



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

June 27, 2023, 5:00 pm -7:35 pm

Zoom Meeting Link:

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

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: 30th Annual Student GREEN Congress, *Stephanie Bishop*
3. Conservation and Education Center (CEC) Development, *All*
4. New Office Update, *Sarah Moorehead*
5. 2023 WACD Resolution Ideas, *Sarah Moorehead*
6. WADE Update, *Sarah Moorehead & Doug Rushton*
7. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:40 pm

- | | |
|---|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Consent Agenda – <i>Action Item</i> | 6:40 PM
5 minutes |
| A. May 23, 2023, Board Work Session & Meeting Minutes | |
| B. June 2023 Financial Report | |
| C. NACD REPI Challenge MOA | |
| D. Riverbend Ranch Fish Passage Improvement #2023-06 | |
| E. FY23-25 WSCC Master Contract | |
| F. FY23-25 TCD WSCC Authorized Signature Form | |
| G. FY23 TCD WSCC Implementation Addendum | |

- | | |
|---|----------------|
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | 10 minutes |
| 5. Partner Reports (if present) | 6:55 PM |
| A. Natural Resources Conservation Service (NRCS), <i>TBD</i> | 15 minutes |
| B. Washington State Department of Ecology (ECY), <i>Travis Casey</i> | |
| C. Washington State Conservation Commission (WSCC), <i>Jean Fike</i> | |
| D. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> | |
| E. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | |
| 6. Governance, All – Action Item | 7:10 PM |
| A. July 25, 2023, Work Session Topic List & Meeting Agenda Development | 5 minutes |
| 7. Executive Session: To discuss the performance of the Executive Director | 7:15 PM |
| RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee. | 10 minutes |
| 8. Executive Session: To consider the selection of a site or the acquisition of real estate | 7:25 PM |
| RCW 42.30.110 (1b) To discuss with legal counsel representing the agency the selection of a site or the acquisition of real estate. | 10 minutes |
| Adjourn | 7:35 PM |
| Informational Only Items: | |
| I. <i>Executive Director's Report</i> | |

Important Dates

July 2023

NACD Summer Meeting, Bismark ND	July 15-19
WSCC Summer Tour & Meeting, Wenatchee, WA	July 19-20
TCD Board Work Session & Meeting 5:00-7:30 pm In-person and Virtual (Zoom)	July 25

August 2023

NACD Pacific/Southwest Region Meeting, Lake Tahoe, NV	August 23-25
TCD Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom)	August 22

September 2023

WACD Board of Directors Meeting 6:00 -8:30 pm	September 18
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TCD Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom) September 26

Item

3



Thurston Conservation District Consent Agenda Decision Sheet June 27, 2023 Board Meeting

- A. May 22, 2023 Board Meeting and Work Session Minutes
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- B. June 2023 Financial Report
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- C. NACD REPI Challenge MOA
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- D. Riverbend Fish Passage Improvement #2023-06
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- E. FY23-25 WSCC Master Contract
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- F. FY23-25 WSCC Authorized Signature Form
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- G. FY23 TCD WSCC Implementation Addendum
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

H. TCD WSCC FY23-24 CREP Addendum

a. Proposed action: accept without amendment and approve.

b. Action was taken:

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

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON June 27, 2023, AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Helen Wheatley, Board Vice-Chair

David Iyall, Board Auditor

Doug Rushton, Board Member

Betsie DeWreede, Board Member

Attest: Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Work Session Minutes

May 23, 2023

Hybrid: In-Person and Virtual on Zoom

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

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



Present at Work Session:

TJ Johnson, TCD Board Chair

Doug Rushton, TCD Board Supervisor

Helen Wheatley, TCD Board Vice Chair

Betsie DeWreede, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Nora Carman-White, TCD Staff

- 1 **1.** Topic List Review, *All*
- 2 **2.** Staff Presentation: Prairie and Working Lands Conservation, *Nora Carmen White &*
- 3 *Sarah Moorehead*
- 4 **3.** Conservation and Education Center (CEC) Development Update, *All*
- 5 **4.** TCD Office Relocation Update, *Sarah Moorehead*
- 6 **5.** Resolution #2023-03: Fee Reimbursement, *All*
- 7 **6.** Legislative Update, *All*
- 8 **7.** Important Updates & Announcements
- 9 a. Board of Supervisors, *All*
- 10 b. Executive Director, *Sarah Moorehead (Executive Director)*
- 11 i. TCD Vehicle Update

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

May 23, 2023

Hybrid: In-Person and Virtual on Zoom

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

Actual Meeting Time: 6:30 pm – 7:04 pm



Present at Meeting:

TJ Johnson, TCD Board Chair

Helen Wheatley, TCD Board Vice Chair

Betsie DeWreede, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Travis Casey, Department of Ecology (DOE)

Jean Fike, Washington State Conservation

Commission (WSCC)

Summary of Action Items

- None.

Summary of Motions Passed

- Supervisor Wheatley moved to approve the revised Agenda. Supervisor DeWreede seconded. Motion passed unanimously, (5-0).*
- Supervisor DeWreede moved to approve the Consent Agenda. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).*
- Supervisor Wheatley moved to approve TCD Resolution #2023-03: Fee Reimbursement. Supervisor Iyall seconded. Motion passed, (4-0), Supervisor Rushton recused himself.*
- Supervisor DeWreede moved to adjourn the May 23, 2023 TCD Board Meeting. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).*

Full Version of the Minutes

Welcome & Introductions

At 6:30 pm, TCD Board Chair TJ Johnson called the May 23, 2023 Regular Board Meeting to order via the Zoom online forum. TCD Board and Staff were introduced by the Board Chair. For each vote, TCD Board Chair Johnson called out Supervisors by name. He announced that the meeting was being video recorded. TCD Supervisors Johnson, DeWreede, and Wheatley attended the meeting virtually. Supervisors Rushton and Iyall and Executive Director Moorehead attended the meeting in person at the TCD office.

Agenda Review

The agenda was revised. An item *TCD Resolution #2023-03: A Resolution of the Thurston Conservation District, Amending the 2023 Budget to Provide Reimbursement of Attorney's Fees Incurred by Supervisor Rushton and Former Supervisor Pickett in Hanna v. Thurston*

Conservation District, Thurston County Case No. 18-2-04704-34 was added to the agenda. TCD office relocation update was added to the agenda and the Executive Session was removed from the agenda.

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

Consent Agenda

A. April 25, 2023, Board Work Session & Meeting Minutes

B. May 2023 Financial Report

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

Public Comment

No public members were present.

Partner Reports

A. Department of Ecology (DOE) Update, Travis Casey

- Mr. Casey provided an update.

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

- Ms. Fike provided an update.

C. Natural Resources Conservation Service (NRCS) Update, TCD Supervisor Rushton

- Supervisor Rushton provided an update.

D. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor and WACD Board Member Rushton

- Supervisor Rushton provided an update.

E. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD Board Member Rushton

- A written report was provided in the board packet.

Governance

A. TCD Resolution #2023-03: Fee Reimbursement

Supervisor Wheatly moved to approve TCD Resolution #2023-03: Fee Reimbursement. Supervisor Iyall seconded. Motion passed, (4-0). Supervisor Rushton recused himself.

B. Legislative Update

C. Important Updates & Announcements

i. Board of Supervisors. *All*

ii. Executive Director, *Sarah Moorehead (Executive Director)*

D. June 27, 2023 Work Session Topic List & Meeting Agenda Development

Work Session

- 57 • Topic List Review, *All*
- 58 • Staff Presentation: 2023 GREEN Congress & K 12 Climate Education, *Stephanie*
- 59 *Bishop*
- 60 • Conservation and Education Center Development, *All*
- 61 • New Office Update, *Sarah*
- 62 • WADE Update, *Sarah*
- 63 • Minutes Review & Revision, *All*
- 64 ○ May 23, 2023 Board Work Session & Meeting Minutes
- 65 • Legislative Update, *All*
- 66 • Important Updates & Announcements
- 67 ○ Board of Supervisors, *All*
- 68 ○ Executive Director, *Sarah Moorehead (Executive Director)*

69 **Board Meeting Agenda**

- 70 • Welcome, Introductions, Audio Recording Announcement
- 71 • Agenda Review
- 72 • Consent Agenda
- 73 ○ May 23, 2023 Board Work Session & Meeting Minutes
- 74 ○ June Financial Report
- 75 • Public Comment
- 76 • Partner Reports (if present)
- 77 ○ Natural Resources Conservation Service
- 78 ○ Washington State Department of Ecology
- 79 ○ Washington State Conservation Commission
- 80 ○ Washington Association of Conservation Districts
- 81 ○ National Association of Conservation Districts
- 82 • Governance, *All*
- 83 ○ July 23, 2023 Work Session Topic List & Meeting Agenda Development
- 84 • Executive Session: To discuss the performance of the Executive Director
- 85 • Executive Session: To discuss the selection of a site or the acquisition of real
- 86 estate.

87 ***Supervisor DeWreede moved to adjourn the May 23, 2023 TCD Board Meeting. Supervisor***

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

89 **Adjourn 7:03 pm**

Respectfully,

TJ Johnson, TCD Chair

Thurston Conservation District

June 2023 Financial Notes



This is a very busy time for TCD staff. WA State's FY21-23 biennium ends on June 30, 2023 and its FY23-25 biennium begins on July 1, 2023. This means that TCD program staff are working hard to finish projects and apply for funding for new projects and TCD administrative staff are working hard to close out contracts and submit vouchers for ending projects and process contracts for new projects.

Year-to-Date (YTD) and April Profit & Loss (P&L)

1. As is typical for this time of year, after the large Rates & Charges installment reported in April and when Rates & Charges income drops a bit, TCD's year-to-date net income is \$93,008, but May ended with a net income of -\$4,139.

Balance Sheet

2. TCD paid off its RCO and WSCC advances in May. The District expects to request more RCO advances to cover some very large construction expenses this summer.

Unrestricted Budget vs Actual

3. In July, we will need to look at the following budget amounts as part of the Mid-Year Budget Revision process:
 - a. Grant Revenue Income – TCD was awarded about \$10,000 more in Implementation funding than we expected.
 - b. Poultry Processing Equipment Rental Program
 - c. Plant Sale Program
 - d. Photocopier Usage
 - e. Staff Travel

Thurston Conservation District

Profit & Loss

January through May 2023

	Jan - May 23
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	3,794.48
3451120 · Nutrient Spreader Rentals	348.74
3451130 · Poultry Equipment & Tool Rentals	514.82
3451140 · Plant Sales	16,376.25
3451150 · Partner Fee for Service	2,324.28
Total 3451100 · Soil/Water Conservation Service	23,358.57
Total 3400000 · Charges for Goods and Services	23,358.57
3300000 · Grant Revenues	1,123,511.82
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	319,776.57
3670000 · Nongovernmental Contributions	1,100.00
3610000 · Interest and Other Earnings	87.62
3620000 · Rents and Leases	286.74
Total 3600000 · Miscellaneous Revenues	321,250.93
Total Income	1,468,121.32
Gross Profit	1,468,121.32
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	695,635.98
5314000 · Intern Stipends	3,049.09
5314101 · Legal Fees & Services	20,003.25
5314102 · Audit & Accounting	1,986.17
5314103 · Computer Services	8,633.00
5314100 · Professional Services	242,149.51
5314400 · Advertising	750.20
5314203 · Printing Services	3,462.46
5314104 · Janitorial Services	3,300.00
5314501 · Office Rent	21,840.00
5314700 · Utilities	3,442.07
5314503 · Equipment Leases	1,743.25
5314504 · Vehicle Leases	2,329.42
5314200 · Communications	5,329.95
5313102 · Photocopier Usage	551.52
5354800 · Repairs & Maintenance	3,253.05
5314505 · Software Licenses	8,057.96
5313101 · Office Supplies	1,878.31
5314202 · Postage & Shipping	1,296.05
5314902 · Organizational Dues & Licenses	2,755.00
5314117 · Soil Testing	1,290.45
5313401 · Plants for Resale	32,839.90
Project Expenses	26,145.87
5314310 · Board Meeting Snacks	65.46
5314302 · Staff - Conference & Training	3,740.00
5314300 · Staff - Travel	8,384.08
5314119 · Cultural Resources	23,328.40
5314108 · Construction & Restoration Work	68,468.94
5314109 · Cost Share	36,951.22
5314110 · Bank Fees & Interest Charges	71.25
5314600 · Liability Insurance Premiums	12,176.90
66300 · Sales Tax Adjustments	118.03
66900 · Reconciliation Discrepancies	-0.01
5945360 · Capital Outlays	
5945363 · Equipment & Office Furniture	125,190.20
5945364 · Computer Hardware	4,710.98
5945365 · Machinery and Tools	185.74
Total 5945360 · Capital Outlays	130,086.92
Total Expense	1,375,113.65
Net Ordinary Income	93,007.67
Net Income	93,007.67

