



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

October 22, 2024, 5:00 pm - 8:15 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. Eld Inlet Bulkhead Removal Project: *Karin Strelloff & Katrinka Hibler*
3. Legislative Tours Update, *All*
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)*

## Board Meeting

6:30 pm – 8:15 pm

- |   |                       |
|---|-----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement                       | 6:30 PM<br>5 minutes  |
| 2. Agenda Review  | 6:35 PM<br>5 minutes  |
| 3. Consent Agenda – <i>Action Item</i>  | 6:40 PM               |
| A. September 24, 2024, Board Work Session & Meeting Minutes                   | 5 minutes             |
| B. October 2024 Financial Report  |                       |
| C. WA State Dept of Ecology Conservation Corp Vendor Agreement                |                       |
| 4. Volunteer of the Year Award Recognition: <i>Rebecca Champagne-Bingaman</i> | 6:45 PM<br>10 minutes |
| 5. Public Comment   | 6:55 PM               |
| *Three minutes per person   | 10 minutes            |

- |   |                   |
|---|-------------------|
| <b>6. Partner Reports (if present)</b>  | <b>7:05 PM</b>    |
| A. Natural Resources Conservation Service, (NRCS) <i>DaShell Burnham</i>  | <i>15 Minutes</i> |
| B. Washington State Conservation Commission (WACC), <i>Josh Giuntoli</i>  |                   |
| C. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i>   |                   |
| D. National Association of Conservation Districts (NACD), <i>Doug Rushton</i>   |                   |
| <br>  |                   |
| <b>7. Washington Association of Conservation Districts (WACD), All</b>  | <b>7:20 PM</b>    |
| A. WACD Southwest Area Meeting Debrief  | <i>10 minutes</i> |
| B. Annual Conference, Spokane, WA   |                   |
| <br>  |                   |
| <b>8. 2025 TCD Supervisor Elections, All</b>  | <b>7:30 PM</b>    |
|   | <i>10 minutes</i> |
| <br>  |                   |
| <b>9. Governance, All – Action Item</b>   | <b>7:40 PM</b>    |
| A. November 19, 2024 Work Session Topic List & Meeting Agenda Development   | <i>10 minutes</i> |
| <br>  |                   |
| <b>10. Closed Session: To Discuss Collective Bargaining Negotiations</b>  | <b>7:50 PM</b>    |
| <i>RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.</i> | <i>20 minutes</i> |
| <br>  |                   |
| <b>11. Closed Session Report Out – Action Item</b>  | <b>8:10 PM</b>    |
|   | <i>5 minutes</i>  |
| <br>  |                   |
| <b>Adjourn</b>  | <b>8:15 PM</b>    |

**Informational Only Items:**

- I. Executive Director's Report*

**Important Future Dates**

**November 2024**

- |   |        |
|---|--------|
| TCD Closed, Veteran's Day   | Nov 11 |
| WACD Board Meeting  | Nov 18 |
| TCD Board Work Session & Meeting 5:00 -7:30 p.m. In-person and Virtual (Zoom) | Nov 19 |
| 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 17
TCD closed, Christmas Day	Dec 25

**January 2025**

TCD Closed New Years Day	Jan 1
TCD Closed Martin Luther King, Jr., Day	Jan 20
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Jan 28

Item

3



# Thurston Conservation District Consent Agenda Decision Sheet October 22, 2024 Board Meeting

- 
- A. September 24, 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. October 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. WA State Dept of Ecology Conservation Corp Vendor Agreement
    - a. Proposed action: accept without amendment and approve.
    - b. Action was taken:
      - Passed     Moved for discussion during meeting     Tabled to a future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON  
October 22, 2024, AND EFFECTIVE IMMEDIATELY

SIGNED:

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

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

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

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

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Marianne Tompkins

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Attest: Sarah Moorehead, Executive Director

# Thurston Conservation District Board of Supervisors

## Work Session Minutes

September 24, 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. – 6:00 p.m.



### Present at Work Session:

Betsie DeWreede, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

Marianne Tompkins, Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Kenna Fosnacht, TCD Staff

Karin Strelloff, TCD Staff

Ben Cushman, TCD Legal Counsel

- 1        **1.** Topic List Review, *All*
- 2        **2.** Welcome Kenna Fosnacht, Natural Resource Specialist, *All*
- 3        **3.** Staff Presentation: Introduction to Deschutes Preserve Restoration, *Karin Strelloff*
- 4        **4.** Year-end Board Meeting Schedule, *All*
- 5        **5.** Fall Legislative Tours, *Sarah Moorehead*
- 6        **6.** Harvest Festival Update *All*
- 7        **7.** WACD Resolutions Review, *Sarah Moorehead*
- 8        **8.** Riverbend Ranch Project Update, *Sarah Moorehead*
- 9        **9.** Conservation and Education Center (CEC) Development, *All*
- 10       **10.** Important Updates & Announcements
- 11            a. Board of Supervisors, *All*
- 12            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

September 24, 2024

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 7:50 p.m.

Actual Meeting Time: 6:30 pm – 6:55 p.m.



### Present at Meeting:

Betsie DeWreede, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

Marianne Tompkins, Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Josh Giuntoli, Washington State

Conservation Commission (WSCC)

DaShell Burnham, National Resources

Conservation Service (NRCS)

### Summary of Action Items

- 1       • None.

### Summary of Motions Passed

- 2
- 3       *Supervisor Tompkins moved to approve the Consent Agenda. Supervisor Tompkins seconded.*
- 4       *Motion passed unanimously, (3-0).*
- 5       *Supervisor Tompkins moved to adjourn the September 24, 2024 TCD Board Meeting.*
- 6       *Supervisor DeWreede seconded. Motion passed unanimously, (3-0).*

### Full Version of the Minutes

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#### 7       Welcome & Introductions

8       At 6:30 p.m., TCD Board Member Doug Rushton called the September 24, 2024 Regular Board

9       Meeting to order. TCD Board, Staff, members of the public, and Legal Counsel were introduced

10      by Board Member Rushton. For each vote, TCD Board Member Rushton called out Supervisors

11      by name. He announced that the meeting was being video recorded. TCD Supervisors Rushton

12      and Tompkins attended the meeting in person at the TCD office. Supervisor DeWreede and

13      Executive Director Moorehead attended the meeting virtually. Supervisors Iyall and Johnson

14      were not in attendance and were excused.

#### 15      Agenda Review

16      Executive Director Moorehead amended the agenda by adding the National Resources

17      Conservation Service (NRCS) to the Partner Reports.

18 **Consent Agenda**

- 19 A. August 27, 2024, Board Work Session & Meeting Minutes  
20 B. September 2024 Financial Report  
21 C. WSCC Sustainable Farms and Fields Funding Addendum  
22 D. NACD Bucoda Community Farm Funding Agreement  
23 E. WSCC Supplemental Engineering Funding Addendum  
24 F. Mason Conservation District Vendor Contract

25 ***Supervisor Tompkins moved to approve the Consent Agenda. Supervisor DeWreede seconded.***  
26 ***Motion passed unanimously, (3-0).***

27 **Public Comment**

28 No public members were present.

29 **Partner Reports**

- 30 A. National Resources Conservation Service (NRCS) Update, DaShell Burnham  
31 • Ms. Burnham introduced herself and gave an update.  
32 • New fiscal year 2025 funding applications for the Agricultural Conservation  
33 Easement Program (ACEP), Environmental Quality Incentive Program (EQIP) &  
34 Conservation Stewardship Program (CSP) deadline is October 22, 2024.  
35 B. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli  
36 • Mr. Giuntoli gave an update.  
37 • The Commission hired Hilary Aten as the coordinator of the Office of Farmland  
38 Preservation.  
39 • WSCC is looking to hire a legislative director before the session starts.  
40 C. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor Doug  
41 Rushton.  
42 • Supervisor Rushton gave an update.  
43 • A written update was provided to the board.  
44 D. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD  
45 Board Member Rushton  
46 • Supervisor Rushton gave an update.  
47 • A written update was provided to the board.

48 **Governance**

- 49 A. October 22, 2024 Work Session Topic List & Meeting Agenda Development

50 **Work Session**

- 51 • Topic List Review, *All*  
52 • Staff Presentation: Eld Inlet Bulkhead Removal Project, *Karin Streliaff & Katrinka*  
53 *Hibler*  
54 • Community Partner Presentation: TBD  
55 • Legislative Update, *All*

- 56 • Riverbend Ranch Project Update, *Sarah Moorehead*
- 57 • Conservation & Education Center (CEC) Development, *All*
- 58 • Important Updates & Announcements
- 59 ○ Board of Supervisors, *All*
- 60 ○ Executive Director, *Sarah Moorehead*

61 **Board Meeting Agenda**

- 62 • Welcome, Introductions, Audio Recording Announcement
- 63 • Agenda Review
- 64 • Consent Agenda
  - 65 ○ September, 2024 Board Work Session & Meeting Minutes
  - 66 ○ October 2024 Financial Report
  - 67 ○ Riverbend Ranch Fence Change Order
- 68 • Public Comment
- 69 • Partner Reports (if present)
  - 70 ○ National Resources Conservation Service
  - 71 ○ Washington State Conservation Commission
  - 72 ○ Washington Association of Conservation Districts
  - 73 ○ National Association of Conservation Districts
- 74 • WACD
  - 75 ○ SW Area Meeting Debrief
  - 76 ○ Annual Conference, Spokane WA
- 77 • Elections Memo - *Action Item*
- 78 • Governance, *All*
  - 79 ○ November 19, 2024 Work Session Topic List & Meeting Agenda Development
- 80 • **Executive Session:** to consider the selection of a site or the acquisition of real
- 81 estate by lease or purchase when public knowledge regarding such consideration
- 82 would cause a likelihood of increased price.
- 83 • **Closed Session:** to discuss collective bargaining sessions with employee
- 84 organizations, including contract negotiations, grievance meetings, and
- 85 discussions relating to the interpretation or application of a labor agreement; or
- 86 (b) that portion of a meeting during which the governing body is planning or
- 87 adopting the strategy or position to be taken by the governing body during the
- 88 course of any collective bargaining, professional negotiations, or grievance or
- 89 mediation proceedings, or reviewing the proposals made in the negotiations or
- 90 proceedings while in progress.

