Thurston Conservation District Board of Supervisors

Work Session Topic List & Board Meeting Agenda

November 18, 2026, 5:00 PM - 7:55 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. Partner Presentation: Southwest Washington Food Hub, *Hanna Volmert*
3. Staff Presentation: Farmland Preservation Program, *Tina Wagner*
4. Olympia Food Co-op Food Justice Campaign, *TJ Johnson*
5. WACD Annual Meeting Resolutions, *All*
6. Conservation and Education Center (CEC) Development, *All*
7. Important Updates & Announcements
    a. Board of Supervisors, *All*
    b. Executive Director, *Sarah Moorehead*

Board Meeting

6:30 PM – 7:55 PM

1. Welcome, Introductions, Audio Recording Announcement — **6:30 PM**, *5 minutes*

2. Agenda Review — **6:35 PM**, *5 minutes*

3. Consent Agenda – *Action Item* — **6:40 PM**
A. October 28, 2026 Board Work Session & Meeting Minutes — *5 minutes*

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

5. Partner Reports (if present) — **6:55 PM**
A. Natural Resources Conservation Service, (NRCS) *Tara Donohoe* — *15 minutes*
B. Washington State Conservation Commission (WSCC), *Josh Giuntoli*
C. Washington Association of Conservation Districts (WACD), *Sarah Moorehead*

6. **TCD Resolution #2026-07 2027 Election Resolution** – *Action Item* **7:10 PM**
   5 minutes

7. **Governance, All** – *Action Item* **7:15 PM**
   A. 2027 TCD Budget Development *15 minutes*
   B. December 16, 2026 Topic List & Meeting Agenda Development

8. **Executive Session: To discuss the performance of the executive director** **7:30 PM**
   RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public servant. *20 minutes*

9. **Executive Session Report Out –** *Action Item* **7:50 PM**
   5 minutes

Adjourn **7:55 PM**

Informational Only Items:

I. Executive Director's Report

II. Olympia Food Co-op Food Justice Campaign

Important Future Dates

November 2026

TCD Closed, Thanksgiving	Nov 26
TCD Closed, Native American Heritage Day	Nov 27

December 2026

WSCC Commission Meeting	Dec 3
WACD Annual Conference, Stevenson WA	Dec 3-5
TCD Board Work Session & Meeting 5:00 - 7:30 PM In-person and Virtual (Zoom)	Dec 23
TCD Closed, Christmas	Dec 25

January 2027

TCD Closed, New Year's Day	Jan 1
TCD Closed, Martin Luther King Jr. Day	Jan 18
TCD Board Work Session & Meeting 5:00 - 7:30 PM In-person and Virtual (Zoom)	Jan 27

February 2027

TCD Closed, President's Day	Feb 15
TCD Board Work Session & Meeting 5:00 - 7:30 PM In-person and Virtual (Zoom)	Feb 24

Item

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Thurston Conservation District
Consent Agenda Decision Sheet
November 18, 2026 Board Meeting

A. October 28, 2026 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

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON November 18, 2026, AND EFFECTIVE IMMEDIATELY

SIGNED:

_____ _____

TJ Johnson, Board Chair Marianne Tompkins, Board Vice-Chair

_____ _____

Doug Rushton, Board Auditor Kevin Cornell, Board Supervisor

_____

Karen Valenzuela, Board Supervisor

_____

Attest: Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Work Session Minutes

October 28, 2026
Hybrid: In-Person and Virtual on Zoom
Originally Scheduled: 5:00 p.m. – 6:00 p.m.
Actual Meeting Time: 5:00 p.m. – 5:56 p.m.

Present at Work Session:

TJ Johnson, TCD Board Chair
Marianne Tompkins, TCD Board Vice Chair
Dough Rushton, TCD Board Auditor
Kevin Cornell, TCD Board Supervisor
Sarah Moorehead, TCD Executive Director
Sophia Barashkoff, TCD Staff
Aimee Richardson, TCD Staff
Ben Cushman, TCD Legal Counsel
Bruce McDonald, Washington Association of Conservation Districts, (WACD)
Rachel Freidman, Community Farmland Trust (CFLT)
Mitch Lewis, Member of the Public

1. **Topic List Review**, *All*
2. **Staff Presentation: Growing Community**, *Aimee Richardson*
3. **Rates and Charges Update**, *Chair TJ Johnson & Executive Director Moorehead*
4. **2027 Budget Development**, *Executive Director Moorehead*
5. **Conservation & Education Center (CEC) Development**, *All*
6. **36-Hour Workweek Committee Update**, *All*
7. **Important Updates & Announcements**
    a. Board of Supervisors, *All*
    b. Executive Director, *Executive Director Moorehead*

Respectfully,

_____

TJ Johnson, TCD Board Chair

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

October 28, 2026

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 8:15 p.m.