Thurston Conservation District

06/23/23

Profit & Loss

Accrual Basis

May 2023

	May 23
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	440.95
3451120 · Nutrient Spreader Rentals	130.64
3451130 · Poultry Equipment & Tool Rentals	160.20
3451140 · Plant Sales	-42.77
Total 3451100 · Soil/Water Conservation Service	689.02
Total 3400000 · Charges for Goods and Services	689.02
3300000 · Grant Revenues	238,342.87
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	46,345.64
3610000 · Interest and Other Earnings	16.35
3620000 · Rents and Leases	65.94
Total 3600000 · Miscellaneous Revenues	46,427.93
Total Income	285,459.82
Gross Profit	285,459.82
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	139,818.45
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	397.07
5314103 · Computer Services	1,122.00
5314100 · Professional Services	70,557.08
5314400 · Advertising	20.00
5314203 · Printing Services	984.92
5314104 · Janitorial Services	600.00
5314501 · Office Rent	4,368.00
5314700 · Utilities	778.64
5314503 · Equipment Leases	432.33
5314504 · Vehicle Leases	491.20
5314200 · Communications	1,243.81
5354800 · Repairs & Maintenance	1,647.42
5314505 · Software Licenses	4,348.11
5313101 · Office Supplies	135.59
5314202 · Postage & Shipping	67.83
5314902 · Organizational Dues & Licenses	735.00
5314117 · Soil Testing	460.43
5313401 · Plants for Resale	12,872.75
Project Expenses	3,832.38
5314310 · Board Meeting Snacks	65.46
5314302 · Staff - Conference & Training	103.00
5314300 · Staff - Travel	
5313201 · Vehicle Fuel	389.13
5314304 · Mileage	644.59
Total 5314300 · Staff - Travel	1,033.72
5314108 · Construction & Restoration Work	10,700.37
5314109 · Cost Share	26,231.00
5314600 · Liability Insurance Premiums	2,446.58
5945360 · Capital Outlays	
5945363 · Equipment & Office Furniture	-1,197.93
5945364 · Computer Hardware	3,117.84
5945365 · Machinery and Tools	185.74
Total 5945360 · Capital Outlays	2,105.65
Total Expense	289,598.79
Net Ordinary Income	-4,138.97
Net Income	-4,138.97

Thurston Conservation District
Profit & Loss Prev Year Comparison
January through May 2023

	Jan - May 23	Jan - May 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	3,794.48	3,590.84	203.64	5.7%
3451120 · Nutrient Spreader Rentals	348.74	259.89	88.85	34.2%
3451130 · Poultry Equipment & Tool Rentals	514.82	242.36	272.46	112.4%
3451140 · Plant Sales	16,376.25	15,099.22	1,277.03	8.5%
3451150 · Partner Fee for Service	2,324.28	931.16	1,393.12	149.6%
Total 3451100 · Soil/Water Conservation Service	23,358.57	20,123.47	3,235.10	16.1%
Total 3400000 · Charges for Goods and Services	23,358.57	20,123.47	3,235.10	16.1%
3300000 · Grant Revenues	1,123,511.82	588,782.61	534,729.21	90.8%
3600000 · Miscellaneous Revenues				
3699100 · Miscellaneous Other	0.00	1,631.13	-1,631.13	-100.0%
3685000 · Special Assessments - Service	319,776.57	317,610.44	2,166.13	0.7%
3670000 · Nongovernmental Contributions	1,100.00	24,778.56	-23,678.56	-95.6%
3610000 · Interest and Other Earnings	87.62	82.42	5.20	6.3%
3620000 · Rents and Leases	286.74	291.36	-4.62	-1.6%
Total 3600000 · Miscellaneous Revenues	321,250.93	344,393.91	-23,142.98	-6.7%
Total Income	1,468,121.32	953,299.99	514,821.33	54.0%
Gross Profit	1,468,121.32	953,299.99	514,821.33	54.0%
Expense				
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 · Salaries & Benefits	695,635.98	572,891.74	122,744.24	21.4%
5314000 · Intern Stipends	3,049.09	0.00	3,049.09	100.0%
5314101 · Legal Fees & Services	20,003.25	8,000.00	12,003.25	150.0%
5314102 · Audit & Accounting	1,986.17	8,241.90	-6,255.73	-75.9%
5314103 · Computer Services	8,633.00	9,184.51	-551.51	-6.0%
5314100 · Professional Services	242,149.51	46,813.67	195,335.84	417.3%
5314400 · Advertising	750.20	1,419.53	-669.33	-47.2%
5314203 · Printing Services	3,462.46	1,022.10	2,440.36	238.8%
5314104 · Janitorial Services	3,300.00	3,232.50	67.50	2.1%
5314501 · Office Rent	21,840.00	21,840.00	0.00	0.0%
5314700 · Utilities	3,442.07	3,156.73	285.34	9.0%
5314503 · Equipment Leases	1,743.25	6,595.68	-4,852.43	-73.6%
5314504 · Vehicle Leases	2,329.42	2,263.17	66.25	2.9%
5314200 · Communications	5,329.95	4,702.76	627.19	13.3%
5313102 · Photocopier Usage	551.52	228.87	322.65	141.0%
5354800 · Repairs & Maintenance	3,253.05	3,144.87	108.18	3.4%
5314505 · Software Licenses	8,057.96	6,205.30	1,852.66	29.9%
5313101 · Office Supplies	1,878.31	2,140.35	-262.04	-12.2%
5314202 · Postage & Shipping	1,296.05	861.07	434.98	50.5%
5314902 · Organizational Dues & Licenses	2,755.00	1,430.21	1,324.79	92.6%
5314117 · Soil Testing	1,290.45	2,180.89	-890.44	-40.8%
5313401 · Plants for Resale	32,839.90	14,503.40	18,336.50	126.4%
Project Expenses	26,145.87	11,118.73	15,027.14	135.2%
5314310 · Board Meeting Snacks	65.46	0.00	65.46	100.0%
5314302 · Staff - Conference & Training	3,740.00	3,201.50	538.50	16.8%
5314300 · Staff - Travel	8,384.08	3,091.00	5,293.08	171.2%
5314119 · Cultural Resources	23,328.40	5,959.00	17,369.40	291.5%
5314108 · Construction & Restoration Work	68,468.94	130,995.44	-62,526.50	-47.7%
5314109 · Cost Share	36,951.22	42,235.25	-5,284.03	-12.5%
5314110 · Bank Fees & Interest Charges	71.25	30.00	41.25	137.5%
5314600 · Liability Insurance Premiums	12,176.90	10,491.65	1,685.25	16.1%
66300 · Sales Tax Adjustments	118.03	23.25	94.78	407.7%
66900 · Reconciliation Discrepancies	-0.01	0.00	-0.01	-100.0%
5945360 · Capital Outlays				
5945363 · Equipment & Office Furniture	125,190.20	2,085.69	123,104.51	5,902.3%
5945364 · Computer Hardware	4,710.98	3,892.46	818.52	21.0%
5945365 · Machinery and Tools	185.74	4,944.21	-4,758.47	-96.2%
5945366 · Vehicle Purchases	0.00	8,667.75	-8,667.75	-100.0%
Total 5945360 · Capital Outlays	130,086.92	19,590.11	110,496.81	564.0%
Total Expense	1,375,113.65	946,795.18	428,318.47	45.2%
Net Ordinary Income	93,007.67	6,504.81	86,502.86	1,329.8%
Net Income	93,007.67	6,504.81	86,502.86	1,329.8%

Thurston Conservation District

Balance Sheet

As of May 31, 2023

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
3081001 · Checking-7444 Timberland	235,225.92
3088020 · Savings Accounts	
3082002 · Saving-6568 Reserve Fund	105,373.85
3082003 · Saving-2410 Education Center	95,057.01
	<hr/>
Total 3088020 · Savings Accounts	200,430.86
3088030 · Counter Cash	100.00
3088040 · PayPal Account	499.12
	<hr/>
Total Checking/Savings	436,255.90
Accounts Receivable	462,565.88
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · 309.05.01 Prepaid Insurance	7,765.78
3090506 · Security Deposit - Ferguson ST	3,835.00
	<hr/>
Total 3090500 Prepaid Accounts	11,600.78
3091000 · 309.10.00 Inventory Asset	2,884.35
3092000 · 309.20.00 Cash on Hand	80,336.47
	<hr/>
Total Other Current Assets	94,821.60
Total Current Assets	993,643.38
TOTAL ASSETS	<hr/> 993,643.38 <hr/>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	45,215.56
Credit Cards	4,081.64
Other Current Liabilities	
3861100 · Sales Tax Payable	163.04
3861000 · Payroll Liabilities	128,629.13
	<hr/>
Total Other Current Liabilities	128,792.17
Total Current Liabilities	178,089.37
Total Liabilities	178,089.37
Equity	815,554.01
TOTAL LIABILITIES & EQUITY	<hr/> 993,643.38 <hr/>

2023 Unrestricted Budget vs Actual



May 41.67%

	Account Name	2023 Budget	2023 Actual	\$ Over Budget	% of Budget
1	<input checked="" type="checkbox"/> Income	1,012,458	453,056	-559,402	44.75%
2	<input checked="" type="checkbox"/> Retail Sales	51,524	21,366	-30,158	41.47%
3	<input checked="" type="checkbox"/> Food Production and Consumption	1,600	515	-1,085	32.18%
4	Poultry Equipment & Tool Rentals	1,600	515	-1,085	32.18%
5	<input checked="" type="checkbox"/> Soil Conservation and Health	7,778	4,143	-3,634	53.27%
6	Soil Testing	7,178	3,794	-3,383	52.87%
7	Soil Health Equipment Rental	600	349	-251	58.12%
8	<input checked="" type="checkbox"/> Community Outreach and Education	39,540	16,376	-23,164	41.42%
9	Plant Sales	39,540	16,376	-23,164	41.42%
10	TCD Swag Shop	0	0	0	
11	<input checked="" type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	1,607	0	-1,607	0.00%
12	Partner Fee for Service - Restoration Crew	1,607	0	-1,607	0.00%
13	<input checked="" type="checkbox"/> Other Income	1,000	332	-668	33.22%
14	Contributions Private	0	0	0	
15	Rental Income	800	264	-536	32.97%
16	Interest Income	200	68	-132	34.20%
17	Miscellaneous Income	0	0	0	
18	<input checked="" type="checkbox"/> Grant Revenue	137,823	8,263	-129,560	6.00%
20	Rates and Charges	559,611	319,777	-239,834	57.14%
21	<input checked="" type="checkbox"/> Overhead	263,500	103,650	-159,850	39.34%
22	Overhead Allocation	248,000	96,320	-151,680	38.84%
23	Vehicle Allocation	15,500	7,330	-8,170	47.29%
24	Cash Surplus / 2022 Carry Overs	51,000	0	-51,000	0.00%
25	<input checked="" type="checkbox"/> Program Allocation	389,406	167,767	-221,639	43.08%
26	<input checked="" type="checkbox"/> Local Food Production and Consumption	14,000	9,965	-4,035	71.18%
27	Poultry Equipment Rentals	14,000	9,965	-4,035	71.18%
28	<input checked="" type="checkbox"/> Producer Support & Preservation and Expansion of Working Lands	6,000	167	-5,833	2.78%
29	Working Lands Preservation Initiative	6,000	167	-5,833	2.78%
30	<input checked="" type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	1,446	909	-537	62.87%
31	Restoration Crew & Equipment	1,446	909	-537	62.87%
32	<input checked="" type="checkbox"/> Soil Conservation and Health	35,910	18,509	-17,401	51.54%
33	Soil Health Testing	22,910	13,693	-9,217	59.77%
34	Soil Health Equipment Rental	13,000	4,816	-8,184	37.05%
35	<input checked="" type="checkbox"/> Community Outreach and Engagement	179,125	79,533	-99,592	44.40%
36	Conservation & Education Center	55,000	3,687	-51,313	6.70%
37	District Communications	68,750	23,627	-45,123	34.37%
38	Plant Sale	44,625	42,584	-2,041	95.43%
39	Elections	10,750	9,635	-1,115	89.63%
40	<input checked="" type="checkbox"/> Adult and Youth Conservation Education	54,800	22,130	-32,670	40.38%
41	South Sound Green	46,300	15,744	-30,556	34.00%

