182	23,473	23,709	54.31%	54.20%
17	FY23-25 NRI Cost Share	W080	24-13-NR	08/21/23	06/30/25	81,222	52,135	59,981	8,009	51,972	50.88%	35.81%
18	FY23-24 Engineering	W100	24-13-PE	09/27/23	06/30/24	82,500	160	47,805	47,645	160	Closed	99.81%
19	FY24-25 Salmon Riparian	W110	24-13-SRF	02/27/24	06/30/25	207,514	184,974	78,218	22,540	55,678	31.84%	10.86%
20	FY23-24 Sustainable Farms and Fields	W120	24-13-SFF	08/17/23	06/30/24	52,798	0	25,323	25,323	0	Closed	100.00%
21	Forest Health and Community Wildfire Resiliency	W130	24-13-FH	09/22/23	06/30/25	471,000	336,019	379,633	123,661	255,972	48.46%	28.66%
22	Irrigation Efficiencies	W140	22-13-IE	04/03/24	06/30/25	45,778	38,922	17,108	6,856	10,253	26.43%	14.98%
23	FY21-25 Chehalis Lead	W150	22-13-RIT	10/01/21	06/30/25	102,000	25,802	28,815	17,421	11,394	75.60%	74.70%
24	FY21-25 Community Engagement Plan	W160	22-13-CEP	02/20/24	06/30/25	20,000	19,710	9,500	290	9,210	32.80%	1.45%
25	FY 24-25 Riparian Grant Program (RGP)	W170	24-13-RGP	04/15/24	06/30/25	913,563	881,675	431,991	31,888	400,103	24.43%	3.49%
26	FY24-25 Sustainable Farms and Fields CCA	W180	24-13-SF1	05/16/24	06/30/25	64,000	60,897	62,658	3,103	59,556	18.73%	4.85%
27	FY23-24 SCC Sponsorship GREEN Congress	W086.2	24-13-IM	11/06/23	06/30/24	5,000	0	5,000	5,000	0	Closed	100.00%
28	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	Closed	100.00%

	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
29	FY24 Election Swag	W086.4	24-13-IM	01/22/24	06/30/24	245	0	245	245	0	Closed	100.00%
30	FY24 SoilCon	W086.5	24-13-IM	01/29/24	06/30/24	821	0	821	821	0	Closed	100.00%
31	FY24 VSP Facilitator for SCC	W086.6	24-13-IM	02/05/24	06/30/24	4,000	220	4,000	3,780	220	Closed	94.51%
32	March SCC All District Meeting	W086.7	24-13-IM	04/01/24	06/30/24	1,000	0	1,000	1,000	0	Closed	100.00%
33	SCC Soil Testing Support	W086.8	24-13-IM	04/14/24	06/30/24	1,150	0	1,150	1,150	0	Closed	100.00%
34	FY23- 24Year End Funding	W086.9	24-13-IM	05/20/24	06/30/24	20,000	0	20,000	20,000	0	Closed	100.00%
35	<b>Thurston County</b>											
36	FY23-25 VSP	TC400		07/01/23	06/30/25	227,500	104,825	116,968	67,461	49,507	54.31%	53.92%
37	FY23-25 VSP Cost Share	TC450		08/08/23	06/30/25	531,781	446,608	317,455	54,133	263,322	51.80%	16.02%
38	<b>Miscellaneous</b>											
39	ESRP Shore Friendly Phase 3	M035		07/01/23	06/30/25	388,883	245,462	259,950	63,027	196,924	54.31%	36.88%
40	Agri-Park Feasibility Study GIS Work	M055		10/12/23	03/31/24	5,387	-2	72	74	-2	Closed	100.04%
41	2024 City of Olympia Urban Farmland	M065		01/01/24	12/31/24	203,038	133,992	203,038	69,046	133,992	58.20%	34.01%
42	GRuB Beginning Farmer Development	M066		01/01/24	08/31/25	10,259	8,787	5,119	1,472	3,646	34.98%	14.35%
43	Sentinel Landscape Program (SLP)	M075		10/01/21	06/30/28	1,279,225	463,869	317,509	210,606	106,903	41.99%	63.74%
44	One Tree Planted	M085		09/03/21	until spent	33,076	26,835	9,337	4,699	4,638	N/A	18.87%
45	WCRRR Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/25	111,954	66,386	29,968	13,207	16,762	73.84%	40.70%
46	WFC Meyer Phase 2	M100		01/01/23	09/01/25	106,546	42,995	71,274	36,175	35,099	59.28%	59.65%
47	FY23-25 Pierce County Shellfish NTA	M600		12/01/23	09/30/25	191,000	148,374	85,100	42,626	42,474	36.42%	22.32%
48	FY24 WSDA Local Food Infrastructure	M700		02/14/24	06/30/24	22,917	11	22,917	22,906	11	122.46%	99.95%
49	Riparian Planning Training	M401		07/24/24	08/05/24	3,675	1,466	3,675	2,209	1,466	61.54%	60.10%
50	<b>South Sound GREEN</b>											
51	FY24 Interlocal	G019-SS		01/01/24	12/31/24	64,160	29,948	64,160	34,212	29,948	58.20%	53.32%
52	Embrace the Stream	G019.30		08/01/22	until spent	5,035	0	262	262	0	Closed	100.00%
53	FY23-24 WSC Mini Grant	G019.50		12/12/23	12/31/24	500	200	500	300	200	60.36%	60.05%
54	FY24 OSD i-Grant	G019.103		03/01/24	12/31/24	4,000	1,106	4,000	2,894	1,106	50.00%	72.35%
55	2024 ESD 113 Climate Education	G019.104		05/15/24	06/30/24	6,000	0	6,000	6,000	0	165.96%	100.00%
56	NFWF Five Star	G019.108		09/01/23	06/30/24	12,375	3,228	8,097	4,870	3,228	110.20%	73.92%
57	FY23-25 Outdoor Learning	G019.109		10/01/23	06/30/25	38,825	26,770	23,690	11,215	12,475	47.73%	31.05%
58	Dawkins 2023	G019.28		01/01/23	until spent	20,000	0	5,409	5,409	0	Closed	100.00%
59	Dawkins 2024	G019.28		01/01/24	until spent	20,750	16,196	18,291	4,554	13,737	N/A	21.95%
60	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	620	2,500	1,880	620	N/A	75.21%
61	Carlson Charitable	G019.31		12/05/23	12/31/24	2,500	2,225	2,500	275	2,225	61.07%	11.00%
62	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	2,250	0	2,250	N/A	0.00%
63	Tumwater SD Natural Resources	G019.120		05/15/24	06/20/24	500	0	500	500	0	Closed	100.00%

