

Thurston Conservation District Board of Supervisors

Board Meeting Agenda

June 24, 2021 5:30pm-8pm



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- | | |
|--|-------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 5:30 PM |
| | <i>5 minutes</i> |
| 2. Agenda Review | 5:35 PM |
| | <i>5 minutes</i> |
| 3. Consent Agenda – Action Item | 5:40 PM |
| A. May 27, 2021 Board Meeting Minutes | <i>5 minutes</i> |
| B. May 11, 2021 Work Session Minutes | |
| C. June 2021 Financial Report | |
| D. WSCC Master Contract | |
| E. Zangle Cover Bulkhead Removal Project | |
| 4. Public Comment | 5:45 PM |
| *Three minutes per person | <i>15 minutes</i> |
| 5. Partner Reports (if present) | 6:00 PM |
| A. Washington State Department of Ecology, <i>Alena Reynolds</i> | <i>15 minutes</i> |
| B. Washington State Conservation Commission (WSCC), <i>Jean Fike</i> | |
| C. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> | |
| D. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | |
| 6. COVID-19 Update, All | 6:15 PM |
| A. Re-Opening Plan- Action Item | <i>5 minutes</i> |
| 7. Executive Session: To discuss the performance of the Executive Director. | 6:20 PM |
| | <i>20 minutes</i> |

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

8. Executive Session Report Out	6:40 PM <i>5 minutes</i>
9. Citizens Advisory Committee, All	6:45 PM <i>10 minutes</i>
10. TCD Conservation and Education Center (CEC), All A. Contract Discussion B. Identify Stakeholders and Criteria	6:55 PM <i>25 minutes</i>
11. Governance, All A. July 13, 2021 Work Session Topic List Development	7:20 PM <i>5 minutes</i>
12. Board of Supervisor Reports, All	7:25 PM <i>10 minutes</i>
13. Executive Director Report, Sarah Moorehead	7:35 PM <i>10 Minutes</i>
Adjourn	7:45 PM Time Allotment: 2.25 hrs.

Important Dates

July

13 th	TCD Board Work Session 3-5pm	Virtual (Go to Meeting)
19 th	WACD Board Meeting	Virtual
22 nd	TCD Board Meeting 5:30-8pm	Virtual (Go to Meeting)
24 th -27 th	NACD Summer Meeting	Chicago, IL (in person)

August

16 th	WACD Board Meeting	Virtual
26 nd	TCD Board Meeting 5:30-8pm	Virtual (Go to Meeting)
30-31	NACD SW-Pacific joint regional meeting	Jackson, WY (in person)

Thurston Conservation District Consent Agenda Decision Sheet June 24, 2021 Board Meeting



A. May 27, 2021 Board Meeting Minutes

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

B. May 13, 2021 Work Session Minutes

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

C. June 2021 Financial Report

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

D. WSCC Master Contract

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

E. Zangle Cover Bulkhead Removal Project

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON JUNE 24, 2021 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Vice Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

ATTEST:

Helen Wheatley, Board Member

Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

May 27, 2021

Virtual GoToMeeting

Meeting Time: 5:30pm - 7:15pm

Originally scheduled: 5:30pm – 6:55pm



Present at Meeting:

Betsie DeWreede, TCD Vice-Chair

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Helen Wheatley, TCD Board Supervisor

Ben Cushman, TCD Attorney

Sarah Moorehead, TCD Executive Director

Leah Kellogg, TCD Staff

Jean Fike, WA State Conservation Commission

Alena Reynolds, Department of Ecology

Tom Salzar, WA Association of Conservation

Districts

Summary of Action Items

- 1 • **ACTION ITEM: ED Moorehead will draft a proposed plan for opening the office to the**
2 **public and staff for the June 8, 2021 Special Meeting.**

Summary of Motions Passed

- 3 • ***Supervisor Wheatley moved to remove agenda item 9 (the Executive Session to discuss***
4 ***the performance of the Executive Director) and 10B (TCD Board Officer Elections) from***
5 ***the agenda. Supervisor Iyall seconded.***
- 6 • ***Supervisor Wheatley moved to amend her previous motion and moved to remove item***
7 ***9 (the Executive Session to discuss the performance of the Executive Director).***
8 ***Supervisor Rushton seconded.***
- 9 • ***Supervisor Wheatley withdrew her previous motion and amendment.***
- 10 • ***Supervisor Rushton moved to postpone item 9 (the Executive Session to discuss the***
11 ***performance of the Executive Director) to a future meeting and to postpone item 10B***
12 ***(TCD Board Officer Elections) to the June 8, 2021 Special Meeting. Supervisor Iyall***
13 ***seconded. Motion passed unanimously, (4-0).***
- 14 • ***Supervisor Iyall moved to adopt the revised Agenda. Supervisor Rushton seconded.***
15 ***Motion passed unanimously, (4-0).***
- 16 • ***Supervisor Rushton moved to adopt the Consent Agenda. Supervisor Iyall seconded.***
17 ***Motion passed unanimously, (4-0).***
- 18 • ***Supervisor Iyall moved to award the CEC Feasibility Study contract to Beckwith***
19 ***Consulting Group. Supervisor Wheatley seconded. Motion passed unanimously, (3-0).***
20 ***Supervisor Rushton abstained from voting.***
- 21 • ***Supervisor Iyall moved to adjourn. Supervisor Wheatley seconded. Motion passed***
22 ***unanimously, (4-0).***

Full Version of the Minutes

Welcome & Introductions

At 5:30pm TCD Board Vice-Chair DeWreede called the May 27, 2021 Regular Board Meeting to order via the online forum, *GoToMeeting*. Thurston CD Board and Staff were introduced by the Board Vice-Chair verbally. Chair DeWreede called out Supervisors by name for each vote and she announced that the meeting is video recorded. TCD Board Chair Johnson was not present.

Agenda Review

- Correct the Consent Agenda item to say “Ag Designation” rather than “Ag Destination”.
- Due to the absence of TCD Board Chair Johnson, postpone two agenda items: 1) the Executive Session to discuss the performance of the Executive Director and 2) the TCD Board Officer Elections.

Supervisor Wheatley moved to remove agenda item 9 (the Executive Session to discuss the performance of the Executive Director) and 10B (TCD Board Officer Elections) from the agenda. Supervisor Iyall seconded.

Supervisor Wheatley moved to amend her previous motion and moved to remove item 9 (the Executive Session to discuss the performance of the Executive Director). Supervisor Rushton seconded.

Supervisor Wheatley withdrew her previous motion and amendment.

Supervisor Rushton moved to postpone item 9 (the Executive Session to discuss the performance of the Executive Director) to a future meeting and to postpone item 10B (TCD Board Officer Elections) to the June 8, 2021 Special Meeting. Supervisor Iyall seconded. Motion passed unanimously, (4-0).

Supervisor Iyall moved to adopt the revised Agenda. Supervisor Rushton seconded. Motion passed unanimously, (4-0).

Consent Agenda

- April 22, 2021 Board Meeting Minutes
- April 8, 2021 Work Session Minutes
- May 2021 Financial Report
- TCD Resolution #2021-03 Long term Agriculture Designation in Thurston County

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

Public Comment (Three minutes per person)

No members of the public chose to comment.

Partner Reports

A. Washington State Conservation Commission (WSCC) Update, *Jean Fike*

- The WSCC approved changes to the Natural Resource Investment (NRI) Cost Share program. A recorded webinar has been scheduled, for June 2, 2021 at 9:00am, to clarify the changes and explore the new opportunities for conservation districts.
- The WSCC is considering revisions to the Shellfish Cost Share program. Comments from conservation districts and other stakeholders are encouraged and should be directed to Alison Halpern, WSCC Scientific Policy Advisor.
- Effective April 7, 2021, the Governor signed a new cultural resources executive order replacing the existing order. WSCC is reviewing the new order for any implications to its existing internal cultural resources policies and procedures. Conservation districts are encouraged to suggest general changes to the Commission's current cultural resources policies and procedures by the July WSCC Commission Meeting.

B. Washington Association of Conservation Districts (WACD) Update, *Supervisor Rushton and Tom Salzar*

- Written update information was provided in the Board Packet.
- WACD held their first Diversity, Equity and Inclusion (DEI) Meeting.

C. National Association of Conservation Districts (NACD) Update, *Supervisor Rushton*

- Written update information was provided in the Board Packet.

D. Department of Ecology (DOE), *Alena Reynolds*

- A written report was provided in the Board Packet.
- The 2021 DOE's Water Quality Grant application process requires the submission of Notice of Intent documents, which are due by June 15, 2021.

E. Natural Resources Conservation Service (NRCS) Update, *Robin Buckingham*

- Robin Buckingham was not present.

Covid-19 Update, *ED Moorehead*

- Staff is reviewing state guidance about: 1) staff returning to in-office work hours, 2) opening the office to the general public, and 3) holding in-person staff and board meetings.
- According to TCD's General Counsel Recommendation, it is not appropriate for the District to ask the public about their vaccination status. However, it is appropriate for the District to ask employees about their vaccination status. If an employee has not been vaccinated, the District cannot ask why and must make accommodations for safe working conditions for all staff.
- The Board supports opening up the office to staff and the public, but, at this time not for public meetings.

ACTION ITEM: ED Moorehead will draft a proposed plan for opening the office to the public and staff for the June 8, 2021 Special Meeting.

Executive Session: To review responses to the Conservation and Education Center Request for Qualifications.

In attendance: TCD Supervisors; Wheatley, Iyall, Rushton, and DeWreede, TCD Legal Counsel Ben Cushman, and ED Moorehead

RCW 42.30.110 (d) To review negotiations on the performance of publicly bid contracts when public knowledge regarding such consideration would cause a likelihood of increased costs

Executive Session opened at 6:19pm for 20 minutes with no action taken, ending at 6:40pm

Regular meeting opened at 6:40pm.

Executive Session Report Out

- No actions were taken.

TCD Conservation and Education Center (CEC)

- Award Notification - ***Action Item***

Supervisor Iyall moved to award the CEC Feasibility Study contract to Beckwith Consulting Group. Supervisor Wheatley seconded. Motion passed unanimously, (3-0). Supervisor Rushton abstained from voting.

Governance, All

A. 2021 Collective Bargaining Process

- Negotiations for the 2022 Collective Bargaining Agreement (CBA) will begin this summer. Before bargaining can begin, the Board will need to formally select an executive bargaining team.

B. June 8, 2021 Special Meeting Agenda

- Staff Presentation:
- May 2021 Minutes Review & Revision
- Zangle Cover Bulkhead Removal Project
- Board Officer Elections
- Conservation and Education Center
- Covid-19 Health Update
- Citizens Advisory Committee
- TCD Community Awards
- Community Presentations to the Board
- Important Updates & Announcements
- June 24, 2021 Board Meeting Agenda Development
- Executive Session: Executive Director Preformation Evaluation

128 **Other Reports**

129 A. Board of Supervisors Report, *All*

- 130 • Supervisor Iyall attended the WACD DEI meeting, representing TCD.

131 B. Executive Director Report, *ED Moorehead*

- 132 • TCD received a 12-passenger van as a donation. The van is being used by the
133 Veterans Conservation Corps Crew.
- 134 • Funding for three new riparian planting projects was approved by Thurston
135 County. The grants will fund roughly \$100,000, and cover 9 acres, of riparian
136 restoration.
- 137 • Staff will schedule a gathering for the TCD Board and staff to get to know each
138 other better.
- 139 • To diversify our outreach, the District's Justice, Equity, Diversity, and Inclusion
140 (JEDI) committee is developing communications strategies to target specific zip
141 codes.
- 142 • The Thurston County Community Planning and Economic Development
143 Department is developing an Agricultural Liaison position in their Planning and
144 Permitting Office.

145 ***Supervisor Iyall moved to adjourn. Supervisor Wheatley seconded. Motion passed***
146 ***unanimously, (4-0).***

Adjourn 7:15pm

Respectfully,

X

Betsie DeWreede
TCD Board Vice-Chair

Thurston Conservation District Board of Supervisors

Special Board Meeting Minutes

May 13, 2021



Virtual GoToMeeting

Meeting Time: 3:02pm-5:06 pm

Originally scheduled: 3:00pm – 5:00pm

Present at Meeting:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Vice Chair

Doug Rushton, TCD Board Supervisor

Helen Wheatley, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Ben Cushman, TCD Attorney

Sarah Moorehead, TCD Executive Director (ED)

Leah Kellogg, TCD Staff

Susan Shelton, TCD Staff

Adam Peterson, TCD Staff

Summary of Action Items

- **Action Item: TCD Board Chair Johnson and ED Moorehead will draft a resolution, to send to the Thurston County Commissioners, in support of expanding long-term agriculture designation.**
- **Action Item: A standing item, “Policy Update”, will be added to the Monthly Work Session Topic List.**

Summary of Motions Passed

- ***Supervisor Rushton moved to approve PS Contract 2021-01: Riverbend Ranch ASRP Project Development. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).***
- ***Supervisor DeWreede moved to approve PS Contract 2021-02: Independence Valley ASRP Project Development. Supervisor Rushton seconded. Motion passed unanimously, (4-0).***

Full Version of the Minutes

Welcome & Introductions

At 3:02pm TCD Board Chair Johnson called the May 13, 2021 Special Board Meeting to order via the online forum *GoToMeeting*. Thurston CD Board and Staff were introduced by the Board Chair verbally. Chair Johnson will call out Supervisors by name for each vote and he announced that the meeting is video recorded.

Agenda Review

- A discussion about returning to in-person Board Meetings will be added to the Covid-19 Update agenda Item.

Conservation Projects

- PS Contract 2021-01: Riverbend Ranch Aquatic Species Restoration Plan (ASRP) Project Development

Supervisor Rushton moved to approve PS Contract 2021-01: Riverbend Ranch ASRP Project Development. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).

- PS Contract 2021-02: Independence Valley ASRP Project Development

Supervisor DeWreede moved to approve PS Contract 2021-02: Independence Valley ASRP Project Development. Supervisor Rushton seconded. Motion passed unanimously, (4-0).

Supervisor Iyall arrived at this point in the meeting.

