



Thurston Conservation District Consent Agenda Decision Sheet February 28, 2023 Board Meeting

- A. January 24, 2023 Board Meeting and Work Session Minutes
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- B. February 2023 Financial Report
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- C. FY22-24 Oregon Spotted Frog Outreach Funding Agreement
- c. Proposed action: accept without amendment and approve.
 - d. Action was taken:
☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- D. FY23 Brumfield Construction Vendor Agreement
- e. Proposed action: accept without amendment and approve.
 - f. Action was taken:
☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- E. FY23 Coastal Geologic Services Vendor Agreement
- g. Proposed action: accept without amendment and approve.
 - h. Action was taken:
☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- F. FY23 H2 Precase Vendor Agreement
- i. Proposed action: accept without amendment and approve.
 - j. Action was taken:
☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- G. Independence Valley Phase 2 RCO Applicant Authorization
- k. Proposed action: accept without amendment and approve.
 - l. Action was taken:
☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

H. Scatter Creek Phase 2 RCO Applicant Authorization

m. Proposed action: accept without amendment and approve.

n. Action was taken:

☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

I. Elwanger Creek Project RCO Applicant Authorization

o. Proposed action: accept without amendment and approve.

p. Action was taken:

☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

J. City of Olympia Urban Agriculture ILA

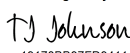
q. Proposed action: accept without amendment and approve.

r. 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
February 28, 2023, AND EFFECTIVE IMMEDIATELY

SIGNED:

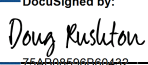
DocuSigned by:

191788897FD9411...
TJ Johnson, Board Chair

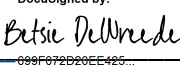
DocuSigned by:

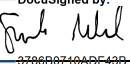
6684B5D68017447...
Helen Wheatley, Board Vice-Chair

DocuSigned by:

5724DE4C1E20488...
David Iyall, Board Auditor

DocuSigned by:

75A988506B60432...
Doug Rushton, Board Member

DocuSigned by:

699F672B20EE425...
Betsie DeWreede, Board Member

DocuSigned by:

3786B8748ADF43B...
Attest: Sarah Moorehead, Executive Director

Certificate Of Completion

Envelope Id: B5F312836088418C9C117758D54EDF72

Status: Completed

Subject: Complete with DocuSign: 02-28-23 Consent Agenda_Final.docx

Source Envelope:

Document Pages: 2

Signatures: 6

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:

Yan Dong

2918 Ferguson St SW, Bldg 1 Suite A

2918 Ferguson St SW, Bldg 1 Suite A

Tumwater, WA 98512

ydong@thurstoncd.com

IP Address: 50.197.93.149

Record Tracking

Status: Original

3/2/2023 4:44:33 PM

Holder: Yan Dong

ydong@thurstoncd.com

Location: DocuSign

Signer Events

Betsie DeWreede

Betsie.DeWreede@ThurstonCD.com

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



699F072D20EE425...

Signature Adoption: Pre-selected Style

Using IP Address: 174.21.24.54

Timestamp

Sent: 3/2/2023 4:52:01 PM

Viewed: 3/3/2023 10:38:04 AM

Signed: 3/3/2023 10:38:15 AM

Electronic Record and Signature Disclosure:

Accepted: 3/3/2023 10:38:04 AM

ID: 97b60104-4c36-462f-bc49-56d6309fb5a1

David Iyall

David.Iyall@ThurstonCD.com

Security Level: Email, Account Authentication
(None)

DocuSigned by:



5724DF4C1E20488...

Signature Adoption: Pre-selected Style

Using IP Address: 67.168.83.1

Sent: 3/2/2023 4:52:01 PM

Viewed: 3/4/2023 5:43:24 AM

Signed: 3/4/2023 5:43:38 AM

Electronic Record and Signature Disclosure:

Accepted: 10/10/2022 10:34:01 AM

ID: 4fdbbe86-1fca-4b81-baa8-53d3b1ed91c8

Doug Rushton

Doug.Rushton@ThurstonCD.com

Security Level: Email, Account Authentication
(None)

DocuSigned by:



75AB08596B60432...