Actual Meeting Time: 6:30 p.m. – 7:56 p.m.

Present at Board Meeting:

TJ Johnson, TCD Board Chair
Marianne Tompkins, TCD Board Vice Chair
Doug Rushton, TCD Auditor
Kevin Cornell TCD Board Supervisor
Sarah Moorehead, TCD Executive Director
Sophia Barashkoff, TCD Staff
Ben Cushman, TCD Legal Counsel
Bruce MacDonald, WACD
Audrey Mechtenberg, Natural Resources Conservation Service (NRCS)

Summary of Action Items

Summary of Motions Passed

Supervisor Tompkins moved to approve the amended Agenda. Supervisor Rushton seconded. Motion passed unanimously, (4-0).

Supervisor Tompkins moved to approve the Consent Agenda. Supervisor Rushton seconded. Motion passed unanimously, (4-0).

Supervisor Cornell moved to appoint Karen Valenzuela to fill TCD's vacant elected position #3. Supervisor Rushton seconded. Motion passed unanimously, (4-0).

Supervisor Tompkins moved to adjourn the October 28, 2026 TCD Board Meeting. Supervisor Cornell seconded. Motion passed unanimously, (4-0).

Full Version of the Minutes

Welcome & Introductions

At 6:30 p.m., TCD Board Chair Johnson called the October 28, 2026 Regular Board Meeting to order. TCD Board, staff, members of the public, and legal counsel were introduced by Board Chair Johnson. He announced that the meeting was being video recorded. TCD Supervisors, Johnson, Tompkins, Rushton, Cornell and Executive Director Moorehead attended the meeting in person at the TCD office.

Agenda Review

The Board of Supervisors decreased the time of the executive session to discuss the performance of the executive director to 10 minutes.

Supervisor Tompkins moved to approve the amended Agenda. Supervisor Rushton seconded. Motion passed unanimously, (4-0).

Consent Agenda

A. September 23, 2026, Board Work Session & Meeting Minutes
B. October 2026 Financial Report
C. FY26-28 CERB Planning Funding Agreement

Supervisor Tompkins moved to approve the Consent Agenda. Supervisor Rushton seconded. Motion passed unanimously, (4-0).

Public Comment

No member of the public gave comment.

Partner Reports

A. National Resources Conservation Service (NRCS) Update, Audrey Mechtenberg
    - Ms. Mechtenberg was present and gave an update.
B. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli
    - Mr. Giuntoli was not present.
C. Washington Association of Conservation Districts (WACD) Update, Sarah Moorehead and Bruce McDonald
    - Executive Director Moorehead was present and gave an update
    - Bruce McDonald was present and gave an update.
    - Mr. McDonald was elected as the WACD SW Area Director for 3 more years.
    - WACD is planning for the 2027 Annual Conference scheduled for December 3 thru December 5. Sarah and several board members plan to attend.

Governance

A. 2027 Board Supervisor Election Memo
B. November 18, 2026 Work Session Topic List and Meeting Agenda Development

Work Session

- Topic List Review, *All*
- Community Partner Presentation: Southwest Washington Food Hub, *Hanna Volmert*
- Staff Presentation: Farmlink/Farmland Preservation Program*, Tina Wagner*
- Conservation and Education Center (CEC) Development, *All*
- Important Updates & Announcements
    - Board of Supervisors, *All*
    - Executive Director, *Sarah Moorehead*

Board Meeting Agenda

- Welcome, Introductions, Audio Recording Announcement
- Agenda Review

- Consent Agenda
  - October 28, 2026 Board Work Session & Meeting Minutes
- Public Comment
- Partner Reports (if present)
  - National Resources Conservation Service
  - Washington State Conservation Commission
  - Washington Association of Conservation Districts
- 2027 Election Resolution
- Governance, *All*
  - 2027 Budget Development
  - December 16, 2026 Work Session Topic List & Meeting Agenda Development
- **Executive Session:** 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.
- **Executive Session:** to discuss the performance of the executive director. To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.

Executive Session: To review candidates for public office

RCW 42.30.110 (1)(h) To review the qualifications of a candidate for appointment to elective office

The Executive Session opened at 7:18 pm to last for no more than 15 minutes and the board came out of the session at 7:33 pm. In attendance: TCD Board Members Johnson, Tompkins, Rushton and Cornell and Executive Director Moorehead.