Minutes Review & Revision

- Edited the April 22, 2021 Board Meeting Minutes
- Edited the April 8, 2020 Work Session Minutes

Conservation and Education Center (CEC)

A. Request For Qualification (RFQ) Update

- Since the first release of the CEC Feasibility Study RFQ, the Scope of Work (SOW) has changed; and a revised RFQ was submitted. The revised SOW does not include the Economic Planning Study.
- The RFQ responses are due May 17, 2021. The CEC subcommittee will meet to evaluate the RFQ responses that week. Feedback from the response evaluation will be submitted to the Board prior to the May Board Meeting.

B. Community Economic Revitalization Board (CERB) Funding Update

- TCD Supervisor Chair Johnson and ED Moorehead met with CERB and learned that TCD's Feasibility Study does not qualify for CERB funding. CERB focuses on private-sector economic development and job creation.
- If, as part of the Feasibility Study, economic development opportunities for farmers are identified, TCD can return to CERB for further conversation.

C. Community Needs & Opportunities Discussion

- The Board agreed that planning for the CEC should focus on TCD's conservation mission. At the same time, the Board is willing to consider any economic opportunities that arise as part of the Feasibility Study.

Covid-19 Health Update

A. Thurston County remains in Phase 3 of the Safe Start Plan.

- Staff will continue to work remotely and to follow the established Covid-19 protocols in the office and the field.

B. TCD in-person Board Meeting Discussion

- TCD will continue to hosting Board meetings virtually following the Open Public Meeting Act (OPMA) guidance.

Discussion: Expanding Long Term Agriculture (Ag) Designation in Thurston County

- Coordinating with the County Ag Advisory Committee, the Thurston County Commissioners have initiated a community-driven review of agriculture in Thurston County.
- Currently 4% of Thurston County acreage (5,700 acres) has been zoned for long-term agriculture.
- TCD supports increasing the amount of land zoned as long-term Ag in Thurston County.

Action Item: TCD Board Chair Johnson and ED Moorehead will draft a resolution, to send to the Thurston County Commissioners, in support of expanding long-term agriculture designation.

TCD Policy Update Schedule

- At the monthly Board Work Sessions, the Board will resume reviewing and updating individual polices from TCD's Policy and Procedures Manual; changes will be approved at the monthly Board Meetings.
- TCD Staff will prioritize and schedule the policies for review.

Action Item: A standing item, "Policy Update", will be added to the Monthly Work Session Topic List.

Other Reports

Board of Supervisors Report

- Supervisor Johnson met with the Olympia Farmland Preservation Group; ED Moorehead gave a well-received presentation on organizations involved in farmland preservation in Thurston County.

Executive Director Update

- The consultants have started pulling together resources for TCD's salary study. They will meet with ED Moorehead next week to establish project processes and timelines.
- Staff has been engaging in community outreach for the Citizens Advisory Committee.
- Staff is working with the State Auditor's Office to schedule the next accountability audit that will take place later this year.

Staff Presentation: Soil Health Program, Adam Peterson

May 27, 2021 Board Meeting Agenda Development

- Agenda Review
- Consent agenda
 - April 2021 Board Meeting Minutes
 - April 2021 Work Session Minutes

- 91 ○ May 2021 Financial Report
- 92 ○ TCD Resolution #2021-03 Long term Agriculture Destination in Thurston County
- 93 • Covid-19 Update
- 94 • Executive Session: *Conservation and Education Center*
- 95 • TCD Conservation and Education Center Award Notification
- 96 • Executive Session: *performance of the Executive Director.*
- 97 • 2021 Collective Bargaining Process
- 98 • TCD Board Officer Elections
- 99 • June 8, 2021 Special Meeting Agenda
- 100 • Important Updates: Board & ED

Adjourn 5:06pm

Respectively,

X

TJ Johnson
TCD Board Chair

Thurston Conservation District June 2021 Financial Notes



Total (Restricted and Unrestricted) Year-to-Date and May Profit and Loss (Pages 2 & 3)

1. In May 2021, the District has experienced a loss of \$40,754.36. Year-to-date, the District's income still exceeds its expenses by \$68,579.68 since the District received the first big installment from 2021 *Rates and Charges* in April. We may expect to have positive year-to-date net income for another one or two month.
2. In May 2021, The District spent another \$2,593.37 for *Software* purchase including Nitro and GoToWebinar among which \$1,168.39 has been refunded to the District in June due to the vendor's mistaken charge. The refund will be included in the July Financial Report.

Profit & Loss Prev Year Comparison (Page 4)

3. Compared to last year, *Postage & Shipping* expenses got increased by 115.6%. The increase of the cost came from three sources: 1) an increase of the postage cost for this year's election; 2) an increase of the soil samples shipping cost which indicates a higher demand of soil testing services this year; 3) postcards for landowners' outreach which were charged to the grant.
4. *Construction & Landscaping* and *Cost Share* investments in the community remain high compared to last year.

Restricted Budgets vs Actuals (Page 5)

5. We anticipate to spend out the money for those grants expired by the end of June. Especially for Shellfish Cost Share and NRI Cost Share grants, the remaining budget is the remaining Cost Share budget for the Landowners' projects which have finished, and the District's staff is working on collecting the invoices and preparing the supporting documents for reimbursement before the grants expire.
6. NACD Home Grown Yelm grant has been extended to October 31, 2021 which provides us with extra time working on the project and spending down the budget.

Thurston Conservation District

Profit & Loss

January through May 2021

	Jan - May 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	14,709.49
3411140 · TCD Equipment Rentals	783.44
3431130 · Soil Testing	2,532.88
3431120 · Rental Income	356.70
Total 3431100 · Retail Sales	18,382.51
3611100 · Interest Income	61.10
3300000 · Grant Revenue	417,446.63
3685100 · Partner Fee for Service	225.48
3685201 · Rates and Charges	314,863.17
Total Income	750,978.89
Gross Profit	750,978.89
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	490,142.65
5314101 · Legal Fees & Services	10,141.00
5314102 · Audit & Accounting	1,313.90
5314103 · Computer Services	9,014.47
5314100 · Professional Services	6,544.95
5314400 · Advertising	442.00
5314117 · Soil Testing	1,539.60
5314104 · Janitorial Services	3,333.00
5314501 · Office Rent	21,840.00
5314700 · Utilities	3,727.56
5314503 · Equipment Leases	1,380.27
5314504 · Vehicle Leases	1,942.32
5314200 · Communications	4,556.20
5313102 · Photocopier Usage	229.43
5314505 · Software Licenses	15,253.07
5354800 · Repairs & Maintenance	1,183.31
5313101 · Office Supplies	1,443.55
5314202 · Postage & Shipping	1,604.35
5313401 · Plants for Resale	12,241.53
Project Expenses	8,106.67
5314902 · Organizational Dues & Licenses	1,543.74
5314203 · Printing Services	1,108.77
5314302 · Staff - Conference & Training	300.00
5314300 · Staff - Travel	2,765.65
5314301 · Board Travel	41.44
5314108 · Construction & Landscaping	36,160.08
5314109 · Cost Share	29,149.90
5314600 · Liability Insurance Premiums	8,306.60
5314111 · Late Fees & Penalties	382.57
66300 · Sales Tax Adjustments	40.60
5945360 · Capital Outlays	
5966601 · Equipment & Office Furniture	65.62
5966402 · Computer Hardware	6,554.41
Total 5945360 · Capital Outlays	6,620.03
Total Expense	682,399.21
Net Ordinary Income	68,579.68
Net Income	68,579.68

Thurston Conservation District

Profit & Loss

May 2021

06/17/21

Accrual Basis

	May 21
Ordinary Income/Expense	
Income	
3431100 · Retail Sales	
3431110 · Plant Sales	37.06
3411140 · TCD Equipment Rentals	422.30
3431130 · Soil Testing	281.72
	<hr/>
Total 3431100 · Retail Sales	741.08
3611100 · Interest Income	12.77
3300000 · Grant Revenue	64,513.99
3685201 · Rates and Charges	26,191.13
	<hr/>
Total Income	91,458.97
	<hr/>
Gross Profit	91,458.97
Expense	
5966699 · Vehicle Allocation	0.00
5314999 · Overhead Allocation	0.00
5531010 · Salaries & Benefits	104,823.92
5314102 · Audit & Accounting	257.53
5314103 · Computer Services	1,561.47
5314400 · Advertising	441.00
5314117 · Soil Testing	122.40
5314104 · Janitorial Services	750.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	407.70
5314503 · Equipment Leases	319.12
5314504 · Vehicle Leases	426.52
5314200 · Communications	979.08
5314505 · Software Licenses	2,593.37
5354800 · Repairs & Maintenance	310.45
5313101 · Office Supplies	127.09
5314202 · Postage & Shipping	461.00
Project Expenses	2,297.24
5314302 · Staff - Conference & Training	30.00
5314300 · Staff - Travel	739.39
5314301 · Board Travel	41.44
5314108 · Construction & Landscaping	2,171.84
5314109 · Cost Share	7,337.00
5314600 · Liability Insurance Premiums	1,624.92
5945360 · Capital Outlays	
5966402 · Computer Hardware	22.85
	<hr/>
Total 5945360 · Capital Outlays	22.85
	<hr/>
Total Expense	132,213.33
	<hr/>
Net Ordinary Income	-40,754.36
	<hr/>
Net Income	<u><u>-40,754.36</u></u>

Thurston Conservation District

Profit & Loss Prev Year Comparison

January through May 2021

	Jan - May 21	Jan - May 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
3431100 · Retail Sales				
3431110 · Plant Sales	14,709.49	11,896.50	2,812.99	23.7%
3411140 · TCD Equipment Rentals	783.44	861.51	-78.07	-9.1%
3431130 · Soil Testing	2,532.88	1,679.46	853.42	50.8%
3431120 · Rental Income	356.70	743.81	-387.11	-52.0%
Total 3431100 · Retail Sales	18,382.51	15,181.28	3,201.23	21.1%
3611100 · Interest Income	61.10	14.02	47.08	335.8%
3300000 · Grant Revenue	417,446.63	242,928.00	174,518.63	71.8%
3685100 · Partner Fee for Service	225.48	0.00	225.48	100.0%
3685201 · Rates and Charges	314,863.17	280,868.86	33,994.31	12.1%
3670000 · Contributions Private	0.00	1,249.59	-1,249.59	-100.0%
3600000 · Miscellaneous Revenue	0.00	0.00	0.00	0.0%
Total Income	750,978.89	540,241.75	210,737.14	39.0%
Gross Profit	750,978.89	540,241.75	210,737.14	39.0%
Expense				
5966699 · Vehicle Allocation	0.00	0.00	0.00	0.0%
5314999 · Overhead Allocation	0.00	0.00	0.00	0.0%
5531010 · Salaries & Benefits	490,142.65	370,988.60	119,154.05	32.1%
5314101 · Legal Fees & Services	10,141.00	11,410.00	-1,269.00	-11.1%
5314102 · Audit & Accounting	1,313.90	1,361.69	-47.79	-3.5%
5314103 · Computer Services	9,014.47	8,879.21	135.26	1.5%
5314100 · Professional Services	6,544.95	4,307.50	2,237.45	51.9%
5314400 · Advertising	442.00	2,459.40	-2,017.40	-82.0%
5314117 · Soil Testing	1,539.60	1,618.60	-79.00	-4.9%
5314104 · Janitorial Services	3,333.00	696.00	2,637.00	378.9%
5314501 · Office Rent	21,840.00	21,320.00	520.00	2.4%
5314700 · Utilities	3,727.56	2,570.98	1,156.58	45.0%
5314503 · Equipment Leases	1,380.27	1,048.36	331.91	31.7%
5314504 · Vehicle Leases	1,942.32	0.00	1,942.32	100.0%
5314200 · Communications	4,556.20	4,475.11	81.09	1.8%
5313102 · Photocopier Usage	229.43	893.93	-664.50	-74.3%
5314505 · Software Licenses	15,253.07	3,199.98	12,053.09	376.7%
5354800 · Repairs & Maintenance	1,183.31	81.98	1,101.33	1,343.4%
5313101 · Office Supplies	1,443.55	1,388.18	55.37	4.0%
5314202 · Postage & Shipping	1,604.35	744.02	860.33	115.6%
5313401 · Plants for Resale	12,241.53	7,641.47	4,600.06	60.2%
Project Expenses	8,106.67	4,908.56	3,198.11	65.2%
5314902 · Organizational Dues & Licenses	1,543.74	1,941.00	-397.26	-20.5%
5314310 · Board Meeting Snacks	0.00	167.50	-167.50	-100.0%
5314203 · Printing Services	1,108.77	1,826.00	-717.23	-39.3%
5314302 · Staff - Conference & Training	300.00	210.00	90.00	42.9%
5314300 · Staff - Travel	2,765.65	969.36	1,796.29	185.3%
5314301 · Board Travel	41.44	188.03	-146.59	-78.0%
5314108 · Construction & Landscaping	36,160.08	14,127.65	22,032.43	156.0%
5314109 · Cost Share	29,149.90	8,482.00	20,667.90	243.7%
5314110 · Bank Fees & Interest Charges	0.00	568.55	-568.55	-100.0%
5314600 · Liability Insurance Premiums	8,306.60	6,390.00	1,916.60	30.0%
5314111 · Late Fees & Penalties	382.57	400.43	-17.86	-4.5%
66300 · Sales Tax Adjustments	40.60	-0.03	40.63	135,433.3%
66900 · Reconciliation Discrepancies	0.00	-2.51	2.51	100.0%
5945360 · Capital Outlays				
5966601 · Equipment & Office Furniture	65.62	5,777.39	-5,711.77	-98.9%
5966402 · Computer Hardware	6,554.41	8,706.90	-2,152.49	-24.7%
Total 5945360 · Capital Outlays	6,620.03	14,484.29	-7,864.26	-54.3%
Total Expense	682,399.21	499,745.84	182,653.37	36.6%
Net Ordinary Income	68,579.68	40,495.91	28,083.77	69.4%
Net Income	68,579.68	40,495.91	28,083.77	69.4%