	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
64	Inspire Olympia	G019.130		07/09/24	07/31/25	29,775	29,775	23,250	0	23,250	5.93%	0.00%
65	<b>- Teens in Thurston Volunteer Program</b>									0		
66	Nisqually TNT 2023	T070		01/06/23	until spent	5,375	2,152	3,654	1,501	2,152	N/A	59.95%
67	Nisqually TNT 2024	T070		01/01/24	until spent	5,581	5,581	5,581	0	5,581	N/A	0.00%
68	<b>- Envirothon Program</b>									0		
69	2023 Chehalis Tribe Envirothon	T040		01/23/23	until spent	5,000	0	113	113	0	Closed	100.00%
70	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	100	500	400	100	N/A	79.99%
71	2024 Olympia Food Co-op Envirothon	T040		01/01/24	until spent	50	50	50	0	50	N/A	0.00%
72	<b>- PARTNERS</b>									0		
73	OlyEcosystems	P400		01/01/24	01/31/24	16,500	1,222	16,500	15,278	1,222	687.10%	92.59%
74	WA Dept of Fish and Wildlife	P600		01/29/24	02/01/24	6,925	2,407	6,925	4,518	2,407	4,625.00%	65.24%
75	WA Dept of Natural Resources	P700		07/01/24	TBD	35,263	15,700	35,263	19,563	15,700	N/A	55.48%

**Thurston Conservation District**  
**Payment Detail**  
**July 2024**

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	13061	07/02/2024	Tractor Supply	TCD Programs:T099 - Food Processing and Tools Rentals	5314116 · Project Equipment	19.11
Credit Card Charge	13038	07/03/2024	Encore	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	699.80
Credit Card Charge	1320262542	07/07/2024	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	215.01
Credit Card Charge	13047	07/08/2024	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	52.07
Credit Card Charge	13048	07/08/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	191.21
Credit Card Charge	13099	07/09/2024	Walmart	TCD Programs:T050 - Partner Fee for Service Program	5314107 · Project Supplies	16.36
Credit Card Charge	13100	07/09/2024	Walmart	RCO:R070 - Zangle Cove	5314107 · Project Supplies	15.23
Credit Card Charge	3628539	07/09/2024	Rightworks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	24.13
Credit Card Charge	13049	07/10/2024	Forestry Supplies	WSCC:W130- Forest Health & Wildfire Resiliency	5314107 · Project Supplies	492.23
Credit Card Charge	13050	07/11/2024	Otterbox	WSCC:W130- Forest Health & Wildfire Resiliency	5313101 · Office Supplies	49.21
Credit Card Charge	13056	07/11/2024	Target	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	51.04
Credit Card Charge	13114	07/11/2024	Best Buy	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	137.20
Credit Card Charge	13054	07/12/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	11.27
Credit Card Charge	13055	07/12/2024	Puget Sound Estuarium	GREEN:G019.103 - FY24 OSD i-Grant	5314100 · Professional Services	500.00
Credit Card Charge	6479200	07/14/2024	Buzzsprout	TCD Programs:T030 - District Communications	5374001 · Web Hosting and Maintenance	12.00
Credit Card Charge	13062	07/16/2024	Fastenal	TCD Programs:T096.1 - Nutrient Spreader Rentals	5354802 · Rental Equipment Maintenance	6.40
Credit Card Charge	13101	07/17/2024	Home Depot	TCD Programs:T050 - Partner Fee for Service Program	5945367 · Restoration Equipment	161.97
Credit Card Charge	13138	07/17/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	72.22
Credit Card Charge	13139	07/17/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	19.09
Credit Card Charge	13102	07/18/2024	Home Depot	TCD Programs:T050 - Partner Fee for Service Program	5314107 · Project Supplies	10.29
Credit Card Charge	E0300SZX0OE	07/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	452.92
Credit Card Charge	E0300T07CY	07/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	49.37
Credit Card Charge	13140	07/19/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	12.12
Credit Card Charge	13076	07/20/2024	Ace Hardware	TCD Programs:T099 - Food Processing and Tools Rentals	5354802 · Rental Equipment Maintenance	19.74
Credit Card Charge	40406862	07/20/2024	Garmin	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	21.89
Credit Card Charge	13115	07/22/2024	Federal Express	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	7.66
Credit Card Charge	13117	07/22/2024	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	49.73
Credit Card Charge	13079	07/23/2024	Amazon	GREEN:G019.30 Embrace a Stream	5314107 · Project Supplies	353.60
Credit Card Charge	13080	07/23/2024	Acorn Naturalists	GREEN:TCC:G019.29 Community Foundation	5314107 · Project Supplies	378.43
Credit Card Charge	P1-97484912	07/23/2024	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	192.00
Credit Card Charge	13081	07/24/2024	Etsy	GREEN:TCC:G019.29 Community Foundation	5314107 · Project Supplies	155.64
Credit Card Charge	13094	07/24/2024	Ace Hardware	Various	5354802 · Rental Equipment Maintenance	19.92