91 ***Supervisor Tompkins moved to adjourn the September 24, 2024 TCD Board Meeting.***

92 ***Supervisor DeWreede seconded. Motion passed unanimously, (3-0).***

93 **Adjourn 6:55 pm**

Respectfully,

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TJ Johnson, TCD Board Chair

# Thurston Conservation District

## October 2024 Financial Notes



### Year-to-Date (YTD) Profit & Loss (P&L), September P&L and Previous Year P&L Comparison

1. For the month of September, TCD reported a net income of \$14,436. This positive net income is mostly due to the WSCC Implementation grant income that started in July.
2. The *Partner Fee for Service* (Restoration Crew) income continues to grow, bringing in \$51,317 so far in 2024; a 150% increase over 2023.
3. As of September 2024, *Grant Revenues* now exceed 2023 *Grant Revenues* by 134%. This increase is due to the near completion of the Riverbend project, which brought in income of \$3,668,252 for the month.
4. *Interest* income is up 566% compared to 2023 due to the better interest rates offered by TCD's new bank, Beneficial State Bank, as well as interest earned on the advance from the WA State Recreation and Conservation Office (RCO) for the Riverbend project.
5. *Audit & Accounting* expenses are up 90% from 2023 because of the 2024 audit.
6. *Licenses & Permits* expenses are up 425% compared to 2023 because of restoration and construction project permitting.
7. *Construction and Restoration* expenses are up 834% from 2023 due to the completion of projects, especially due to the near completion of the Riverbend project.

### Unrestricted Budget vs Actual

8. *Vehicle Repairs & Maintenance* (row 65), *Office Supplies* (row 70), *Postage & Shipping* (row 71), and *Board Meeting Snacks* (row 77) are all spending faster than expected at this time of year (75% in the year). Staff have been alerted and wherever possible, spending in these categories will be delayed until 2025.

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

10/17/24

Accrual Basis

	Jan - Sep 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>3400000 · Charges for Goods and Services</b>	
<b>3451100 · Soil/Water Conservation Service</b>	
3451110 · Soil Testing	5,564.23
3451120 · Nutrient Spreader Rentals	818.18
3451121 · No-Till Drill Rentals	464.41
3451130 · Poultry Equipment & Tool Rentals	1,941.02
3451140 · Plant Sales	29,915.33
3451150 · Partner Fee for Service	51,317.09
	90,020.26
<b>Total 3451100 · Soil/Water Conservation Service</b>	90,020.26
<b>3417000 · Sales of Merchandise</b>	
3417020 · Event Ticket Income	8,187.21
	8,187.21
<b>Total 3417000 · Sales of Merchandise</b>	8,187.21
<b>Total 3400000 · Charges for Goods and Services</b>	98,207.47
<b>3300000 · Grant Revenues</b>	6,604,494.09
<b>3600000 · Miscellaneous Revenues</b>	
3691000 · Sale of Surplus	492.00
3699100 · Miscellaneous Other	455.40
3685000 · Special Assessments - Service	336,738.11
3670000 · Nongovernmental Contributions	706.16
3610000 · Interest and Other Earnings	1,271.37
3620000 · Rents and Leases	0.00
	339,663.04
<b>Total 3600000 · Miscellaneous Revenues</b>	339,663.04
<b>Total Income</b>	7,042,364.60
<b>Gross Profit</b>	7,042,364.60
<b>Expense</b>	
Equipment Allocation	0.00
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	1,605,938.39
5314000 · Intern Stipends	1,000.00
5314101 · Legal Fees & Services	25,416.26
5314102 · Audit & Accounting	13,181.54
5314103 · Computer Services	29,441.05
5314100 · Professional Services	474,230.76
5314400 · Advertising	3,196.19
5314203 · Printing Services	3,850.49
5314104 · Janitorial Services	6,190.00
5314501 · Office Rent	67,936.00
5314700 · Utilities	5,119.96
5314503 · Equipment Leases	3,989.19
5314504 · Vehicle Leases	4,872.09
5314200 · Communications	11,404.97
5313102 · Photocopier Usage	746.63
5354800 · Repairs & Maintenance	9,074.71

## Thurston Conservation District

## Profit &amp; Loss

January through September 2024

10/17/24

Accrual Basis

	<u>Jan - Sep 24</u>
5314505 · Software Licenses	22,608.89
5313101 · Office Supplies	4,541.17
5314202 · Postage & Shipping	1,595.89
5314902 · Organizational Dues	5,038.89
5314307 · Licenses and Permits	5,139.92
5314117 · Soil Testing	4,125.41
5313401 · Plants for Resale	26,902.83
Project Expenses	45,860.47
5314302 · Staff - Conference & Training	13,612.86
5314306 · Board - Conference & Training	1,286.04
5314300 · Staff - Travel	14,666.43
5314301 · Board Travel	1,108.09
5314108 · Construction & Restoration Work	4,718,220.26
5314109 · Cost Share	68,487.62
5314110 · Bank Fees & Interest Charges	452.62
5314600 · Liability Insurance Premiums	25,465.58
66300 · Sales Tax Adjustments	134.76
5945360 · Capital Outlays	
5945369 · Tenant Improvements	18,970.61
5945368 · Rental Equipment	14,934.99
5945367 · Restoration Equipment	3,720.45
5945363 · Equipment & Office Furniture	19,249.30
5945364 · Computer Hardware	5,681.73
5945366 · Vehicle Purchases	5,497.80
Total 5945360 · Capital Outlays	<u>68,054.88</u>
Total Expense	<u>7,292,890.84</u>
Net Ordinary Income	<u>-250,526.24</u>
Net Income	<u><u>-250,526.24</u></u>

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

	Sep 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	321.95
3451120 · Nutrient Spreader Rentals	198.78
3451130 · Poultry Equipment & Tool Rentals	530.04
3451140 · Plant Sales	2,927.60
3451150 · Partner Fee for Service	1,406.91
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>5,385.28</b>
<b>Total 3400000 · Charges for Goods and Services</b>	<b>5,385.28</b>
3300000 · Grant Revenues	3,964,346.14
3600000 · Miscellaneous Revenues	
3699100 · Miscellaneous Other	245.00
3685000 · Special Assessments - Service	7,700.74
3610000 · Interest and Other Earnings	497.47
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>8,443.21</b>
<b>Total Income</b>	<b>3,978,174.63</b>
<b>Gross Profit</b>	<b>3,978,174.63</b>
<b>Expense</b>	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	169,817.33
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	439.92
5314103 · Computer Services	1,773.00
5314100 · Professional Services	122,982.50
5314400 · Advertising	23.98
5314203 · Printing Services	283.51
5314104 · Janitorial Services	2,275.00
5314501 · Office Rent	8,427.00
5314700 · Utilities	184.10
5314503 · Equipment Leases	646.79
5314504 · Vehicle Leases	573.47
5314200 · Communications	1,291.84
5354800 · Repairs & Maintenance	1,304.76
5314505 · Software Licenses	491.09
5313101 · Office Supplies	157.47
5314202 · Postage & Shipping	252.59
5314307 · Licenses and Permits	560.54
5314117 · Soil Testing	713.29
Project Expenses	1,411.36
5314302 · Staff - Conference & Training	3,548.21
5314306 · Board - Conference & Training	48.39
5314300 · Staff - Travel	611.18
5314108 · Construction & Restoration Work	3,563,763.92
5314109 · Cost Share	56,602.85
5314110 · Bank Fees & Interest Charges	549.36
5314600 · Liability Insurance Premiums	3,496.58
5945360 · Capital Outlays	
5945369 · Tenant Improvements	18,970.61
5945364 · Computer Hardware	538.40
<b>Total 5945360 · Capital Outlays</b>	<b>19,509.01</b>
<b>Total Expense</b>	<b>3,963,739.04</b>
<b>Net Ordinary Income</b>	<b>14,435.59</b>
<b>Net Income</b>	<b>14,435.59</b>

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

	Jan - Sep 24	Jan - Sep 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	5,564.23	5,311.28	252.95	4.8%
3451120 · Nutrient Spreader Rentals	818.18	763.22	54.96	7.2%
3451121 · No-Till Drill Rentals	464.41	265.33	199.08	75.0%
3451130 · Poultry Equipment & Tool Rentals	1,941.02	1,651.63	289.39	17.5%
3451140 · Plant Sales	29,915.33	26,404.95	3,510.38	13.3%
3451150 · Partner Fee for Service	51,317.09	20,869.49	30,447.60	145.9%
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>90,020.26</b>	<b>55,265.90</b>	<b>34,754.36</b>	<b>62.9%</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>98,207.47</b>	<b>55,265.90</b>	<b>42,941.57</b>	<b>77.7%</b>
3300000 · Grant Revenues	6,604,494.09	2,822,582.48	3,781,911.61	134.0%
3600000 · Miscellaneous Revenues				
3691000 · Sale of Surplus	492.00	0.00	492.00	100.0%
3699100 · Miscellaneous Other	455.40	0.00	455.40	100.0%
3685000 · Special Assessments - Service	336,738.11	334,294.44	2,443.67	0.7%
3670000 · Nongovernmental Contributions	706.16	1,100.00	-393.84	-35.8%
3610000 · Interest and Other Earnings	1,271.37	190.99	1,080.38	565.7%
3620000 · Rents and Leases	0.00	691.02	-691.02	-100.0%
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>339,663.04</b>	<b>336,276.45</b>	<b>3,386.59</b>	<b>1.0%</b>
<b>Total Income</b>	<b>7,042,364.60</b>	<b>3,214,124.83</b>	<b>3,828,239.77</b>	<b>119.1%</b>
<b>Gross Profit</b>	<b>7,042,364.60</b>	<b>3,214,124.83</b>	<b>3,828,239.77</b>	<b>119.1%</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	1,605,938.39	1,286,263.22	319,675.17	24.9%
5314000 · Intern Stipends	1,000.00	13,740.00	-12,740.00	-92.7%
5314101 · Legal Fees & Services	25,416.26	28,003.25	-2,586.99	-9.2%
5314102 · Audit & Accounting	13,181.54	6,954.89	6,226.65	89.5%
5314103 · Computer Services	29,441.05	18,138.49	11,302.56	62.3%
5314100 · Professional Services	474,230.76	494,640.84	-20,410.08	-4.1%
5314400 · Advertising	3,196.19	1,363.92	1,832.27	134.3%
5314203 · Printing Services	3,850.49	10,283.96	-6,433.47	-62.6%
5314104 · Janitorial Services	6,190.00	6,000.00	190.00	3.2%
5314501 · Office Rent	67,936.00	39,312.00	28,624.00	72.8%
5314700 · Utilities	5,119.96	5,425.15	-305.19	-5.6%
5314503 · Equipment Leases	3,989.19	3,013.37	975.82	32.4%
5314504 · Vehicle Leases	4,872.09	4,624.45	247.64	5.4%
5314200 · Communications	11,404.97	10,680.17	724.80	6.8%
5313102 · Photocopier Usage	746.63	773.48	-26.85	-3.5%
5354800 · Repairs & Maintenance	9,074.71	9,266.93	-192.22	-2.1%
5314505 · Software Licenses	22,608.89	10,952.59	11,656.30	106.4%
5313101 · Office Supplies	4,541.17	3,430.34	1,110.83	32.4%
5314202 · Postage & Shipping	1,595.89	2,714.12	-1,118.23	-41.2%
5314902 · Organizational Dues	5,038.89	5,729.89	-691.00	-12.1%
5314307 · Licenses and Permits	5,139.92	978.50	4,161.42	425.3%
5314117 · Soil Testing	4,125.41	3,249.51	875.90	27.0%
5313401 · Plants for Resale	26,902.83	38,273.88	-11,371.05	-29.7%
Project Expenses	45,860.47	47,836.62	-1,976.15	-4.1%
5314302 · Staff - Conference & Training	13,612.86	6,382.28	7,230.58	113.3%
5314306 · Board - Conference & Training	1,286.04	500.66	785.38	156.9%
5314300 · Staff - Travel	14,666.43	17,570.91	-2,904.48	-16.5%