Chair Johnson reconvened the executive session starting at 7:34 pm to last no more than 10 minutes and the board came out of executive session at 7:44 pm. In attendance: TCD Board Members Johnson, Tompkins, Rushton and Cornell and Executive Director Moorehead.

Executive Session Report Out

Supervisor Cornell moved to appoint Karen Valenzuela to fill TCD's vacant elected position #3. Supervisor Rushton seconded. Motion passed unanimously, (4-0).

Executive Session: To discuss the performance of the executive director

RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public servant.

The Executive Session opened at 7:45 pm to last for no more than 10 minutes and the board came out of the session at 7:55 pm. In attendance: TCD Board Members Johnson, Tompkins, Rushton and Cornell.

Executive Session Report Out

No action was taken.

Supervisor Tompkins moved to adjourn the October 28, 2026 TCD Board Meeting. Supervisor Cornell seconded. Motion passed unanimously, (4-0).

Adjourn 7:56 pm

Respectfully,

_____

TJ Johnson, TCD Board Chair

Item

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BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	TCD Resolution #2026-07: 2027 Election Resolution		
Lead Staff:	Kirsten Hill	**Board Meeting Date:**	11/18/26
Goal of Presentation:	☑ **Decision**	☐ **Information**	☐ **Feedback**

Description/Background: *Please provide a description or background of the project.*

This resolution sets the election date as March 16, 2027; determines that the election will be a mail-in election; and confirms that Susan Shelton will be the Election Supervisor and Kirsten Hill will be the Election Supervisor Alternate.

Pros:	**Cons:**
We will be complying with state law, RCW Chapter 89.08.	Approximately $16,000 in costs for polling officers, ballots, staff time and other costs.

Fiscal Impacts: *Please describe the costs associated with this action.*

Approximately $16,000 in costs for polling officers, ballots, staff time and other costs.

Recommended Action: *What decision do you recommend the board make?*

The recommendation is to approve this resolution.

Legal Review:	☐ **Yes**	☐ **No**	☑ **Not Required**

Supporting Documents: *Please list below **and** attach supporting documents (contracts, maps, agreements, draft resolution or other documents).*

2027 Election Resolution

Thurston Conservation District
RESOLUTION

Resolution #2026-07
Subject: 2027 District Election

A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, ESTABLISHING THE 2027 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 16, 2027.

The elected position whose term is expiring in May 2027 is currently held by Marianne Tompkins. The appointed position whose term is expiring in May 2027 is currently held by Doug Rushton.

Interested candidates must be registered voters who reside within the boundaries of the District. Candidates may file their candidacy paperwork beginning November 19, 2026, at 10:00 am. The filing deadline for candidates to file their candidate required information is January 25, 2027 at 4:30 pm. Interested candidates must file their required candidate information at the Thurston Conservation District Office or by emailing the Election Supervisor a scanned copy of their candidate paperwork to: sshelton@thurstoncd.com.

Eligible voters are registered voters who reside within the boundaries of the District. The first day that voters may request ballots to be mailed to their mailing address for this election is February 1, 2027 and the last day and time is March 10, 2027 at 4:30 pm by contacting Thurston Conservation District at (360) 754-3588 or ballotrequest@thurstoncd.com. Ballot requests can be made in person March 9 through March 16, Monday through Friday, 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 16, 2027. Ballots returned by other means must be returned no later than 4:30pm on Election Day, March 16, 2027, to the Thurston Conservation District Office.

The Election Supervisor will be Susan Shelton, Finance and Administration Director, Thurston Conservation District. The Election Supervisor Alternate will be Kirsten Hill, Special Projects Specialist, Thurston Conservation District. Questions or concerns may be sent to sshelton@thurstoncd.com.

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

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

ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON NOVEMBER 18, 2026.

TJ Johnson, Board Chair

Marianne Tompkins, Vice Chair

Kevin Cornell, Board Member

Doug Rushton, Board Member

Karen Valenzuela, Board Member

Attest:

Sarah Moorehead, Executive Director

Item

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Thurston Conservation District
2027 Budget Notes

Thurston Conservation District operates from a fiscal year based on the calendar year – January 1 thru December 31. In September of each year, TCD's Finance Team begins to prepare for the subsequent year's budgets. Staff provides a proposed Unrestricted Budget for Board review for the October or November board meeting. A final Consolidated Budget is submitted for Board approval for the November or December board meeting. In 2027, the proposed budget is being submitted for the November board meeting because the District only received final approval of the new Rates & Charges per parcel amount in October.