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	13095	07/24/2024	Valley Nut and Bolt	Various	5354802 · Rental Equipment Maintenance	25.76
Credit Card Charge	13113	07/25/2024	Terry's Automotive Group	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	66.73
Credit Card Charge	13087	07/26/2024	Amazon	GREEN:TCC:G019.29 Community Foundation	5314107 · Project Supplies	46.10
Credit Card Charge	13088	07/26/2024	Black Ball Ferry Line (Coho Ferry)	GREEN:TCC:G019.60 Nisqually Indian Tribe 2%	5314901 · Meeting & Event	16.00
Credit Card Charge	13084	07/29/2024	Terry's Automotive Group	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	517.47
Credit Card Charge	13096	07/29/2024	Kiperts	TCD Programs:T096.1 - Nutrient Spreader Rentals	3451120 · Nutrient Spreader Rentals	36.18
Credit Card Charge	13089	07/30/2024	Tenino Market Fresh	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	7.57
Credit Card Charge	13103	07/30/2024	Home Depot	TCD Programs:T050 - Partner Fee for Service Program	5314107 · Project Supplies	13.10
Credit Card Charge	13136	07/30/2024	WeVideo	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314103 · Computer Services	105.18
Credit Card Charge	13097	07/31/2024	Indeed	UNRESTRICTED:A010 - Administrative Expenses	5314100 · Professional Services	139.12
Bill Pmt -Check	EFT	07/02/2024	Comcast	UNRESTRICTED:A010 - Administrative Expenses	5314204 · Internet Services	179.33
Bill Pmt -Check	EFT	07/02/2024	Verizon	UNRESTRICTED:A010 - Administrative Expenses	5314201 · Telephone	1,002.92
Bill Pmt -Check	EFT	07/05/2024	USAbLe.Life		5531214 · Life Insurance	98.28
Bill Pmt -Check	EFT	07/05/2024	VSP - Vision Care		5531213 · Vision Insurance	181.35
Bill Pmt -Check	22518	07/05/2024	Alex Chacon	WSCC:W130- Forest Health & Wildfire Resiliency	Staff Travel	266.24
Bill Pmt -Check	22519	07/05/2024	Alician Boisvert	GREEN:G019.104 ESD 113 Climate Ed	5314100 · Professional Services	200.00
Bill Pmt -Check	22520	07/05/2024	Anchor QEA	RCO:R050 - FY 22-27 ASRP Riverbend	5314100 · Professional Services	31,320.56
Bill Pmt -Check	22521	07/05/2024	Builders Exchange of Washington Inc	RCO:R090 - Lower Eld Bulkhead Remova	5314400 · Advertising	49.90
Bill Pmt -Check	22522	07/05/2024	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22523	07/05/2024	Marguerite Abplanalp	Thurston County:TC400 - VSP	Staff Travel	270.93
Bill Pmt -Check	22524	07/05/2024	Minuteman Press	RCO:R050 - FY 22-27 ASRP Riverbend	5314203 · Printing Services	345.55
Bill Pmt -Check	22525	07/05/2024	Mountain Mist	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	35.05
Bill Pmt -Check	22526	07/05/2024	Nicholas Rubesh	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22527	07/05/2024	Northwest Meadowsapes, LLC	TCD Programs:T097 - Plant Sale	5313401 · Plants for Resale	5,197.05
Bill Pmt -Check	22528	07/05/2024	Pacific Office Automation	TCD Programs:T030 - District Communications	5354801 · Office Equipment Maintenance	227.23
Bill Pmt -Check	22529	07/05/2024	Tumwater School District	Various	5314112 · Bus Transportation	508.19
Bill Pmt -Check	22530	07/05/2024	WACD	UNRESTRICTED:A010 - Administrative Expenses	5314902 · Organizational Dues	3,888.89
Bill Pmt -Check	22531	07/05/2024	Washington Conservation Society	UNRESTRICTED:A010 - Administrative Expenses	5314902 · Organizational Dues	150.00
Bill Pmt -Check	22532	07/05/2024	Whatcom Conservation District	WSCC:W130- Forest Health & Wildfire Resiliency	5314100 · Professional Services	396.77
Bill Pmt -Check	22534	07/19/2024	Brumfield Construction, Inc	RCO:R050 - FY 22-27 ASRP Riverbend	5314108 · Construction & Restoration Work	888,514.80
Bill Pmt -Check	22535	07/19/2024	Capitol Land Trust	GREEN:G019.103 - FY24 OSD i-Grant	5314100 · Professional Services	1,200.47
Bill Pmt -Check	22536	07/19/2024	Christina Wagner	MISC:M065 - City of Olympia Urban Ag	5313401 · Plants for Resale	65.00
Bill Pmt -Check	22537	07/19/2024	Deschutes Law Group	UNRESTRICTED:A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	22538	07/19/2024	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22539	07/19/2024	Kendra Hawkins	Various	Restoration Crew Intern Stipend	750.00
Bill Pmt -Check	22540	07/19/2024	Midwest Labs	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	47.49



Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	22541	07/19/2024	Natural Systems Design	Various	5314100 · Professional Services	5,741.48
Bill Pmt -Check	22542	07/19/2024	Nicholas Rubesh	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22543	07/19/2024	Olympia School District	Various	5314113 · Teacher Substitute Stipends	1,615.20
Bill Pmt -Check	22544	07/19/2024	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	374.73
Bill Pmt -Check	22545	07/19/2024	Sam Nadell	UNRESTRICTED:A010 - Administrative Expenses	Staff Travel	17.00
Bill Pmt -Check	22546	07/19/2024	South Sound YMCA	MISC:M065 - City of Olympia Urban Ag	5314100 · Professional Services	4,775.69
Bill Pmt -Check	22547	07/19/2024	Thurston County CPED	Thurston CountyTC450 - FY23-25 VSP Cost Share	5314307 · Licenses and Permits	1,113.56
Bill Pmt -Check	22548	07/19/2024	WA St University Energy Program	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	1,665.87
Bill Pmt -Check	22549	07/19/2024	W Townsend	WSCC:W070 - CREP:W070 CS	5314109 · Cost Share	1,000.00
Bill Pmt -Check	22550	07/19/2024	WSU Sponsored Programs Services	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314100 · Professional Services	42,171.44
Bill Pmt -Check	22551	07/19/2024	Yan Dong_V	UNRESTRICTED:A010 - Administrative Expenses	Staff Travel	38.44
Check	EFT	07/01/2024	Tilley Court Caves, LLC	UNRESTRICTED:A010 - Administrative Expenses	5314501 · Office Rent	8,427.00
Check	EFT	07/01/2024	Delta Dental		5531212 · Dental Benefits	2,053.50
Check	EFT	07/01/2024	TPSC Benefits		5531215 · HRA Benefits	141.32
Check	EFT	07/02/2024	TPSC Benefits		5531215 · HRA Benefits	357.18
Check	EFT	07/02/2024	Wells Fargo		Wells Fargo	2,214.14
Check	EFT	07/05/2024	Regence - Health Care		5531210 · Medical Benefits	21,041.76
Check	EFT	07/15/2024	TPSC Benefits		5531215 · HRA Benefits	108.00
Check	EFT	07/16/2024	TPSC Benefits		5531215 · HRA Benefits	402.00
Check	EFT	07/26/2024	Internal Revenue Service		5531215 · HRA Benefits	64.40
Liability Check		07/09/2024	QuickBooks Payroll Service		Payroll	45,720.45
Liability Check	EFT	07/09/2024	Internal Revenue Service		3861004 · FIT Payable & FICA Payable	15,397.00
Liability Check	EFT	07/09/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	23,515.11
Liability Check	22533	07/19/2024	WSCCE - Council 2		3861008 · Union Dues	1,131.69
Liability Check	EFT	07/23/2024	Internal Revenue Service		3861004 · FIT Payable & FICA Payable	14,829.44
Liability Check	EFT	07/23/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	3,351.75
Liability Check		07/24/2024	QuickBooks Payroll Service		Payroll	44,357.79
Liability Check	EFT	07/25/2024	WA St Dept of Employment Security		3861007 · State Unemployment Payable	2,701.06
Liability Check	EFT	07/29/2024	WA St Dept of Employment Security		3861010 · WA - Family & Medical Leave	2,130.94
Liability Check	EFT	07/29/2024	WA St Dept of Employment Security		3861013 · WA State Cares Act	2,338.23
Liability Check	EFT	07/29/2024	WA St Dept of L&I		3861009 · State L&I Payable	5,187.71
Sales Tax Payment	EFT	07/26/2024	WA St Dept of Revenue		3861100 · Sales Tax Payable	265.24



# BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b> TCD Electronic Funds Transfer (EFT) Policy	
<b>Lead Staff:</b> Kirsten Hill	<b>Board Meeting Date:</b> 08/27/24
<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>In the 2021 audit, completed in 2022, one of the exit items was that TCD doesn't have an EFT policy. This exit item will also appear in the 2024 audit. This EFT policy is an attempt to address this item.</p>	
<b>Pros:</b> This policy provides clear guidelines for the EFT process at TCD and will help in protecting TCD from potential fraud and preventing other potential errors in electronic payments.	<b>Cons:</b> There are no cons that we are aware of.
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>	
There is no fiscal impact in implementing the policy. There is the potential impact of saving TCD from lost revenue, due to fraudulent or incorrect electronic payments.	
<b>Recommended Action:</b>	<i>What decision do you recommend the board make?</i>
The recommendation is to approve this policy.	
<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 <b>and</b> attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
TCD Policy 6.1.9 Electronic Funds Transfer (EFT)	



**Thurston Conservation District**  
**TCD Policy 6.1.9: Electronic Funds Transfer (EFT) Policy**



Pending Board Approval, Date: August 27, 2024

**Purpose:**

The primary goal of this policy is to ensure that Electronic Funds Transfers (EFTs) from Thurston Conservation District's (TCD) checking account are initiated, executed and approved in an authorized and secure manner. As a part of its routine business, TCD makes payments and receives funds via EFTs. All EFT transactions must be properly authorized and executed to reduce the risk of erroneous or fraudulent transactions.

TCD utilizes EFTs for the receipt of intergovernmental payments (including Thurston County Rates & Charges), grant payments, and payments for TCD's retail services, and for other revenues where practical. EFTs are also used for the transmittal of payroll, payroll tax withholdings, quarterly tax payments, credit card payments, banking fees, real estate transactions, vendor payments, and other disbursements where practical or required.

**Policy:**

Only the Finance and Administration Manager (Finance Manager), Senior Accountant, (or approved designee if the TCD position is vacant or if the holder of that position is on leave) are authorized to process EFTs. The Finance Manager shall ensure that adequate separation of duties exists in accordance with accepted internal control standards.

The Finance Manager or Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave) will review approve all new requests and any changes to electronic funds transfer requests, ensuring that the payment is necessary, all required documentation is provided and appropriately approved, and that the request and banking information is accurate and valid, and that the transaction is accurately recorded in the general ledger system.

The Finance Manager and Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave) shall serve as the primary administrators to manage and control access to the systems used to process EFT transactions. These systems include QuickBooks, online banking apps, and online vendor and funding accounts. The Finance Manager (or approved designee if the TCD position is vacant or if the holder of that position is on leave) shall ensure approval and maintenance of user system IDs and user permissions.

EFT transactions will not be made without proper authorization of affected parties in accordance with Federal and State statutes and accepted business practices.

This policy will be reviewed on an annual basis by the Finance Manager. The Finance Manager is authorized to make minor administrative changes to the procedures, provided such changes are consistent with state and federal requirements. Changes to this policy or significant changes to procedure shall be reviewed by the Executive Director and require Board approval.

### **Procedure:**

EFTs are primarily processed by the Finance Manager and/or Senior Accountant. The Finance Manager, Senior Accountant, or Executive director may approve designees if a position is vacant or if the holder of that position is on leave.

All EFTs are recorded in TCD's accounting software (QuickBooks) as EFT transactions and are reconciled by the Finance Manager (or approved designee if the TCD position is vacant or if the holder of that position is on leave) as part of the monthly bank account reconciliation process. Monthly bank reconciliation reports are submitted to the Executive Director (or approved designee if the TCD position is vacant or if the holder of that position is on leave) for approval.

### EFT Payments

To promote the safety of Thurston Conservation District funds in the EFT environment, the following procedures will be used by the Finance Manager and Senior Account (or approved designee if the TCD position is vacant or if the holder of that position is on leave) involved in processing payments via EFTs:

- The procedure to initiate an EFT is subject to the same financial policies, procedures, and controls that govern disbursement by any other payment method.
- All EFTs are subject to applicable Purchasing Policies and all other policies and procedures in relation to the purchase of goods and/or services.
- Each month, a *Payment Report* with all payment transactions is generated and submitted to the Board with the monthly Board Finance Report. The Board approves all payments made the prior month. The check number for EFT transactions is recorded as "EFT".
- Wire transfer payments require board approval. Wire transfers are set up by the Finance Manager, Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave) and released by the Executive Director (or approved designee if the TCD position is vacant or if the holder of that position is on leave) and/or a Board member with check signing capacity.