Thurston Conservation District

Balance Sheet

As of May 31, 2021

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	254,792.22
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	130,096.03
3082003 · Saving-2410 Education Center	20,006.09
Total 3088020 · Savings Accounts	150,102.12
3088030 · Counter Cash	100.00
3088040 · PayPal Account	1,064.65
Total Checking/Savings	406,058.99
Accounts Receivable	137,061.25
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	5,342.72
3090506 · Security Deposit - Ferguson ST	3,835.00
Total 3090500 Prepaid Accounts	9,177.72
3092000 · 309.20.00 Cash on Hand	34,691.86
Total Other Current Assets	43,869.58
Total Current Assets	586,989.82
TOTAL ASSETS	586,989.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3093000 · 309.30.00 Accounts Payable	11,246.43
Total Accounts Payable	11,246.43
Credit Cards	4,693.19
Other Current Liabilities	
3861100 · Sales Tax Payable	162.79
3861000 · Payroll Liabilities	
3861008 · Union Dues	817.10
3861005 · PERS Deferral Payable	13,080.29
3861007 · State Unemployment Payable	2,147.57
3861009 · State L&I Payable	109.79
3861010 · WA - Family & Medical Leave	222.87
3861011 · Vacation & Sick Leave Payable	73,787.73
Total 3861000 · Payroll Liabilities	90,165.35
Total Other Current Liabilities	90,328.14
Total Current Liabilities	106,267.76
Total Liabilities	106,267.76
Equity	480,722.06
TOTAL LIABILITIES & EQUITY	586,989.82

Restricted Budgets vs Actuals



As of May 31, 2021

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	2021 Budget	2021 Actual	2021 Remaining Budget	% of Total Time	% of Total Budget
1	- RCO					439,165	376,365	66,937	309,427		
2	ESRP Shore Friendly	R035		07/01/19	12/31/21	259,565	198,727	52,658	146,069	76.61%	43.73%
3	ASRP Independence	R040	20-1905	05/15/20	12/31/21	93,600	92,572	9,795	82,777	64.09%	11.56%
4	ASRP Riverbend	R050	20-1908	05/15/20	12/31/21	86,000	85,066	4,485	80,581	64.09%	6.30%
5	- DOE					244,401	156,433	4,690	151,692		
6	Deschutes	E100	WQC-2018-	07/01/19	04/30/22	244,401	156,433	4,690	151,692	67.73%	16.58%
7	- Federal					93,135	20,137	0	20,137		
8	Frogs on Farm	US080		08/15/20	08/15/25	93,135	20,137	0	20,137	15.87%	0.00%
9	- WSCC					1,334,950	340,007	197,656	208,491		
10	Livestock	W025	20-13-LT	07/01/19	06/30/21	50,000	8,669	8,633	37	95.90%	99.93%
11	Skookumchuck Planting	W030	20-13-ER	04/01/20	12/31/24	744,780	141,143	78,637	128,645	24.54%	26.26%
12	Chehalis Flood Plain	W050	20-13-FL	03/01/18	06/30/21	258,183	60,513	54,437	6,076	97.54%	97.65%
13	Shellfish Cost Share	W060	20-13-SH	07/01/19	06/30/21	101,062	54,860	29,127	25,733	95.90%	74.54%
14	CREP	W070	20-13-CE	07/01/19	06/30/21	61,774	24,821	24,820	2	95.90%	100.00%
15	NRI Cost Share TA	W080	20-13-NR	07/01/19	06/30/21	119,150	50,000	2,002	47,998	95.90%	59.72%
16	- Miscellaneous					78,290	41,436	27,299	14,953		
17	JBLM - SLP	M075		07/01/19	06/30/21	18,750	10,679	9,838	841	95.90%	95.51%
18	WFC Meyer	M100		10/01/20	02/15/22	3,600	3,600	1,182	3,233	48.31%	32.83%
19	NACD Home Grown Yelm	M090		03/01/20	10/31/21	50,000	26,871	16,244	10,627	74.92%	78.75%
20	Orca Recovery Day	M060		07/01/19	until spent	5,940	286	35	251	NA	95.77%
21	- Thurston County					467,087	176,329	89,308	87,023		
22	VSP	TC400	K2024	07/01/19	06/30/21	105,000	18,197	18,175	23	95.90%	99.98%
23	Shellfish NTA	TC600		07/01/19	06/30/21	130,525	49,680	47,332	2,348	95.90%	98.20%
24	NTAqua	TC700		07/01/19	09/30/22	196,000	102,922	18,271	84,651	59.01%	14.88%
25	Riparian NTA	TC650		07/01/19	02/28/21	35,562	5,530	5,531	Closed		
26	- South Sound GREEN					122,922	111,207	43,454	67,753		
27	Interlocal	G019-SS		01/01/21	12/31/21	51,808	51,808	31,098	20,710	41.37%	60.03%
28	FY20-21 NOAA B-WET	G019.106		08/01/20	07/31/21	24,038	20,549	10,213	10,336	83.29%	57.00%
29	WCS Mini Grant	G019.50		11/19/20	11/01/21	500	500	150	350	55.75%	30.00%
30	TCC	TCC		01/01/21	until spent	46,576	38,350	1,993	36,357	NA	33.52%
31	- Partner Fee for Service					3,800	3,800	225	3,575		
32	South Puget Sound Salmon	P100		04/01/21	06/30/21	3,800	3,800	225	3,575	67.03%	5.93%

Unrestricted Profit & Loss Budget vs Actual



May 41.67%

	Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
1	Income	742,834	432,472	-310,362	58.2%
2	3431100 · Retail Sales	27,550	18,431	-9,119	66.9%
3	3411140 · TCD Equipment Rentals	3,000	783	-2,217	26.1%
4	3431130 · Soil Testing	3,000	2,533	-467	84.4%
5	3431120 · Rental Income	1,500	357	-1,143	23.8%
6	3611100 · Interest Income	50	48	-2	96.7%
7	3431110 · Plant Sales	20,000	14,709	-5,291	73.5%
8	3670000 · Contributions Private	0	0	0	
9	3300000 · Grant Revenue	57,511	51,905	-5,606	90.3%
10	3340000 · State Grants	57,511	51,905	-5,606	90.3%
11	3685201 · Rates and Charges	551,475	314,863	-236,612	57.1%
12	Overhead	106,298	47,272	-59,026	44.5%
13	5314999 · Overhead Allocation	103,798	44,275	-59,523	42.7%
14	5966699 · Vehicle Allocation	2,500	2,998	498	119.9%
15	Cash Surplus	50,000		-50,000	0.0
16	Program Allocation	300,339	133,753	-166,586	44.5%
17	South Sound Green	46,300	20,842	-25,458	45.0%
18	TCD VSP	40,000	11,406	-28,594	28.5%
19	TCD Cost Share	5,000	0	-5,000	0.0%
20	Stewardship TA	35,708	9,524	-26,184	26.7%
21	Working Lands Preservation Initiative	13,000	4,080	-8,920	31.4%
22	CTA (Orca Recovery)	10,266	7,509	-2,757	73.1%
23	Food System Support	5,000	2,219	-2,781	44.4%
24	Cost Share Administration	6,527	0	-6,527	0.0%
25	Outreach, Education and Communications	69,569	18,107	-51,462	26.0%
26	Plant Sale	27,653	26,019	-1,634	94.1%
27	Soil Health Program (Testing & Equipment Rental)	34,816	26,024	-8,792	74.7%
28	Elections	6,500	8,022	1,522	123.4%
29	Expense and Savings	492,494	144,944	-347,551	29.4%
30	Administrative Salaries & Benefits	206,241	70,049	-136,192	34.0%
31	Professional Services	65,553	20,469	-45,084	31.2%
32	5314101 · Legal Services	25,000	10,141	-14,859	40.6%
33	5314102 · Audit & Accounting	3,000	1,314	-1,686	43.8%
34	5314103 · Computer Services	20,000	9,014	-10,986	45.1%
35	5314100 · Professional Services	7,000	0	-7,000	0.0%
36	JEDI Work	10,553	0	-10,553	0.0%
37	Facility, Vehicles and Maintenance	104,500	41,455	-63,045	39.7%
38	5314104 · Janitorial Services	3,000	3,333	333	111.1%
39	5314501 · Office Rent	52,000	20,540	-31,460	39.5%
40	5314700 · Utilities	6,000	3,728	-2,272	62.1%
41	5314503 · Equipment Leases	3,000	1,190	-1,810	39.7%
42	5314504 · Vehicles	15,000	1,942	-13,058	12.9%
43	5314200 · Communications	11,000	4,523	-6,477	41.1%
44	5313102 · Photocopier Usage	2,500	229	-2,271	9.2%
45	5354800 · Repairs & Maintenance	1,500	413	-1,087	27.5%
46	Computer Hardware Purchases	6,000	2,218	-3,782	37.0%
47	Computer Software	3,500	3,273	-227	93.5%

	Account Name	2021 Budget	2021 Actual	\$ Over Budget	% of Budget
48	Equipment & Office Furniture	1,000	66	-934	6.6%
49	- Supplies	12,700	2,801	-9,899	22.1%
50	5313101 · Office Supplies	3,000	1,013	-1,987	33.8%
51	5314202 · Postage & Shipping	1,500	395	-1,105	26.3%
52	5314901 · Meetings & Events	200	0	-200	0.0%
53	5314902 · Organizational Dues & Licenses	7,500	1,394	-6,106	18.6%
54	Board Meeting Snacks	500	0	-500	0.0%
55	- Conferences, Training and Travel	7,000	1,542	-5,458	22.0%
56	5314302 · Staff Conference & Training Fees	2,000	190	-1,810	9.5%
57	Board Conference and Training Fees	2,000	0	-2,000	0.0%
58	5314300 · Staff Travel	2,000	1,352	-648	67.6%
59	Board Travel	1,000	0	-1,000	0.0%
60	- Insurance and Banking	21,500	8,627	-12,873	40.1%
61	5314110 · Bank Fees & Interest Charges	1,000	0	-1,000	0.0%
62	5314600 · Liability Insurance Premiums	20,000	8,307	-11,693	41.5%
63	5314111 · Late Fees & Penalties	500	320	-180	64.0%
64	- Savings	75,000	0	-75,000	0.0%
65	Reserve Fund	37,500	0	-37,500	0.0%
66	Conservation Education Center Savings Plan	37,500	0	-37,500	0.0%
67	Net Income (Surplus or Deficit)	0	153,775	153,775	

Thurston Conservation District
Check Detail
May 2021

3:52 PM

06/10/2021

Type	Num	Date	Name	Funding Sources	Account	Paid Amount
Credit Card	9538	05/01/2021	Wild Rose	GREEN:TCC:G019.28 Dawkins	5314302 · Staff - Conference & Training	30.00
Credit Card	9587	05/01/2021	Carolina Biological Supply	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	211.78
Credit Card	9627	05/03/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	8.64
Credit Card	9576	05/04/2021	Nitro	UNRESTRICTED:W055 - CTA	5314505 · Software Licenses	195.83
Credit Card	9577	05/04/2021	Terry's Automotive Group	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	220.33
Credit Card	9629	05/04/2021	Chevron	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	17.97
Credit Card	9630	05/04/2021	Wal Mart	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	21.21
Credit Card	9631	05/04/2021	Amazon	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	49.72
Bill Pmt -Check	EFT	05/04/2021	Pacific Disposal	UNRESTRICTED:A010-Overhead	5314702 · Garbage Service	59.54
Credit Card	9578	05/05/2021	Crains Office Supply	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	14.21
Credit Card	9579	05/05/2021	LogMeIn	DISTRICT SERVICES:A030 - District Comms	5314505 · Software Licenses	1,168.39
Check	EFT	05/05/2021	Regence - Health Care		5312011 · Medical Benefits	12,388.71
Credit Card	9582	05/06/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	10.60
Credit Card	9583	05/06/2021	Petco	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	18.59
Credit Card	9633	05/06/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	8.57
Credit Card	9724	05/06/2021	Amazon	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	-54.70
Credit Card	9632	05/07/2021	Wilbur-Ellis	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	128.22
Liability Check	EFT	05/07/2021	Internal Revenue Service		IRS Payroll Taxes	8,411.50
Liability Check	EFT	05/07/2021	WFSE Union Dues		3861008 · Union Dues	825.72
Liability Check	EFT	05/07/2021	WA St Dept of Retirement Systems		DCP and PERS Retirement	15,885.18
Check	EFT	05/07/2021	Wells Fargo		Wells Fargo	3,275.47
Credit Card		05/07/2021	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	144.41
Liability Check		05/07/2021	QuickBooks Payroll Service		Payroll	25,319.96
Credit Card	9634	05/10/2021	Service Saw Workwears	WSCC:W030 - Skookumchuck	5313500 · Small Tools & Equipment	22.66
Credit Card	9635	05/10/2021	Home Depot	WSCC:W030 - Skookumchuck	5313101 · Office Supplies	15.99
Credit Card	9642	05/10/2021	Chevron	WSCC:W030 - Skookumchuck	5313500 · Small Tools & Equipment	2.00
Credit Card		05/10/2021	Right Networks	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	19.64
Credit Card	9638	05/11/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	8.73