Signature Adoption: Pre-selected Style

Using IP Address: 65.101.143.125

Sent: 3/2/2023 4:52:01 PM

Viewed: 3/2/2023 8:16:17 PM

Signed: 3/2/2023 8:16:29 PM

Electronic Record and Signature Disclosure:

Accepted: 3/4/2023 8:16:17 PM

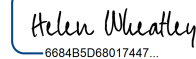
ID: 40ef2830-d1e5-4fc9-a40d-ee6a50cbb34f

Helen Wheatley

Helen.Wheatley@ThurstonCD.com

Security Level: Email, Account Authentication
(None)

DocuSigned by:



6684B5D68017447...

Signature Adoption: Pre-selected Style

Using IP Address: 73.225.41.153

Sent: 3/2/2023 4:52:02 PM

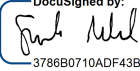
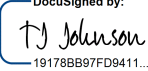
Viewed: 3/4/2023 8:30:56 AM

Signed: 3/4/2023 8:31:07 AM

Electronic Record and Signature Disclosure:

Accepted: 3/4/2023 8:30:56 AM

ID: bbd64ae9-4e91-4f89-be24-325377a16caf

Signer Events	Signature	Timestamp
Sarah Moorehead Smooorehead@thurstoncd.com Executive Director Thurston Conservation District Security Level: Email, Account Authentication (None)	<div> DocuSigned by:  3786B0710ADF43B... </div> Signature Adoption: Drawn on Device Using IP Address: 73.109.192.58 Signed using mobile	Sent: 3/2/2023 4:52:02 PM Viewed: 3/2/2023 5:06:13 PM Signed: 3/2/2023 5:06:22 PM
Electronic Record and Signature Disclosure: Accepted: 3/2/2023 5:06:13 PM ID: 68832109-16f3-48e3-86ec-f5400035179a		
TJ Johnson olyurbanagrarian@gmail.com Chair, Board of Supervisors Security Level: Email, Account Authentication (None)	<div> DocuSigned by:  19178BB97FD9411... </div> Signature Adoption: Pre-selected Style Using IP Address: 73.109.101.90	Sent: 3/2/2023 4:52:02 PM Viewed: 3/6/2023 3:32:47 PM Signed: 3/6/2023 3:32:56 PM
Electronic Record and Signature Disclosure: Accepted: 3/6/2023 3:32:47 PM ID: b5a05f0f-33c9-4c5d-ae63-f88adf99da09		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/2/2023 4:52:03 PM
Certified Delivered	Security Checked	3/6/2023 3:32:47 PM
Signing Complete	Security Checked	3/6/2023 3:32:56 PM
Completed	Security Checked	3/6/2023 3:32:56 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Thurston Conservation District (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Thurston Conservation District:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: ydong@thurstoncd.com

To advise Thurston Conservation District of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at ydong@thurstoncd.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Thurston Conservation District

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to ydong@thurstoncd.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Thurston Conservation District

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to ydong@thurstoncd.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Thurston Conservation District as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Thurston Conservation District during the course of your relationship with Thurston Conservation District.

Thurston Conservation District Board of Supervisors

Work Session Minutes

February 28, 2023

Hybrid: In-Person and Virtual on Zoom

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

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



Present at Work Session:

TJ Johnson, TCD Board Chair

Doug Rushton, TCD Board Supervisor

Helen Wheatley, TCD Board Vice Chair

Betsie DeWreede, TCD Board Supervisor

David Iyall, TCD Auditor

Ben Cushman, TCD Legal Counsel

Sarah Moorehead, TCD Executive Director

- 1 1. Topic List Review, *All*
- 2 2. Staff Presentation: NRCS Funding Explained, *Marguerite Abplanalp*
- 3 3. Minutes Review & Revision, *All*
- 4 a. January 24, 2023, Board Work Session & Meeting Minutes
- 5 4. Conservation and Education Center Development Update, *All*
- 6 5. 2023 TCD Annual Plan, *All*
- 7 6. Legislative Update, *All*
- 8 7. Important Updates & Announcements
- 9 a. Board of Supervisors, *All*
- 10 b. Executive Director, *Sarah Moorehead (Executive Director)*

Respectfully,

DocuSigned by:

TJ Johnson

49178BB97FD9411...