- Any requests for or changes to an EFT payment protocol will be reviewed and approved by the Finance Manager or Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave).

The specific types of EFTs listed are the *only* authorized EFTs processed by TCD and are initiated in the following manner:

- **Recurring EFTs:** Each year, in January, the Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave) generates a *Recurring Payment Approval Request* report listing all recurring monthly bills (software subscriptions, health insurance payments, facility rent, utilities, etc.) to be paid by various methods, including EFT. The Executive Director signs (or approved designee if the TCD position is vacant or if the holder of that position is on leave) the *Recurring Payment Approval Request*, authorizing the recurring payments for the calendar year. These payments are paid by the Finance Manager or Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave) through the vendor's online payment system.
- **Payroll:** Bi-monthly payroll EFTs are initiated by the Finance Manager (or approved designee if the TCD position is vacant or if the holder of that position is on leave) and reviewed by the Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave) before the payroll is submitted. A monthly payroll report is generated by the Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave) and submitted to the Executive Director (or approved designee if the TCD position is vacant or if the holder of that position is on leave) for their signature. The EFT payroll receipt is stored electronically in the secure Accounting folder.

As part of their employee orientation, employees submit a signed hard copy of a completed *Direct Deposit Agreement Form* to the Finance Manager (or approved designee if the TCD position is vacant or if the holder of that position is on leave). Any change to the employee's bank account information requires a newly completed form. The employee's bank account information is stored in TCD's accounting software by the Finance Manager to facilitate the payroll EFT to the employee.

Other than payroll, EFTs are not used for any other employee payments.

- **Bi-Monthly Payroll Taxes:** Bi-monthly payroll taxes (Social Security, Medicare, and employee income tax withholdings) are calculated by TCD's accounting software and are submitted and paid by the Finance Manager or Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave)

through the federal Electronic Federal Transfer Payment System (EFTPS). The payment receipt is stored electronically in the secure Accounting folder.

- **Retirement Savings Contributions:** Bi-monthly employee contributions into TCD's Deferred Compensation Program (DCP) and monthly employer and employee contributions into TCD's Public Employees' Retirement System (PERS) program are calculated by TCD's accounting software and are submitted and paid by the Finance Manager or Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave) through the PERS online payment system. The payment receipts are stored electronically in the secure Accounting folder.
- **Quarterly Taxes:** Quarterly WA State payroll taxes (Unemployment, Labor & Industries (L&I), Paid Family Medical Leave (PFML) and WA Cares) and quarterly sales taxes are calculated by TCD's accounting software and filed and paid by the Finance Manager or Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave) through the WA State online payment systems. The payment receipts are stored electronically in the secure Accounting folder.
- **Credit Card Balance Payments:** Once a month the Finance Manager or Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave) initiates an EFT to pay the balance of TCD's credit cards through the credit card online payment system. The payment receipt is forwarded to the Senior Accountant (or approved designee if the TCD position is vacant or if the holder of that position is on leave) to be included in the credit card reconciliation process. The payment receipts are stored electronically in the secure Accounting folder.
- **One-off Payments:** All other EFT payment transactions must be approved and signed by the Executive Director (or approved designee if the TCD position is vacant or if the holder of that position is on leave) or a board member.

#### EFT Receipts

- **Funding Payments:** Many funders make EFT payments to TCD. The Senior Accountant or the Finance Manager (or approved designee if the TCD position is vacant or if the holder of that position is on leave) reviews, reconciles, and records these payments in TCD's accounting software.
- **TCD Services:** Payments for TCD services (plant sale, equipment rental, soil testing) are made through PayPal and WooCommerce. As soon as the account balances exceed \$1,000, revenue from these accounts is electronically transferred to TCD's checking account. The PayPal and WooCommerce accounts are reconciled monthly as part of the monthly bank reconciliation process.

#### **Definitions:**

Electronic Funds Transfer (EFT): The electronic exchange (transfer of money from one bank account to another), either within a single financial institution or across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs. This form of disbursement is authorized by RCW 39.58.750.

Automated Clearing House (ACH): This is an electronic payment delivery system that processes electronic credit and debit transactions, including direct deposits, within the United States using the American Bankers Association (ABA) number. These should be set up in the vendor master file that denotes this payment method.

Wire Transfer: This is an electronic transfer of funds from one bank account to another initiated directly with the payer's bank. This type of transfer utilizes a system operated by the Federal Reserve Banks and is more costly compared to transactions involving checks or ACH.

Recurring Payments: Recurring payments happen regularly, usually monthly. Recurring payments are often automatically withdrawn either from TCD's credit card accounts or from its checking account. This policy covers recurring payments from TCD's checking account. Recurring payments from TCD credit card accounts are processed like any other credit card expense. Credit card payments, including automatic recurring credit card payments, are not considered EFTs.

Banking Information: Information from the payee or their bank regarding their account. This information includes bank name, account name, account number, routing number, bank contact information and any other information necessary to transmit funds.



# BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b> Construction Change Order policy	
<b>Lead Staff:</b> Kirsten Hill	<b>Board Meeting Date:</b> 08/27/24
<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>From time to time, changes need to be made to existing contracts with vendors. This policy spells out TCD's process for making changes to existing contracts.</p>	
<b>Pros:</b> The policy allows for changes and provides a clear process of how to make the changes with a vendor.	<b>Cons:</b> None that we are aware of.
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>	
<p>When there are changes, they sometimes include additional funding. This policy provides clear approval process to ensure that changes have funding.</p>	
<b>Recommended Action:</b>	<i>What decision do you recommend the board make?</i>
The recommendation is to approve the policy.	
<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 <b>and</b> attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
There are no additional documents.	