	Account Name	2023 Budget	2023 Actual	\$ Over Budget	% of Budget
42	Teens in Thurston Volunteer Program	5,000	2,886	-2,114	57.72%
43	Envirothon	3,500	3,500	0	100.00%
44	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	98,125	36,554	-61,571	37.25%
45	Conservation TA	98,125	36,554	-61,571	37.25%
46	<input type="checkbox"/> Expense	599,052	222,179	-376,873	37.09%
47	Administrative Salaries & Benefits	294,000	120,979	-173,021	41.15%
48	<input type="checkbox"/> Professional Services	75,697	30,272	-45,425	39.99%
49	Legal Services	36,000	20,003	-15,997	55.56%
50	Audit & Accounting	6,500	1,636	-4,864	25.17%
51	Computer Services	30,197	8,633	-21,564	28.59%
52	Professional Services	3,000	0	-3,000	0.00%
53	<input type="checkbox"/> Facility, Vehicles and Maintenance	157,905	48,265	-109,640	30.57%
54	Janitorial Services	7,800	3,300	-4,500	42.31%
55	Office Rent	50,000	20,540	-29,460	41.08%
56	Utilities	8,000	3,372	-4,628	42.15%
57	Equipment Leases	3,500	1,558	-1,942	44.52%
58	Vehicle Leases	5,775	2,329	-3,446	40.34%
59	5966604 · Vehicle Purchase	20,000	0	-20,000	0.00%
60	Office Move	23,000	0	-23,000	0.00%
61	Communications	12,180	5,270	-6,910	43.27%
62	Photocopier Usage	600	552	-48	91.92%
63	Repairs & Maintenance	5,000	1,101	-3,899	22.02%
64	Computer Hardware Purchases	4,500	3,028	-1,472	67.29%
65	Computer Software	11,550	7,029	-4,521	60.86%
66	Equipment & Office Furniture	6,000	186	-5,814	3.09%
67	<input type="checkbox"/> Supplies	12,300	2,601	-9,699	21.15%
68	Office Supplies	4,000	1,540	-2,460	38.51%
69	Postage & Shipping	550	36	-514	6.59%
70	Organizational Dues & Licenses	7,750	1,025	-6,725	13.23%
71	<input type="checkbox"/> Conferences, Training and Travel	23,500	7,860	-15,640	33.45%
72	Staff Conference & Training Fees	11,000	1,915	-9,085	17.41%
73	Board Conference and Training Fees	2,500	65	-2,435	2.62%
74	Staff Travel	7,500	5,880	-1,621	78.39%
75	Board Travel	2,500	0	-2,500	0.00%
76	<input type="checkbox"/> Insurance and Banking	35,650	12,202	-23,448	34.23%
77	Bank Fees & Interest Charges	650	25	-625	3.85%
78	Liability Insurance Premiums	34,500	12,177	-22,323	35.30%
79	Late Fees & Penalties	500	0	-500	0.00%
80	<input type="checkbox"/> Savings	75,000	0	-75,000	0.00%
81	Reserve Fund	37,500	0	-37,500	0.00%
82	Conservation Education Center Savings Plan	37,500	0	-37,500	0.00%
83	Net Income (Surplus or Deficit)	0	63,110	63,110	

2023 Restricted Budgets vs Actuals



As of May 31, 2023

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2023 Budget	2023 Actual	2023 Remaining Budget	% of Total Time	% of Total Budget Spent
1	- RCO											
2	ESRP Shore Friendly	R035		07/01/21	06/30/23	340,458	79,821	147,921	68,100	79,821	95.89%	76.55%
3	ASRP Riverbend Phase 2	R050	20-1908	03/28/22	06/30/27	7,674,839	7,450,030	655,070	138,715	516,354	22.38%	2.93%
4	SRFB Cozy Valley	R060	21-1089C	09/23/21	09/23/23	132,778	83,000	94,544	17,532	77,012	84.27%	37.49%
5	ESRP Zangle Cove	R070	20-1517R	07/01/21	12/31/23	110,072	105,844	105,927	83	105,844	76.59%	3.84%
6	Oregon Spotted Frog (OSF) Outreach	R080		01/01/23	01/01/25	32,550	31,712	25,100	838	24,262	20.63%	2.58%
7	- DOE											
8	Deschutes	E100	WQC-2018-ThurCD-00174	07/01/19	04/30/23	218,752	71,855	85,990	14,135	71,855	Closed	67.15%
9	- Federal											
10	Frogs on Farm Cost Share	US80		08/15/20	08/15/25	93,135	74,526	9,498	10,523	-1,025	55.83%	19.98%
11	USFWS Restoring South Sound Prairies	US90		07/01/22	07/01/27	60,000	20,349	3,589	2,589	1,000	18.34%	66.09%
12	Zangle Cove PMEP	US100		09/30/22	09/30/24	40,000	40,000	40,000	0	40,000	33.33%	0.00%
13	- WSCC											
14	Skookumchuck Planting	W030	20-13-ER	04/01/20	12/31/24	744,780	232,189	98,135	4,000	94,135	66.59%	68.82%
15	Livestock	W025	22-13-LT	07/01/21	06/30/23	20,000	4	6,013	6,009	4	Closed	99.98%
16	Wildfire Ready Neighbors (WRN)	W040	23-13-WRN	01/20/23	06/30/23	42,804	22,634	42,804	20,170	22,634	81.48%	47.12%
17	Chehalis Flood Plain	W050	22-13-FL	09/01/21	06/30/23	128,333	9,558	42,300	32,743	9,558	95.51%	92.55%
18	CREP	W070	22-13-CE	07/01/21	06/30/23	87,870	56,414	77,060	20,647	56,414	95.89%	35.80%
19	NRI Cost Share	W080	22-13-NR	07/01/21	06/30/23	99,927	90,474	92,581	2,108	90,474	95.89%	9.46%
20	Engineering	W100	23-13-PE	07/27/22	06/30/23	132,000	55,239	73,103	17,864	55,239	91.15%	58.15%
21	Meyer Salmon Recovery	W111	23-13-SRF	07/01/22	06/30/23	60,000	27,865	55,831	27,966	27,865	91.78%	53.56%
22	Riparian Outreach, Assessment, and Restoration (ROAR) Project	W112	23-13-SRF	07/01/22	06/30/23	65,000	13,702	52,446	38,744	13,702	91.78%	78.92%
23	Riparian Restoration (RRIP)	W113	23-13-SRF	07/01/22	06/30/23	410,000	11,129,118	311,622	200,330	111,291	91.78%	72.86%
24	Lower McLane Riparian Plantings	W114	23-13-SRF	12/09/22	06/30/23	22,550	1,125,309	21,334	10,081	11,253	85.29%	50.10%
25	Large Wood Acquisition	W115	23-13-SRF	03/21/23	06/30/23	6,250	5,016	6,250	1,234	5,016	70.59%	19.74%
26	Sustainable Farms and Fields	W120	22-13-SFF	12/16/22	06/30/23	103,348	10,827	103,348	92,521	10,827	84.77%	89.52%
27	Chehalis Lead	W150	22-13-RIT	10/01/21	06/30/23	72,000	29,714	41,539	11,825	29,714	95.30%	58.73%
28	- Miscellaneous											
29	Orca Recovery Day	M060		07/01/19	until spent	7,090	775	775	0	775	NA	89.07%

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2023 Budget	2023 Actual	2023 Remaining Budget	% of Total Time	% of Total Budget Spent
30	Bonneville ORD	M064		01/01/23	until spent	600	600	600	0	600	NA	0.00%
31	City of Olympia Urban Ag	M065		01/01/23	12/31/23	129,500	116,169	129,500	13,331	116,169	41.37%	10.29%
32	Western SARE - Grassland Grazing	M070	WSARE-R2GR	09/01/21	08/31/23	20,273	7,525	12,105	4,580	7,525	87.40%	62.88%
33	Sentinel Landscape Program (SLP)	M075		10/01/21	03/28/24	579,000	117,936	307,125	189,190	117,936	66.81%	79.63%
34	One Tree Planted	M085		09/03/21	until spent	33,076	30,087	30,087	0	30,087	NA	9.04%
35	WCRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/25	111,954	81,080	37,110	11,695	25,415	40.41%	27.58%
36	Thurston County											
37	FY21-23 VSP	TC400		07/01/21	06/30/23	150,000	3,855	43,610	39,755	3,855	95.89%	97.43%
38	FY21-23 VSP Cost Share	TC450		10/11/22	06/30/23	254,414	199,109	245,513	46,405	199,109	88.59%	21.74%
39	South Sound GREEN											
40	FY23 Interlocal	G019-SS		01/01/23	12/31/23	51,200	35,135	51,200	16,065	35,135	41.37%	31.38%
41	2023 ESD 113 Climate Education	G019.104		05/16/23	06/30/23	6,000	6,000	6,000	0	6,000	34.78%	0.00%
42	NOAA B-WET	G019.106		01/01/22	12/31/23	12,881	6,822	11,999	5,177	6,822	70.68%	47.04%
43	RCO Outdoor Learning	G019.109		10/01/22	06/30/23	77,625	50,508	69,321	18,813	50,508	89.01%	34.93%
44	OSD Outdoor Learning	G019.103		01/01/23	06/30/23	2,800	5	2,800	2,795	5	83.43%	99.83%
45	Dawkins 2022	G019.28		01/01/22	until spent	25,000	8,807	13,350	4,543	8,807	NA	64.77%
46	Dawkins 2023	G019.28		TBD	until spent	20,000	20,000	6,000	0	6,000	NA	0.00%
47	Embrace the Stream	G019.30		08/01/22	07/31/23	5,035	1,051	5,035	3,984	1,051	83.29%	79.13%
48	TCC	TCC		01/01/18	until spent	9,853	0	174	174	0	NA	100.00%
49	Teens in Thurston Volunteer Program									0		
50	Nisqually TNT 2022	G019.60		01/19/22	until spent	4,000	1,975	1,975	0	1,975	NA	50.62%
51	Nisqually TNT 2023	T070		01/06/23	until spent	5,375	5,375	5,375	0	5,375	NA	0.00%
52	Envirothon Program									0		
53	2022 Nisqually Indian Tribe Envirothon	T040		01/01/22	until spent	5,000	0	274	274	0	Closed	100.00%
54	2023 Chehalis Tribe Envirothon	T040		01/23/23	until spent	5,000	1,116	5,000	3,884	1,116	NA	77.68%
55	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	500	500	0	500	NA	0.00%
56	PARTNERS									0		
57	South Puget Sound Salmon Enhancement Group	P100		01/12/23	06/30/23	6,000	3,676	6,000	2,324	3,676	82.35%	38.74%
58	OlyEcosystems	P400		05/02/23	09/01/23	16,500	16,500	16,500	0	16,500	0.00%	0.00%
59	Wild Fish Conservancy (WFC)	P500		08/14/23	08/24/23	8,900	8,900	8,900	0	8,900	0.00%	0.00%