Type	Num	Date	Name	Funding Sources	Account	Paid Amount
Credit Card	9715	05/11/2021	Amazon	UNRESTRICTED:A010-Overhead	5966402 · Computer Hardware	22.85
Bill Pmt -Check	EFT	05/11/2021	Comcast	UNRESTRICTED:A010-Overhead	Internet and Telephone	379.96
Credit Card	9584	05/12/2021	Ace Hardware	DISTRICT SERVICES:A099 - Equip Rental	5313500 · Small Tools & Equipment	22.46
Credit Card	9585	05/12/2021	Napa	UNRESTRICTED:A120-Vehicles	5354803 · Vehicle Maintenance	29.89
Credit Card	9586	05/12/2021	Amazon	DISTRICT SERVICES:A099 - Equip Rental	5314107 · Project Supplies	37.20
Bill Pmt -Check	20774	05/12/2021	A & L Western Agricultural Laboratories	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	391.20
Bill Pmt -Check	20775	05/12/2021	All City Cleaning Services	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	600.00
Bill Pmt -Check	20776	05/12/2021	Community Farmland Trust	DISTRICT SERVICES:A099 - Equip Rental	5314501 · Office Rent	260.00
Bill Pmt -Check	20777	05/12/2021	DLT Solutions, LLC	Chehalis & Shore Friendly	5314505 · Software Licenses	8,831.32
Bill Pmt -Check	20778	05/12/2021	FP Mailing Solutions	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	127.51
Bill Pmt -Check	20779	05/12/2021	Goebel Septic Tank Service, Inc	WSCC:W030 - Skookumchuck	5314503 · Equipment Leases	95.00
Bill Pmt -Check	20780	05/12/2021	Leah Kellogg	Various	5314304 · Mileage & Licenses	169.89
Bill Pmt -Check	20781	05/12/2021	Mountain Mist	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	32.77
Bill Pmt -Check	20782	05/12/2021	Puget Sound Energy	UNRESTRICTED:A010-Overhead	Electricity & Gas	340.41
Bill Pmt -Check	20783	05/12/2021	Regence - Life Insurance		5312017 · Life Insurance	61.86
Bill Pmt -Check	20784	05/12/2021	Riverbend Properties, LLC	WSCC:W070 - CREP	5314109 · Cost Share	1,530.00
Bill Pmt -Check	20785	05/12/2021	Sam Nadell	GREEN:TCC:G019.28 Dawkins	5314304 · Mileage	73.36
Bill Pmt -Check	20786	05/12/2021	Sasha Porter	Various	5314304 · Mileage	122.47
Bill Pmt -Check	20787	05/12/2021	United Concordia Insurance Co		5312012 · Dental Benefits	989.98
Bill Pmt -Check	20788	05/12/2021	WA St University Energy Program	UNRESTRICTED:A010-Overhead	5314103 · Computer Services	1,561.47
Bill Pmt -Check	20789	05/12/2021	Whitlock Limited Partnership 1	UNRESTRICTED:A010-Overhead	Office Rent & Utilities	4,367.44
Bill Pmt -Check	20790	05/12/2021	Smartsheet Inc.	UNRESTRICTED:A010-Overhead	5314505 · Software Licenses	2,884.88
Credit Card	9637	05/13/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	9.05
Credit Card	9639	05/13/2021	Tenino Short Stop	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	17.25
Credit Card	9641	05/14/2021	Mixed Role Productions	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	60.85
Credit Card	9711	05/14/2021	Tractor Supply	WSCC:W030 - Skookumchuck	5314116 · Project Equipment	437.59
Credit Card	9720	05/14/2021	Amazon	GREEN:G019.106 NOAA B-WET	5314107 · Project Supplies	45.93
Credit Card	9535	05/17/2021	Crains Office Supply	WSCC:W030 - Skookumchuck	5314201 · Telephone	32.80
Credit Card	9647	05/17/2021	Concrete Recyclers	WSCC:W030 - Skookumchuck	5314108 · Construction & Landscaping	297.00
Credit Card	9537	05/18/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	8.55
Credit Card	9643	05/18/2021	Ace Hardware	WSCC:W030 - Skookumchuck	5313500 · Small Tools & Equipment	13.11
Credit Card	9644	05/18/2021	Burpee	MISC:M090 - NACD Urban Agriculture	5314108 · Construction & Landscaping	64.16

Type	Num	Date	Name	Funding Sources	Account	Paid Amount
Credit Card	9645	05/18/2021	LogMeln	DISTRICT SERVICES:A030 - District Comms	5314505 · Software Licenses	1,195.25
Credit Card	9646	05/20/2021	Home Depot	MISC:M090 - NACD Urban Agriculture	5314108 · Construction & Landscaping	17.53
Credit Card	9532	05/21/2021	Forestry Supplies	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	8.25
Liability Check	EFT	05/21/2021	Internal Revenue Service		IRS Payroll Taxes	8,117.90
Liability Check	EFT	05/21/2021	WA St Dept of Retirement Systems		DCP and PERS Retirement	1,055.87
Credit Card	P1-64404151	05/23/2021	Intuit	UNRESTRICTED:A010-Overhead	5314102 · Audit & Accounting	93.48
Credit Card	9672	05/24/2021	Cheveron	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	9.53
Credit Card	9673	05/24/2021	Home Depot	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	69.88
Credit Card	9683	05/24/2021	Radiance	GREEN:G019.106 NOAA B-WET	5314107 · Project Supplies	76.80
Liability Check		05/24/2021	QuickBooks Payroll Service		Payroll	24,402.94
Credit Card	9649	05/25/2021	Uline	DISTRICT SERVICES:A098 - Soil Tests	5314107 · Project Supplies	104.50
Credit Card	9650	05/25/2021	US Postal Service	DISTRICT SERVICES:A098 - Soil Tests	5314202 · Postage & Shipping	12.80
Credit Card	9653	05/25/2021	Walgreens	UNRESTRICTED:A010-Overhead	5313101 · Office Supplies	3.27
Credit Card	9674	05/25/2021	Amazon	WSCC:W030 - Skookumchuck	5314107 · Project Supplies	8.74
Bill Pmt -Check	20791	05/25/2021	A & L Western Agricultural Laboratories	DISTRICT SERVICES:A098 - Soil Tests	5314117 · Soil Testing	57.60
Bill Pmt -Check	20792	05/25/2021	All City Cleaning Services	UNRESTRICTED:A010-Overhead	5314104 · Janitorial Services	1,350.00
Bill Pmt -Check	20793	05/25/2021	Deschutes Law Group	UNRESTRICTED:A010-Overhead	5314101 · Legal Fees & Services	4,000.00
Bill Pmt -Check	20794	05/25/2021	Doug Rushton	WSCC:W050 - Chehalis Flood	5314301 · Board Travel	41.44
Bill Pmt -Check	20795	05/25/2021	Emily Landrus	TCD Allocations:T080 - Stewardship TA	5314304 · Mileage	22.40
Bill Pmt -Check	20796	05/25/2021	Lew Rents	WSCC:W030 - Skookumchuck	5314116 · Project Equipment	282.80
Bill Pmt -Check	20797	05/25/2021	Marguerite Abplanalp	WSCC:W050 - Chehalis Flood	5314304 · Mileage	22.96
Bill Pmt -Check	20798	05/25/2021	Northwest Marketing Resources, Inc		5312011 · Medical Benefits	248.19
Bill Pmt -Check	20799	05/25/2021	Petrocard	UNRESTRICTED:A120-Vehicles	5313201 · Vehicle Fuel	377.73
Bill Pmt -Check	20800	05/25/2021	Verizon	UNRESTRICTED:A010-Overhead	5314201 · Telephone	566.27
Bill Pmt -Check	20801	05/25/2021	VSP - Vision Care		5312011 · Medical Benefits	110.57
Bill Pmt -Check	20802	05/25/2021	WA St Conservation Commission	UNRESTRICTED:A120-Vehicles	5314504 · Vehicle Leases	426.52
Bill Pmt -Check	EFT	05/25/2021	Postal IA	UNRESTRICTED:A010-Overhead	5314202 · Postage & Shipping	200.00
Bill Pmt -Check	EFT	05/25/2021	Ricoh USA, Inc.	UNRESTRICTED:A010-Overhead	5314503 · Equipment Leases	224.12
Credit Card	9654	05/27/2021	US Postal Service	RCO:R035 - ESRP Shore Friendly	5314202 · Postage & Shipping	220.00
Credit Card	9676	05/29/2021	Wal Mart	MISC:M090 - NACD Urban Agriculture	5314107 · Project Supplies	27.14
Credit Card	MC10562177	05/31/2021	Mail Chimp	DISTRICT SERVICES:A030 - District Comms	5314505 · Software Licenses	33.90

SCC Master Contract

NO. 21- 13

WASHINGTON STATE CONSERVATION COMMISSION

AND

Thurston Conservation District

PARTIES TO THE MASTER CONTRACT

This Contract is entered into by and between the Washington State Conservation Commission, called the Commission, and Thurston Conservation District referred to as the District. The parties are authorized to enter into this Contract by RCW 89.08.070, RCW 89.08.220 and RCW 89.08.410.

PURPOSE

The Commission and the District have a mutual interest in ensuring renewable natural resource conservation occurs within the district boundaries. The purpose of this contract is to facilitate the funding by the Commission of District activities consistent with the purpose of RCW 89.08.070, RCW 89.08.220, and other activities by agreement of the parties. The District will conduct the elements needed to carry out the delivery of conservation programs using necessary personnel and equipment.

PERIOD OF PERFORMANCE

This Master Contract shall become effective **July 1, 2021** and will expire without consideration or option to extend on **June 30, 2023**, unless modified or terminated sooner as provided herein, or extended. This contract will cover the FY 2021-2023 state biennium, but funding will be distributed utilizing the state fiscal year appropriations.

DEFINITIONS

1. **Commission** shall mean the Washington State Conservation Commission, any division, section, office, unit, or other entity of the Commission or any of the officers or other officials lawfully representing the Commission.
2. **District** shall mean the conservation district named on the contract and any individual or official lawfully employed by the district, or elected or appointed to represent the district in carrying out the Scope of Work and other terms and conditions of this contract.
3. **Fiscal Manager** shall mean the Commission designated staff person who has primary responsibility for overseeing the performance of this contract by the District and represents the Commission in matters concerning this contract.
4. **Intermediate Outcome** shall mean an outcome as part of the Addendum. Each Intermediate Outcome is a scope of work for the Addendum and will be a description of the accomplishments to be completed for the Intermediate Outcome.
5. **Master Contract** or **contract** shall mean this agreement made between the Commission and District and any Addendum thereto.
6. **Subcontractor** shall mean an individual, an entity or an organization, not in the employment of the District that is performing all or part of the services under this contract under a subcontract with the District. The term "Subcontractor" and "Subcontractors" means subcontractor(s) in any tier and may include other governmental entities.

ADDENDA

An Addendum is a written document detailing the additions and supplements to the original terms of the Master Contract. An Addendum Amendment is how SCC formalizes these changes, and becomes part of the Master Contract. The Commission and District will mutually agree to the terms of an Addendum and both are bound to follow all rules, policies and procedures for the program when incorporated as an Addendum.

The Commission's current Grant and Contract Procedure Manual shall control alteration or modification of Addenda to the Master Contract. Addenda will cover each grant program the district contracts with the Commission, on a program-by-program basis. Any subsequent Amendments to Addenda are numbered sequentially over the life of the contract.

AMENDMENTS

This contract 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.

ASSIGNMENTS

No right or claim of the District arising under this contract shall be transferred or assigned by the District.

AUDITS AND INSPECTIONS

1. The District shall maintain all books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to, accounting procedures and any performance of this contract. Such records shall clearly indicate total receipts and expenditures by fund source and intermediate outcome. All grant records shall be kept in a manner which provides an audit trail for all expenditures. All grant records shall be kept in a common file to simplify audits.
2. All grant records shall be open for audit or inspection by the Commission or by any duly authorized state or federal audit representative. Grant records retention will comply with the Secretary of State's retention schedule for conservation districts after the final grant payment or any dispute resolution hereunder. If any such audits identify discrepancies in the financial records, the District shall provide clarification and/or make adjustments accordingly.
3. All work performed under this contract, and any equipment purchased, shall be made available to the Commission and to any authorized state, federal or local representative for inspection at any time during the course of this contract and the period following grant termination or dispute resolution hereunder.
4. The District shall meet the provisions of federal audit requirements. The Office of Management and Business (OMB) issued the [Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards \(Uniform Guidance\)](#) to clarify and streamline the federal guidance. The Uniform Guidance supersedes the following OMB Circulars: A-21, A-50, A-87, A-89, A-102, A-110, A-122, and A-133. The major audit policy changes target audit requirements on the risk of waste, fraud and abuse, and raise the dollar threshold for requirement of a Single Audit to \$750,000 or more in expenditures in an entity's fiscal year.

Failure to complete the audit or receive an extension by the due date will result in suspension of all agreements and reimbursements. Extensions only can be granted by the federal agency responsible for implementing the requirements of the Single Audit Act for your organization.

If there's an audit finding, the district or entity may be asked to submit the corrective action plan to the SCC. The SCC will review the corrective action plan and notify the district or entity in writing within six months if it meets the SCC's standards to resolve the audit finding.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY

If any federal funds or any State funds originating from federal funding will be disbursed under this Agreement, the District certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. The District further certifies that they will ensure that potential subcontractors or sub-recipients or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in "covered transactions" by any federal department or agency.

"Covered transactions" include procurement contracts for goods or services awarded under a non-procurement transaction (e.g. grant or cooperative agreement) and sub-awards to sub-recipients for any amount. The District may do so by checking the "List of Parties Excluded from Federal Procurement and Non-Procurement Programs" provided on-line at <https://sam.gov/SAM/> and placing a copy in the file.

COMPENSATION- BILLING

See Conservation Commission Grant and Contract Procedure Manual for complete instructions on vouchering to the Conservation Commission.

The District shall submit invoices for payment monthly. Invoices will follow procedures outlined in the most current Conservation Commission Grant and Contract Procedure Manual. Upon expiration of this contract, any claim for payment not already made shall be submitted within 10 days after the expiration date or the end of the state's fiscal year, whichever is earlier. Final payments will not be issued until all required documents are received.

1. **Compensation.** Payment for allowable costs shall be made on a reimbursable basis only. Requests for reimbursement will be submitted **monthly**. Approved eligible costs incurred by the District will be considered to have been paid by the District under this contract at the time the District seeks reimbursement from the Commission.
2. **Duplication of Costs.** The District shall not bill the Commission for services performed under this contract, and the Commission shall not pay the District, if the District is entitled to payment, or has been, or will be paid, by any other source, including grants, for that service.

3. **Request for Payment.** Each request for payment will be submitted by the District on forms provided by the Commission. Payments shall be made for the items identified in the Master Contract and any grant Addendum. Instructions for submitting the payment requests are found in the Commission Grant and Contract Procedure Manual.

Payment requests shall be disallowed when the District's request for reimbursement exceeds the intermediate outcome as described in the Master Contract or any Addendum.

4. **Period of Compensation.** Payments shall only be made for activities pursuant to the Master Contract and any Addendum and performed after the effective date and prior to the expiration date of this contract or Addendum as appropriate, unless those dates are specifically modified in writing as provided herein.
5. **Equipment Purchases.** Equipment purchases over \$1,000 must receive pre- approval in writing from the Commission financial staff and approved by the Fiscal Manager before the equipment can be purchased.
6. **Unauthorized Expenditures.** All payments to the District shall be subject to final audit by the Commission or a designee of the Commission and any unauthorized expenditure(s) charged to any program shall be refunded to the Commission by the District under the procedures outlined in the **Recovery of Payments to District** section of this agreement.
7. **Mileage and Per Diem.** If mileage and per diem are paid to the District, it shall not exceed the amount allowed under state law.
8. **Overhead.** No reimbursement for overhead costs shall be allowed unless it is identified in the Master Contract Addendum.