Each year, the District creates 3 budgets:

- Restricted Budget
- Unrestricted Budget
- Consolidated Budget

Restricted Budget (Grant Funding Budget)
Grant funders typically restrict the types of expenses that can be reimbursed by the grant. For example, while grant funders will reimburse the District for salary & benefit expenses related to a project, they usually won't reimburse TCD for administrative expenses like rent, telephone, electricity, vehicle maintenance, and salaries & benefits of administrative staff.

The Restricted Budget anticipates income from grant-funded projects for the year. The 2026 Restricted Budget includes 73 multi-year grant-funded projects. The annual budgets for each project are divided into expense categories:

- Salaries & Benefits
- Overhead
- Travel
- Goods & Services
- Construction & Restoration
- Cost Share
- Subrecipients Pass-Through

The grant-funded project Salaries & Benefits figures are used to build a Staffing Plan for the year. The Staffing Plan analysis ensures that TCD anticipates enough grant funding to fund District project staff for the year.

Some grant-funded projects in the Restricted Budget begin and others will end during the District's fiscal year. Many of the District's grants are based on the state's fiscal year which operates from July 1 through June 30 of the following calendar year. Some grants are based on the federal fiscal year which operates from October 1 through September 30. When creating the Restricted Budget, staff must account for the projects that will end during the fiscal year and try to anticipate new projects that will start during the fiscal year.

Unrestricted Budget
Unrestricted funding includes income streams that are not tied to grant funding. Unrestricted funding includes income streams like income from District services such as equipment rental and plant sale; interest income from the District's bank accounts; and an annual unrestricted grant from Washington State Conservation Commission called Implementation Funding. Unrestricted income also comes from the grant-funded project Overhead budgets

calculated as part of the Restricted Budget. The primary source of unrestricted funding has always been the Rates & Charges authorized by and collected from Thurston County for each parcel in the District through property taxes.

Each year, the District creates an annual balanced budget of all is unrestricted income that is allocated to pay administrative costs, set aside savings and to fund District Programs. District Programs pay for District services, fund District initiatives and supplement grant funding. It has always been the District's philosophy to keep administrative costs as low as possible to allow for the allocation of more funding to District Programs.

Consolidated Budget

The Consolidated Budget combines the Restricted and Unrestricted budgets. The budget includes all income and expenses anticipated for the year.

Fund Accounting

Since 2019, the District has been allocating some of its unrestricted income to a Conservation & Education Center (CEC) Fund and a Reserve Fund. The balances of these fund accounts are not tracked in either the Restricted or the Unrestricted Budget; rather, they are tracked in a separate Fund Balances system.

Any surplus remaining at the end of the year from the Unrestricted Budget is added to the Reserve Fund balance. Alternatively, any deficit remaining at the end of the year is subtracted from the Reserve Fund balance. In previous years, the District has included a "Carry Over" amount. This amount represented unspent funds from the previous year for the Conservation & Education Center. Carrying over amounts from one year to the next is not considered best practice for balanced budgets. Going forward the District has discontinued this practice.

The Reserve Fund balance serves two purposes. These funds can be used for unexpected necessary or expenses. More importantly, the fund balances help the District manage its cashflow.

Cashflow

TCD's cashflow can be tricky to manage for two reasons. TCD receives the bulk of its Rates & Charges income in two installments – one in May and the other in November. Unrestricted Rates & Charges payments in between those two installments are typically very small amounts. Additionally, the District receives all grant funding as expense reimbursements. The District will incur an expense and then submit the expense to the funder for reimbursement. The reimbursement process can take as many as three months. As the District's grant funded projects get larger and more complex, TCD may have to carry tens of thousands of dollars (or more) for three months before it is reimbursed.

2027 Unrestricted Budget

The 2027 budgeting process has been different this year because of the dramatic increase in Rates & Charges. In 2025, the WA State legislature amended RCW89.08.405 to revise the maximum allowable Rates and Charges for Conservation District from $5/year to $25/year per parcel. Additionally, beginning March 1, 2029 and every third year thereafter allowed for the adjustment of the maximum per parcel rate based on the Consumer Price Index (CPI). In June of this year, TCD's Board of Supervisors voted unanimously to request that the Thurston County Board of Commissioners to increase TCD's Rates & Charges to the $25/year per parcel cap and pledged $1M of the new funds to be set aside for Working Lands Preservation. Then in October, the Board of Commissioners approved the District's request. This vote increased the amount the District will collect in Rates & Charges from $565K per year to $2.7M per year.

As you can see from the 2027 Unrestricted budget, these new funds have dramatically changed the District's capacity to fund conservation efforts in Thurston County.