Thurston Conservation District
Payment Report
May 2023

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	11119	05/01/2023	Smartsheet Inc.	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	3,850.02
Credit Card Charge	MC13323679	05/02/2023	Mail Chimp	TCD Programs:T030 - District Communications	5314505 · Software Licenses	85.13
Credit Card Charge	11283	05/02/2023	Midway USA	WSSC Salmon Recovery Funding	5314108 · Construction & Restoration Work	40.39
Credit Card Charge	11122	05/03/2023	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5945364 · Computer Hardware	2,056.61
Credit Card Charge	11199	05/03/2023	ASCE	WSSC:W100 - Engineering:W100.1 - Engineering Assistance	5314902 · Organizational Dues & Licenses	180.00
Bill Pmt -Check	EFT	05/04/2023	Comcast	UNRESTRICTED:A010 - Administrative Expenses	5314204 · Internet Services	186.61
Credit Card Charge	11123	05/04/2023	DocuSign	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	321.34
Bill Pmt -Check	EFT	05/04/2023	Pacific Disposal	UNRESTRICTED:A010 - Administrative Expenses	5314702 · Garbage Service	62.21
Credit Card Charge	11203	05/04/2023	U Printing	TCD Programs:T030 - District Communications	5314203 · Printing Services	66.42
Credit Card Charge	11241	05/05/2023	Amazon	MISC:M075 - Sentinel Landscape Program (SLP)	5314107 · Project Supplies	36.14
Check	EFT	05/05/2023	Delta Dental		5531022 · Dental Benefits	1,120.40
Credit Card Charge	11284	05/05/2023	Featherman Equipment	TCD Programs:T099 - Food Processing and Tools Rentals	5945365 · Machinery and Tools	185.74
Check	EFT	05/05/2023	Regence - Health Care		5531021 · Medical Benefits	17,322.23
Credit Card Charge	11227	05/05/2023	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	8.61
Credit Card Charge	1226320637	05/07/2023	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	179.58
Credit Card Charge	11249	05/08/2023	Home Depot	WSSC Salmon Recovery Funding	5314107 · Project Supplies	21.87
Liability Check	EFT	05/08/2023	Internal Revenue Service		Federal Income Tax Payable & FICA Payable	11,555.84
Credit Card Charge	10666	05/08/2023	Minuteman Press	Various	5314203 · Printing Services	133.62
Check	EFT	05/08/2023	Wells Fargo		Wells Fargo	15,381.59
Credit Card Charge	11250	05/09/2023	Chevron	WSSC Salmon Recovery Funding	5314107 · Project Supplies	70.40
Credit Card Charge	11285	05/09/2023	FindTape.com	WSSC Salmon Recovery Funding	5314108 · Construction & Restoration Work	51.30
Credit Card Charge	11238	05/09/2023	Kiperts	TCD Programs:T096 - Soil Health Equipment Rentals	5354800 · Repairs & Maintenance:	328.50
Liability Check		05/09/2023	QuickBooks Payroll Service		Payroll	36,384.50
Credit Card Charge	3119532	05/09/2023	Right Networks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	23.00
Credit Card Charge	11233	05/09/2023	US Postal Service	UNRESTRICTED:A010 - Administrative Expenses	5314202 · Postage & Shipping	8.13
Liability Check	EFT	05/09/2023	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	765.00
Liability Check	EFT	05/09/2023	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	16,231.91
Liability Check	EFT	05/09/2023	WFSE Union Dues		3861008 · Union Dues	733.03
Bill Pmt -Check	21739	05/10/2023	All City Cleaning Services	UNRESTRICTED:A010 - Administrative Expenses	5314104 · Janitorial Services	750.00
Credit Card Charge	11237	05/10/2023	Center for Natural Lands Management	WSSC:W120 - Sustainable Farms and Fields	5314107 · Project Supplies	98.55
Credit Card Charge	11251	05/10/2023	Chevron	WSSC Salmon Recovery Funding	5314107 · Project Supplies	66.24
Bill Pmt -Check	21740	05/10/2023	Community Farmland Trust	TCD Programs:T099 - Food Processing and Tools Rentals	5314501 · Office Rent	260.00
Bill Pmt -Check	21741	05/10/2023	Dominique Hart	WSSC Salmon Recovery Funding	5314108 · Construction & Restoration Work	600.00
Bill Pmt -Check	21742	05/10/2023	Fourth Corner Nurseries	WSSC Salmon Recovery Funding	5313401 · Plants for Resale	1,876.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	21743	05/10/2023	FP Mailing Solutions	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	160.80
Bill Pmt -Check	21744	05/10/2023	Green Diamond Resource Company	WSCC Salmon Recovery Funding	5314902 · Organizational Dues & Licenses	650.00
Bill Pmt -Check	21745	05/10/2023	James Gudgeon			1,200.00
Bill Pmt -Check	21746	05/10/2023	Marguerite Abplanalp	Various	5314304 · Mileage	165.73
Bill Pmt -Check	21747	05/10/2023	Midwest Labs	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	460.43
Bill Pmt -Check	21748	05/10/2023	Mountain Mist	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	40.94
Bill Pmt -Check	21749	05/10/2023	North Thurston Public Schools	Various	5314112 · Bus Transportation	1,530.54
Bill Pmt -Check	21750	05/10/2023	Pape Machinery	WSCC:W120 - Sustainable Farms and Fields	5945360 · Capital Outlays:Equipment	55,492.84
Bill Pmt -Check	21751	05/10/2023	Perfect Temp, Inc.	TCD Programs:T099 - Food Processing and Tools Rentals	5354802 · Rental Equipment	1,129.44
Bill Pmt -Check	21752	05/10/2023	Petrocard	UNRESTRICTED:A120 - Vehicles	5313201 · Vehicle Fuel	190.90
Bill Pmt -Check	21753	05/10/2023	Sydney Flemister	WSCC Salmon Recovery Funding	5314108 · Construction & Restoration Work	1,200.00
Bill Pmt -Check	21754	05/10/2023	Taylor Sherrow	WSCC Salmon Recovery Funding	5314108 · Construction & Restoration Work	100.00
Bill Pmt -Check	21755	05/10/2023	Thurston County Central Services	UNRESTRICTED:A010 - Administrative Expenses	5314501 · Office Rent	4,108.00
Bill Pmt -Check	21756	05/10/2023	Uline	TCD Programs:T099 - Food Processing and Tools Rentals	5945360 · Capital Outlays:Equipment	559.98
Bill Pmt -Check	21757	05/10/2023	WA St University Energy Program	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	2,940.00
Bill Pmt -Check	21758	05/10/2023	WADE	Various	5314302 · Staff - Conference & Training	2,300.00
Bill Pmt -Check	21761	05/10/2023	West Thurston Regional Fire Authority	RCO:R080 - Oregon Spotted Frog (OSF) Outreach	5314502 · Site Rental	100.00
Bill Pmt -Check	21763	05/10/2023	West Thurston Regional Fire Authority	RCO:R080 - Oregon Spotted Frog (OSF) Outreach	5314502 · Site Rental	70.00
Bill Pmt -Check	21759	05/10/2023	White, Nora	Various	5314304 · Mileage & 5314901 · Meeting & Event	96.87
Bill Pmt -Check	21760	05/10/2023	Yan Dong_V	UNRESTRICTED:A010 - Administrative Expenses	5314304 · Mileage	24.88
Credit Card Charge	11252	05/11/2023	Cheveron	WSCC Salmon Recovery Funding	5314107 · Project Supplies	65.79
Credit Card Charge	11239	05/11/2023	National Marine Educators Association	GREEN:TCC:G019.28 Dawkins	5314902 · Organizational Dues & Licenses	555.00
Credit Card Charge	11221	05/11/2023	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	16.22
Credit Card Charge	11222	05/12/2023	Haggen	TCD Programs:T098 - Soil Health Testing	5314107 · Project Supplies	5.51
Credit Card Charge	11244	05/12/2023	Home Depot	Various	5314107 · Project Supplies	27.20
Credit Card Charge	4960363	05/14/2023	Buzzsprout	TCD Programs:T030 - District Communications	5374001 · Web Hosting and Maintenance	12.00
Credit Card Charge	11230	05/15/2023	Ace Hardware	TCD Programs:T096 - Soil Health Equipment Rentals	5354800 · Repairs & Maintenance	49.24
Credit Card Charge	11260	05/15/2023	Ace Hardware	TCD Programs:T096 - Soil Health Equipment Rentals	5354800 · Repairs & Maintenance:	63.59
Credit Card Charge	11253	05/15/2023	Airport Depot	WSCC Salmon Recovery Funding	5314107 · Project Supplies	50.21
Credit Card Charge	11280	05/15/2023	Minuteman Press	TCD Programs:T030 - District Communications	5314203 · Printing Services	93.64
Credit Card Charge	11254	05/15/2023	Tenino Short Stop	WSCC Salmon Recovery Funding	5314107 · Project Supplies	57.52
Credit Card Charge	11125	05/16/2023	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	78.49
Credit Card Charge	11255	05/16/2023	Service Saw Workwears	WSCC Salmon Recovery Funding	5314107 · Project Supplies	11.89
Credit Card Charge	11257	05/17/2023	Ace Hardware	WSCC Salmon Recovery Funding	5314107 · Project Supplies	39.41
Credit Card Charge	11258	05/17/2023	Cheveron	WSCC Salmon Recovery Funding	5314107 · Project Supplies	13.27
Credit Card Charge	11256	05/17/2023	Tenino Short Stop	WSCC Salmon Recovery Funding	5314107 · Project Supplies	24.30
Credit Card Charge	11267	05/18/2023	Home Depot	WSCC Salmon Recovery Funding	5314107 · Project Supplies	29.74
Credit Card Charge	11223	05/18/2023	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	13.19