COMPLIANCE WITH ALL LAWS AND COMMISSION POLICIES

1. The District shall fully comply with all policies adopted by the Conservation Commission relating to District activities under this Master Contract and any Addendum thereto. The District shall also comply with the current Conservation Commission Grant and Contract Procedure Manual as posted on www.scc.wa.gov.
2. The District shall comply fully with all applicable federal, state and local laws, orders, regulations and permits.

3. Prior to commencement of any construction, the District shall ensure the necessary approvals and permits required by authorities having jurisdiction over the project are secured, and make copies available to the Commission, upon request.
4. **Discrimination.** The Commission and the District agree to be bound by all federal and state laws, regulations, and policies against discrimination.
5. **Wages and Job Safety.** The District agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
6. **Industrial Insurance.** The District shall fully comply with all applicable state industrial insurance requirements. If the District fails to comply with such laws, the Commission shall have the right to immediately terminate this contract as described below.
7. **Public Records Disclosure.** The District shall comply with the state Public Records Act (RCW 42.56).

CONFIDENTIALITY

To the extent allowed by state law or regulation, the Commission shall maintain the confidentiality of all such information related to this contract and marked confidential or proprietary. If a request is made under the Public Records Act (RCW 42.56) to view the District's information, the Agency will notify the District of the request and the date that such records will be released to the requester unless the District obtains a court order enjoining that disclosure. The Commission will release the requested information on the date specified, subject to applicable Public Records Act exemptions, unless the District notifies the Commission the District will seek a court order enjoining disclosure.

CONFLICT OF INTEREST

No officer, member, agent, or employee of either party to this contract who exercises any function or responsibility in the review, approval, or carrying out of this contract, shall participate in any decision which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is, directly or indirectly, interested; nor shall he/she have any personal or pecuniary interest, direct or indirect, in this contract or the proceeds thereof, except as provided in RCW 89.08.220(4).

CONTRACTING FOR SERVICES

Contracts for personal services, purchased services/goods, and public works shall be awarded through a competitive process, as required by State law. The District shall retain copies of all bids received and contracts awarded, for inspection and use by the Commission. Retention of copies shall be consistent with time periods established by the Secretary of State's office.

DISPUTES

Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of in writing shall be decided in the following manner:

By the Fiscal Manager or other designated official who shall provide a written statement of decision to the District. The decision of the Fiscal Manager or other designated official shall be final and conclusive unless the Commission receives a written appeal via the United States Postal Service to the Commission at PO Box 47721, Olympia, WA 98504-7721, within thirty days from the date of such statement.

An appeal of the Fiscal Manager's decision shall be addressed by the Executive Director. The District shall have the opportunity to be heard and to offer evidence in support of this appeal. The decision of the Executive Director for the determination of such appeals shall be final and conclusive unless, within thirty days from the date of the Executive Director's decision statement the District files an appeal directly to the Conservation Commission via United States Postal Service to at PO Box 47721, Olympia, WA 98504-7721.

Any dispute remaining after the Conservation Commission determination shall be brought to the Superior Court of Thurston County under the provisions of the Administrative Procedures Act, RCW 34.05.

DISTRICT PERFORMANCE

All activities for which contracted funds are to be used shall be accomplished by the District and the District's employees. The District shall not assign or subcontract performance to others without obtaining prior written authorization of the Commission. An Addendum may include a subcontracting of work by the district; if so, the approved Addendum shall constitute written authorization.

FUNDING AVAILABILITY

The Commission's ability to make payments is contingent on availability of funding. In the event state or federal funding is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of the Master Contract, the Commission, at its sole discretion, may elect to terminate funding, in whole or part for convenience or to renegotiate the contract subject to new funding limitations and conditions. The Commission may also elect to suspend performance of the Master Contract, or any Addenda, until the Commission determines the funding insufficiency is resolved. The Commission may exercise any of these options with no notification restrictions.

Funding contingency

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to completion of the work in this Agreement, the Commission may:

- a) Terminate this Agreement with thirty (30) days advance notice. If this Agreement is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.
- b) Renegotiate the terms of the Agreement under those new funding limitations and conditions,
- c) After a review of project expenditures and deliverable status, extend the end date of this Agreement and postpone deliverables or portions of deliverables, or

Pursue such other alternative as the parties mutually agree to writing.

KICKBACKS

The District and its employees and authorized representatives are prohibited from inducing by any means any person employed or otherwise involved in this project to give up any part of the compensation to which he/she is otherwise entitled, or receive any fee, commission or gift in return for award of a subcontract hereunder.

PERFORMANCE REPORTING

The District shall submit annual reports to the Commission using the Commission's reporting format. These reports include annual reports of projects and grant programs, financial reports and project reports. Final payments will not be made and any future funds will not be awarded until all final reports are received by the Commission.

The District shall also report in writing to the Commission any events with significant impact on any project funded by the Commission. This disclosure shall be accompanied by a statement of the action taken or proposed and any requests for assistance from the Commission to resolve the situation.

PRECEDENCE

In the event of inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) this Master Contract and any Addendum thereto; (b) applicable Federal and State statutes and regulations; (c) Conservation Commission official action; (d) any terms incorporated herein by reference including the Conservation Commission Grant and Contract Procedure Manual.

PROJECT APPROVAL

The extent and character of all work and services to be performed under this contract by the District shall be subject to the review and approval of the Commission through the Fiscal Manager or other official designated in writing to whom the District shall report and be responsible. In the event there is a dispute with regard to the extent and character of the work to be done, the determination of the Commission's Fiscal Manager or other designated official as to the extent and character of the work to be done shall govern. The District shall have the right to appeal decisions as defined in the Disputes section of this agreement.

PUBLICATIONS AND PROPERTY RIGHTS

1. **Copyrights and Patents.** When the District creates any copyrightable materials or invents any patentable property, the District may copyright or patent the same but the Commission retains a royalty-free, nonexclusive and irrevocable license to reproduce, publish, recover or otherwise use the material(s) or property and to authorize others to use the same for federal, state or local government purposes. The District warrants and represents it has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the Commission.
2. Where federal funding is involved, the federal government may have a proprietary interest in patent rights to any inventions developed by the District as provided in 35 USC Ch. 18 Patent Rights in Inventions Made with Federal Assistance §§200-12.
3. **Property Management.** The Commission's Grant and Contract Procedure Manual and any updates thereto shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by the Commission in the absence of state or federal statute(s), regulations(s), or policy(s) to the contrary, or of specific instructions to the contrary with respect thereto in the Addendum.
4. **Publications.** Descriptive publications of projects or activities funded by this Master Contract and/or Addendum shall include acknowledgement of the funding provided by the Washington State Conservation Commission and may use the official Conservation Commission logo as appropriate. When the District or persons employed by the District use or publish information from the Commission; present papers, lectures, or seminars involving information supplied by the Commission; use logos, reports, maps or other data, in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to the Commission.

RECOVERY OF PAYMENTS TO DISTRICT AND LIQUIDATED DAMAGES

1. The right of the District to retain monies paid to it as reimbursement payments is contingent upon satisfactory performance of this entire contract including the satisfactory completion of any project described in an Addendum. In the event the District fails, for any reason, to perform obligations required of it by this contract, the Commission may, at its sole discretion, require the District to repay to the Commission all grant funds disbursed to the District for those parts of the project that are rendered worthless in the opinion of the Commission by such failure to perform.
2. In the event that the District fails to expend funds under this contract in accordance with state laws and/or the provisions of this contract, the Commission reserves the right to recapture state funds in an amount equivalent to the extent of the noncompliance in addition to any other remedies available in law or in equity.
3. Such rights of recapture shall exist for a period not to exceed six years following contract termination. Repayment of the funds under this recapture provision is due within 30 days of demand. Such demand shall be in writing, and sent by certified U.S. mail to the last known District address. Thirty-day demand calculation will begin from the receipt date by the district of the demand letter. In the event that the Commission is required to institute legal proceedings to enforce the recapture provision, the Commission shall be entitled to recover its costs thereof, including attorney fees from the District.
4. Interest shall accrue at the rate of twelve percent (12%) per annum from the time the Commission demands repayment of funds. The interest shall begin accruing 30 days after the demand for repayment is received by the District. If payments have been discontinued by the Commission due to insufficient funds as described in Termination and Suspension section, the District shall not be obligated to repay monies which had been paid to the District prior to such termination. Any personal property acquired under this contract, at the option of the Commission, may become the Commission's property and the District's liability to repay monies shall be reduced by an amount reflecting the fair value of such property.
5. Acts of God. An Act of God means a violent and catastrophic event caused by forces of nature such as flood, fire, earthquake etc. which could not have been prevented or avoided by foresight or prudence. If either party can demonstrate that negligence was not the cause, and an act of god makes the performance of a contractual duty impossible, the party may be excused from performance of that duty by the other party.

SEVERABILITY

The provisions of this contract are severable. If any provision of this contract or any provisions of any document incorporated by reference should be held invalid, the other provisions of the contract remain valid.

SUBCONTRACTOR COMPLIANCE

The District must ensure that all subcontractors comply with the terms and conditions of this contract.

TECHNICAL STANDARDS

Technical assistance provided under the terms and conditions of the contract shall be consistent with the current Natural Resources Conservation Service (NRCS) Field Office Technical Guide, "Practice Standards and Specifications." Alternative practices not consistent with the NRCS "Practice Standards and Specifications" may be used where expressly authorized, if deemed suitable by a licensed professional engineer. If the alternative practices used are from other organizations' technical publications, the District shall reference this in the conservation plan or planning document in which they are used. The District shall include this requirement in all subcontracts.

TERMINATION AND SUSPENSION

1. **For Cause.** The obligation of the Commission to the District is contingent upon satisfactory performance by the District of all of its obligations under this contract. In the event the District unjustifiably fails, in the opinion of the Commission, to perform any obligation required of it by this contract, or the District violates state law or regulations (including the Ethics in Public Service Act, RCW 42.52), the Commission may refuse to pay any further funds, require the repayment of funds already disbursed, and terminate this contract by giving written notice of termination.
2. **For District Bankruptcy.** The obligation of the Commission to the District will terminate upon filing of bankruptcy by the District. In the event the District files bankruptcy, the District will notify the Commission before filing for bankruptcy with the Court via U.S.P.S. Mail to PO Box 47721, Olympia, WA 98504-7721. Once the Commission receives the notice of intent to file for bankruptcy, the date of notification will be the date of termination of this Master Contract with the Commission.
3. **Suspension.** Suspension means the temporary withdrawal of the authority to obligate previously awarded project funds pending either termination or corrective action by the district. The Commission may suspend all, or part of, the grant contract, and withhold further payments, or prohibit the district from incurring additional obligations of funds if the Commission has reason to believe that fraud, abuse, or violation of the law has occurred on the part of the district or a subcontractor in the performance of the grant contract. The Commission may suspend all, or part, of the grant contract in the event the Commission determines the district has failed to comply with any material term of

the grant contract, whether stated in a statute, regulation, Commission policy, plan, application, or elsewhere. The district may request and be provided an opportunity for an appeal as described in the Disputes section herein.

4. **Termination or Suspension Process.** Termination or suspension for withdrawal of funding will be effective the date the Commission sends written notice of termination or suspension to the Conservation District. This written notification will be made by email and by certified mail to the authorized signer of the contract. Costs incurred during a suspension or after termination of a contract are not allowable unless expressly authorized in the notice of suspension or termination. In that event, all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the District under this contract, at the option of the Commission, shall become Commission property and the District shall be entitled to receive just and equitable compensation for any work completed on such documents and other materials. The district may request and be provided an opportunity for an appeal as described in the Disputes section herein.

Termination does not include:

- Withdrawal of funds awarded on the basis of the district's underestimate of the unobligated balance in a prior period;
 - Withdrawal of the unobligated balance at contract expiration; or
 - Refusal to extend/renew a contract or award additional funds.
5. The Conservation Commission has the following options upon termination or suspension. Termination for withdrawal of funding will be effective on the date stated in the written notice of termination. When a district contract is terminated or suspended, the Commission may take one or more of these actions:
 - Temporarily withhold cash payments pending correction of the deficiency;
 - Disallow all or part of the cost of the activity or action not in compliance;
 - Request repayment of all or part of the funds already disbursed to the district;
 - Withhold further contract awards; or
 - Take other legally available remedies.

Allowable costs upon suspension or after termination.

Other costs incurred during suspension or after termination that are necessary and not reasonably avoidable are allowable if the costs:

- Result from obligations which were properly incurred by the district before the effective date of suspension or termination.
- Were not incurred with knowledge or in anticipation of the suspension.
- Would have been eligible if the grant contract had not been suspended or terminated, and, in the case of a termination, are non-cancellable.

Appeal process.

- The Commission Finance Staff is authorized to make determinations of cost eligibility, to disallow costs, and to ensure compliance with contract terms and conditions and program guidelines.
 - The written decision of the Commission Finance Staff will be final unless the district mails or otherwise furnishes a written appeal to the Executive Director of the Commission within thirty days of the receipt of the decision.
 - In connection with an appeal of any proceeding under this clause, the district will have the opportunity to be heard and to offer evidence in support of this appeal.
 - The decision of the Executive Director will be made within 30 days of the appeal and reported to the Commission at the next regularly scheduled meeting.
 - Appeals from the Executive Director's determination will be in accordance with procedures outlined in the Disputes section in this Master Contract.
6. Any provision of this contract notwithstanding, the District shall not be relieved of any liability to the Commission for damages sustained by the Commission and/or the State of Washington because of any breach of contract by the District. The Commission may withhold payments until such time as the exact amount of damages due to the Commission from the District is determined.
7. **Failure to Commence Work.** In the event the District fails to commence work on a project funded within **four months** after an amount of funding is awarded, or by any date mutually agreed upon in writing for commencement of work, the Commission reserves the right to terminate this contract or terminate funding for the specific project or work funded.

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this contract, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this contract may be terminated immediately by written notice of the aggrieved party to the other.

THIRD PARTY BENEFICIARY

The District warrants and shall ensure that in all subcontracts entered into by the District pursuant to this contract, the Conservation Commission or State of Washington is named as an express third-party beneficiary of such subcontracts with full rights as such.

WAIVER

A party that fails to exercise its rights under this contract is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to this contract.

ALL WRITINGS CONTAINED HEREIN

The Master Contract and attached Appendix (if any) and any Addenda contain all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Master

Contract shall be deemed to exist or to bind any of the parties hereto. This contract may only be amended by a writing signed by both parties as described herein.