	2026	2027	Total Difference	% Increase
Working Lands Preservation	$10,000	$1,000,000	$990,000	9,900%
Program Allocations	$554,000	$1,116,280	$562,280	101%
Administrative Expenses	$598,353	$953,097	$354,744	59%
Savings	$186,710	$554,250	$367,540	197%

Proposed 2027 Unrestricted Budget

	Account Name	2026 Mid-Year Revised Budget	Proposed 2027 Budget	Difference	Notes
1	**Income**	**1,319,063**	**3,623,627**	**2,304,564**	
2	Retail Sales	92,350	97,040	4,690	
3	Food Production and Consumption	1,500	1,500	0	
4	Poultry Equipment & Tool Rentals	1,500	1,500	0	
5	Soil Conservation and Health	8,250	9,750	1,500	
6	Soil Testing	7,600	7,600	0	
7	Nutrient Spreader Rentals	300	1,800	1,500	
8	No-Till Drill Rentals	350	350	0	
9	Community Outreach and Education	68,900	75,790	6,890	
10	Plant Sales	68,900	75,790	6,890	Plant sale expansion by 10%
11	Other Income	13,700	10,000	-3,700	
12	Contributions Private	0	0	0	
13	Interest Income	3,700	10,000	6,300	Putting $400K in LGIP in May
14	Miscellaneous Income	0	0	0	
15	~~2026 Growers Conference~~	~~5,000~~	~~0~~	~~-5,000~~	
16	~~2026 CEC Fundraising Dinner~~	~~5,000~~	~~0~~	~~-5,000~~	
17	Grant Revenue	126,713	126,713	0	
18	State Grants	126,713	126,713	0	
19	Rates and Charges	565,000	2,740,874	2,175,874	
20	Overhead	535,000	659,000	124,000	
21	Overhead Allocation	518,000	640,000	122,000	
22	Vehicle Allocation	17,000	19,000	2,000	
23	**Carryover**	**30,000**	**0**	**-30,000**	
24	**Working Lands Preservation Initiative**	**10,000**	**1,000,000**	**990,000**	$100K Program Management; Farm Link and Land Access
25	**Program Allocation**	**554,000**	**1,116,280**	**562,280**	
26	Priority 1: Protect & Restore Natural Resources	40,000	100,786	60,786	
27	Conservation Implementation	40,000	100,786	60,786	Non-grant related management; Includes team SmartSheet accounts; Extra cloud storage space; time to respond to PDRs; staff time for training
28	Priority 2: Build Climate Resilience and Disaster Preparedness	64,000	217,050	153,050	
29	Community Resilience Implementation	0	110,250	110,250	Wildfire resilience; Includes team SmartSheet accounts; Non-grant related management; time to respond to PDRs; staff time for training
30	Food & Farm Services	64,000	106,800	42,800	Includes $12K in Equipment Maintenance & Repair allocated among Equipment Items based on Actuals
31	Soil Health Testing	31,000	34,000	3,000	
32	Food Processing and Tools Rentals	25,000	30,000	5,000	Includes Equipment Maintenance & Repair
33	Nutrient Spreader Rentals	3,000	21,400	18,400	Includes Equipment Maintenance & Repair
34	No-Till Drill Rentals	5,000	21,400	16,400	Includes Equipment Maintenance & Repair
35	Priority 3: Create Community, Access, and Equity	290,500	550,200	259,700	
36	Conservation & Education Center	60,000	194,800	134,800	
37	CEC Development	60,000	119,300	59,300	
38	Fund Raising Software Donor Database	0	1,500	1,500	Goods & Services
39	CERB Project Match	0	74,000	74,000	Consultant
40	Education & Outreach Implementation	145,000	240,000	95,000	
41	District Communications	60,000	120,000	60,000	Includes team Zoom account; Non-grant related management; Podcast; Community Awards; time to respond to PDRs; website maintenance; harvest festival; swag; staff time for training
42	Plant Sale	75,000	100,000	25,000	
43	Website ADA Compliance & Redesgin	10,000	20,000	10,000	Includes managing the backend of the website for the 1st year; includes plant sale app
44	Elections	20,000	22,000	2,000	
45	Youth Education	51,500	93,400	41,900	Includes SS Green, TNT, and Envirothon