**Thurston Conservation District**  
**TCD Policy 4.6.1: Construction Change Order Policy**



Pending Board Approval, Date: August 27, 2024

**Purpose:**

During project construction, unforeseen circumstances may require changes to the originally contracted plans and specifications or schedule. Parties of an agreed construction contract use a change process, including change orders and change directives, to address and agree on changes to the originally contracted scope of work, cost, or schedule. Change orders may or may not have financial impact. The financial impact on changes to contracts with a cost that exceeds \$150,000 can have a substantial affect both on project budget and on TCD's overall budget. Therefore, for projects that exceed \$150,000 in initial cost, the TCD implements the following:

**Procedure:**

When required changes are identified, the Contractor creates a proposed change order document and provides it to the TCD Project Manager for approval or rejection.

The TCD Project Manager, TCD Project Engineer, or hired Consultant conducts a technical review of all change orders, regardless of financial impact. The technical review assesses the change order justification, proposed solution, reasonability of cost, and overall alignment with the project permits, goals, and constraints.

For change orders with financial impact, the TCD Project Manager further analyzes the financial feasibility of the change order considering the use of existing contingency funds included in the project budget or estimates. If the contingency is insufficient, the TCD Project Manager will consider using or requesting other unallocated but available funds, matching funds, a budget increase from the funder, or other additional grant funds to create a proposal for approval by the TCD Executive Director. Such use of funds outside the contract budget must be approved by the TCD Executive Director. To the extent possible, the TCD Executive Director will seek to obtain additional contract funding (through additional grants or other sources) to pay, or reimburse unallocated moneys paid, for such change order work.

If the TCD Project Manager does not agree with the proposed change order and/or existing funding is not available to fund the change order, the TCD Project Manager will renegotiate or reject the proposed change order. If this process does not result in an agreed change order, the

TCD Project Manager shall issue a change directive, directing the contractor to do the necessary work and providing for such changes in terms, price, schedule, plans, or specifications as the TCD Project Manager determines to be reasonable and necessary. If the Contractor accepts the terms of this Change Directive, it shall be converted to a change order. If the Contractor does not accept the terms of the Change Directive, the Contractor shall proceed with the work and follow the dispute procedure in the contract to address the points of disagreement.

If the TCD Project Manager agrees with the proposed change order and existing contract funding is available to fund the change order, the TCD Project Manager will seek approval for the change order according to the following thresholds of approval authority:

- All change orders with **a financial impact of 10% or more** of the originally contracted total Not-to-Exceed amount require approval from the full TCD Board and TCD Board Chair signature. Board approval is also needed when the cumulative financial impact of change orders exceeds 10% of the original total Not-to-Exceed amount.
- All change orders with **a cumulative financial impact of less than 10%** of the originally contracted total Not-To-Exceed amount require approval and signature by the TCD Executive Director. Approval may only be granted when funding is available to cover the change order cost.
- Individual change orders **without a financial impact, or those with a nominal financial impact** may be approved by TCD's Project Manager. In each case, TCD's Project Manager must request approval authority from the Executive Director. Change orders approved by the TCD Project Manager require the TCD Project Manager's signature.

Approved change orders must be recorded in the Submittal Log.

## **Definitions:**

Change Order: A "change order" is a document, agreed to and signed by both the Contractor and TCD, indicating a final agreed modification of the contract to resolve issues related to a change event. Unless some issue or claim is expressly reserved in the change order, it resolves all claims related to the change event.

Change Directive: A "change directive" is a document that addresses a change event that cannot be resolved by a mutually agreed change order. It is a direction to the Contractor from TCD that directs the Contractor to perform the work described by the "change directive" and obligates TCD to pay the amount TCD recognizes as due for the change work and to provide any time extension TCD recognizes is appropriate. However, it does not resolve Contractor claims for extra time or money the Contractor asserts are due compensation for the impact of the change event and the Contractor can pursue a claim for the difference between the Change Directive and what the Contractor has requested through the claim or change process of the Contract.

Item

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Update WCS, WACD, and NACD  
For Thuston Conservation District August 27, 2024 Meeting

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### Washington Conservation Society

1. We are a 501(C)(3) organization to help partners and conservation districts with investment access and access private funding.
2. We have set up two programs morning t to acknowledge past luxation partnership folks, and also to acknowledge those who are still active. We call these two activities, leaving a legacy and creating a legacy.
3. We also set up a small grants program for educational activities as well as scholarships, particularly one to engage tribal young folks.

### Washington Association of Conservation District (WACD)

1. As an advocacy group, we have traditionally held our annual meeting where we develop policies in late November – a little over a month from the legislative session leaving little time to polish our policies and prepare for legislative meetings. This year we moved it to May which gives time to work the issues throughout the summer and fall and be better prepared for legislative session.
2. WACD set up a Legal Services Fund where CDs have access to legal counsel – a critical need.
3. WACD is launching a new program to provide districts with IT support. This Help Desk will provide CDs with one hour of free IT support.
4. Enduris (which I would characterize and an “insurance advisor” for special purpose districts) is affiliating with Associated Industries to provide Enduris members access to HR services.
5. The WACD Board of Directors approved our Annual Plan of Work and FY 24 – 25 Budget at their meeting in Bow in June.
6. Planning for the 2024 Annual Conference is underway.

### National Association of Conservation Districts 2024 Summer Forum and Tours

This is a summary of notes based on the NACD meeting's chronological order and *only* covers those meetings Doug attended.

1. NACD hired Shelton-Williams consulting to prepare an assessment report on NACD programs. Some of the results to implement were: member cultivation, engagement to enhance strength and membership, and focus on how membership to have an impact now and in the future.
2. Consultant Alex Goldstein gave a presentation of persuasive communication pointing out a three step process. Step one would be the challenge. What's the problem and what and how do you define it. Two - what is the opportunity what are you going to do about the problem? What to do with the problem. Three - a call to action- who is going to do something, and by when
3. Amy Skoczlas Cole, President of Trust in Food, had a couple of phrases that were impactful. The first was is "intelligence is putting information to work". The second is "don't get distracted by the political situation". I think those are both good advice right now for us
4. Natural Resources Committee the top natural resources concerns from the 16 members who responded: were flooding, erosion, land conversion, invasives, water quality, and water quality.