CONTRACT MANAGEMENT

Commission Financial Services Karla Heinitz, Contracts Manager PO Box 47721 Olympia, WA 98504-7721 360.407.6212	District Contract Manager: Sarah Moorehead Executive Director 2918 Ferguson Street SW, Suite A Tumwater, WA 98512 360.754.3588 x136
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EXECUTION

We, the undersigned, certify that we are fully authorized by the party whom we represent to enter into the terms and conditions of this contract and to legally bind such party thereto, and hereby agree to the terms of the foregoing Contract.

District Chair

Print Name_____

Date___/___/___

District Vice-Chair

Print Name_____

Date___/___/___

Washington State Conservation Commission

Carol Smith
Executive Director

Date___/___/___

Thurston Conservation District

2918 Ferguson St. Southwest, Suite A
Tumwater, WA 98512
(360) 754-3588



CONSULTANT SERVICES CONTRACT

Zangle Cove Bulkhead Removal Design

Professional Services Contract 2021-04

THIS AGREEMENT is between the THURSTON CONSERVATION DISTRICT, a conservation district created under Chapter 89.08 of the Laws of the State of Washington (the "District"), and **Blue Coast Engineering, LLC**, (the "Consultant").

Jessica Côté, PE
Lead Coastal Engineer and Project Manager
Blue Coast Engineering, LLC
18320 47th Place NE
Lake Forest Park, Washington 98155
425.218.4503

The parties agree as follows:

1. Term of Agreement. This Agreement shall be effective from and after **June 24, 2021**, through **February 28, 2022**, unless terminated earlier pursuant to the provisions of this Agreement.
2. Scope of Work to be Performed. The Consultant shall perform the work and services described in Exhibit A. If specified in Exhibit A, the work and services shall be performed pursuant to task orders issued by the District. In the event of a conflict between Exhibit A and this Agreement, the provisions of this Agreement shall prevail.
3. Compensation and Payment.
 - A. Compensation. The District shall pay the Consultant for all completed work and services as provided in Exhibit A. The total amount paid under this Agreement shall not exceed **Sixty two thousand fifteen dollars (\$62,015)** unless mutually agreed upon in writing by the parties.
 - B. Payment. The Consultant shall submit to the District at the end of each month an itemized billing statement that identifies in detail, to the reasonable satisfaction of the District, the days and hours worked and which describes the work or services performed. The District will pay the Consultant for work or services performed within 30 days after receipt of an itemized billing statement, in accordance with established practices. The Consultant will provide the District with a Taxpayer Identification Number before or along with the first billing statement submitted to the District.
4. Record Keeping and Reporting. The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and work or services performed under this Agreement, and any other records or reports as may be deemed necessary by the District to ensure the performance of this Agreement. These records shall be maintained for a period of six (6) years after termination of this Agreement, unless

permission to destroy such records is granted by the Washington State Archives in accordance with RCW 40.14.070 and the District.

5. Audit. The Consultant shall permit the District, from time to time as the District deems necessary (including after the expiration or termination of this Agreement), to inspect and audit at all reasonable times in Thurston County, Washington, or at such other reasonable location as the District selects, all pertinent books and records of the Consultant to verify the accuracy of accounting records. The Consultant shall supply the District with, or shall permit the District to make, a copy of any books and records upon the District's request. The Consultant shall ensure that the inspection, audit and copying right of the District is a condition of any subcontract, agreement or other arrangement under which any other person or entity is permitted to perform work and services under this Agreement.

6. Compliance with Law.

- A. General Requirement. The Consultant, at the Consultant's sole cost and expense, shall perform and comply with all applicable Federal, State, County and City laws and ordinances. To the extent such laws apply to the performance of Contractor's professional services, Contractor shall comply to the extent required by the standard of care.
- B. Discrimination. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.
- C. Licenses and Similar Authorizations. The Consultant, at no expense to the District, shall secure and maintain in full force and effect during the term of this Agreement all required licenses, permits and similar legal authorizations.
- D. Taxes. The Consultant shall pay, before delinquency, all taxes, levies and assessments arising from the Consultant's activities and undertakings under this Agreement; taxes levied on the Consultant's property, equipment and improvements; and taxes on the Consultant's interest in this Agreement and any leasehold interest deemed to have been created by this Agreement under RCW Chapter 82.29A.

7. Contractual Relationship.

- A. Independent Contractor. The Consultant and District agree that the Consultant is an independent contractor with respect to work or services provided under this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the Consultant and the District. It is understood and agreed that the Consultant or any employee of the Consultant will not be entitled to

receive any other benefits accorded District employees. The District will not be responsible for withholding or otherwise deducting federal income tax, social security, or contributing to the State Industrial Insurance Program, or in any other way assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

- B. Lack of Authority. This Agreement does not constitute the Consultant as the agent or legal representative of the District for any purpose. The Consultant is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the District or to bind the District in any manner.
- 8. No Subcontracting or Assignment. The Consultant shall not subcontract or assign any portion of the work or services covered by this Agreement without the prior written approval of the District. In the event of approval, the Consultant is responsible for any subcontractor's or sub consultant's compliance with all the terms of this contract.
- 9. Indemnification and Limitation of Remedies.
 - A. By Consultant. The Consultant shall indemnify and hold the District, its officers, officials, employees and volunteers harmless from claims, injuries, damages, losses or suits including reasonable attorney fees, to the extent caused by Consultant's negligence. In the event of liability caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's sole negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.
 - B. By District. The District shall indemnify and hold the Consultant, its officers, officials, employees and volunteers harmless from claims, injuries, damages, losses or suits including reasonable attorney fees, to the extent caused by District's negligence. In the event of liability caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the District's liability hereunder shall be only to the extent of the District's sole negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the District's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

C. Limitation of Remedies. Contractor's aggregate liability responsibility to the District, including that of Contractor's officers, directors, employees, and agents is limited to \$1,000,000 or the amount of Contractor's fee under this Agreement, whichever is greater. This limitation of remedy applies to all lawsuits, claims or actions, whether identified as arising in tort, contract or other legal theory, (including without limitation, Contractor's indemnity obligations in the previous paragraph) related to Contractor's services under this Agreement -.

10. Insurance.

The Consultant shall maintain for the duration of the Agreement and with a two year tail, such insurance for claims for injuries to persons or damage to property which may arise from or in connection with insurable loss related to or arising from the work hereunder by the Consultant, its agents, representatives, or employees, including any injury or loss as a result of negligence. This clause is not meant to require any warranty of work or builder's risk insurance.

No Limitation. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the District's recourse to any remedy available at law or in equity. The Consultant's insurance shall include contractual liability coverage and additional insured coverage for the benefit of the District and anyone else the District is required to name, and shall specifically include coverage for ongoing and completed operations.

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The Consultant's insurance shall include additional insured coverage for the benefit of the District and anyone else the District is required to name, with respect to the work performed for the District.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the state of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
4. The consultant is required to provide a certificate of coverage additionally insuring Thurston Conservation District for all work conducted by or resulting from the work of the consultant.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The insurance required to be carried by the Consultant shall be PRIMARY AND NON-CONTRIBUTORY. With respect to each type of insurance specified hereunder, the District's insurances shall be excess to Consultant's insurance.
2. The Consultant's insurance coverage shall be PRIMARY AND NON-CONTRIBUTORY insurance with respect to the District and any other entity the District is required to indemnify and hold harmless. Any insurance, self-insurance, or insurance pool coverage maintained by the District shall be excess of the Consultant's insurance and shall not contribute with it.
3. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the District with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

Before commencing work and services under this Agreement, the Consultant shall provide to the person identified in Section 12 a Certificate of Insurance evidencing the insurance described above. The District reserves the right to request and receive a certified copy of all required insurance policies.

F. Subcontractors' Insurance

Contractor shall ensure that each subcontractor of every tier obtain at a minimum the same insurance coverage and limits as stated herein for the Contractor. Upon request from the District, the Contractor shall provide evidence of such insurance

11. **Ownership of Documents.** Reports, studies, plans, drawings, maps, models, specifications, computer files and other work products produced by the Consultant, except for working notes and internal documents, shall be the property of the District, which are subject to public disclosure under Chapter 42.56 RCW. The Consultant shall furnish these documents to the District upon request. The Consultant shall refer all third party requests for inspection and copying of these documents to the District which shall determine whether the documents shall be made available for inspection in accordance with Chapter 42.56 RCW. Modification or re-use of any of these documents by the District following completion of the work and services under this Agreement, without the written permission of the Consultant, shall be at the District's sole risk.

- A. Pursuant to performing the Specified Services, Consultant will create certain instruments of service, which may take the form of printed, hard copy documents and electronic, computer-ready materials including but not limited to computer programs, software, and data. These instruments may also take the form of methodology, processes, and logic.
- B. Materials, methodologies, processes, and logic will be delivered to District as part of the Specific Services rendered by Consultant, and District will acknowledge said materials as instruments of service. All instruments shall become the property of District upon completion of the respective Specific Service and payment in full of monies due Consultant for that service.
- C. Consultant makes no warranties, expressed or implied, of the merchantability or fitness of said instruments for any particular purpose other than the pertinent scope of the Specified Services.

D. Consultant may retain reproducible copies of its instruments of service (aka "documents" per TCD).

12. Addresses for Notices and Deliverable Materials. All notices and other material to be delivered under this Agreement shall be in writing and shall be delivered or mailed to the following addresses, unless otherwise requested by the Thurston Conservation District:

**Thurston Conservation District
2918 Ferguson St. Southwest, Suite A
Tumwater, WA 98512
(360) 754-3588**

or such other addresses as either party may, from time to time, designate in writing.

13. Amendments. No modification or amendment of this Agreement shall be effective unless in writing and signed by authorized representatives of the parties. The parties expressly reserve the right to modify this Agreement, from time to time, by mutual agreement.
14. Binding Effect. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
15. Applicable Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought under this Agreement shall be in the Superior Court for Thurston County.
16. Remedies Cumulative. Rights under this Agreement are cumulative, and the failure to exercise a right on any occasion shall not operate to forfeit the right on another occasion. The use of one remedy shall not exclude or waive the right to use another.
17. No Waiver. No waiver of full performance by either party shall be construed, or operate, as a waiver of any subsequent default or breach of any of the terms, covenants or conditions of this Agreement. The payment of compensation to the Consultant shall not be deemed a waiver of any right or the acceptance of defective performance.
18. Termination.
- A. At Convenience of District. The District may terminate this Agreement at any time upon 10 days written notice to the Consultant.
- B. For Cause. Either party may terminate this Agreement where the other party fails to perform its obligations and the failure has not been corrected in a timely manner after notice of breach.

- C. For Reasons Beyond Control of Parties. Either party may terminate this Agreement without recourse by the other party where performance is rendered impossible or impracticable for reasons beyond the party's reasonable control such as, but not limited to, acts of nature; war or warlike operations; civil commotion; riot; labor disputes including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.
- D. Compensation in the Event of Termination. In the event of termination of the Contract pursuant to this Section, District shall pay Contractor the lower of the actual price or the price shown on any schedule of values for all Work completed up to the date of such termination for which Contractor has not been paid incurred by it in the performance of the Work, plus all the pro-rated portion of any fee included in Contractor's price based on the portion of the non-fee price to be paid under this paragraph.
- E. Notice. Notice of termination pursuant to Subsections B and C above shall be given by the party terminating this Agreement to the other not less than 30 days prior to the effective date of termination.
19. Previous Agreements Superseded. The terms and conditions of this Agreement supersede the terms, obligations and conditions of any existing or prior agreement between the parties regarding the subject matter of this Agreement.
21. Headings. Headings of paragraphs and section herein are for reference purposes only and are not intended to create or imply any contract terms or understandings different from or supplemental to those created by the substantive terms as written.
20. Entire Agreement. This Agreement is all of the covenants, promises, agreements and conditions, either oral or written, between the parties.

Zangle Cove Bulkhead Removal Design

Professional Services Contract #2021-04

CONSULTANT

THURSTON CONSERVATION DISTRICT

By _____
Owner/Principal, Blue Coast Engineering, LLC

By _____
Board of Supervisors, Chair

Date: _____

Date: _____

Zangle Cove Bulkhead Removal Design

Professional Services Contract 2021-04

Exhibit A
Scope of Work

Zangle Cove Bulkhead Removal Design
Professional Services Contract 2021-04

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Zangle Cove Bulkhead Removal Design

June 24, 2021 through February 28, 2022

Purpose

This Scope of Work describes the cooperative working arrangement between the Thurston Conservation District (TCD) and Blue Coast Engineering LLC, under the Shore Friendly South Sound program contract agreement with Thurston Conservation District, 2021-04. This project is funded by the Estuary and Salmon Recovery Program with federal funding originating from US Environmental Protection Agency. All aspects of design should follow the guidelines outlined in Salmon Recovery Funding Board Manual 18.

SCOPE OF WORK AND BUDGET:

The consultant will:

Complete a bulkhead removal and restoration design that meets the project goals:

- a. Remove shoreline armor to restore coastal process including bank sediment erosion and sediment deposition.
- b. Restore native shoreline and nearshore vegetation to provide slope stability and shade to the upper beach.
- c. Design low impact sustainable beach access from the upland
- d. Develop a project that will act as a good demonstration site and inspiration to others for successful armor removal and habitat/shoreline restoration.
- e. Develop engineered final design, technical specifications, and basis of design report.
- f. Optimize habitat enhancement opportunities along the marine shoreline.

Provide the key deliverables:

1. Preliminary Design Report and Preliminary Drawings for TCD and landowner review and project permitting. Must meet criteria outlined in Washington State Recreation and Conservation Office (RCO) Salmon Recovery Grants Manual 18.
 - a. The preliminary design report will include a physical suitability analysis, ecological suitability and cost evaluation. The report will include at least 3 design alternatives, including relevant advantages and disadvantages of each design and a recommended design.
 - b. Design documents will be provided to TCD for preliminary/permit level design by the funding entity. The Permit level design will meet the drawing requirements of the various permitting agencies.

2. Final Design deliverables will include final stamped Construction Plan set, technical specifications, engineer's opinion of construction cost (EOC), and a basis of design report meeting the requirements of the ESRP Small Grants program. Project permits will be prepared with Thurston Conservation District staff as part of these deliverables. Final Design must meet criteria outlined in RCO Salmon Recovery Grants Manual 18.