	Account Name	2026 Mid-Year Revised Budget	Proposed 2027 Budget	Difference	Notes
46	~~United in Conservation Growers Conference~~	~~5,000~~	~~0~~	~~-5,000~~	
47	~~2026 CEC Fundraising Dinner~~	~~5,000~~	~~0~~	~~-5,000~~	
48	~~Farm Link and Land Access~~	~~1,000~~	~~0~~	~~-1,000~~	~~Included as part of Working Lands Preservation Budget~~
49	~~TCD Signage~~	~~3,000~~	~~0~~	~~-3,000~~	
50	Priority 4: Invest in Organizational Excellence and Leadership	159,500	248,244	88,744	
51	Investing in Future Conservation	33,000	61,500	28,500	
52	Employee Recruitment	5,000	6,000	1,000	
53	Partnership Building	40,000	100,000	60,000	Includes staff time and travel
54	Advocacy Activities	44,000	46,865	2,865	
55	Staff Conference & Training	12,000	15,000	3,000	Goods & Services
56	Board-led Initiatives and Meeting Supplies	1,000	1,000	0	
57	Board Conference, Training, and Travel	4,500	5,000	500	
58	New Synology Server	0	5,100	5,100	Cost of server & installation
59	Upgrade to Microsoft Business Premium	0	5,040	5,040	Increased security 42 licenses additional @ $10 per license per month
60	Firewall Replacement & Unifi IPS Subscription	0	2,739	2,739	
61	~~Rates & Charges Initiative~~	~~20,000~~		~~-20,000~~	
62	**Administrative Expenses**	**598,353**	**953,097**	**354,744**	
63	Administrative Staff Salaries & Benefits & TCD Staff PTO Earnings/Costs	290,000	596,500	306,500	
64	36-Hour Leave Accrual Adjustment	8,050	0	-8,050	
65	Professional Services	77,400	110,458	33,058	
66	Legal Services	22,000	24,000	2,000	
67	Audit & Accounting	8,000	37,058	29,058	Added $20,000 budget for 2027 Audit; Additional QB users; QBTime and QBs Payroll Service costs for 45 staff;
68	Computer Services	43,000	45,000	2,000	
69	Professional Services	4,400	4,400	0	
70	Facility and Maintenance	122,260	125,520	3,260	
71	Janitorial Services	9,100	9,100	0	
72	Office Rent	104,160	107,280	3,120	Rent increases to $8,940 per month
73	Utilities	7,500	7,640	140	Energy prices expected to increase by 35%
74	Equipment & Office Furniture	1,500	1,500	0	
75	Technology	31,100	48,201	17,101	
76	Office Equipment Leases	3,000	3,000	0	
77	Communications	18,000	21,968	3,968	3 new phones for new staff
78	Photocopier Usage	600	650	50	
79	Computer Hardware Purchases	3,000	10,000	7,000	The F&A team will need to purchase 2 laptops for new administrative staff and will likely need to replace 1 laptop.
80	Computer Software	6,500	12,583	6,083	Office365 Business Standard for all TCD staff; 1 Zoom license; 1 Visio license; 2 DocuSign licenses; 9 SmartSheet Accounts for Admin staff; a new Nitro account
81	Vehicles	20,000	23,000	3,000	
82	Vehicle Leases	6,000	6,500	500	
83	Vehicle Repairs & Maintenance	6,500	6,500	0	
84	Vehicle Fuel	7,500	10,000	2,500	Increased fuel costs
85	Supplies	11,168	11,043	-125	
86	Office Supplies	4,000	4,000	0	
87	Postage & Shipping	400	400	0	
88	Organizational Dues	6,668	6,543	-125	
89	Licenses & Permits	100	100	0	
90	Insurance and Banking	38,375	38,375	0	
91	Bank Fees & Interest Charges	750	750	0	
92	Liability Insurance Premiums	37,625	37,625	0	

	Account Name	2026 Mid-Year Revised Budget	Proposed 2027 Budget	Difference	Notes
93	Late Fees & Penalties	0	0	0	
94	**Savings**	**186,710**	**554,250**	**367,540**	
95	Reserve Fund	57,958	372,250	314,292	2026 Year-end balance: $???
96	Tenant Improvement Depreciation	22,250	22,250	0	
97	Other Reserve Fund Savings	35,708	350,000	314,292	
98	TCD Staff Leave Accruals	78,752	82,000	3,248	Annual increase in leave accrual liabilities
99	Conservation Education Center Savings Plan	50,000	100,000	50,000	2026 Year-end balance: $???
100	**Net Income (Surplus or Deficit)**	**-0**	**0**	**0**	

Thurston Conservation District Board of Supervisors

Work Session Topic List & Board Meeting Agenda

December 16, 2026, 5:00 PM - 7:40 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. Partner Presentation: *TBD*
3. Staff Presentation: Restoring America's Estuaries, *Kenna Fosnacht*
4. WACD Annual Conference Debrief, *All*
5. Conservation and Education Center (CEC) Development, *All*
6. Important Updates & Announcements
    a. Board of Supervisors, *All*
    b. Executive Director, *Sarah Moorehead*