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10/18/24

Accrual Basis

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

	Jan - Sep 24	Jan - Sep 23	\$ Change	% Change
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	4,718,220.26	505,162.32	4,213,057.94	834.0%
5314109 · Cost Share	68,487.62	255,825.70	-187,338.08	-73.2%
5314110 · Bank Fees & Interest Charges	452.62	650.21	-197.59	-30.4%
5314600 · Liability Insurance Premiums	25,465.58	23,166.93	2,298.65	9.9%
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				
5945369 · Tenant Improvements	18,970.61	0.00	18,970.61	100.0%
5945368 · Rental Equipment	14,934.99	58,429.11	-43,494.12	-74.4%
5945367 · Restoration Equipment	3,720.45	76,002.12	-72,281.67	-95.1%
5945363 · Equipment & Office Furniture	19,249.30	2,770.58	16,478.72	594.8%
5945364 · Computer Hardware	5,681.73	10,593.18	-4,911.45	-46.4%
5945366 · Vehicle Purchases	5,497.80	81,618.26	-76,120.46	-93.3%
<b>Total 5945360 · Capital Outlays</b>	<b>68,054.88</b>	<b>229,413.25</b>	<b>-161,358.37</b>	<b>-70.3%</b>
<b>Total Expense</b>	<b>7,292,890.84</b>	<b>3,131,593.26</b>	<b>4,161,297.58</b>	<b>132.9%</b>
<b>Net Ordinary Income</b>	<b>-250,526.24</b>	<b>82,531.57</b>	<b>-333,057.81</b>	<b>-403.6%</b>
<b>Net Income</b>	<b>-250,526.24</b>	<b>82,531.57</b>	<b>-333,057.81</b>	<b>-403.6%</b>

## Thurston Conservation District

## Balance Sheet

As of September 30, 2024

10/18/24

Accrual Basis

	<u>Sep 30, 24</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
3088010 · Checking-103 Beneficial	2,576,715.33
3081001 · Checking-7444 Timberland	3,152.26
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reserve	4,165.55
3088022 · Saving-129 Beneficial CEC	114,251.29
<b>Total 3088020 · Savings Accounts</b>	<u>118,416.84</u>
3088030 · Counter Cash	100.00
3088040 · PayPal Account	2,562.68
<b>Total Checking/Savings</b>	<u>2,700,947.11</u>
<b>Accounts Receivable</b>	504,937.51
<b>Other Current Assets</b>	
3090500 Prepaid Accounts	
3090501 · Prepaid Insurance	38,930.42
3090507 · Security Deposit - Tilley Court	8,427.00
<b>Total 3090500 Prepaid Accounts</b>	<u>47,357.42</u>
3091000 · 309.10.00 Inventory Asset	2,770.56
3092000 · 309.20.00 Cash on Hand	15,112.51
<b>Total Other Current Assets</b>	<u>65,240.49</u>
<b>Total Current Assets</b>	3,271,125.11
<b>Fixed Assets</b>	
3090600 · Tenant Improvements	89,000.00
<b>Total Fixed Assets</b>	<u>89,000.00</u>
<b>TOTAL ASSETS</b>	<b><u>3,360,125.11</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	2,075,235.61
Credit Cards	8,016.38
<b>Other Current Liabilities</b>	
3471000 · Grant Advances	520,710.64
3861100 · Sales Tax Payable	3,252.51
3861000 · Payroll Liabilities	145,128.88
<b>Total Other Current Liabilities</b>	<u>669,092.03</u>
<b>Total Current Liabilities</b>	<u>2,752,344.02</u>
<b>Total Liabilities</b>	2,752,344.02
<b>Equity</b>	<u>607,781.09</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>3,360,125.11</u></b>

# 2024 Unrestricted Budget vs Actual



September 75%

Account Name	2024 Mid-Year Revised Budget	2024 Actual	\$ Over Budget	% of Budget
1 <input type="checkbox"/> Income	1,172,652	746,577	-426,075	63.67%
2 <input type="checkbox"/> Retail Sales	73,543	54,649	-18,894	74.31%
3 <input type="checkbox"/> Food Production and Consumption	2,111	1,941	-170	91.95%
4 Poultry Equipment & Tool Rentals	2,111	1,941	-170	91.95%
5 <input type="checkbox"/> Soil Conservation and Health	10,263	7,108	-3,155	69.26%
6 Soil Testing	8,000	5,871	-2,129	73.39%
7 Nutrient Spreader Rentals	763	773	10	101.25%
8 No-Till Drill Rentals	1,500	464.41	-1,036	30.96%
9 <input type="checkbox"/> Community Outreach and Education	52,247	29,915	-22,332	57.26%
10 Plant Sales	51,647	29,915	-21,732	57.92%
11 TCD Swag Shop	600	0	-600	0.00%
12 <input type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	7,159	13,287	6,128	185.59%
13 Partner Fee for Service - Restoration Crew	7,159	13,287	6,128	185.59%
14 <input type="checkbox"/> Other Income	1,763	2,398	635	136.02%
15 Contributions Private	706	706	0	100.02%
16 Interest Income	875	1,029	154	117.65%
17 Miscellaneous Income	182	662	480	363.96%
18 <input type="checkbox"/> Grant Revenue	204,491	120,234	-84,257	58.80%
19 State Grants	204,491	120,234	-84,257	58.80%
20 Rates and Charges	562,182	336,738	-225,444	59.90%
21 <input type="checkbox"/> Overhead	332,436	234,956	-97,480	70.68%
22 Overhead Allocation	312,436	217,414	-95,022	69.59%
23 Vehicle Allocation	20,000	17,541	-2,459	87.71%
24 2023 Carry Overs	17,804	17,804	0	100.00%
25 <input type="checkbox"/> Program Allocation	461,464	345,047	-116,417	74.77%
26 <input type="checkbox"/> Local Food Production and Consumption	17,600	19,655	2,055	111.67%
27 Poultry Equipment Rentals	17,600	19,655	2,055	111.67%
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	2,363	-4,796	33.01%
31 Restoration Crew & Equipment (T050)	7,159	2,363	-4,796	33.01%
32 <input type="checkbox"/> Soil Conservation and Health	40,227	34,054	-6,173	84.66%
33 Soil Health Testing	29,455	24,089	-5,366	81.78%
34 Nutrient Spreader Rentals	8,772	5,258	-3,514	59.94%
35 No-Till Drill Rentals	2,000	4,707	2,707	235.36%
36 <input type="checkbox"/> Community Outreach and Engagement	212,239	135,391	-76,848	63.79%
37 Conservation & Education Center	77,076	23,908	-53,168	31.02%
38 District Communications	61,875	52,005	-9,870	84.05%
39 Plant Sale	57,805	48,958	-8,847	84.70%
40 Elections	15,483	10,520	-4,963	67.95%

	Account Name	2024 Mid-Year Revised Budget	2024 Actual	\$ Over Budget	% of Budget
41	[-] Adult and Youth Conservation Education	47,870	44,183	-3,687	92.30%
42	South Sound Green	41,670	39,532	-2,138	94.87%
43	Teens in Thurston Volunteer Program	2,200	2,200	0	100.00%
44	Envirothon	4,000	2,451	-1,549	61.27%
45	[-] Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	135,369	109,312	-26,057	80.75%
46	Conservation TA	88,313	77,206	-11,107	87.42%
47	Investing in Future Conservation	47,056	32,106	-14,950	68.23%
48	[-] Administrative Expenses - A010	698,992	534,030	-164,962	76.40%
49	Administrative Salaries & Benefits	326,650	273,829	-52,821	83.83%
50	[-] Professional Services	94,243	66,544	-27,699	70.61%
51	Legal Services	31,416	25,416	-6,000	80.90%
52	Audit & Accounting	18,127	13,094	-5,033	72.23%
53	Computer Services	39,700	27,872	-11,828	70.21%
54	Professional Services	5,000	162	-4,838	3.24%
55	[-] Facility, Vehicles and Maintenance	198,771	145,369	-53,402	73.13%
56	Janitorial Services	7,800	5,240	-2,560	67.18%
57	Office Rent	101,064	67,416	-33,648	66.71%
58	Utilities	5,000	2,459	-2,541	49.17%
59	Equipment Leases	3,611	2,919	-692	80.84%
60	Vehicle Leases	6,166	4,872	-1,294	79.02%
61	Office Move (A039)	18,992	18,992	-0	100.00%
62	Tenant Improvements	19,164	18,971	-193	98.99%
63	Communications	14,635	10,673	-3,962	72.93%
64	Photocopier Usage	1,031	747	-284	72.42%
65	Vehicle Repairs & Maintenance	4,098	3,775	-323	92.11%
66	Computer Hardware Purchases	3,000	420	-2,580	13.99%
67	Computer Software	9,730	7,330	-2,400	75.33%
68	Equipment & Office Furniture	4,480	1,557	-2,923	34.75%
69	[-] Supplies	10,799	9,438	-1,361	87.40%
70	Office Supplies	4,450	4,085	-365	91.80%
71	Postage & Shipping	300	280	-20	93.18%
72	Organizational Dues	5,949	5,039	-910	84.70%
73	Licenses & Permits	100	35	-65	35.00%
74	[-] Conferences, Training and Travel	33,379	12,931	-20,448	38.74%
75	Staff Conference & Training (A037)	16,629	3,985	-12,644	23.97%
76	Board Conference and Training Fees	3,500	526	-2,974	15.03%
77	Board Meeting Snacks	750	704	-46	93.81%
78	Staff Travel	10,000	7,185	-2,815	71.85%
79	Board Travel	2,500	532	-1,968	21.26%
80	[-] Insurance and Banking	35,150	25,918	-9,232	73.74%
81	Bank Fees & Interest Charges	650	453	-197	69.63%
82	Liability Insurance Premiums	34,500	25,466	-9,034	73.81%
83	Late Fees & Penalties	0	0	0	N/A
84	[-] 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	-114,696	-114,696	N/A