TJ Johnson, TCD Board Chair

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

February 28, 2023

Hybrid: In-Person and Virtual on Zoom

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

Actual Meeting Time: 6:30 pm – 7:24 pm



Present at Meeting:

TJ Johnson, TCD Board Chair

Helen Wheatley, TCD Board Vice Chair

Betsie DeWreede, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Ben Cushman, TCD Legal Counsel

Sophia Barashkoff, TCD Staff

Alena Reynolds, Department of Ecology (DOE)

Update

Summary of Action Items

- 1 • None.

Summary of Motions Passed

- 2
- 3 *Supervisor Wheatley moved to approve the Agenda. Supervisor Iyall seconded. Motion passed*
- 4 *unanimously, (5-0).*
- 5 *Supervisor Iyall moved to approve the Consent Agenda. Supervisor DeWreede seconded.*
- 6 *Motion passed unanimously, (5-0).*
- 7 *Supervisor Rushton moved to adopt the 2023 Annual Plan. Supervisor Iyall seconded. Motion*
- 8 *passed unanimously, (5-0).*
- 9 *Supervisor Wheatley moved to adjourn the February 28, 2023 TCD Board Meeting. Supervisor*
- 10 *Iyall seconded. Motion passed unanimously, (5-0).*

Full Version of the Minutes

11 Welcome & Introductions

12 At 6:30 pm, TCD Board Chair TJ Johnson called the February 28, 2023 Regular Board Meeting to

13 order via the Zoom online forum. TCD Board and Staff were introduced by the Board Chair. For

14 each vote, TCD Board Chair Johnson called out Supervisors by name. He announced that the

15 meeting was being video recorded. TCD Supervisors Johnson, DeWreede, Iyall, and Wheatley

16 attended the meeting virtually. Supervisor Rushton and Executive Director Moorehead

17 attended the meeting in person at the TCD office.

18 Agenda Review

19 *Supervisor Wheatley moved to approve the Agenda. Supervisor Iyall seconded. Motion passed*

20 *unanimously, (5-0).*

Consent Agenda

- A. January 24, 2023, Board Work Session & Meeting Minutes
- B. February 2023 Financial Report
- C. FY22-24 Oregon Spotted Frog Outreach Funding Agreement
- D. FY23 Brumfield Construction Vendor Agreement
- E. FY23 Coastal Geologic Services Vendor Agreement
- F. FY23 H2 Precast Vendor Agreement
- G. Independence Valley Phase 2 RCO Applicant Authorization
- H. Scatter Creek Phase 2 RCO Applicant Authorization
- I. Elwanger Creek Project RCO Applicant Authorization
- J. City of Olympia Urban Agriculture ILA

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

Public Comment

No public members were present.

Partner Reports

- A. Natural Resources Conservation Service (NRCS) Update, TBD
 - NRCS has not yet hired the new local field office staff member.
- B. Department of Ecology (DOE) Update, Alena Reynolds
 - Ms. Reynolds provided an update.
 - Ms. Reynolds is leaving DOE. TCD's new DOE contact will be Hannah Coe.
 - Monthly reports will be provided as Ms. Coe transitions to her new role.
- C. Washington State Conservation Commission (WSCC) Update, Jean Fike
 - Ms. Fike was not present. No report was provided.
- E. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor and WACD Board Member Rushton
 - A written update was provided in the Board Packet.
- F. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD Board Member Rushton
 - A written update was provided in the Board Packet.

2023 Annual Plan

Supervisor Rushton moved to adopt the 2023 Annual Plan. Supervisor Iyall seconded. Motion passed unanimously, (5-0).