Scope of Work

1. Technical Studies and Site Assessment

- 1.1. The Blue Coast Team will review relevant existing data and reports pertaining to the project site provided by Thurston CD. Data may include but is not limited to site survey, elevation (LIDAR), geomorphology, water quality, water quantity, FEMA floodplain maps, historical aerials, and wetlands data etc.

This information will also include extent of shoreline structures and debris, drainage systems, utilities, and septic system(s). We will identify any data gaps which might need to be filled for design or permitting. These data gaps will be filled during the site visit to the extent possible or by Thurston CD.

- 1.2. Kick-off Meeting and Site Visit

The Blue Coast Team will conduct kick-off meeting with TCD and landowners onsite to define project goals, identify known project constraints, and discuss opportunities for restoration. Up to two Blue Coast staff will conduct a site visit and field investigation to gather missing and key information. Existing site conditions and site constraints will be mapped using RTK-GPS (Real Time Kinematic Global Positioning System survey equipment) onsite if elements are missing from the existing survey provided by TCD. Observations on coastal geomorphology, site access, and constructability constraints will be conducted. Geology and Hydrogeology will be reviewed as a separate task.

We will evaluate existing infrastructure, including beach access, which might be impacted by removal of the shoreline armor and bluff retreat. We will investigate the existing stormwater system that potentially discharges along the slope and shoreline which might influence the existing or future site conditions.

- 1.4. Coastal Geomorphic Analysis: The goal of this analysis is to quantify the existing coastal processes and sediment transport rates at the site as compared to historic conditions. Review of processes in the drift cell will provide an understanding of the impact shoreline armor has had on sediment supply to this beach and the need for augmenting sediment supply with beach nourishment. We will evaluate water levels (including predicted sea level rise) and wind waves to identify current and future processes driving sediment transport.

Task 1 Deliverables

- None, the work conducted under this task will be documented in the Preliminary Design Report

Task 1 Assumptions

- Wave or sediment transport modeling will not be conducted as part of this task/project.
- Thurston CD will provide information on constructability and contact contractors or suppliers to get additional information as needed.
- Thurston CD will provide a review of biological species and habitats including wetlands.
- Technical studies will be conducting using existing information and data collected during the site visit.
- Identified data gaps will be filled to the extent possible during a one-day site-visit. We assume that outside of this effort, there is sufficient information currently available to complete the preliminary and final design work.
- We assume there are no sediment contamination issues within the limits of work for this project.

2. Geologic Investigation

Geological and geotechnical evaluations will be conducted to assess the existing condition of the shoreline slopes and adjacent uplands, delineate native versus imported soils, and identify material which might need to be altered prior to removing shoreline armoring. A review of the upland hydrogeology of the site will also be conducted to determine presence of shallow groundwater and potential for slope instabilities as a result of shallow groundwater.

This task will involve a site visit by Alison Denison of Aspect Consulting in conjunction with the Blue Coast staff as described under Task 1.3. Aspect staff will conduct a second site visit to do shallow explorations using hand tools to determine site geology. We assume the explorations will have to be overseen by a cultural resources specialist that will be provided by TCD. The ground explorations might be conducted after the conceptual design alternatives analysis depending on the findings during the initial site visit.

Task 2 Deliverables

- A technical memorandum developed by Aspect Consulting.

Task 2 Assumptions

- No geotechnical borings will be required.
- TCD will provide cultural resource review and monitoring.
- Sediment chemistry will not be evaluated as part of this study.

3. Preliminary Design

- 3.1. Develop Conceptual Design Alternatives: Existing site conditions and site constraints will be used to develop up to three high-level concepts for restoration and opportunities for site access. Conceptual design alternatives will be 10% CAD drawings supplemented with marked up aerial photographs to convey the design concepts during a virtual meeting with project sponsors and homeowner. Concepts will include up to two shoreline access options and two armor removal and beach designs (with and without placement of beach nourishment).

As part of this process, the Blue Coast Team will develop a descriptive comparison of the relevant advantage and disadvantages of up to 3 total concepts. The concepts and comparison of alternatives will be summarized in a power point presentation to be discussed virtually with TCD and the landowner.

After the meeting the Blue Coast team (BCE) will select the preferred alternative and revise this alternative based on the feedback from TCD and the landowners. The selected preferred alternative will be discussed at the pre-application regulatory meeting.

- 3.2. Pre-application regulatory meeting: 1 member of the Blue Coast team will participate in pre-application meeting with regulatory agencies to review the conceptual design alternatives and selection of preferred alternative to obtain feedback which will be incorporated into the preliminary design.

- 3.3. Preliminary/Permit Level Design Documents:

Our Team will develop preliminary design drawings which will be 90% design set of drawings for the preferred concept design. Blue Coast will provide the technical information to include in the draft technical specifications in a word document.

Thurston CD will incorporate the technical information into Washington State Department of Transportation (WSDOT) technical specifications format. Blue Coast will provide an EOC (Engineers Opinion of Construction Cost). No Planting plan will be developed by Blue Coast.

- 3.4. Preliminary Design Report:

Our Team will develop a preliminary design report which documents work conducted under Tasks 1 through 3 of this scope of work and will adhere to requirements of RCO Manual 18 Appendix D-3.

Task 3 Deliverables

- Draft Preliminary Design Report in Word
- Final Preliminary Design Report in PDF
- Permit Ready Design Drawings, 11'x17' (half-size), Draft and Final in PDF format

- Technical information for inclusion in technical specifications in a Word document.
- Engineers Opinion of Construction Cost (EOC), Draft and Final in PDF format

Task 3 Assumptions

- Work conducted under Task 1 will be summarized in the Preliminary Design Report.
- Thurston CD will provide a review of biological species and habitats including wetlands to include in preliminary design report.
- No stakeholder outreach is included in this task beyond the specified meetings with TCD and the landowner.
- No significant stormwater drainage design or modification to stormwater systems will be conducted.
- A planting plan developed by TCD to be added as a sheet to the Preliminary Design Drawings.
- TCD will write the WSDOT technical specifications and BCE will review sections 2 through 9 for concurrence.

4. Permitting Support

Our Team will provide technical and strategic support to TCD for development of permitting documents and throughout the permitting process as requested by TCD. This task will be charge on a time and materials basis at the hourly rates shown in Table 1.

5. Final Construction Documents

- 5.1. Once permits are in hand, the 90% design documents will be updated to create final (100%) design documents (drawing and EOC) that incorporate TCD comments on the 90% design documents and conditions articulated in the project permits. We will provide revised technical information for inclusion in the WSDOT specifications if needed.
- 5.2. A final basis of design report will be developed to document the basis for design and key design, regulatory and constructability considerations. Comments on the 90% design documents by TCD the landowners, and regulatory authorities will be documented in a comment matrix to track how each comment was addressed and provided in this report. This memorandum will build upon information developed in the Preliminary Design Report, where possible.

Task 5 Deliverables

- Final Design Report Comment tracking matrix for 90% design review comments, PDF format Task 5 Deliverables
- 100% Design Drawings, 11'x17' (half-size), Final in PDF (revised from 90%) and AutoCAD file
- Updated (Final) Engineers Opinion of Construction Cost (EOC), Final in PDF

6. Project Management

Task 6 includes time for Blue Coast to provide general project management and project coordination, client updates and coordination on meetings. The project will be managed by Jessica Cote who will provide monthly written progress reports with invoicing and facilitate communication between TCD, Blue Coast, and Aspect Consulting.

Task 6 Deliverables

- Monthly invoices, with budget status, in PDF format

Tasks 6 Assumptions

- Project management budget is based on an assumed project duration of 6 months (July 2021 through February 2022) based on the proposed project schedule.

BUDGET SUMMARY

The hourly rates in Table 1 will be used for time and materials billing of task 4. The project will be billed on a time and materials basis with a not to exceed amount of \$62,015 as shown by task in Table 2.

Table 1: Hourly Rates

Staff Category	Rates
Principal Coastal Engineer	\$ 170.00
Senior Engineer	\$ 140.00
Ecologist/Biologist	\$ 110.00

Table 2: Detailed Budget

TASK	DESCRIPTION	BCE LABOR	ASPECT	SUB-TOTAL
1	Technical Studies and Site Assessment	\$7,640	\$0	\$7,640
2	Geologic Investigation	\$680	\$7,770	\$8,450
3	Preliminary Design	\$26,460	\$3,108	\$29,568
4	Permitting Support	\$0	\$0	\$0
5	Final Construction Documents	\$9,940	\$-	\$9,940
6	Project Management	\$4,080	\$1,554	\$5,634
	BCE Expenses	\$783	\$0	\$783
	TOTALS	\$49,583	\$12,432	\$62,015

Attachment B: Excerpt from Manual 18: Salmon Recovery Grants, January 2021

(Appendix D-3: Final Design Deliverables, pp. 89-92. Available at: <https://rco.wa.gov/wp-content/uploads/2019/05/SAL-Manual18.pdf>)

Appendix D-3: Final Design Deliverables

Project Deliverables	Project Phase			
	Conceptual Design	Preliminary Design	Final Design	Construction Project ¹
Conceptual Design Report and Drawings	✓	Application	Application	Application
Preliminary Design Report and Drawings		✓	✓	✓
Landownership Certification Form	✓	✓	✓	✓
Permit Applications		Optional	Optional	✓
Design Review Comments		Optional	✓	✓
Final Design Report and Drawings			✓	✓
Technical Specifications			✓	✓
Construction Quantities and Costs	3		✓	✓
Bidding Documents			✓	✓
Permits		Optional	Optional	✓
Cultural Resources Compliance	2	2	2	✓
Control and Tenure Documents				✓
As-Built				✓

¹Design-build construction projects have an abbreviated set of design requirements before construction. See Appendix D-4.

²Cultural resources compliance may be required if sponsor is conducting ground-disturbing activities during the design phases.

³Rough cost estimate of the preferred alternative.

Thurston Conservation District will:

- Coordinate closely with **Blue Coast Engineering, LLC** to make the most effective use of time and resources, and will process invoices in a timely fashion.
- Communicate with the landowner to coordinate site visits and meetings.
- Prepare the planting plan in consultation with **Blue Coast Engineering, LLC**.

1. Budget: \$62,015

2. Deliverables: Design deliverables billed under Shore Friendly R035.5 Project Design will include:

A. **Blue Coast Engineering, LLC** will provide the deliverables outlined in this document.

B. **Blue Coast Engineering, LLC** will incorporate recognition of EPA funding where appropriate (as required for all media developed in collaboration with the Shore Friendly Thurston Program Manager as part of the project and must contain the following statement):

“This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J223-01 Contract #16-05251 through the Washington Department of Fish and Wildlife. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency or the Washington Department of Fish and Wildlife, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”

C. **Blue Coast Engineering, LLC** will submit vouchers/invoices for completed services on a monthly TBD basis. Invoices for completed tasks (please list hours per task) must be received by TCD prior to the last day of the month in order to assure payment in a timely fashion.

D. In addition to evidence of insurance coverage required as described in Section 10, the consultant is required to provide a certificate of coverage additionally ensuring Thurston Conservation District for all work conducted by or resulting from the work of the consultant.

Nonpoint Activity Update

Southwest Region
June 2021



Program Updates

Funding for All Things Septic

To support local communities in protecting and restoring water quality, Ecology provides funding to address septic systems through its annual Water Quality Combined Funding Program, which accepts applications between mid-August and mid-October. In addition to funding repair and replacement of septic systems, Ecology can fund things like OSS surveys, social marketing projects, and rebate programs to incentivize O&M on a septic system. For more details, visit <https://tinyurl.com/onsitesewage>, or contact Seth Elsen, OSS Fund Coordinator, at (360) 407-6703 or seth.elsen@ecy.wa.gov.

Other State and Federal Funding Opportunities

We want to showcase additional resources available outside our Water Quality Combined Funding Program so that you can be aware of other opportunities to improve natural resources.

Here is a sample of funds offered through state and federal programs:

Federal	
USDA Farm Service Agency <ul style="list-style-type: none">Conservation Reserve ProgramContinuous Conservation Reserve ProgramConservation Reserve Enhancement ProgramEmergency Conservation ProgramThe Farmable Wetlands Program	USDA Natural Resource Conservation Service <ul style="list-style-type: none">Environmental Quality Incentive ProgramConservation Stewardship ProgramAgricultural Conservation Easement ProgramRegional Conservation Partnership ProgramAgricultural Management Assistance
US Fish and Wildlife <ul style="list-style-type: none">Partners for Fish and Wildlife Program	USDA Rural Development <ul style="list-style-type: none">Single Family Housing Guaranteed Loan ProgramSection 504 Home Repair program
State	
Dept. of Natural Resources <ul style="list-style-type: none">Community Forestry Assistance and Environmental Justice GrantsTree City USA Tree Planting and Maintenance Grants	Recreation and Conservation Office <ul style="list-style-type: none">Salmon Recovery GrantsFarmland Preservation GrantsAquatic Lands Enhancement AccountWashington Wildlife and Recreation Program
Department of Ecology – Other <ul style="list-style-type: none">Floodplains by DesignStreamflow Restoration (Other small grants)Direct Implementation FundsCoastal Protection Fund – Terry Husseman Account	Washington State Conservation Commission <ul style="list-style-type: none">Irrigation Efficiencies Grant ProgramLivestock Technical AssistanceNatural Resource InvestmentsShellfish Grant Program

Recent Environmental Report Tracking System (ERTS) – Nonpoint Complaints

Ecology's Southwest Regional Office receives over 2,500 complaints each year. Typically, only 3-5% of these are related to farms or agricultural activities. Our Nonpoint staff work on a wide variety of different concerns that may cause water pollution. The table below lists the number of complaints our regional Nonpoint staff are actively working on in each county.

County	Number of ERTS	County	Number of ERTS
Clallam	3	Mason	6
Clark	3	Pacific	0
Cowlitz	2	Pierce	6
Grays Harbor	3	Skamania	1
Jefferson	3	Thurston	1
King (WRIA 10)	1	Wahkiakum	0
Lewis	8		

Meetings and Events

During the current response to the COVID-19 pandemic, Ecology staff will not be attending meetings or events in person. We are available to join meetings by phone or video conference, and will continue working with you in any way we can. For now, most Ecology employees are still working from home. Please contact us by email or cell phone, which are listed below.