# 2024 Restricted Budgets vs Actuals



As of September 30, 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	1,796,224	6,365,623	4,971,954	1,393,669	47.79%	76.59%
3	SRFB Cozy Valley	R060	21-1089C	09/23/21	12/30/24	132,778	24,499	34,125	9,626	24,499	92.38%	81.55%
4	ESRP Zangle Cove	R070	20-1517R	07/01/21	06/30/25	110,072	30,505	40,832	10,329	30,503	81.31%	72.29%
5	Oregon Spotted Frog (OSF) Outreach	R080		01/01/23	01/01/25	32,550	9,429	20,118	10,689	9,429	87.30%	71.03%
6	ESRP Lower Eld Bulkhead Removal	R090		07/01/23	07/01/26	125,200	115,620	121,871	8,423	113,448	41.75%	7.65%
7	South Sound Outreach (HSIL)	R100		05/07/24	04/30/27	109,846	108,910	16,150	936	15,214	13.50%	0.85%
8	<b>Federal</b>											
9	Frogs on Farm Cost Share	US80		08/15/20	08/15/25	93,135	62,001	68,805	6,804	62,001	82.54%	33.43%
10	USFWS Restoring South Sound Prairies	US90		07/01/22	07/01/27	190,000	136,216	22,142	21,811	332	45.05%	28.31%
11	<b>WSCC</b>											
12	FY23-25 Livestock	W025	24-13-LT	07/01/23	06/30/25	20,000	7,901	10,663	7,294	3,368	62.65%	60.50%
13	Skookumchuck Planting	W030	20-13-ER	04/01/20	06/30/25	744,780	171,348	151,367	44,231	107,136	85.76%	76.99%
14	FY21-25 Flood Chehalis	W050	22-13-FL	09/01/21	06/30/25	261,333	59,324	102,550	72,156	30,394	80.49%	77.30%
15	FY23-25 Shellfish Cost Share	W060	24-13-SH	11/27/23	06/30/25	125,000	108,837	119,431	14,559	104,872	53.09%	12.93%
16	FY23-25 CREP	W070	24-13-CE	07/01/23	06/30/25	105,182	46,574	47,182	25,075	22,108	62.65%	55.72%
17	FY23-25 NRI Cost Share	W080	24-13-NR	08/21/23	06/30/25	81,222	38,879	59,981	21,265	38,716	59.85%	52.13%
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 Engineering	W100	25-13-PE	09/11/24	06/30/25	34,800	34,094	14,000	706	13,294	6.83%	2.03%
20	FY24-25 Salmon Riparian	W110	24-13-SRF	02/27/24	06/30/25	207,514	172,839	78,218	34,675	43,543	44.29%	16.71%
21	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%
22	FY24-25 Sustainable Farms and Fields	W120	24-13-SFF	08/29/24	06/30/25	72,730	71,858	37,239	873	36,366	10.78%	1.20%
23	Forest Health and Community Wildfire Resiliency	W130	24-13-FH	09/22/23	06/30/25	471,000	294,289	379,633	165,391	214,242	57.87%	37.52%
24	Irrigation Efficiencies	W140	22-13-IE	04/03/24	06/30/25	45,778	35,104	20,292	10,674	9,618	39.87%	23.32%
25	FY21-25 Chehalis Lead	W150	22-13-RIT	10/01/21	06/30/25	102,000	20,772	28,815	22,451	6,365	80.06%	79.64%
26	FY21-25 Community Engagement Plan	W160	22-13-CEP	02/20/24	06/30/25	20,000	17,712	9,500	2,288	7,212	45.07%	11.44%
27	FY 24-25 Riparian Grant Program (RGP)	W170	24-13-RGP	04/15/24	06/30/25	913,563	804,906	431,991	108,657	323,334	38.24%	11.89%
28	FY24-25 Sustainable Farms and Fields CCA	W180	24-13-SF1	05/16/24	06/30/25	64,000	59,599	62,658	4,401	58,257	33.58%	6.88%

	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	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%
30	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%
31	FY24 Election Swag	W086.4	24-13-IM	01/22/24	06/30/24	245	0	245	245	0	Closed	100.00%
32	FY24 SoilCon	W086.5	24-13-IM	01/29/24	06/30/24	821	0	821	821	0	Closed	100.00%
33	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%
34	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%
35	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%
36	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%
37	<b>Thurston County</b>											
38	FY23-25 VSP	TC400		07/01/23	06/30/25	227,500	83,556	117,468	88,731	28,738	62.65%	63.27%
39	FY23-25 VSP Cost Share	TC450		08/08/23	06/30/25	531,781	291,689	344,455	209,052	135,403	60.61%	45.15%
40	<b>Miscellaneous</b>											
41	ESRP Shore Friendly Phase 3	M035		07/01/23	06/30/25	388,883	234,688	261,050	73,800	187,250	62.65%	39.65%
42	Agri-Park Feasibility Study GIS Work	M055		10/12/23	03/31/24	5,387	-2	72	74	-2	Closed	100.04%
43	2024 City of Olympia Urban Farmland	M065		01/01/24	12/31/24	203,038	126,124	203,038	76,914	126,124	74.86%	37.88%
44	GRuB Beginning Farmer Development	M066		01/01/24	08/31/25	10,259	8,609	5,119	1,650	3,469	44.99%	16.08%
45	Sentinel Landscape Program (SLP)	M075		10/01/21	06/30/28	1,279,225	426,088	317,809	248,387	69,422	44.46%	66.69%
46	FY24-25 NACD Bucoda Community Farm	M077		09/24/24	11/15/25	60,000	60,000	8,126	0	8,126	1.67%	0.00%
47	One Tree Planted	M085		09/03/21	until spent	33,076	26,835	9,337	4,699	4,638	N/A	18.87%
48	WCRRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/25	111,954	62,348	29,968	17,245	12,723	78.62%	44.31%
49	WFC Meyer Phase 2	M100		01/01/23	09/01/25	106,546	42,876	79,568	36,294	43,273	65.54%	59.76%
50	Riparian Planning Training	M401		07/24/24	08/05/24	3,675	573	3,675	3,102	573	Closed	84.40%
51	DOH Eld Inlet Manure Management	M500		05/13/24	07/31/27	294,313	287,527	57,475	6,785	50,690	12.00%	2.31%
52	FY23-25 Pierce County Shellfish NTA	M600		12/01/23	08/30/26	191,000	147,720	87,000	43,280	43,720	30.38%	22.66%
53	FY24 WSDA Local Food Infrastructure	M700		02/14/24	06/30/24	22,917	11	22,917	22,906	11	Closed	99.95%
54	Farm Plan Catalog	M800	G-8233	06/07/24	05/31/25	10,553	9,354	4,250	1,199	3,051	32.31%	11.36%
55	<b>South Sound GREEN</b>											
56	FY24 Interlocal	G019-SS		01/01/24	12/31/24	64,160	23,689	64,160	40,471	23,689	74.86%	63.08%
57	Embrace the Stream	G019.30		08/01/22	until spent	5,035	0	262	262	0	Closed	100.00%
58	FY23-24 WSC Mini Grant	G019.50		12/12/23	12/31/24	500	100	500	400	100	76.17%	80.04%
59	FY24 OSD i-Grant	G019.103		03/01/24	12/31/24	4,000	1,012	4,000	2,988	1,012	69.93%	74.71%
60	2024 ESD 113 Climate Education	G019.104		05/15/24	06/30/24	6,000	0	6,000	6,000	0	Closed	100.00%
61	NFWF Five Star	G019.108		09/01/23	09/30/24	12,375	3,228	8,097	4,870	3,228	100.00%	73.92%

	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
62	FY23-25 Outdoor Learning	G019.109		10/01/23	06/30/25	38,825	26,386	23,690	11,599	12,091	57.28%	32.04%
63	Dawkins 2023	G019.28		01/01/23	until spent	20,000	0	5,409	5,409	0	Closed	100.00%
64	Dawkins 2024	G019.28		01/01/24	until spent	20,750	15,217	18,291	5,533	12,758	N/A	26.67%
65	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	554	2,500	1,946	554	N/A	77.83%
66	Carlson Charitable	G019.31		12/05/23	12/31/24	2,500	2,225	2,500	275	2,225	76.59%	11.00%
67	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	2,250	0	2,250	N/A	0.00%
68	Tumwater SD Natural Resources	G019.120		05/15/24	06/20/24	500	0	500	500	0	Closed	100.00%
69	Inspire Olympia	G019.130		07/09/24	07/31/25	29,975	29,975	23,851	0	23,851	21.65%	0.00%
70	<b>- Teens in Thurston Volunteer Program</b>									0		
71	Nisqually TNT 2023	T070		01/06/23	until spent	5,375	1,550	3,654	2,103	1,550	N/A	71.16%
72	Nisqually TNT 2024	T070		01/01/24	until spent	5,581	5,581	5,581	0	5,581	N/A	0.00%
73	<b>- Envirothon Program</b>									0		
74	2023 Chehalis Tribe Envirothon	T040		01/23/23	until spent	5,000	0	113	113	0	Closed	100.00%
75	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	100	500	400	100	N/A	79.99%
76	2024 Olympia Food Co-op Envirothon	T040		01/01/24	until spent	50	50	50	0	50	N/A	0.00%
77	<b>- PARTNERS</b>									0		
78	OlyEcosystems	P400		01/01/24	N/A	16,500	1,222	16,500	15,278	1,222	N/A	92.59%
79	WA Dept of Fish and Wildlife	P600		01/29/24	N/A	6,925	2,407	6,925	4,518	2,407	N/A	65.24%
80	Wild Fish Conservancy	P500		08/15/24	N/A	8,151	1,575	8,151	6,576	1,575	N/A	80.68%
81	WA Dept of Natural Resources	P700		07/01/24	N/A	35,263	11,108	35,263	24,155	11,108	N/A	68.50%