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	11153	05/19/2023	Amazon	GREEN:G019.109 RCO Outdoor Learning	5314107 · Project Supplies	84.46
Credit Card Charge	11228	05/19/2023	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	69.74
Credit Card Charge	E0300NI8NA	05/19/2023	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	171.64
Credit Card Charge	E0300NI8NB	05/19/2023	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	49.28
Credit Card Charge	E0300NI70B	05/19/2023	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	95.82
Check	EFT	05/19/2023	TPSC Benefits		5531021 · Medical Benefits	67.50
Credit Card Charge	11261	05/19/2023	Trader Joes	TCD Programs:T070 -Teens in Thurston Volunteer Program	5314901 · Meeting & Event	20.87
Credit Card Charge	11229	05/23/2023	Advantage Lock & Key	UNRESTRICTED:A010 - Administrative Expenses	5354801 · Office Equipment	76.65
Credit Card Charge	11154	05/23/2023	Amazon	GREEN:G019.110 TCD SS Green Allocation	5314107 · Project Supplies	59.07
Credit Card Charge	11263	05/23/2023	Capital Industrial	TCD Programs:T096 - Soil Health Equipment Rentals	5314107 · Project Supplies	14.88
Credit Card Charge	P1-84656762	05/23/2023	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	116.00
Credit Card Charge	11281	05/23/2023	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	65.46
Check	EFT	05/23/2023	WA St Dept of Retirement Systems		5531023 · Retirement - PERS	25.00
Bill Pmt -Check	21764	05/24/2023	Anchor QEA	RCO:R050 - FY 22-27 ASRP Riverbend	5314100 · Professional Services	60,724.31
Bill Pmt -Check	21765	05/24/2023	Coastal Geologic Services	RCO:R035 - ESRP Shore Friendly	5314100 · Professional Services	6,167.15
Bill Pmt -Check	21766	05/24/2023	Deschutes Law Group	UNRESTRICTED:A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	21767	05/24/2023	Erin Phillips	WSCC Salmon Recovery Funding	5314108 · Construction & Restoration Work	666.67
Bill Pmt -Check	21768	05/24/2023	Fourth Corner Nurseries	WSCC Salmon Recovery Funding	5313401 · Plants for Resale	5,628.00
Bill Pmt -Check	21769	05/24/2023	Half Moon Sanitation	WSCC Salmon Recovery Funding	5314503 · Equipment Leases	185.00
Liability Check	EFT	05/24/2023	Internal Revenue Service		Federal Income Tax Payable & FICA Payable	11,782.32
Bill Pmt -Check	21770	05/24/2023	James Gudgeon	WSCC Salmon Recovery Funding	5314108 · Construction & Restoration Work	1,200.00
Bill Pmt -Check	21771	05/24/2023	Kiana Sinner_V	Various	5314304 · Mileage	85.15
Bill Pmt -Check	21772	05/24/2023	Kiperts	USFWS:US80 Frogs on Farms	5314108 · Construction & Restoration Work	1,630.81
Credit Card Charge	11275	05/24/2023	Left Bank Pastry	USFWS:US80 Frogs on Farms	5314901 · Meeting & Event	101.03
Bill Pmt -Check	21773	05/24/2023	Marguerite Abplanalp	Thurston County:TC400 - VSP	5314304 · Mileage	45.20
Bill Pmt -Check	21774	05/24/2023	Minuteman Press	RCO:R080 - Oregon Spotted Frog (OSF) Outreach	5314203 · Printing Services	668.24
Credit Card Charge	11265	05/24/2023	Mixed Role Productions	TCD Programs:T030 - District Communications	5313101 · Office Supplies	65.85
Bill Pmt -Check	21775	05/24/2023	Petrocard	UNRESTRICTED:A120 - Vehicles	5313201 · Vehicle Fuel	389.13
Bill Pmt -Check	21776	05/24/2023	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	Electricity & Gas	383.85
Liability Check		05/24/2023	QuickBooks Payroll Service		Payroll	37,562.80
Credit Card Charge	11271	05/24/2023	Ralphs Thriftway	USFWS:US80 Frogs on Farms	5314901 · Meeting & Event	32.12
Bill Pmt -Check	21778	05/24/2023	Sam Nadell	GREEN:G019.106 NOAA B-WET	5314304 · Mileage	18.34
Bill Pmt -Check	21779	05/24/2023	Sydney Flemister	WSCC Salmon Recovery Funding	5314108 · Construction & Restoration Work	1,200.00
Bill Pmt -Check	21780	05/24/2023	Taylor Sherron	WSCC Salmon Recovery Funding	5314108 · Construction & Restoration Work	100.00
Bill Pmt -Check	21781	05/24/2023	Tim Jacobson	TC450.5 - VSP Cost Share: Jacobson Cost Share	5314109 · Cost Share	10,000.00
Bill Pmt -Check	21782	05/24/2023	Verizon	UNRESTRICTED:A010 - Administrative Expenses	5314201 · Telephone	1,045.20
Bill Pmt -Check	21783	05/24/2023	VSP - Vision Care		5531021 · Medical Benefits	331.43
Bill Pmt -Check	21784	05/24/2023	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	491.20

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Liability Check	EFT	05/24/2023	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	765.00
Bill Pmt -Check	21785	05/24/2023	WSU Sponsored Programs Services	MISC:M075 - Sentinel Landscape Program (SLP)	5314100 · Professional Services	22,990.27
Bill Pmt -Check	EFT	05/25/2023	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	247.33
Credit Card Charge	11270	05/26/2023	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	13.55
Credit Card Charge	11286	05/26/2023	WA Dept of Agriculture	WSCC Salmon Recovery Funding	5314302 · Staff - Conference & Training	51.50
Credit Card Charge	MC13484507	05/30/2023	Mail Chimp	TCD Programs:T030 - District Communications	5314505 · Software Licenses	75.56
Credit Card Charge	11274	05/30/2023	TAGS	TCD Programs:T030 - District Communications	5314203 · Printing Services	23.00
Credit Card Charge	11282	05/30/2023	WA Dept of Agriculture	WSCC Salmon Recovery Funding	5314302 · Staff - Conference & Training	51.50
Credit Card Charge	11273	05/30/2023	Yelm Chamber of Commerce	MISC:M075 - Sentinel Landscape Program (SLP)	5314400 · Advertising	20.00
Credit Card Charge	11288	05/31/2023	Amazon	WSCC:W070 - CREP	5945364 · Computer Hardware	1,092.84



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		NACD REPI Challenge MOA	
Lead Staff:	NACD REPI Challenge MOA	Board Meeting Date:	06/27/23
Goal of Presentation:	Decision <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	Feedback <input type="checkbox"/>
Description/Background:	<i>Please provide a description or background of the project.</i>		
<p>REPI Challenge funds were successfully applied for by the Sentinel Landscapes Partnership to further the Partnership's goals. TCD's portion is to support technical assistance, grazing association facilitation, and technical education. We're also sub-contracting \$130,000 of the funds to WSU Extension.</p>			
Pros: The funds are already successfully applied for and it funds on-going work and staff time.		Cons: None	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
\$261,000 added to TCD's budget, \$130,000 to WSU Extension			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Sign the MOA			
Legal Review:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
MOA for signature			



**Amendment to
Memorandum of Agreement**

Between

The National Association of Conservation Districts (NACD) and the Thurston Conservation District

The purposes of this Amendment 01 are to:

1. Increase the funded value by \$319,000 as follows:

Year 1 REPI DOD Grant \$ 260,000

Year 2 REPI DOD Grant: \$ 319,000

Grant Total: \$ 579,000

2. Extend the period of performance to March 28, 2024.
3. Incorporate the proposed Year 2 goals and program outcomes from the Exhibit 1

NOW, THEREFORE, in accordance with the **MODIFICATIONS** described above, the MOA and proposal are revised and incorporated in full as follows.

Amendment to
Memorandum of Agreement
Between
The National Association of Conservation Districts (NACD) and Thurston Conservation District

The purpose of this Amendment 02 is to:

1. Increase the funded value by \$391,000 as follows:

Year 1 REPI DOD Grant \$ 260,000

Year 2 REPI DOD Grant: \$ 319,000

REPI Challenge DOD Grant: \$ 391,000

Grant Total: \$ 970,000

2. Increase the scope of deliverables as follows:

- a. **Landowner Outreach and Communication**

- i. Activity 1: Landowner engagement; Recipient: Thurston Conservation District;
Cost: \$261,000

- ii. Role: Hire, support, and manage a 1.0 FTE Landowner Engagement and Technical Assistance Position and support web content and workshop development to achieve SLP goals.

- iii. Deliverable outcomes:

1. Focused outreach to underserved communities
 2. Provide support for translation of outreach materials and for events (e.g. Spanish)
 3. Provide support for member-led leadership roles in the Grazing Association
 4. Support web content development and graphic design
 5. Facilitate workshop development for 3 workshops that integrate climate resilience, agricultural BMPs, habitat recovery, and sensitive species recovery
 6. Host inter-agency trainings for technical service providers on the latest incentive programs and tools developed for private land conservation.
 7. Provide support around other JBLM Sentinel Landscape Implementation objectives

- iv. Activity 2: Improve prairie habitat on grazing lands; Recipient: Washington State University; Cost: \$130,000
- v. Role: Support a 0.25 FTE scientist, a 0.15 technician, and supplies to support a practical interpretation and demonstration site for local farmers to achieve SLP goals.
- vi. Deliverable outcomes:
 - 1. Provide support for member-led leadership roles in the Grazing Association.
 - 2. Support development of a habitat-enhanced pasture demonstration site at Violet Prairie property. This site would use only tools available to ranchers and private land managers to transition a brushy neglected pasture into a quality prairie habitat that supports livestock in addition to prairie habitat. The site would be available for workshops, demonstrations, and other instructional events that would support prairie restoration on private lands.

NOW, THEREFORE, in accordance with the **MODIFICATIONS** described above, the MOA and proposal are revised and incorporated in full as follows.

**Memorandum of Agreement
Between**

The National Association of Conservation Districts (NACD) and the Thurston Conservation District.

SUMMARY

This agreement (referred to as the “Agreement” or “MOA”) is entered into by the National Association of Conservation Districts (referred to as “NACD”), located at 509 Capitol Court NE, Washington, DC 20002 and the: **Thurston Conservation District** (referred to as “Grantee”).)

Grantee Address:

**2918 Ferguson St. SW, Ste A
Turnwater, WA 98512**

Grantee Contact Person **Sarah Moorehead**

Email Address: **SMoorehead@thurstoncd.com**

Phone Numbers: **(360) 754-3588**

NACD shall provide the Grantee with a grant in the amounts of:

REPI DOD Grant:	\$ 970,000.00
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Grant Total:	\$ 970,000.00
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These REPI DOD Grant Funds are made available by an Agreement between NACD and the Department of Defense (DoD). The requirements and accomplishments as specified in Thurston REPI application are also made a part of this Agreement as Exhibit I.

It is the intent of this Agreement and this project to support conservation capacity at the local level focused in DoD’s Sentinel Landscapes and around other key installations and ranges, while providing the maximum flexibility for the Grantee to carry out their responsibilities for these funds.

STATEMENT OF WORK

The Grantee shall undertake the work and activities **set forth as year 1 and 2** in Exhibit I, made a part hereof, and incorporated by reference as if fully written herein.

The Grantee expressly acknowledges that this Agreement shall not be construed or interpreted as a contract of agency or employment. The Grantee shall furnish its own support staff necessary for the satisfactory performance of this Agreement.

NACD may, from time to time as it deems appropriate, communicate specific instructions and requests to the Grantee concerning the performance of the work described in this Agreement. Upon such notice and within a reasonable period of time, the Grantee shall respond to such requests. It is expressly

understood by the parties that these instructions and requests are for the sole purpose of performing the specific tasks requested to ensure satisfactory completion of the work described in this Agreement, and are not intended to amend or alter this Agreement or any part thereof.

Any or all materials created under this Agreement may be utilized by NACD and/or DoD to promote outreach, educational and knowledge transfer nationally.

REPORTING

For the duration of the project, NACD will require quarterly reports as of the end of quarters dated March 31, June 30, September 30, and December 31. These reports are due April 20, July 20, October 20, and January 20 using the online Quarterly Report Form at:

https://nacd.formstack.com/forms/rep_i_quarterly_report

Quarterly reports must address progress on carrying out work outlined in Exhibit I. Reports must identify expenditures and metrics to the ending date of the Grantee's quarterly reports. When expenditures and or metrics are not available as of the report deadline a report is still required and should include a statement in the narrative section explaining the reason such information is not provided.

A final report must also be submitted. The report should include anything not previously included in a quarterly report. The final report must also include a short narrative (up to 200 words) about the Grantee's grant experience and a photo that might be used in NACD publications about the grants. The final report must be provided within 30 days of the completion of the grant.

For any changes to the approved grant funds budgets, including an increase or decrease in the total budget, please request and secure written approval from your NACD Region Representative. Contact information can be found on the NACD website, link below.