- March 28, 2023 Work Session Topic List & Meeting Agenda Development

Work Session

- Topic List Review, All

- 57 • Staff Presentation: 2023 Plant Sale, *TBD*
- 58 • Minutes Review & Revision, *All*
- 59 ○ February 28, 2023 Board Work Session & Meeting Minutes
- 60 • Conservation and Education Center Development, *All*
- 61 • Legislative Update, *All*
- 62 • Chehalis Basin Forestry Strategy, *Betsie DeWreede*
- 63 • Important Updates & Announcements
- 64 ○ Board of Supervisors, *All*
- 65 ○ Executive Director, *Sarah Moorehead (Executive Director)*

66 **Board Meeting Agenda**

- 67 • Welcome, Introductions, Audio Recording Announcement
- 68 • Agenda Review
- 69 • Consent Agenda
- 70 ○ February 28, 2023 Board Work Session & Meeting Minutes
- 71 ○ February Financial Report
- 72 • Public Comment
- 73 • Partner Reports (if present)
- 74 ○ Natural Resources Conservation Service
- 75 ○ Washington State Department of Ecology
- 76 ○ Washington State Conservation Commission
- 77 ○ Washington Association of Conservation Districts
- 78 ○ National Association of Conservation Districts
- 79 • Governance, *All*
- 80 ○ 2023 Election Update
- 81 ○ April 25, 2023 Work Session Topic List & Meeting Agenda Development

82 **Executive Session:** To discuss potential litigation with legal counsel.

83 In attendance: TCD Board Members Johnson, DeWreede, Iyall, Rushton, and Wheatley; TCD
84 Legal Counsel Ben Cushman; and Executive Director Moorehead.

85 *RCW 42.30.110 (I) To discuss with legal counsel representing the agency litigation or*
86 *potential litigation.*

87 Executive Session opened at 6:51 pm to last no more than 20 minutes and concluded at
88 7:22 pm.


89 **Executive Session Report Out:**

90 No action was taken.

91 ***Supervisor Wheatley moved to adjourn the February 28, 2023 TCD Board Meeting. Supervisor***
92 ***Iyall seconded. Motion passed unanimously, (5-0).***

93 **Adjourn 7:24 pm**

Respectfully,

DocuSigned by:

19178BB97FD9411...

TJ Johnson, TCD Chair

Certificate Of Completion

Envelope Id: 99620E030E284A6C8FD304F623DD49A9

Status: Completed

Subject: Complete with DocuSign: 03A_02-28-23 WS & BM Minutes.pdf

Source Envelope:

Document Pages: 5

Signatures: 2

Envelope Originator:

Certificate Pages: 4

Initials: 0

TCD Administration

AutoNav: Enabled

2918 Ferguson St SW Suite A

Envelopeld Stamping: Enabled

A

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Tumwater, WA 98512-6187

TCDadmin@thurstoncd.com

IP Address: 50.197.93.149

Record Tracking

Status: Original

Holder: TCD Administration

Location: DocuSign

4/6/2023 4:18:41 PM

TCDadmin@thurstoncd.com

Signer Events

TJ Johnson

olyurbanagrarian@gmail.com

Chair, Board of Supervisors

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:



19178BB97FD9411...

Signature Adoption: Pre-selected Style

Using IP Address: 73.109.101.90

Timestamp

Sent: 4/6/2023 4:20:24 PM

Viewed: 4/7/2023 5:45:07 AM

Signed: 4/7/2023 5:45:24 AM

Electronic Record and Signature Disclosure:

Accepted: 4/7/2023 5:45:07 AM

ID: 35beb4a4-e904-41b6-9338-bf0cd7d12426

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

4/6/2023 4:20:24 PM

Certified Delivered

Security Checked

4/7/2023 5:45:07 AM

Signing Complete

Security Checked

4/7/2023 5:45:24 AM

Completed

Security Checked

4/7/2023 5:45:24 AM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Leah Kellogg (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Leah Kellogg:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: TCDadmin@thurstoncd.com

To advise Leah Kellogg of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at TCDadmin@thurstoncd.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Leah Kellogg

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to TCDadmin@thurstoncd.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Leah Kellogg

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to TCDadmin@thurstoncd.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Leah Kellogg as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Leah Kellogg during the course of your relationship with Leah Kellogg.