**Thurston Conservation District**  
**Payment Detail**  
**September 2024**

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Check	EFT	09/01/2024	Tilley Court Caves, LLC	UNRESTRICTED:A010 - Administrative Expenses	5314501 · Office Rent	8,427.00
Check	EFT	09/01/2024	Delta Dental		5531212 · Dental Benefits	1,999.05
Bill Pmt -Check	EFT	09/02/2024	Comcast	UNRESTRICTED:A010 - Administrative Expenses	5314204 · Internet Services	179.56
Check	EFT	09/03/2024	TPSC Benefits		5531215 · HRA Benefits	519.25
Check	EFT	09/05/2024	Regence - Health Care		5531210 · Medical Benefits	23,077.58
Check	EFT	09/05/2024	Wells Fargo		Wells Fargo	4,521.18
Bill Pmt -Check	22580	09/05/2024	Anchor QEA	RCO:R050 - FY 22-27 ASRP Riverbend	5314100 · Professional Services	60,427.87
Bill Pmt -Check	22581	09/05/2024	Antiquity Consulting	RCO:R050 - FY 22-27 ASRP Riverbend	5314100 · Professional Services	33,907.55
Bill Pmt -Check	22582	09/05/2024	Any Seasons Tree & Landscape Services LLC	WSCC:W170 - Riparian Grant Program	5314100 · Professional Services	13,862.40
Bill Pmt -Check	22583	09/05/2024	Bishop Contracting LLC	Various	5314108 · Construction & Restoration Work	57,188.90
Bill Pmt -Check	22584	09/05/2024	Brumfield Construction, Inc	RCO:R050 - FY 22-27 ASRP Riverbend	5314108 · Construction & Restoration Work	1,635,637.07
Bill Pmt -Check	22585	09/05/2024	Capitol Land Trust	GREEN:G019.103 - FY24 OSD i-Grant	5314100 · Professional Services	94.51
Bill Pmt -Check	22586	09/05/2024	Ecostudies Institute	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314100 · Professional Services	1,836.36
Bill Pmt -Check	22587	09/05/2024	GRuB	MISC:M065 - City of Olympia Urban Ag	5314100 · Professional Services	3,181.74
Bill Pmt -Check	22588	09/05/2024	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22589	09/05/2024	L Curran	WSCC:W080 - NRI Cost Share	5314109 · Cost Share	9,932.97
Bill Pmt -Check	22590	09/05/2024	Mountain Mist	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	35.05
Bill Pmt -Check	22591	09/05/2024	Nicholas Rubesh	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22592	09/05/2024	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	409.40
Bill Pmt -Check	22593	09/05/2024	Sam Nadell	GREEN:TCC:G019.60 Nisqually Indian Tribe 2%	5314305 · Meals / Per Diems	26.80
Bill Pmt -Check	22594	09/05/2024	WA St University Energy Program	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	1,773.00
Bill Pmt -Check	22595	09/05/2024	WACD	TCD Programs:T097 - Plant Sale	5313401 · Plants for Resale	6,003.00
Credit Card Charge	13199	09/05/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	14.58
Credit Card Charge	13221	09/05/2024	Eastside Urban Farm & Garden	MISC:M065 - City of Olympia Urban Ag	5314107 · Project Supplies	65.60
Credit Card Charge	13271	09/05/2024	Pilot Travel Center	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	29.61
Liability Check	EFT	09/06/2024	Internal Revenue Service		3861004 · FIT Payable & FICA Payable	13,108.32
Liability Check	EFT	09/06/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	3,057.05
Liability Check	EFT	09/06/2024	Internal Revenue Service		3861004 · FIT Payable & FICA Payable	13,812.50
Credit Card Charge	13195	09/06/2024	Amazon	WSCC:W130- Forest Health & Wildfire Resiliency	5313101 · Office Supplies	13.19
Credit Card Charge	1334684870	09/07/2024	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	223.79
Liability Check		09/09/2024	QuickBooks Payroll Service		Payroll	40,934.39
Credit Card Charge	13196	09/09/2024	Amazon	WSCC:W140 - Irrigation Efficiencies	5945364 · Computer Hardware	277.97
Credit Card Charge	13203	09/09/2024	Home Depot	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314107 · Project Supplies	87.58
Credit Card Charge	13272	09/09/2024	Flying J Store #1169	WSCC:W030 - EAR Skookumchuck	5314107 · Project Supplies	45.99
Bill Pmt -Check	EFT	09/10/2024	VSP - Vision Care		5531213 · Vision Insurance	189.58
Credit Card Charge	13211	09/10/2024	WA St Dept of Fish and Wildlife	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314307 · Licenses and Permits	117.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	13275	09/10/2024	Flying J Store #1169	WSCC:W030 - EAR Skookumchuck	5314107 · Project Supplies	23.05
Credit Card Charge	13276	09/10/2024	Flying J Store #1169	WSCC:W030 - EAR Skookumchuck	5314107 · Project Supplies	10.25
Credit Card Charge	13277	09/10/2024	Tenino Short Stop	WSCC:W030 - EAR Skookumchuck	5314107 · Project Supplies	21.80
Credit Card Charge	3698060	09/10/2024	Rightworks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	24.13
Liability Check	EFT	09/11/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	21,950.02
Credit Card Charge	13210	09/11/2024	Amazon	WSCC:W140 - Irrigation Efficiencies	5313101 · Office Supplies	40.61
Credit Card Charge	13288	09/11/2024	Flying J Store #1169	WSCC:W030 - EAR Skookumchuck	5314107 · Project Supplies	20.02
Credit Card Charge	13212	09/12/2024	Washington Tree Farm Program	WSCC:W130- Forest Health & Wildfire Resiliency	5314302 · Staff - Conference & Training	35.00
Credit Card Charge	13213	09/12/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	13.67
Credit Card Charge	13217	09/12/2024	Home Depot	MISC:M065 - City of Olympia Urban Ag	5314107 · Project Supplies	71.28
Credit Card Charge	13219	09/12/2024	Fred Meyer	MISC:M065 - City of Olympia Urban Ag	5314901 · Meeting & Event	23.67
Credit Card Charge	13220	09/12/2024	US Foods Chef's Store	MISC:M065 - City of Olympia Urban Ag	5314901 · Meeting & Event	65.02
Credit Card Charge	13222	09/12/2024	Olympia Food Co-Op	UNRESTRICTED:A010 - Administrative Expenses	5314302 · Staff - Conference & Training	8.22
Credit Card Charge	13226	09/12/2024	US Postal Service	UNRESTRICTED:A010 - Administrative Expenses	5314202 · Postage & Shipping	5.58
Credit Card Charge	13289	09/12/2024	Walmart	WSCC:W080 - NRI Cost Share	5314107 · Project Supplies	20.32
Credit Card Charge	13337	09/14/2024	Starbucks	MISC:M065 - City of Olympia Urban Ag	5314901 · Meeting & Event	23.94
Credit Card Charge	13338	09/14/2024	Goodwill	WSCC:W160 - Community Engagement Plan	5314901 · Meeting & Event	17.52
Credit Card Charge	6697358	09/14/2024	Buzzsprout	TCD Programs:T030 - District Communications	5374001 · Web Hosting and Maintenance	12.00
Bill Pmt -Check	EFT	09/16/2024	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	260.17
Bill Pmt -Check	EFT	09/16/2024	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	184.10
Check	EFT	09/16/2024	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	103.50
Liability Check	22596	09/16/2024	WSCCE - Council 2		3861008 · Union Dues	1,041.63
Credit Card Charge		09/16/2024	Beneficial State Bank	UNRESTRICTED:A010 - Administrative Expenses	5314110 · Bank Fees & Interest Charges	35.00
Credit Card Charge	13325	09/16/2024	Facebook	Various	5314400 · Advertising	23.98
Credit Card Charge	13236	09/17/2024	Ace Hardware	TCD Programs:T097 - Plant Sale	5314901 · Meeting & Event	11.36
Credit Card Charge	13237	09/17/2024	Kiperts	TCD Programs:T097 - Plant Sale	5314901 · Meeting & Event	31.78
Credit Card Charge	13238	09/17/2024	Rutledge Family Farm	TCD Programs:T097 - Plant Sale	5314901 · Meeting & Event	25.00
Credit Card Charge	13239	09/17/2024	Ace Hardware	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	10.52
Credit Card Charge	13241	09/17/2024	Pilot Travel Center	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	31.26
Credit Card Charge	13242	09/17/2024	Canva	TCD Programs:T030 - District Communications	5314203 · Printing Services	151.75
Credit Card Charge	13245	09/17/2024	WA St Capitol Campus Parking	GREEN:G019.109 - FY23-25 Outdoor Learning	5314307 · Parking fees	16.00
Credit Card Charge	13284	09/17/2024	Amazon	WSCC:W130- Forest Health & Wildfire Resiliency	5314107 · Project Supplies	41.15
Credit Card Charge	13290	09/17/2024	Tenino Short Stop	WSCC:W030 - EAR Skookumchuck	5314107 · Project Supplies	21.81
Bill Pmt -Check	22597	09/18/2024	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314700 · Utilities	128.80
Credit Card Charge	13246	09/18/2024	Fred Meyer	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314901 · Meeting & Event	25.95
Credit Card Charge	13285	09/18/2024	Washington Tree Farm Program	WSCC:W130- Forest Health & Wildfire Resiliency	5314302 · Staff - Conference & Training	35.00
Credit Card Charge	13292	09/18/2024	Flying J Store #1169	WSCC:W030 - EAR Skookumchuck	5314107 · Project Supplies	43.38
Credit Card Charge	13312	09/18/2024	Flying J Store #1169	WSCC:W030 - EAR Skookumchuck	5314107 · Project Supplies	10.16
Credit Card Charge	13349	09/18/2024	Industrial Hydraulics Tumwater	TCD Programs:T050 - Partner Fee for Service Program	5314107 · Project Supplies	154.53
Credit Card Charge	E0300TR1ZK	09/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	16.46