<https://www.nacdnet.org/nacd-staff/>

NACD will respond to reports when and if there is either a request for guidance or a question of compliance with this Agreement. The Grantee shall consult with the personnel of NACD and other appropriate persons as necessary to assure understanding of the work and satisfactory completion thereof.

NACD agrees to cooperate with and provide assistance to the Grantee; which includes, designating a person or persons to whom the Grantee will contact and who will regularly review, discuss, and meet with (as possible and necessary) the Grantee regarding the services provided, the time for performance of the services and to assist in arranging meetings, conferences and other arrangements with NACD personnel to facilitate performance under this Agreement, and to ensure that all information and issues required for review by NACD are made available to the Grantee. For this agreement the contact person will be Ariel Rivers, NACD Pacific Regional Representative.

The Grantee shall consult with the personnel of NACD and other appropriate persons as necessary to assure understanding of the work and satisfactory completion thereof.

TERM OF AGREEMENT

This Agreement shall be in effect and binding for both parties until **March 28, 2024** to carry out the work described in Exhibit 1 to the satisfaction of NACD, or until otherwise terminated. This Agreement may be extended for an additional period for reasons agreed upon by both parties including should additional funds become available.

This Agreement shall not obligate any participating parties to endorse, support, or otherwise influence any policy, legislation, or program activities.

TERMINATION

Either party to this agreement may terminate this agreement with a 60-day notice. In such a case any unused funds will be returned. This Agreement may also be terminated by NACD for noncompliance with its provisions.

RECORD KEEPING REQUIREMENTS

The Grantee shall keep all financial records in a manner consistent with generally accepted accounting procedures.

All disbursements made for this Agreement shall be only for obligations incurred in the performance of this Agreement and shall be supported by documentation and data, as appropriate to support such disbursements. All disbursements for this Agreement shall be for obligations incurred only after the effective date of this Agreement, unless specific authorization for prior disbursements has been given in writing by NACD.

PAYMENT TERMS AND CONDITIONS

Upon receipt of a signed copy of this Agreement, an initial check for twenty-five percent (three-month estimate of expenses for a one-year Agreement) of the Agreement amount will be issued to the Grantee. Assuming performance of the work continues on schedule, additional funds will be disbursed on a quarterly advanced basis until the grantee has received their entire grant.

CONFLICTS OF INTEREST

The Grantee expressly acknowledges that no officer or employee of NACD has been employed, retained, induced or directed by the Grantee to solicit or secure this Agreement with NACD upon an agreement, offer, understanding or implication involving the payment of any form of remuneration, whatsoever. The Grantee agrees that, in the event NACD has substantial reason to believe that this provision has been violated, NACD may, at its sole option, consider this Agreement void; and in doing so, NACD is released from any and all obligations under this Agreement.

INDEMNIFICATION

Except where prohibited by law, the Grantee, at its own expense, shall defend and hold NACD, its officers and employees, harmless from all claims, expenses, damages and judgments, including attorney's fees, in the event of a suit or claim arising out of the grantee's performance in executing the services as stated in Exhibit I, including but not limited to, claims of infringement of a U.S. patent, trademark or copyright, or misuse or misappropriation of a trade secret. Similarly, NACD shall provide the Grantee with reasonable notice of such suit or claim and provide information required for the defense of same.

WARRANTY AND DISCLAIMER OF WARRANTY

The Grantee warrants that the work and activities as set forth in this Agreement shall be performed by trained and qualified personnel, and in a professional manner.

COMPLIANCE WITH LAW

The Grantee agrees to comply with all applicable federal, state, and local laws in the conduct of the work hereunder. The Grantee accepts full responsibility for payment of all taxes including without limitation, unemployment compensation insurance premiums, all income tax deductions, social security deductions, and all other taxes or payroll deductions required for all employees engaged by the Grantee in the performance of the work authorized by this Agreement.

CHANGES OR MODIFICATIONS

This Agreement constitutes the entire Agreement between the parties and supersedes all prior negotiations, commitments, representations and understanding of the parties with respect to the services contemplated under Exhibit I of this Agreement. Any change, deletion, addition or modification of any portion of this Agreement shall not be valid or binding upon either party, unless such change, addition, deletion or modification is agreed to in writing and signed by both parties under this Agreement. See also budget change requests above under REPORTING.

ASSIGNMENT

Neither this Agreement nor any rights, duties, or obligations described herein shall be assigned by either party hereto without the prior express written consent of the other party, provided, however, that NACD may assign this Agreement to a related entity without such written consent.

CONSTRUCTION

This Agreement shall be construed and interpreted and the rights of the parties determined in accordance with the laws of the District of Columbia.

FORCE MAJEURE

Neither party shall be responsible for failure to perform under this Agreement due to causes beyond the parties' control, including but not limited to, fires, pandemics, civil disobedience, riots, embargoes, explosions, rebellions, strikes, work stoppages, acts of God or acts of any governmental authority or any other similar occurrence. The Grantee will notify and consult with NACD regarding the event and how to minimize its impact, and make reasonable efforts to address the problem and carry out the obligations of this Agreement.

BINDING EFFECT

This Agreement shall ensure to the benefit and be binding upon the legal representatives of the parties hereto, subject to the grant of consent for assignment as provided in this Agreement.

SEVERABILITY

If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect.

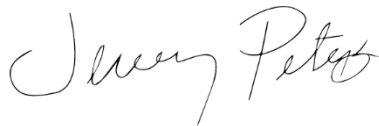
IN WITNESS WHEREOF, the parties have executed this Agreement as of the last signature date set forth below.

Chair or designated representative of the Grantee

(Please print name of signer)

Name of Grantee: **Thurston Conservation District**

 , 2023
(Month) (Day)



Jeremy Peters, CEO
National Association of Conservation Districts

May 11, 2023



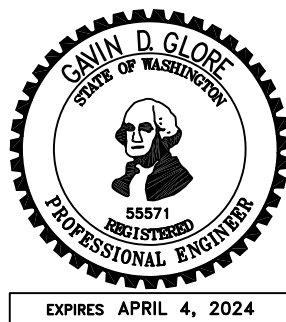
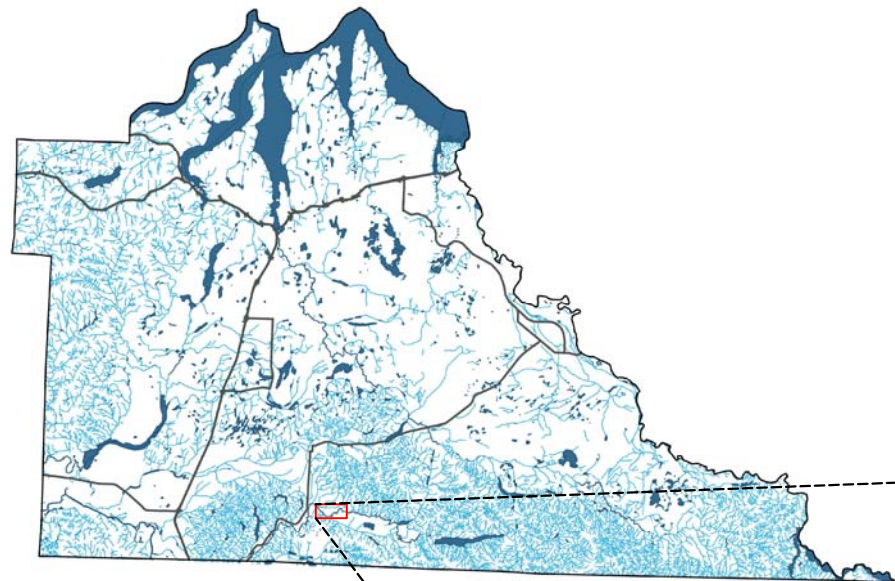
BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		Riverbend Ranch Fish Passage Improvement #2023-06	
Lead Staff:		Riverbend Ranch Fish Passage Impr	Board Meeting Date: 06/26/23
Goal of Presentation:	Decision <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	Feedback <input type="checkbox"/>
Description/Background:		<i>Please provide a description or background of the project.</i>	
<p>The Riverbend Ranch Fish Passage Improvement project will replace 4 undersized culverts on a seasonal tributary to the Skookumchuck River. This contract is for installation of 4 new concrete box culverts. The culverts were fabricated and will be delivered through another contract. In addition to improving aquatic organism passage, these culvert improvements are necessary to improve access to the floodplain of the Skookumchuck river in preparation for the river restoration work planned for summer of 2024 and 2025.</p>			
Pros: The low bidder's proposal was less than the engineer's estimate for implementation of the project. The bidder met the criteria presented in the RFQ and references were positive. 15 contractors attended the job show with bids ranging from under \$100,000 to over \$250,000.		Cons: Though this contractor met all the requirements of the RFP, when verifying contractor eligibility there was note about a license violation that was resolved and a lawsuit that had been dropped. These issues were reviewed with TCD legal council and the decision was made to proceed with this contractor.	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
This contract is for a lump sum of \$85,344.95 including tax. This project is covered by ASRP funding for the Riverbend Ranch restoration project.			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
I recommend that the board sign this contract.			
Legal Review:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
Contract Construction Drawings			



Riverbend Ranch Fish Passage Improvement Project 2023, Final Design

Thurston County Vicinity
(Not to Scale)

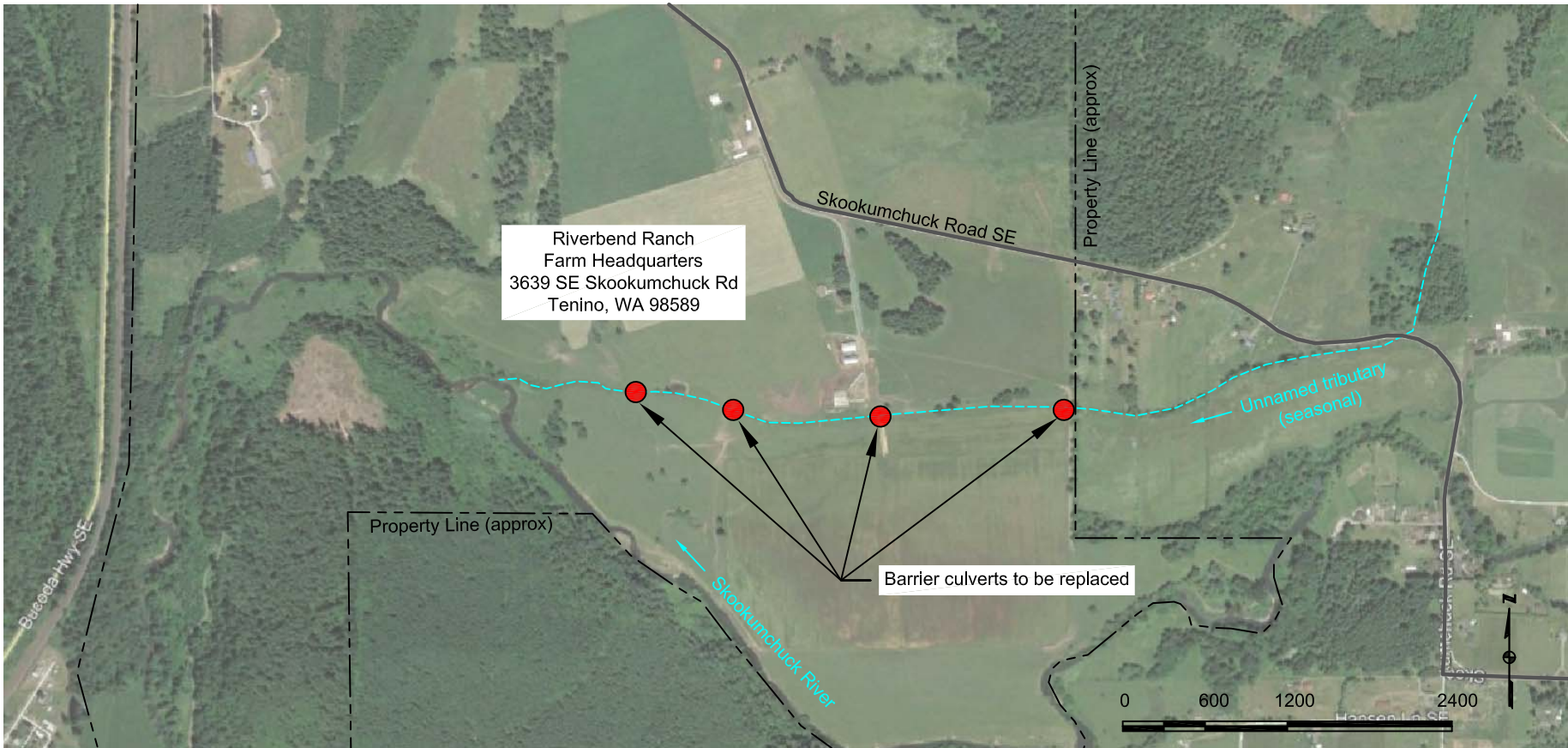


Sheet Index	
Sheet No	Description
1 of 8	Cover Sheet
2 of 8	Site Overview
3 of 8	Existing Conditions
4 of 8	601275, Site Plan and Profiles
5 of 8	601274, Site Plan and Profiles
6 of 8	601272, Site Plan and Profiles
7 of 8	601269, Site Plan and Profiles
8 of 8	Details