Second item during the natural resources committee was a report from national conservation district (NCDEA) employee's association that they're providing various webinars and one can go to the website to find out exactly when and where those are.

### Pacific region meeting

The Pacific region meeting was on the third day, August 11. It was pointed out that Pacific region has the lowest amount of dues paid, but the highest dollars received in grants – we're getting the benefit of the NACD grants, but not full participating as members.

Update WCS, WACD, and NACD  
For Thuston Conservation District August 27, 2024 Meeting

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Pacific will be looking at using WhatsApp for communication. Training requested.

NACD board meeting on Sunday, August 11

1. Presentation by FSA administrator Zack Ducheneaux - he said they're trying to streamline and make adjustments to improve approaches to financing, streamline security requirements, changing in the loan terms and maybe looking at some sort of help for producers for health insurance, retirement and for the produces to develop cash reserves. I spoke with him and expressed that we in Washington state are working with Jon Wyss and he has participated in some of our WACD meetings and the problems we've encountered over the past couple years are getting straightened out. They're not finished yet, but I think the trend line is going the right way.
2. We in WACD need to think about NACD hall of distinction nominees. We should ask the board about who we might nominate. A few years back, Wade Troutman was nominated and honored in that respect.
3. The Farm Bill discussion had Staff from Senators Stabenow and Boazman's offices and the upshot of that meeting was that there's *possibly* the passage of a Farm Bill, but it's hard to predict before the elections what might happen so people are just kind of treading water at this time and then maybe something will happen but it'll be a lame duck session after the election so people are reluctant to move forward at a very brisk pace.
4. States and territories are asked to consider hosting an NACD meeting, *i.e.* the summer meeting or the annual meeting.

Terri Cosby NRCS chief

1. Chief Cosby noted that advisory budget should be out in September for NRCS
2. He noted and this is a "climate is our current dust bowl".
3. I have invited NRCS associate chief Louis Aspey to our 2024 WACD annual meeting and he expressed positive reaction to that and we'll see what happens there. We need to extend the invitation later on; closer to the time and when things are flushed out a little more

Tours - We had half day tour of urban agriculture on Monday the 12th and on Tuesday we an all day tour of the south of Boston for various vineyards, agricultural high school, aquaculture and cranberries. Go to the NACD website for the summer tour and there's a tab that you can click on for the tour that gives a complete description.

USDA Under Secretary Robert Bonnie presentation during the April 12 luncheon.

- Two natural resources models- incentive based voluntary (private, working lands) and top down, regulatory (eg. public lands ownership).
- Climate mitigation and good land management have much overlap. Collaboration works & more socially acceptable than top-down regulatory. We need to find ways to integrate the two models & build a "bigger tent " to be more inclusive.

Prepared by Doug Rushton on 8/22/24

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Item

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

September 24, 2024, 5:00 pm - 8:00 pm

Zoom Meeting Link:

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

**Passcode: 2918**

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

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## Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Introduction to Deschutes Preserve Restoration: *Karin Strelloff*
3. Community Partner Presentation: TBD
4. Riverbend Ranch Project Update, *Sarah Moorehead*
5. Conservation and Education Center (CEC) Development, *All*
6. Important Updates & Announcements
  - a. Board of Supervisors, *All*
  - b. Executive Director, *Sarah Moorehead (Executive Director)*

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## Board Meeting

6:30 pm – 8:00 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. August 27, 2024, Board Work Session & Meeting Minutes                        | <i>5 minutes</i>  |
| B. September 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. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i>        | <i>15 Minutes</i> |
| B. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> |                   |
| C. National Association of Conservation Districts (NACD), <i>Doug Rushton</i>   |                   |

<b>6. Blank,</b>	<b>7:10 PM</b> <i>10 minutes</i>
<b>7. Blank,</b>	<b>7:20 PM</b> <i>10 minutes</i>
<b>8. Governance, All – Action Item</b>	<b>7:30PM</b>
A. Blank	<i>10 minutes</i>
B. October 22, 2024 Work Session Topic List & Meeting Agenda Development	
<b>9. Executive Session</b>	<b>7:40 PM</b>
RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.	<i>20 minutes</i>
 <b>Adjourn</b>	 <b>8:00 PM</b>

***Informational Only Items:***

- I. Executive Director’s Report*
- 

**Important Future Dates**

**October 2024**

TCD Harvest Fair	Oct 05
WACD Southwest Area Meeting, Thurston CD	Oct 10
Orca Recovery Day	Oct 19
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Oct 22

**November 2024**

TCD closed, Veteran’s Day	Nov 11
TCD Board Work Session & Meeting 5:00 -7:30 p.m. In-person and Virtual (Zoom)	Nov 26
TCD closed, Thanksgiving	Nov 28
TCD Closed, Native American Heritage Day	Nov 29

**December 2024**

WACD Annual Conference, Spokane, WA	Dec 2-4
WSCC Commission Meeting, Spokane, WA	Dec 05
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Dec 24
TCD closed, Christmas Day	Dec 25



# Informational Items

## Priority Initiative Updates

### **Washington Association of Conservation Districts' Plant Materials Center Tour**

This month, many of the TCD staff toured the WACD Plant Materials Center (PMC). Staff of the PMC welcomed nearly 100 conservation district employees from around the state to a tour of their bareroot nursery facilities and shared an in-depth look at their production from beginning to end.



The tour was a great opportunity for TCD to learn more about native plant propagation and production, along with sharing on-the-ground plant materials needs with the PMC staff. This inspired TCD with a tangible way to think about innovative opportunities for our own Conservation and Education Center and ways to secure our own native plant needs, along with those of our local partners and community members. Another worthy highlight was the overwhelming support and need for integrating internships and CTE students early in conservation careers through plant propagation.

### **Puget Sound Conservation District Caucus Retreat**

The Puget Sound Conservation Districts held their annual in-person retreat, hosted this year by the San Juan Islands Conservation District in Friday Harbor. The retreat allows for an in-depth opportunity to strategize on collaborative Puget Sound conservation initiatives and policy development, along with the opportunity to highlight innovative programming of a specific conservation district.