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	E0300TR2ZM	09/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	474.63
Credit Card Charge	13327	09/19/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	15.49
Bill Pmt -Check	22598	09/20/2024	Circle Hawk Farm	UNRESTRICTED:A037 - Staff Training (Unfunded)	5314502 · Site Rental	180.00
Bill Pmt -Check	22599	09/20/2024	Deschutes Law Group	UNRESTRICTED:A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	22600	09/20/2024	Drayton Archaeology	WSSC:W170 - Riparian Grant Program	5314100 · Professional Services	4,419.87
Bill Pmt -Check	22601	09/20/2024	Goebel Septic Tank Service, Inc	MISC:M401 - Riparian Planning Training	5314503 · Equipment Leases	120.00
Bill Pmt -Check	22602	09/20/2024	Hannah's Cleaning Service	UNRESTRICTED:A010 - Administrative Expenses	5314104 · Janitorial Services	2,275.00
Bill Pmt -Check	22603	09/20/2024	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22604	09/20/2024	Katrinka Hibler	WSSC:W170 - Riparian Grant Program	5314304 · Mileage	127.30
Bill Pmt -Check	22605	09/20/2024	Keanland Park PRRD	WSSC:W170 - Riparian Grant Program	5314307 · Licenses and Permits	423.54
Bill Pmt -Check	22606	09/20/2024	Marguerite Abplanalp	Various	5314304 · Mileage	32.83
Bill Pmt -Check	22607	09/20/2024	Midwest Labs	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	713.29
Bill Pmt -Check	22608	09/20/2024	Nicholas Rubesh	Partner Fee for Service:P500 - Wild Fish Conservancy	Restoration Crew Intern Stipend	514.29
Bill Pmt -Check	22609	09/20/2024	Riverbend Ranch	USFWS:US90 Restoring South Sound Prairies	5314109 · Cost Share	20,190.38
Bill Pmt -Check	22610	09/20/2024	Ross Strategic	WSSC:W130- Forest Health & Wildfire Resiliency	5314100 · Professional Services	9,455.00
Bill Pmt -Check	22611	09/20/2024	Sarah Moorehead_V	WSSC:W170 - Riparian Grant Program	5314300 · Staff - Travel	457.41
Bill Pmt -Check	22612	09/20/2024	Thurston County Treasurer	UNRESTRICTED:A010 - Administrative Expenses	5314110 · Bank Fees & Interest Charges	618.74
Bill Pmt -Check	22613	09/20/2024	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	573.47
Bill Pmt -Check	22614	09/20/2024	Christina Wagner	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314304 · Mileage	22.78
Bill Pmt -Check	22615	09/20/2024	Green Diamond Resource Company	WSSC:W170 - Riparian Grant Program	5314307 · Licenses and Permits	1,500.00
Credit Card Charge	13259	09/20/2024	Fred Meyer	UNRESTRICTED:A010 - Administrative Expenses	5314901 · Meeting & Event	22.98
Credit Card Charge	13328	09/20/2024	Fred Meyer	TCD Programs:T097 - Plant Sale	5314901 · Meeting & Event	28.78
Credit Card Charge	13329	09/20/2024	Fred Meyer	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	42.41
Credit Card Charge	13330	09/20/2024	Fred Meyer	UNRESTRICTED:A010 - Administrative Expenses	5314302 · Staff - Conference & Training	16.74
Credit Card Charge	13331	09/20/2024	Fred Meyer	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	22.98
Credit Card Charge	13340	09/20/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	35.12
Credit Card Charge	42465188	09/20/2024	Garmin	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	21.89
Credit Card Charge	13261	09/21/2024	Dancing Goats	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314901 · Meeting & Event	37.45
Credit Card Charge	13262	09/21/2024	Ralphs Thriftway	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314901 · Meeting & Event	14.57
Credit Card Charge	13336	09/22/2024	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	5.98
Credit Card Charge	P1-99002552	09/23/2024	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	192.00
Liability Check		09/24/2024	QuickBooks Payroll Service		Payroll	44,710.93
Liability Check	EFT	09/24/2024	Internal Revenue Service		3861004 · FIT Payable & FICA Payable	14,885.14
Liability Check	EFT	09/24/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	3,547.60
Credit Card Charge	13256	09/24/2024	FP Mailing Solutions	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	386.62
Credit Card Charge	13257	09/24/2024	US Postal Service	TCD Programs:T030 - District Communications	5314202 · Postage & Shipping	78.84
Credit Card Charge	13313	09/24/2024	Flying J Store #1169	WSSC:W030 - EAR Skookumchuck	5314107 · Project Supplies	26.21
Check	EFT	09/25/2024	Postal IA	UNRESTRICTED:A010 - Administrative Expenses	5314202 · Postage & Shipping	100.00
Credit Card Charge	13264	09/25/2024	Harbor Freight	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314107 · Project Supplies	14.26
Credit Card Charge	13265	09/25/2024	Target	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314107 · Project Supplies	13.09

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	13260	09/26/2024	WA St Dept of Agriculture	TCD Programs:T097 - Plant Sale	5314307 · Licenses and Permits	20.00
Credit Card Charge	13314	09/26/2024	Pilot Travel Center	WSSC:W170 - Riparian Grant Program	5314107 · Project Supplies	10.26
Credit Card Charge	13315	09/26/2024	Pilot Travel Center	WSSC:W170 - Riparian Grant Program	5314107 · Project Supplies	45.92
Credit Card Charge	13321	09/26/2024	LaMotte Company	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314107 · Project Supplies	36.40
Credit Card Charge	13322	09/26/2024	The Seminar Group	WSSC:W140 - Irrigation Efficiencies	5314302 · Staff - Conference & Training	3,183.25
Credit Card Charge	13326	09/26/2024	Ace Hardware	WSSC:W170 - Riparian Grant Program	5314107 · Project Supplies	39.48
Credit Card Charge	13266	09/27/2024	Vic's Pizzeria	TCD Programs:T070 -Teens in Thurston Volunteer	5314901 · Meeting & Event	67.10
Credit Card Charge	13350	09/27/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	14.58
Credit Card Charge	13268	09/28/2024	Ralphs Thriftway	TCD Programs:T070 -Teens in Thurston Volunteer	BSB - Nadell 9567	36.68
Credit Card Charge	13269	09/30/2024	Amazon	WSSC:W150 - Chehalis Lead	5945364 · Computer Hardware	194.33
Credit Card Charge	13270	09/30/2024	Amazon	WSSC:W150 - Chehalis Lead	5945364 · Computer Hardware	66.10
Credit Card Charge	13279	09/30/2024	US Postal Service	WSSC:W170 - Riparian Grant Program	5314202 · Postage & Shipping	9.85
Credit Card Charge	13291	09/30/2024	Service Saw Workwears	WSSC:W110 - FY24-25 Salmon Riparian Funding	5354804 · Restoration Equipment Maintenanc	929.37



# BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b> WA State Dept of Ecology Conservation Corp Vendor Agreement	
<b>Lead Staff:</b> Karin Strelloff	<b>Board Meeting Date:</b> 10/22/24
<b>Goal of Presentation:</b>	<input checked="" type="checkbox"/> <b>Decision</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Feedback</b>
<b>Description/Background:</b>	<i>Please provide a description or background of the project.</i>
<p>This contract provides needed WA Conservation Corps crew labor to work on restoration and riparian planting projects during the winter planting season.</p> <p>WA Ecology will send the contract for digital signature.</p>	
<b>Pros:</b> Additional labor is needed to complete the planting work planned for several projects.	<b>Cons:</b> none
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>	
\$59,555. This amount will be covered by grants.	
<b>Recommended Action:</b>	<i>What decision do you recommend the board make?</i>
Recommend approval of the updated version of the contract	
<b>Legal Review:</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>Not Required</b>
<b>Supporting Documents:</b> <i>Please list below <b>and</b> attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
Draft version of the contract. *Please note that the final contract will have a different contract manager and updated address (We requested addition of Emily Landrus as manager and the address updated to our current location).	





## AGREEMENT NO WCC-24073

### AGREEMENT BETWEEN

The State of Washington, Department of ECOLOGY  
AND

Thurston Conservation District (SPONSOR)

THIS AGREEMENT is made and entered into by and between the Department of Ecology, hereinafter referred to as "ECOLOGY", and Thurston Conservation District, hereinafter referred to as the "SPONSOR."

IT IS THE PURPOSE OF THIS AGREEMENT to provide Washington Conservation Corps (WCC) members to complete environmental or disaster services projects, pursuant to Chapter 43.220 of the Revised Code of Washington.

THEREFORE, IT IS MUTUALLY AGREED THAT:

#### STATEMENT OF WORK

Both parties agree to do all things necessary for or incidental to the performance of the work set forth in Appendix "A" attached hereto and incorporated herein.

#### PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on 10/1/2024 and be completed on 9/30/2025 unless terminated sooner as provided herein. The WCC Crew and/or WCC Individual Placement corpsmember specified in this agreement will be available to SPONSOR on the dates set forth on the calendar in Appendix "B" attached hereto and incorporated herein.

#### COMPENSATION

The parties have determined that the cost of accomplishing the work herein will not exceed \$59,555. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. Compensation for service(s) shall be based on the following established rates:

Provided by ECOLOGY	Reimbursed to ECOLOGY by Sponsor
WCC Services@ 1385 / day for 43 days	\$59,555
Total SPONSOR Cost	\$59,555
	<i>Above cost not to be exceeded</i>

The costs reimbursed to ECOLOGY by SPONSOR are a cost-share rate. Estimated value of a WCC crew is \$302,913 annually per WCC Crew consisting of five WCC/AmeriCorps Members and one WCC Supervisor and/or \$42,122.88 annually per WCC Individual Placement. Indirect costs are included in SPONSOR share at a standard rate of 5% of direct costs.

#### BILLING PROCEDURE

ECOLOGY shall submit invoices monthly to the SPONSOR's designated contact person listed under "Agreement Management" section. Payment to ECOLOGY for approved and completed work will be made by warrant or account

transfer by SPONSOR within 30 days of receipt of the invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

#### AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

#### ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

#### ASSURANCES

Parties to this Agreement agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

#### CONFORMANCE

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

#### DISPUTES

If a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, if SPONSOR is a state agency, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

#### FUNDING AVAILABILITY

The obligation of the SPONSOR to provide reimbursements is contingent upon appropriation of funds by the SPONSOR's governing body for the specific purpose of funding the project, which is the subject of this Agreement. Upon the failure of such appropriation, the SPONSOR may terminate this Agreement.

ECOLOGY's ability to provide cost-share is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the agreement, in whole or part, for convenience or to renegotiate the agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification restrictions.

#### GOVERNING LAW AND VENUE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

#### INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

## INDEMNIFICATION

To the fullest extent permitted by law, each party shall defend, indemnify, and hold harmless the other party, including officials, agents, and employees from and against all claims of third parties, and all associated losses arising out of or resulting from the performance of the contract. "Claim," as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom. Parties waive their immunities under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the other party and their agencies, officials, agents or employees.

## ORDER OF PRECEDENCE

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal and state of Washington statutes, regulations, and rules.
2. Mutually agreed written amendments to this Agreement
3. This Agreement
4. Statement of Work and Budget.
5. Any other provisions of this Agreement, including materials incorporated by reference.

## RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of this Agreement and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties subject to state public disclosure laws.

## RESPONSIBILITIES OF THE PARTIES

Each party of this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party will be considered the agent of the other party to this Agreement.

## RIGHTS IN DATA

Unless otherwise provided, data, which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be jointly owned by ECOLOGY and SPONSOR. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

## SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

## TERMINATION FOR CAUSE



STATEMENT OF WORK  
Appendix A

Work summary:

Under direction of SPONSOR, crew(s) will perform restoration activities. Specific tasks could include invasive control, native species installation, plant nursery care, scientific monitoring, and fence installation or repair.

Special terms and conditions:

1. WCC resources (members, supervisors, tools and trucks) will not be utilized to clean public restrooms, monitor, survey, or clear active or abandoned encampments, and/or to clean up hazardous materials including hypodermic needles. If a significant amount of hazardous or unidentifiable material is discovered on a project site, activity will cease until SPONSOR mitigates potential hazards or finds an alternate project site. If active or abandoned encampments prevent WCC activities from taking place at a project site, WCC supervisors and members may contact their partner organization and work with their coordinator on alternative activities. While WCC can share active or abandoned encampment information with project partners when relevant to service activities, WCC personnel will not monitor, survey, or report on encampments directly to regulatory agencies or anyone other than a partner organization.
2. WCC vehicle is not to be used for heavy hauling; the primary use is for transportation of crew, tools, and safety equipment. In the event that WCC vehicles are requested to tow SPONSOR-provided equipment (including rentals), it will only be on a limited basis and SPONSOR is solely responsible for accidental damages, unless damages are caused by WCC negligence.
3. WCC is not responsible for normal wear and tear when project requires the use of SPONSOR-provided tools, equipment, or safety gear.
4. The assignment of members shall not result in the displacement of currently employed workers, including partial displacement such as reduction in hours of non-overtime work, wages, or other employment benefits. Agencies that participate in the program may not terminate, lay-off, or reduce working hours of any employee for the purpose of using a member with available funds. In circumstances where substantial efficiencies or a public purpose may result, participating agencies may use members to carry out essential agency work or contractual functions without displacing current employees.
5. All state holidays and shutdown weeks are non-working days for members. Shutdown weeks are to be used by WCC staff/supervisors for planning purposes. The WCC standard 40-hour schedule is Monday through Thursday from 7:00am to 5:30pm. An alternate schedule may be arranged with prior approval from the WCC.
6. WCC's cost-share rate is calculated using the full costs of supporting WCC crews and IPs, including time spent training, required community service events, shutdowns, etc. Indirect costs are included in SPONSOR share at a standard rate of 5% of direct costs.
7. If inclement weather makes a project site inaccessible, then the sponsor should reassign the WCC crew or IP to alternative projects in an accessible location.