Final Design:
Approved for Construction

Project Description

This project will improve fish passage at Riverbend Ranch by correcting four fish passage barriers on a small, seasonal stream that bisects an active livestock operation. The existing barrier culverts are 36" diameter, round and corrugated steel or concrete. The existing culverts are undersized, backwater the areas upstream of the culverts during high flow events and create velocities that are barriers for fish and other aquatic organisms. The barrier culverts will be replaced with concrete box culverts that are sized and sited using the Washington Department of Fish and Wildlife (WDFW) Water Crossing Design Guidelines "No-Slope Design" methodology. The proposed replacement structures meet WDFW design recommendations, will be countersunk 30%, have sufficient conveyance to pass high flows without creating excessive velocities, and do not require a net-import of materials into the floodplain (no net-import). This project is part of a voluntary property-wide enhancement strategy funded by a grant from the Aquatic Species Restoration Plan (Chehalis Basin) that is administered by the Recreation and Conservation Office.



Legal Description: Township 15N, Range 01W, Section 05
Parcel #: 09670001000
Coordinates: 46.80873, -122.84047



Thurston Conservation District
2918 Ferguson St SW, STE A
Tumwater, WA 98512
(360) 754-3588
www.thurstoncd.com

SCALE:
HOR: 1" = N/A
VER: 1" = N/A

DESIGNER: GG
DRAFTER: GG
DATE: 3/31/23

BY	DATE	REVISIONS
GG	4/01/2021	Preliminary design (60%) for review.
GG	3/31/2023	Final design for construction.
		Print on 11" x 17" paper to preserve scale.

FOR:

Mara Healy, Habitat Specialist
Thurston Conservation District
Tumwater, WA 98512
(360) 754 - 3588 Ext. 125

Cover Sheet

Riverbend Properties LLC
3639 SE Skookumchuck Rd
Tenino, WA 98589
Parcel #: 09670001000

JOB NO.