Several valuable lessons and opportunities for further staff and programming development came from this CD tour:

- 1) SJCD utilized the same USDA Rural Development Grant to purchase their new office building this year that TCD has been researching as part of our strategy to fund our Conservation and Education Center. It was very helpful to learn about the nuances, timeline and experiences with this funding source, and knowing that SJCD will be a resource should TCD utilize this program.
- 2) SJCD is working with leading researchers from UW on Eel Grass restoration. A ton of fascinating research is being studied on eel grass wasting disease, its relationship to other marine life, and effective seed propagation and restoration methods. As TCD continues to work on marine shoreline restoration, this research and potential seed source is an exciting development. To learn more about this amazing project, visit: <https://www.sanjuanislandscd.org/eelgrass>
- 3) SJCD has a unique program for engaging youth in science and conservation through field restoration. TCD has several similar programs, and their summer internship model is a robust and in-demand opportunity for youth and young adults entering the workforce. There may be opportunities to cross pollinate on ideas to build each other's programs and continue to expand the knowledge and exposure of our educational staff teams.

**Restoring damaged and declining eelgrass in the San Juan Archipelago:  
a pioneering program using seeds**

Yuki Wilmerding<sup>1</sup>, Sandy Wyllie-Echeverria<sup>2</sup>, Isabella Brown<sup>2</sup>, & Paul Andersson<sup>3</sup>

<sup>1</sup>Western Washington University, <sup>2</sup>Friday Harbor Laboratories, University of Washington, <sup>3</sup>San Juan Islands Conservation District

**1. Estimate number of seeds per flowering head to determine season of peak seed release prior to harvest**

Figure 1. Higher density in later low tide series increases seed yield. Error bars show standard error of the mean, n=10 (2020) & n=5 (2021).

Depth of harvest also seems to affect ratio of seeds per flowering head (2021)

12.1 seeds per head at -0.88m  
19.1 seeds per head at -1.2m to -1.5m

Figure 2. Later stage of seed development (DeCock, 1980) taken after being stored for a few weeks.

**2. Harvest flowering heads while limiting damage to donor site**

- Gently walking on the tide flat and limiting the number of volunteers to avoid trampling impact (Travaille et al. 2015)
- Remove flowering head, leaving rhizome intact in sediment (Zhang et al. 2016)
- Reduced sediment loading in storage

Photo credit: Tom Cogan  
Figure 3. Collecting flowering shoots at donor site.

Figure 4. Eelgrass Culture System (ECS) is made of three storage tanks (left) plumbed with flowing sea water and filled with flowering heads (right).

**3. Cultivate flowering heads while seeds develop**

- Culture system catches mature seeds after dispersal
- Water temperature monitored continuously
- Salinity monitored weekly

**4. Efficiently gather & store seeds before planting**

- Seeds are removed and sieved several times to remove all detritus and debris.

~12,500 seeds collected in 2021

Figure 5. Seeds prepared for cold storage.

Cold stratification (Zhang et al. 2016)  
Seeds are stored at 4°C over winter to increase rate of germination, and are planted the following spring.

**New method being implemented in 2022:**

Hessian bags filled with sediment and seeds provide a protective barrier, minimizing seed loss & promoting seedling recruitment.

Figure 6. Hessian bag stored in ECS as a control, with observable results: a seedling.

**5. Deliver seeds to restoration site after site evaluation**

*Minimum criteria for site selection:*

- Historic or current presence of eelgrass
- Analysis on sediment grain size and H<sub>2</sub>S concentration
- Accessible, both for planting and monitoring
- After germination seedlings are fragile so, if possible, protection from boat/land traffic

Past methods used at our restoration site:

- Seed buoys • Broadcast seeding

**References:**

De Cock, A.W.A.M., 1980. Flowering, pollination and fruiting in *Zostera marina* L. *Aquatic Botany*, 9, pp.201-220.

Travaille, K.L., Salinas-de-León, P. and Bell, J.J., 2015. Indication of visitor trampling impacts on intertidal seagrass beds in a New Zealand marina reserve. *Ocean & Coastal Management*, 114, pp.145-150.

Yang, C.J., Liu, Y.S., Liu, J., Xu, Q., Li, W.T. and Zhang, P.D., 2016. Assessment of the establishment success of *Zostera marina* (eelgrass) from seeds in natural waters: implications for large-scale restoration. *Ecological Engineering*, 92, pp.1-9.

Contact [yw3174@my.bristol.ac.uk](mailto:yw3174@my.bristol.ac.uk) with questions!

We are thankful for the support from:

## Puget Sound Conservation District's Collective Impact

Conservation District's around the Puget Sound have adopted a 'Better Ground' communication initiative to demonstrate collective impact of all 12 Conservation Districts around the Sound. Below is the 2023 collective impact statement!

# BETTER GROUND

## 2023 COLLECTIVE IMPACT

Across the Puget Sound, conservation districts partner with communities to make our soil, water, forests, farms, and habitat better.

**950 ACRES** of critical wildlife habitat restored

**547k NATIVE PLANTS** put in the ground

**33k FARM ACRES** benefited with technical assistance & projects

**31.9m GALLONS** of water conserved or infiltrated into the soil

**49,000+**

people engaged through education and events

**50**

communities assisted with wildfire preparedness

**155**

properties assisted with forest health

## **District Operations**

### **July 23, 2024 Board Meeting Action Items**

- None

### **2024 WACD Southwest Area Meeting – Planning Update**

Save-the-dates are out!

Date: Thursday, October 10, 2024

Time: 9:00 am to 3:00 pm

Location: Heritage Distilling Company | 4200 Capitol Blvd SE Suite 104, Tumwater

Virtual option available!

As the host of this meeting, TCD will chair the meeting and is responsible for coordination of the meeting logistics and communications.

TCD is honoring the meeting space by inviting the Northwest Agricultural Business Center's Executive Director, Mike Peroni, to give a short presentation on the collaborative work of his organization and several SW Area CDs to enhance our regions sustainable agriculture industry, and hear about needs from board members attending the meeting.

A full agenda, registration details, along with the latest resolution template will go out before the end of August to all SW Area CDs. Additional details about the meeting to be presented at the August TCD Board Meeting.

### **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.