In inclement weather, WCC crews follow the weather-related guidance (e.g. shut-down, delayed start, early end, etc.) from the regional Ecology office closest to the crew lock-up or IP service location. If the member's assigned location is more than one hour from an Ecology regional office, then WCC follows weather-related guidance of federal, state and

local governments. Only WCC can instruct a crew or IP to shut-down due to weather. Sponsors are not charged for WCC-initiated, weather related shut-downs or delays.

If a shut-down is requested by the SPONSOR for any reason, then the sponsor is responsible for crew costs.

ECOLOGY shall:

1. Provide WCC members for the number of weeks specified in this agreement. Full-term crews and Individual Placements are available to SPONSOR for a maximum of 164 days (approximately 41 weeks) during the Federal AmeriCorps program service year (October-September).
2. Enroll members to begin service no sooner than October 1, 2024 and no later than October 16, 2024 to attain a full AmeriCorps scholarship. Member vacancies may be filled with a 1200 hour, three-quarter-term AmeriCorps Education Award beginning January 16, 2025. Any further member enrollment for the remainder of the program year is at the discretion of ECOLOGY and based on availability.
3. In the event of a disaster response deployment, ECOLOGY will make every effort to fulfill SPONSOR needs, including sending additional members, whenever possible. Unless disaster response activities are requested by the sponsor, sponsors are not charged for WCC's emergency and disaster responses.
4. Provide training and development specified in Appendix B: eight days of formal WCC training, a two to four day Orientation Training, one day dedicated to MLK Community Service, one day of training in noxious weed control, and one day for a debrief meeting near the conclusion of the term. Beyond dates included in Appendix B, Ecology will schedule up to six additional days of Supervisor training or meetings during the term. WCC members and supervisors are logging hours on the dates identified for WCC-sanctioned events, but are unavailable to SPONSOR. ECOLOGY will provide a four day Assistant Supervisor training to the designated Assistant Supervisor.
5. Each full-term crew or IP may spend up to two weeks (eight days) with an alternative sponsor during the crew year. These dates will be determined in coordination with their full-term Sponsor.
6. For crews, ECOLOGY agrees to provide a crew of 5 members, a crew supervisor, vehicle, and basic hand tools. As a short-term sponsor, invoices will be adjusted dependent on crew member vacancies and absences.

SPONSOR shall:

1. Guide completion of appropriate projects for number of weeks specified in this agreement by providing logistical, technical and safety-related support necessary for project completion. Provide site orientation for WCC members, site-specific training, and materials beyond basic hand tools to complete tasks. Obtain and ensure adherence to applicable permits as set by local, state, tribal or federal laws and regulations.
2. Help promote the AmeriCorps and WCC brands, logo, slogans and phrases. WCC will provide camera-ready logo. AmeriCorps is a registered service mark of the Corporation for National and Community Service.
3. For a SPONSOR hosting Individual Placement positions, SPONSOR agrees to provide computer access, email, transportation to and from WCC events (or private mileage reimbursement), and day-to-day direction of activities.
4. For a SPONSOR hosting full-term WCC Crew(s), SPONSOR shall provide a secure site to store tools and park crew vehicles that allows access to potable water and restrooms as well as desk and internet access for the crew supervisor. In the event of theft, vandalism, or loss due to negligence of the SPONSOR, the SPONSOR shall provide reimbursement (75 percent sponsor share) of expenditures and deductibles.
5. For a SPONSOR that assigns WCC crew(s) or WCC Individual Placement members to serve with other organizations, SPONSOR shall inform the other organizations of WCC policies, procedures and contract terms.

## AmeriCorps Prohibited Activities:

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- A. Attempting to influence legislation;
- B. Organizing or engaging in protests, petitions, boycotts, or strikes;
- C. Assisting, promoting, or deterring union organizing;
- D. Impairing existing contracts for services or collective bargaining agreements;
- E. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- G. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- H. Providing a direct benefit to—
  - I. A business organized for profit;
  - II. A labor union;
  - III. A partisan political organization;
  - IV. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - V. An organization engaged in the religious activities described in paragraph 3.g. above, unless AmeriCorps assistance is not used to support those religious activities;
- I. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
- J. Providing abortion services or referrals for receipt of such services; and
- K. Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives.
- L. Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities
- M. Such other activities as AmeriCorps may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing so

### 2024-2025 WCC Events Calendar

October							November							December							January						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	1	2	3	4	5	6		4	5	6	7	8*	9		2	3	4	5	6	7		1	2	3	4	5	6
7	8	9	10	11	12	13	11	12	13	14†	15	16	17	9	10*	11	12†	13	14	15	6	7	8	9	10*	11	12
14	15†	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	13	14	15†	16	17	18	19
21	22	23	24	25*	26	27	25	26*	27	28	29	30		23	24*	25	26	27	28	29	20	21	22	23	24*	25	26
28	29	30†	31											30	31†						27	28	29	30*	31		

  

February							March							April							May						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3		3	4	5	6	7	8		1	2	3	4	5	6			1	2	3	4	5
3	4	5	6	7	8	9	10*	11	12	13†	14	15	16	7	8	9	10*	11	12	13	5	6	7	8	9*	10	11
10*	11	12	13†	14	15	16	17	18	19	20	21	22	23	14	15†	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	24	25*	26	27†	28	29	30	21	22	23	24†	25*	26	27	19	20	21	22	23*	24	25
24	25*	26	27†	28	29	30								28	29	30†					26	27	28	29	30	31	

  

June							July							August							September						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
					1	2		1	2	3	4	5	6					1	2	3		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10*	11	12	13	14
9	10*	11	12†	13	14	15	14	15†	16	17	18	19	20	11	12	13	14	15	16	17	15†	16	17	18	19	20	21
16	17	18	19	20	21	22	21	22	23	24	25*	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
23	24	25*	26	27	28	29	28	29	30	31†				25	26*	27	28	29	30	31	29	30*					

- Holiday observed) - day off
- Orientation Training Conference
- Assistant Supervisor Training
- MLK- Staff Holiday, Member service day
- IP meeting (in person)
- Training Conference
- 3/4-Term Member Orientation (virtual)
- Extended management & ops meeting
- Supervisor refresher trainings
- Spike (2 wks on special assignment)

- AmeriCorps swearing-in (virtual, 2 hrs)
- PDPs due (July: QT members only)
- eTime: Hours entered
- eTime: Prior pay period approval due
- Payday (10th & 25th, varies on weekends)
- Production (last Thursday of the month)
- Supervisors: Crew Interviews
- Noxious Weed Control Workshops

3/27 Olympic; 4/3 S. Puget Sound;  
 4/10 Central/E. WA; 4/17 N. King County/Snohomish;  
 4/24 S. King County; 5/1 Northwest

- Start date (FT/Oct. 3QT=10/1, Jan. 3QT=1/21, QT=6/9)
- Credit card log due
- End date (FT/Jan. 3QT/QT=9/4, Oct. 3QT=6/5)
- End-of-year presentations: 8/14 Olympic; 8/21 S. Puget Sound; 8/28 Central/E. WA, S. King County & N. King County/Snohomish; 9/4 Northwest

**Shutdown Weeks:**

- Supervisors: Interviews and enrollment material
- Supervisors: Cross-training
- All-staff meeting & supervisor prep days

**Members' potential hours (For general guidance only - hours not guaranteed)**

October	190
February	150
June	160
Fullterm: Oct. 1-Sept. 4	1850

November	130
March	170
July	180
Oct. 3QT: Oct. 1-June 5	1360

December	170
April	180
August	160
Jan. 3QT: Jan. 21-Sept. 4	1260

January	170
May	160
September	30
QT: June 9-Sept. 4	490

FT: 1700-hr min, \$7,395 Ed Award

3QT: 1200-hr min, \$5,176.5 Ed Award

QT: 450-hr min, \$1,956.35 Ed Award

WCC standard schedule (40 hours/week) is Monday - Sunday

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# MEMO

**To:** TCD Board of Supervisors  
**From:** Susan Shelton, TCD Election Supervisor  
**Date:** October 14, 2024  
**Subject:** 2025 Elections



In this packet, I've included 1) a proposed 2025 Elections Resolution and 2) a proposed 2025 Election Timeline based on that resolution. I want to highlight a few things in particular:

- 1) The Board will vote on the Election Resolution at the November Board meeting.
- 2) We propose the third Tuesday of March, which is March 18<sup>th</sup>, as the 2025 election date:
  - This date gives us plenty of time to organize the election and is close to the election date we've used for the past few years - offering consistency to voters.
  - March 2025 will be WA State's third *Conservation Month*. To celebrate Conservation Month, the Washington State Conservation Commission (WSCC) plans a media blitz, including radio and television promotion, beginning in January 2025.
- 3) This year (May 2025) TJ Johnson's elected term expires.
- 4) This year (May 2025) Betsie DeWreede's appointed term expires.
- 5) The Notice of the Adopted Election Resolution (NAER) will include notice of both the elected and appointed vacancies and must be published twice, at least six days between each publishing, no later than seven days after the Board meeting at which the Election Resolution is adopted.
- 6) For the draft resolution, I have highlighted in yellow the specific dates that need to be selected; and I've highlighted in green the mechanisms for conducting the election that need to be selected. I have highlighted in blue the decision to appoint me as the Election Supervisor. I have based the information included and the format of the resolution on the WSCC's example elections resolution.
- 7) As with the past few years, we propose a mail-in-only election. This method is the way that the majority of voters have voted in the past, ensures the safety of poll workers and voters, and increases access for disenfranchised voters who may find access to a poll site difficult. As in 2024, an in-person voting option will be made accessible during the last week of the voting period.
- 8) We will shortly reach out to the Thurston County Auditor's office to request their support, including polling officer ballot security training, signature verification, and access to poll books. We will let you know what we hear from them ASAP.
- 9) We are required to have at least 2 polling officers who cannot be TCD staff, interns, or Board Supervisors. We will hire two temporary part-time polling officers, who will process ballot fulfillment and complete signature verification and ballot processing. We will advertise the position through the Auditor's office so their seasonal employees know of the opportunity. We will keep you posted about our search for polling officers.
- 10) Staff proposes that I (Susan Shelton) serve as the Election Supervisor for the 2025 Election. Nora and the outreach team will continue to support the election process by creating outreach materials and distributing them for candidate recruitment, polling officer recruitment, and voter education.
- 11) I'd like to remind you about some of the WACs that govern elections:
  - If the incumbent is the only candidate who files paperwork the CD must still hold an election.
  - Write-in candidates who receive the majority of votes may serve as supervisors if they file candidate paperwork with the election supervisor within 28 days after the election and are found to be eligible to serve.