Ecology Nonpoint Staff – Southwest Region

We are in the process of filling our General and Senior Nonpoint Water Quality Specialist positions. We look forward to being fully staffed once again.

Coastal Watersheds

Vacant

Soon to be filled!

Vacant

Soon to be filled!

Puget Sound Watersheds

Anne Baxter

Nonpoint Water Quality Specialist
WA Department of Ecology
Water Quality Program, Southwest Region
P.O. Box 47775 Olympia WA 98504-7775
anne.baxter@ecy.wa.gov
(360) 407-6329 Office
(360) 742-9704 Mobile

Alena Reynolds

Nonpoint Water Quality Specialist
WA Department of Ecology
Water Quality Program, Southwest Region
P.O. Box 47775 Olympia WA 98504-7775
alena.reynolds@ecy.wa.gov
(360) 407-7633 Office
(360) 480-6099 Mobile

To Report Environmental Concerns:

Southwest Regional Office

Counties: Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, and Wahkiakum

Online: ecology.wa.gov/ReportAnIssue

Email: swroerts@ecy.wa.gov

Phone: 360-407-6300



NACD - National Association of Conservation Districts

The 2021 **NACD Summer Conservation Forum** is in Chicago, July 24-27. More information [here](#).

Biden Administration Proposed Budget.

A 16 percent increase for USDA. NACD Comments on the proposed budget are [here](#).

National Conservation Foundation (NCF)

This summer, the [National Conservation Foundation](#) opens the application period for our second cohort of next generation leaders. One applicant from each of NACD's seven regions will be selected to be in the 2022 Next Generation Leadership Institute (NGLI) and participate in training events throughout 2022. More information on NGLI can be found [here](#) or by contacting [Ray Ledgerwood](#). At the NACD Summer Forum in Chicago, there are NGLI sessions on July 27 and 28th.

NACD Pacific Region

- NACD Pacific Region next **bi-monthly zoom meeting on July 6** at 4:00 PM Pacific time. A subgroup is working on drafting a strategic plan.
- **NACD SW/Pacific Regions Joint meeting** planned for Aug. 30-31, in Jackson, WY. **IN PERSON**

NACD Forestry Resource Policy Group – The [NACD Forestry Resource Policy Group's \(RPG\)](#) is hosting a webinar series with the National Association of State Foresters, 6/22/21. Each 50-minute Zoom session will feature guest presenters and Q&A. Sessions are open to all conservation district staff and forestry partners. Information for each session and how to register can be found [here](#).

Issues of Interest

- NACD is hiring consultants to work on upcoming Farm Bill.
- Even though Capitol Hill is still essentially close, but some NACD staff are back in the office.
- **30x30 Program**– idea is to conserve 30% of land by 2030. NACD and others would like to see a clear definition of “conserve” and possibly performance measures. A formal comment period needed.

WACD - Washington Association of Conservation Districts

- WACD Board meeting on June 21 will deal primarily with July 1-June 30, 2022 budget.
- [WACD's Finance Committee](#) is working on WACD's next budget and improvements to our internal controls.
- The Joint Committee (Commission and WACD) on **Elections** has held four meetings. The Committee heard from the elections officer for Oregon's soil and water conservation district elections. Week of June 14, the Committee will hear from folks in Michigan whose election system is similar to ours. [Committee members are listed here](#).
- The Committee on **Diversity, Equity, and Inclusion** has met once. Session focused on getting to know each other and finding connecting threads. The steering committee will meet week of 6/7 and discuss next meeting date. [Committee members are listed here](#).
- Ideas being developed for WACD 2021 annual meeting. Discussion at board meeting on in-person, virtual or combination.

- As of June 10, 2021. Note highlighted hyperlinks.

2021 TCD In-Person Work Protocol

Phase 1 – Public Access

Phase 1 will focus primarily on increasing public access to TCD's programs, services and office. The safety of our community and staff members continues to be the top priority as we transition out of the COVID-19 pandemic.

The following protocol will be in effect until further notice.

COMMUNITY MEMBERS

Office Hours & Public Access

The TCD Office will resume open office hours between the hours of **10 am and 4:30 pm Monday - Friday**, working hours will remain between 8:00 am and 4:30 pm Monday - Friday. Reduced open hours will allow for transition time for staff members that need to perform work in the office in preparation for routine work activities. An air purifier will be placed in the lobby.

Signage at the main building entrance will direct community members to follow the following protocol:

1. Vaccinated individuals may access the building without a mask.
2. Unvaccinated individuals may access the building and must wear a mask. Masks will be provided in the front office.
3. Unvaccinated individuals that are unable to wear a mask will be provided reasonable accommodation. Reasonable accommodation will be made by the Executive Director.

Staff members will not be responsible for verifying or confirming the vaccination status of community members.

In-person Events

Outdoor events, such as workshops and farm/project tours may occur. Masks will not be required during outdoor events. The number of participants at events will be kept reasonable according to the space to allow for individuals to spread out.

Indoor events will not take place at this time.

STAFF

In order to perform in-person work at the TCD Office, staff will be asked to review and sign the attached acknowledgement. Staff members who do not sign the acknowledgement will be required to remain in telework until further notice.

To ensure a smooth transition, and continue to realize efficiencies of teleworking (such as commute trip reduction) staff will continue to utilize remote work plans as approved by the Executive Director.

2021 TCD In-Person Work Protocol

Phase 1 – Public Access

Administrative Staff: Administrative staff will resume or continue in person operation of the District office.

Project Staff: Project staff will remain primarily in telework, and continue have access to work in person in the office as needed to complete tasks. To minimize workflow disruptions, staff with substantial computer equipment will be asked to remain in telework until further notice.

Staff members that are attending community or partner meetings will be required to follow the guidelines and requirements of the location that is hosting the meeting. Staff may elect to participate at their discretion in meetings that are offered with in-person and virtual attendance options.

BOARD

In order to perform in-person work at the TCD Office, Board members will be asked to review and sign the attached acknowledgement. Board members who do not sign the acknowledgement will be given reasonable accommodation and asked to continue to perform duties remotely until further notice.

Board Meetings

Board meetings will remain virtual until further notice.

Due to the complexity of managing and recordkeeping or current requirements for public meetings under the OPMA, Board meetings will continue to occur virtually so long as provisions for this method of meeting continue.

Board members may choose to meet in person at the District office, following the above provisions for Board meetings, however, public access will remain virtual at this time. The Board may elect to change their meeting procedures at any time without updating this protocol.

QUESTIONS OR CONCERNS

Please contact Executive Director if you have questions or concerns about these protocols or if you have suggestions for other measures we could take to improve workplace safety:

Sarah Moorehead
Executive Director
Thurston Conservation District
smoorehead@thurstoncd.com
360.754.3588

Thank you for your patience and resolve as we continue to adapt and create a safe work space for everyone together. Thank you in advance for helping to keep our team safe!

2021 TCD In-Person Work Protocol

Phase 1 – Public Access

ACKNOWLEDGEMENT

I understand and agree to the following.

At this time, the Thurston Conservation District in-office work protocol is as follows:

- 1) Vaccinated staff may perform work within the office without a mask. Individuals within the office without a mask will be assumed completely vaccinated. Masks may continue to be worn at the comfort of the individual.
- 2) Unvaccinated staff will continue to wear a mask when in office common areas (lobby, copy room, restrooms, lunchroom, conference room, etc.), or other shared work spaces. Unvaccinated staff may perform work within their *own* individual closed office if unshared without a mask. Individuals with masks will not be assumed to be un-vaccinated.

Individuals who disclose that they are unvaccinated may not be asked for the reason that they are unvaccinated. Reasonable accommodations will be made for unvaccinated individuals to continue to perform work.

- 3) Vaccinated and unvaccinated staff members who display symptoms of COVID-19, have been exposed to COVID-19, or have been exposed to individuals with symptoms of COVID-19 are asked not to enter the TCD office or perform other work responsibilities outside of telework.
- 4) Vaccinated and unvaccinated staff who test positive for COVID-19 may return to in-person work following the above requirements when they have either:
 - a. A negative COVID-19 test result
 - b. Quarantined for 14 days from the last sign of COVID-19 symptoms
- 5) The longevity, efficacy and public agency guidance surrounding COVID-19 antibodies continues to evolve. TCD will continue to monitor recommendations for public agencies with regards to COVID-19 antibodies and update protocols as appropriate.
- 6) All staff members are asked to continue good hygiene practices, such as handwashing and routine sanitizing of office spaces.

Name

Date



**Thurston Conservation District Board Supervisors
Work Session Topic List
July 13, 2021 (3:00-5:00pm)
Thurston Conservation District Work Session**

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/509769373>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (408) 650-3123

- One-touch: <tel:+14086503123,,509769373#>

Access Code: 509-769-373

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/509769373>

1. **Topic List Review, All**
2. **Staff Presentation: 2019-21 Completed Cost Share Projects, Marguerite Abplanalp (Natural Resource Specialist)**
3. **Minutes Review & Revision, All**
 - a. June 24, 2021 Board Meeting Minutes
 - b. June 8, 2021 Special Meeting Minutes
4. **Resolutions, All**
 - a. TCD Resolution #2021-04: WSCC Cost Share Rate
 - b. TCD Resolution #2021-05: Cooperator Labor Rate
5. **2021 Mid-Year Review, All**
6. **TCD Citizen's Advisory Committee Application Review, All**
7. **Conservation and Education Center, All**
 - a. Contract update
8. **Salary Study Update, Sarah Moorehead**
9. **Community Awards Program, Sarah Moorehead**
10. **Covid-19 Health Update, Sarah Moorehead**
11. **Important Updates & Announcements**
 - a. Board of Supervisors
 - b. Executive Director



**Thurston Conservation District Board Supervisors
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12. July Board Meeting Agenda Development

DRAFT

To: TCD Board of Supervisors
From: Sarah Moorehead (*Executive Director*)
Date: June 24th, 2021
Subject: Executive Director's Report



Priority Initiative Updates

Conservation and Education Center Development

Following the selection by the TCD Board of Beckwith Consulting Group for the Conservation and Education Center feasibility study, I have spent time discussing project scoping versus cost, along with aggregating some important discussion points to bring to the TCD Board for feedback and direction on at the June Board meeting.

To ensure an accurate cost proposal, Beckwith Consulting would like some additional information around:

- Partnerships – Who are potential partners who may be involved in the Conservation Center Development? Which partners may need additional exploration and discussion about possible partnerships?
- Existing Opportunities – Existing specific sites to include in this analysis, in addition to the property RFP.
- Community Engagement – Desired breadth and scope of community engagement opportunities.
- Communication Expectations – Desired frequency and format for communication with the TCD Board and staff during the project.
- Examples – List of examples of other Conservation and Education Centers to be included in the comparison analysis.

I will be preparing a framework for this discussion at the June Board Meeting with known elements to the above questions for the Board to review, revise and add to.

South Sound GREEN's Summer Institute for Teachers

Summer Institute for Teachers is a three day teacher training held annually at the in June after the school year. Since 2013 the theme for this training has focused on climate science, including topics like ocean acidification, sea level rise, glaciers and more (see below for links to our agenda and training materials). We strive to engage teachers in local, relevant science, dynamic field experiences and a connected community.

This year's Institute will take place outdoors on variety of landscapes June 28th – 30th and explore sites such as Glacial Heritage and the Violet Seed Farm.

At the Summer Institute, teachers:

- Learn from scientists and natural resource professionals on cutting edge research and issues.
- Tour field sites featuring current watershed-related topics.

- Participate in curriculum training and experience hand-on activities for their classrooms.

TCD technical staff members will be supporting an immersive soil lesson about prairie soils and their interaction with this unique ecosystem. Many partners participate in other learning demonstrations, such as CNLM volunteers and staff will lead a scotch broom pull and Kevin Hansen from Thurston County will talk about groundwater, in addition Violet Seed Farm will host a tour of prairie seed production.

More information and past year's presentations, photos and resources can be found here: <https://southsoundgreen.org/summer-institute-for-teachers/>

District Operations

May 2021 Board Meeting Action Items

1. **ED Moorehead will draft a proposed plan for opening the office to the public and staff for the June 8, 2021 Special Meeting.**
Completed.

WADE Governance Presentation & Board Evaluation Tool

In early June, I gave a joint presentation with WSCC Regional Manager Coordinator, Shana Joy and Palouse CD Executive Director, Jennifer Boie on Conservation District Governance. The presentation focused on the importance of good governance, what to do if governance fails, and proactive actions to help governance be successful. Palouse CD's presentation focused on an annual Board governance self-assessment tool that is used to evaluate the governance of the Board as whole and bring up any areas that need additional discussion or training. The tool appeared easy to use and a good mechanism to facilitate positive conversations about governance and Board culture amongst supervisors. This would be a great item for the TCD Board to review at a future work session to determine if it should be adapted for use at TCD.

New Biennium Business

As with each new biennium, staff members are hard at work in late June and early July preparing for the transition of all of our state grants and contracts. As we're wrapping up projects, final reports and vouchers – we're also preparing for the next set of agreements that will continue many of our funding programs.

With the approval of the WSCC Master Contract, this will allow funding awards to TCD for various programs and cost share projects. The next required item of Board business that is needed to support the new biennium funding is the adoption of updated resolutions setting the WSCC cost share rate (which details the percentage of funding that community members and TCD are responsible for paying in the implementation of WSCC cost share projects) and the cooperator labor rate (the rate at which labor provided by community members is valued at for in-kind contributions to WSCC cost share projects). I have included both of these items on the draft July Work Session topic list, where we can review draft resolutions, evaluate the recent biennium and determine

the appropriate rates moving forward. These resolutions may be considered at the July Board meeting for approval if appropriate.

2021 Annual Plan Progress Reporting

As consistent with our interlocal agreement with Thurston County for our Rates and Charges Funding, I will be preparing and submitting a mid-year progress update on our 2021 Annual Plan to Thurston County in July. The data is always accessible to the Board via the monthly staff reports link. In addition, this report will be sent to the Board upon completion.

2021 Mid-Year Budget Review

Staff are working to finalize the mid-year budget revisions for presentation to the Board at the July 13th Work Session. This annual process allows for staff to recommend adjustments to the budget based on new funding, and actual and unforeseen expenses.

Monthly Staff Reports

Reminder – Monthly staff reports can now be viewed electronically! The link to view monthly staff reports has been sent to all Supervisors via email.