Board Meeting

6:30 PM – 7:40 PM

1. Welcome, Introductions, Audio Recording Announcement — **6:30 PM**
5 minutes

2. Agenda Review — **6:35 PM**
5 minutes

3. Consent Agenda – *Action Item* — **6:40 PM**
A. November 18, 2026 Board Work Session & Meeting Minutes — *5 minutes*

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

5. Partner Reports (if present) — **6:55 PM**
A. Natural Resources Conservation Service, (NRCS) *Tara Donohoe* — *15 minutes*
B. Washington State Conservation Commission (WSCC), *Josh Giuntoli*
C. Washington Association of Conservation Districts (WACD), *Sarah Moorehead*
D. Election Resolution

6. **Governance, All** – *Action Item* **7:10 PM**
   A. 2027 Budget Development *10 minutes*
   B. January 27, 2027 Topic List & Meeting Agenda Development

7. **Executive Session: To consider the selection of a site or the acquisition of real estate** **7:20 PM**
   RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. *15 minutes*

8. **Executive Session Report Out** – *Action Item* **7:35PM**
   5 *minutes*

Adjourn **7:40 PM**

Informational Only Items:

I. Executive Director's Report

Important Future Dates

December 2026

TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Dec 16
TCD Closed, Christmas	Dec 25

January 2027

TCD Closed, New Year's Day	Jan 1
TCD Closed, Martin Luther King Jr. Day	Jan 18
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Jan 27

February 2027

TCD Closed, President's Day	Feb 15
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Feb 24

Informational Items

Executive Director's Report

Sarah Moorehead – Executive Director

November 18, 2026

Priority Initiatives Updates

Beverages, Bites & Planning the Future of Your Farm:

As part of TCD's ongoing farmland preservation work through the South Sound FarmLink program, staff engage with landowners and producers around the vital topic of succession planning. TCD has historically hosted deep-dive Succession Planning Courses with our partners, and provides ongoing technical assistance and resources throughout the year to interested parties.

Beginning next month and occurring quarterly in 2027, TCD staff will host informal informational gatherings to bring resources to more community members who may be starting to think about transfer or their land or agricultural operation.

Information about these events can be found here:
https://thurstoncd.com/education/upcoming-events/
For more information, contact: Tina Wagner twagner@thurstoncd.com

Learning Through Play - Forests, Feathers & Food Webs:



Join TCD at Gabi's Olympic Cards & Comics every third Tuesday evening, November through February, to enjoy a short presentation from a local expert followed by a round of game play.

TCD's new 'Learning Through Play' series is family-education activity to introduce new audiences to riparian ecosystems and familiarize them with the important work of TCD. These free events support TCD's goals to cultivate community and stewardship around

conservation and bring educational opportunities and programming to new populations in our community.

For more information or to register, visit:
https://thurstoncd.com/education/upcoming-events/

District Operations

October 28, 2026 Board Meeting Action Items

- None

TCD Website Upgrade

TCD's website is destined for an upgrade, currently proposed to begin in 2027 (included in the draft budget). State law mandates new accessibility features which our current website platform does not support that must be in place by Spring of 2028. Staff and IT providers plan to begin building a new platform with accessibility features, updated content, increased ease of access, and new landing pages for high-priority initiatives (ex. Farmland Preservation and CEC) in 2027. Building on a new platform will allow for the creation of our next website iteration without disruption of our current site – once the new site is ready to go live, our regular links will be directed towards the new website pages for a seamless transition. This necessary upgrade provides further opportunity for TCD to integrate elements of our new strategic plan as the guiding theme for our public messaging.

Annual Plan Development Reminder

TCD's Annual Plan development process follows the adoption of our Annual Budget. TCD is set to adopt the 2027 Annual Budget at the December Board Meeting. The Board will review a draft 2027 Annual Plan at the January Work Session. The plan will mirror the updated goals and formatting of our newly adopted Strategic Plan and corresponding Annual Plan framework. The deadline to approve the annual plan is May 31st, 2027.

For your convenience, you can review our current Strategic and Annual Plans here:
2030 & Beyond Strategic Plan
2026 Annual Plan

Community Partner and Staff Presentations

A regular part of the monthly Board Work Session includes 15 minute presentations from community partners and TCD staff on programs, projects

and initiatives related to conservation and the work of the District. The intent behind these presentations is to keep the Board informed, allow more time for a deeper dive into a focused topic, and create opportunities for feedback and dialogue. We have several exciting topics scheduled for the coming months, and we invite you to share with us areas of specific interest that we can help bring to you in this format.