# Thurston Conservation District RESOLUTION

**Resolution #2024-05**  
**Subject: 2025 District Election**

## **A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, ESTABLISHING THE 2025 ELECTION DATE, TIME, LOCATION, AND METHOD**

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

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

It is RESOLVED that a **mail-in election** for an open position on the District Board of Supervisors will be held on **Tuesday, March 18, 2025**.

The elected position whose term is expiring in May 2025 is currently held by TJ Johnson. The appointed position whose term is expiring in May 2025 is currently held by Betsie DeWreede.

Interested candidates must be registered voters who reside within the boundaries of the District. **Candidates may file their candidacy paperwork beginning November 20, 2024 at 10:00 am. The filing deadline for candidates to file their candidate required information is January 20, 2025 at 4:30 pm.** Interested candidates must file their required candidate information at the Thurston Conservation District Office or by emailing the Election Supervisor a scanned copy of their candidate paperwork to: [sshelton@thurstoncd.com](mailto:sshelton@thurstoncd.com).

Eligible voters are registered voters who reside within the boundaries of the District. **The first day that voters may request ballots to be mailed to their mailing address for this election is February 3, 2025 and the last day and time is March 11, 2025 at 4:30 pm** by contacting Thurston Conservation District at (360) 754-3588 or [ballotrequest@thurstoncd.com](mailto:ballotrequest@thurstoncd.com). **Ballot requests can be made in person March 12 through March 18 during TCD workdays from 8:00am to 4:30pm** at the Thurston Conservation District Office. **Ballots returned by mail must be postmarked no later than Election Day, March 18, 2025. Ballots returned by other means must be returned no later than 4:30pm on Election Day, March 18, 2025** to the Thurston Conservation District Office.

**The election supervisor will be Susan Shelton, Finance and Administration Manager, Thurston Conservation District.** Questions or concerns may be sent to [sshelton@thurstoncd.com](mailto:sshelton@thurstoncd.com).

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

The published election procedures can be viewed at the District office and the website at [www.thurstoncd.com](http://www.thurstoncd.com), or from the Washington State Conservation Commission at [www.scc.wa.gov](http://www.scc.wa.gov).

**ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON NOVEMBER 19, 2024.**

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TJ Johnson, Board Chair

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Betsie DeWreede, Vice Chair

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David Iyall, Board Member

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Doug Rushton, Board Member

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Marianne Tompkins, Board Member

Attest:

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Sarah Moorehead, Executive Director

## TCD Proposed 2025 Election Timeline

Date/People	Election Supervisor	Board of Supervisors	Auditor Office	Polling Officers	Candidates	Public
Nov 19, 2024		Approve 2025 Election Resolution				
Nov 20, 2024 & Nov 26, 2024	Post notice of adopted resolution in newspaper					
Nov 20, 2024 thru Jan 20, 2025	Advertise candidate filing information				File candidate paperwork with Election Supervisor	
Nov 20, 2024 thru Jan 24, 2025	Recruit Polling Officers			Submit employment applications		
Nov 27, 2024	Submit EF1 to WSCC					
Dec 9, 2024	Reach out to Auditor with Election Dates, last year's ILA		Provide a contact person for ballot processing			
Jan 20, 2025	Candidate filing Deadline				Candidate filing Deadline - File candidate paperwork with ES	
Jan 22, 2025	Order ballots and ballot materials printed					
Jan 28, 2025			Provide Poll Book			
Jan 31, 2025	Polling Officer training		Polling Officer training	Polling Officer training		
Feb 3, 2025 thru Mar 17, 2025	Advertise election and ballot request procedures					
Feb 3, 2025 thru Mar 11, 2025			Weekly Signature verification	* Fullfill Ballot requests by mail * Weekly Ballot Processing		<b>Request ballots by phone and email</b> and vote by mail or drop off in ballot box
Mar 12, 2025 thru Mar 18, 2025			Weekly Signature verification	<b>Fullfill in-person ballot requests</b> and accept in-person ballot drop offs Ballot Processing		<b>Request ballots in person</b> and vote by mail or drop off in ballot box
Mar 18, 2025	Election Day - all ballots must be returned/post-marked		Weekly Signature verification	Fullfill in-person ballot requests and accept in-person ballot drop offs Ballot Processing		Election Day - all ballots must be returned/post-marked
Mar 28, 2025			Weekly Signature verification	Tabulate ballots		
No later than Apr 1, 2025	Submit final paperwork to WSCC via EF2					

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

November 19, 2024, 5:00 pm - 8:30 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: *TBD*
3. Community Partner Presentation: Ashley Arai, Thurston County
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)*

## Board Meeting

6:30 pm – 8:30 pm

- |  |                      |
|--|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement                  | 6:30 PM<br>5 minutes |
| 2. Agenda Review   | 6:35 PM<br>5 minutes |
| 3. Consent Agenda – <i>Action Item</i>                                   | 6:40 PM              |
| A. October 22, 2024, Board Work Session & Meeting Minutes                | 5 minutes            |
| B.   |                      |
| 4. Public Comment  | 6:45 PM              |
| *Three minutes per person  | 10 minutes           |
| 5. Partner Reports ( <i>if present</i> )                                 | 6:55 PM              |
| A. Natural Resources Conservation Service, (NRCS) <i>Dashell Burnham</i> | 15 Minutes           |
| B. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i> |                      |

- C. Washington Association of Conservation Districts (WACD), *Doug Rushton*
- D. National Association of Conservation Districts (NACD), *Doug Rushton*

- |   |                   |
|---|-------------------|
| <b>6. Blank</b>   | <b>7:10 PM</b>    |
| A. Blank  | <i>10 minutes</i> |
| B. Blank  |                   |
| <br>  |                   |
| <b>7. Blank, All - Action Item</b>  | <b>7:20 PM</b>    |
|   | <i>10 minutes</i> |
| <br>  |                   |
| <b>8. Governance, All – Action Item</b>   | <b>7:30 PM</b>    |
| A. December 17, 2024 Work Session Topic List & Meeting Agenda Development   | <i>10 minutes</i> |
| <br>  |                   |
| <b>9. Executive Session: To Consider the selection of a site or the acquisition of real estate</b>  | <b>7:40 PM</b>    |
| <i>RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.</i>  | <i>20 minutes</i> |
| <br>  |                   |
| <b>10. Executive Session Report Out – Action Item</b>   | <b>8:00 PM</b>    |
|   | <i>5 minutes</i>  |
| <br>  |                   |
| <b>11. Closed Session: To Discuss Collective Bargaining Negotiations</b>  | <b>8:05 PM</b>    |
| <i>RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.</i> | <i>20 minutes</i> |
| <br>  |                   |
| <b>12. Closed Session Report Out – Action Item</b>  | <b>8:25 PM</b>    |
|   | <i>5 minutes</i>  |
| <br>  |                   |
| <b>Adjourn</b>  | <b>8:30 PM</b>    |

**Informational Only Items:**

- I. *Executive Director’s Report*

### Important Future Dates

**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 17  |

TCD office closed, Christmas Day

Dec 25

**January 2025**

TCD office closed New Years Day

Jan 1

Martin Luther King, Jr., Day

Jan 20

TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)

Jan 28

**February 2025**

NACD Annual Meeting, Salt Lake City

Feb 8-12

TCD office closed Presidents Day

Feb 17

TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)

Feb 25

# Informational Items



# Executive Director's Report

Sarah Moorehead – Executive Director

October 22, 2024

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## **Priority Initiative Updates**

### **Office of the Chehalis Basin Tour**

TCD showcased our latest Skookumchuck River restoration at the Riverbend Ranch tour stop of the Office of the Chehalis Basin Tour on September 27<sup>th</sup>. Attendees included Thurston County Commissioners, WSCC leadership, partner agency leads, and leadership from local jurisdictions throughout the basin. Key messages included: the collaborative and dynamic project development process with the landowner, habitat impact of the project, co-benefits to agriculture and habitat, and funding opportunities and challenges for implementing large-scale restoration projects.



*Sarah Moorehead speaks about project funding and development. Photo by: The Chronicle*

### **Thurston County Ag Committee Tour**

Thurston's Ag Advisory Committee hosted a tour for Thurston County Commissioners and staff to showcase the variety of ag businesses throughout Thurston County and discuss the needs of these operations to continue to thrive in our region. Regulatory and permitting barriers, access to land, infrastructure and markets, along with environmental conditions and continued technical assistance were key themes shared by producers.



*Asian vegetables from Mak's Garden.*



*Jennifer Colvin outside Wobbly Cart Farm.*



*Joseph Gabiou of Wobbly Cart Farm speaks.*



*Chris Doleman shares about dairy economics at James Road Dairy.*



*Lori James discusses preservation of her family's historical farmland, now operated by Common Ground Farm!*



*Kevin Jensen talks about conservation and agriculture.*

## Harvest Festival Recap

TCD had a wonderfully successful 3<sup>rd</sup> Annual Harvest Festival!



With nearly 500 attendees, this well-attended event brought together community members from all over, celebrating conservation achievements and connecting to the seasonal changes of our landscapes. Positive feedback was received from staff and community, including improvements to crowd flow, timing of the event, and new activities!

A variety of TCD and partner educational booths provided information on fall soil testing, tree identification, fall gardening, farm equipment and more. Community building elements, such as the pie and scarecrow building competitions were a big draw for residents of our area. Workshops and demonstrations were featured throughout the day, along with a South Union-Grange hosted fundraiser lunch.

We honored community members and partners for their dedication to conservation work and volunteerism.



**Community Award Winners:**

- Volunteer of the Year: Rebecca Champagne-Bingaman
- Educator of the Year: Jane Rizika
- Producer of the Year: Helsing Junction Farm
- Land Steward of the Year: Michelle Boderck
- Partner of the Year: Dan Calvert
- Student Leader of the Year: Lily Morgan
- Doug Rushton Conservation Legacy Award: Nelson Ranch

**District Operations**

**September 29, 2024 Board Meeting Action Items**

- None

**Executive Director Evaluation Process**

As a reminder, next month begins the annual review process for TCD’s Executive Director:

**ED Evaluation Process**

November	ED provides references to Board Chair. Board Chair contacts references for evaluation.
December	ED provides written self-evaluation in early December to the Board. Board and ED have a performance review conversation in a December Executive Session.
January	By January, a written evaluation is provided to the ED.

**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.