If you have a suggestion for a community partner or staff presentation, please let us know by emailing Sarah Moorehead: smoorehead@thurstoncd.com

A FOOD SYSTEM
with
FOOD JUSTICE

Olympia Food Co-op is Far More Than A Grocery Store

The Olympia Food Co-op is a registered Nonprofit in WA. A primary purpose of the Co-op is to make food justice happen and through a multitude of policies and practices, OFC brings Food Justice to our community every day.

What is Food Justice?

A food system where everyone has access to environmentally sustainable, safe, healthy and culturally-appropriate foods. Food Justice assures a food system that is resilient to climate disasters and biological hazards like food borne illnesses because it is local and regionally based. And Food Justice demands that everyone who works within a food system, from restaurant servers to farm workers, should be paid livable and fair wages and work in safe conditions.

The Co-op Seeks Partners in Growing Food Justice

Food is an absolute necessity and the Olympia Food Co-op is the only grocer in Thurston County working to ensure our food system is safe, reliable, environmentally friendly, and economically fair and sustainable. That's a goal our community should be working together to achieve and The Co-op is looking for other community partners to join in an effort to achieve greater food justice for Thurston County.

The Olympia Food Co-op - Dedicated to Food Justice

There are many practices and procedures at The Co-op that make these goals a reality for our members and the wider community:

1. Food Justice is Supporting Local Small Organic Farms

Unlike any other grocer in Thurston County, for much of the year, the majority of fresh produce at The Co-op is locally produced, coming from farms within 150 miles. These are smaller independent farms. At the big box stores, most of the produce comes from large corporate suppliers who contract with corporate farms and foreign sources.

In addition, The Co-op implements a narrower mark-up on local produce to make the local produce more competitive with corporate ag products, thus providing financial incentive for shoppers to select local.

Benefits of Local Organic Produce:

- More Environmentally Sustainable Farm Practices
- Your Money Doesn't go to Large Corporate Ag
- Less Climate Impact Due to Less Transport

The Food Justice Campaign supports efforts to incentivize local production of fresh produce in our food system.

2. Food Justice Means Supporting Local Food Manufacturers

In addition to produce, the co-op offers the highest proportion of locally produced products of any grocer in Thurston County. While the vast majority of products from Big Box grocers come from large corporate producers, the Co-op prioritizes small producers. To encourage this, the Co-op intentionally reduces its price mark ups for locally produced products.

The Food Justice Campaign supports efforts to incentivize local production of our food system.

3. Food Justice means economic justice for grocery workers

At Fred Meyer, shoppers pay for a CEO salary of over $17Million/year, at Costco it's over $12 Million/year. Meanwhile, the workers serving you are often paid close to minimum wage.

At The Co-op, there are no overpaid CEOs, and that's why Co-op wages/benefits are the best of any grocer in Thurston County. At the Co-op, the shoppers' money goes towards the employees that serve us instead of yachts for mega-millionaires.

The Food Justice Campaign supports efforts to significantly reduce the salary gap between grocery workers and CEOs

4.Food justice means creating a food system in which everyone has access to nutritious food, regardless of income, background, or where they live.

An important goal of the Co-op is to make healthy food accessible to everyone. The Olympia Food Co-op is the ONLY grocer in Thurston County that provides any low income household a 10% discount on all of our products.

The Co-op is the only grocer in Thurston County to feature a "Pay it Forward" program that provides hundreds of meals to homeless individuals in our community.

The Food Justice Campaign supports efforts to make healthy food accessible to all.

5. Food Justice Fights Climate Change and Environmental Destruction

Many segments of the US food industry are controlled by Corporate Oligarchs who have no concern for the climate and environmental impacts of their practices. Food Justice strives for a food system that practices organic practices and is as local/regional as possible. A more local and organic food system greatly reduces the climate impacts of transporting and production of our food.

The Food Justice Campaign supports efforts to reduce pollution and minimize the climate impact of our food system.

6. Food Justice is a Reliable and Safe Food Supply for our Community

Without food justice, our community is dependent on far away mega- corporations. Our multi-layered corporate controlled food system is vulnerable to more food borne illness outbreaks and the complexity makes it difficult to track down sources of disease, leaving more people vulnerable to serious illnesses.

In addition, the pandemic illustrated time and again that a corporate controlled food system is vulnerable to food supply disruptions. A smart community builds a reliable food system that is immune to global climate and technological disruptions that are sure to come.

The Co-op's pricing and product selection policies provide real incentives that help local organic farmers and local food producers thrive, thus assuring a more reliable and safe food system for Thurston County.

The Food Justice Campaign supports efforts to ensure we have as local/regional food system as possible.