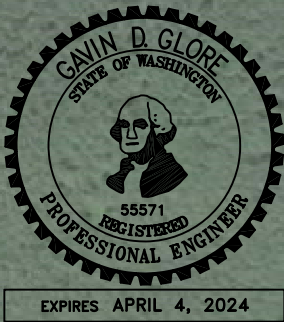
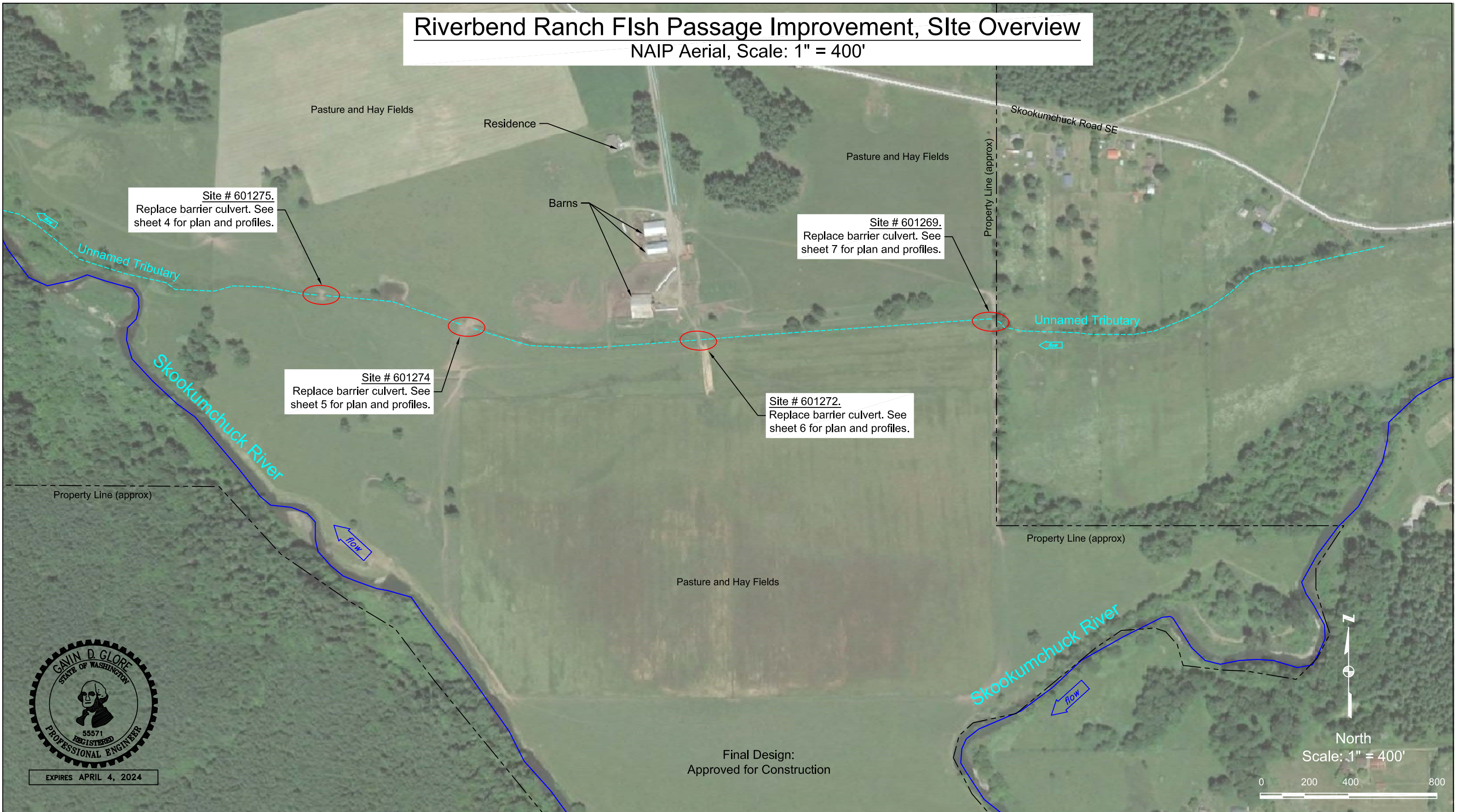
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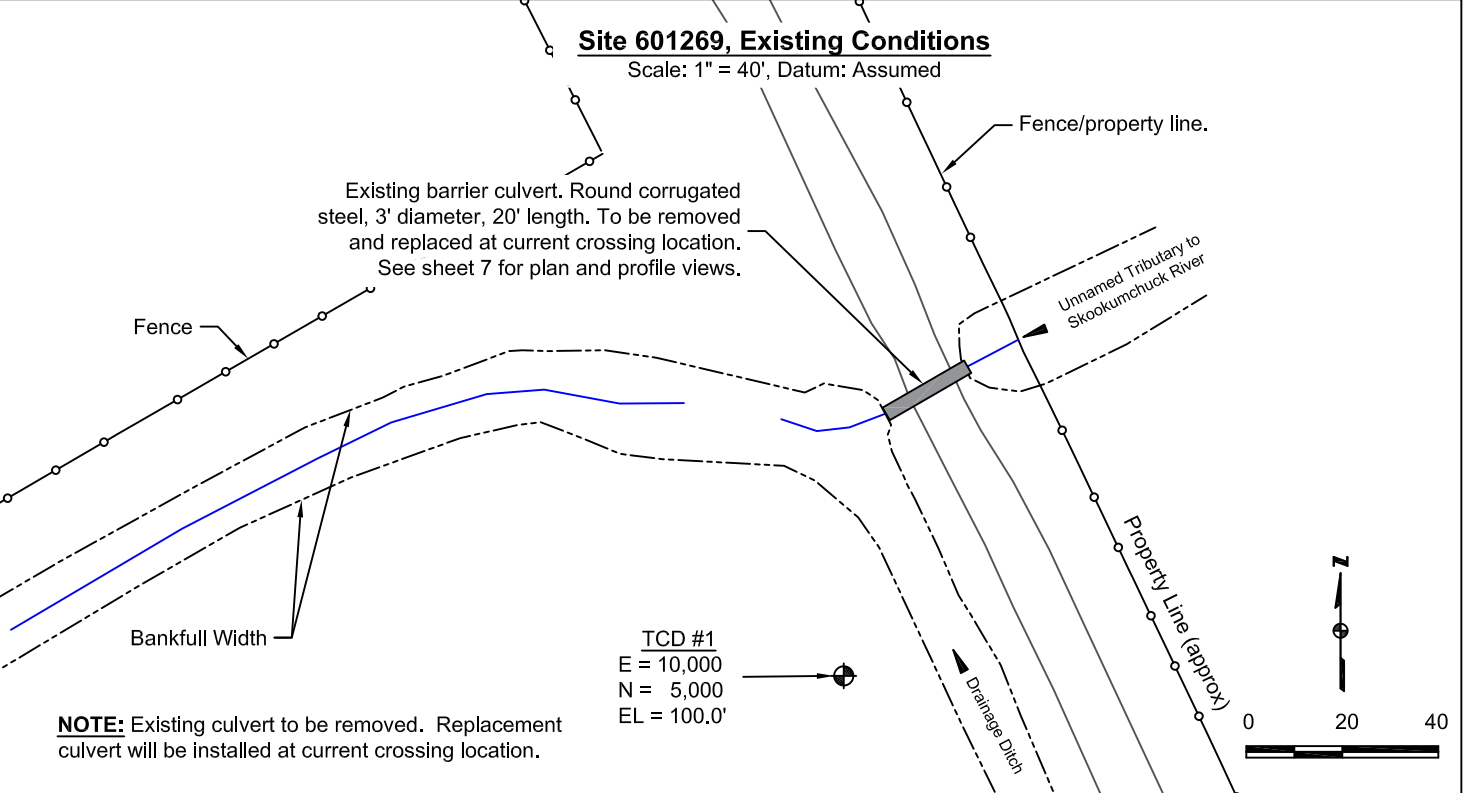
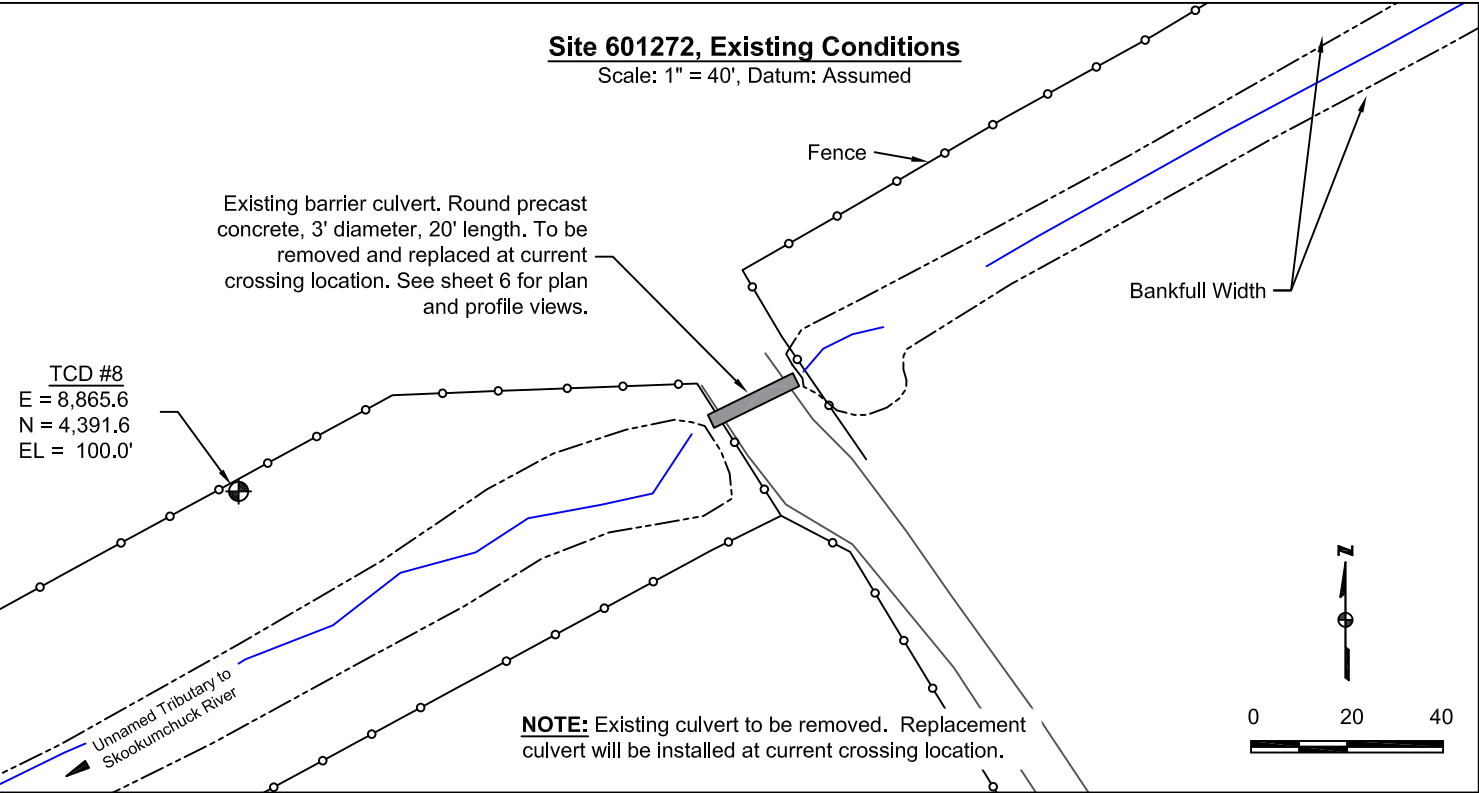
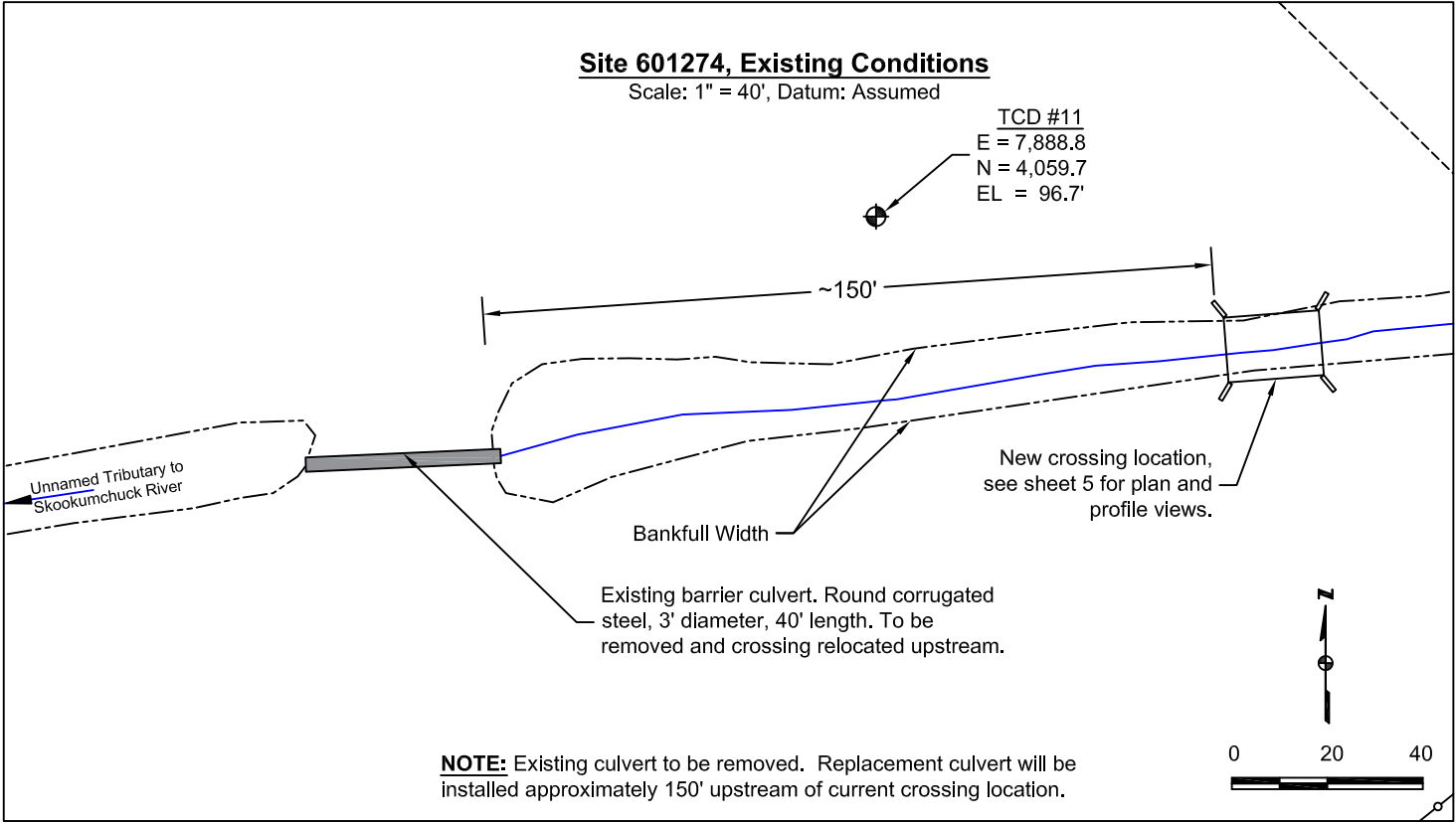
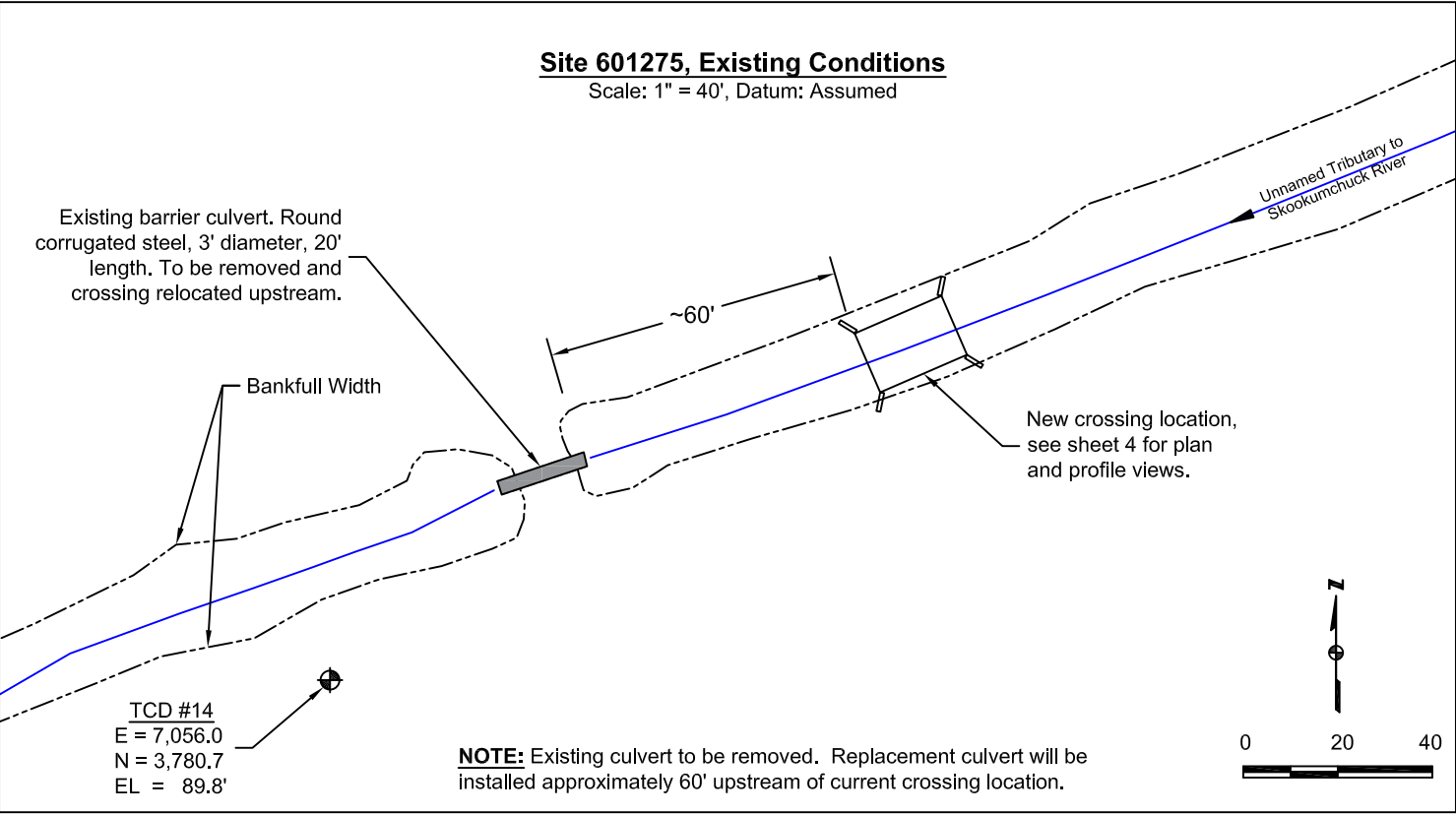
08

Riverbend Ranch Fish Passage Improvement, Site Overview

NAIP Aerial, Scale: 1" = 400'



 <div>Thurston Conservation District</div> <div>EST 1947</div>	Thurston Conservation District 2918 Ferguson St SW, STE A Tumwater, WA 98512 (360) 754-3588 www.thurstoncd.com	SCALE: HOR: 1" = N/A VER: 1" = N/A	BY DATE REVISIONS				FOR: Mara Healy, Habitat Specialist Thurston Conservation District Tumwater, WA 98512 (360) 754 - 3588 Ext. 125	Site Overview	JOB NO.
				GG	4/01/2021	Preliminary design (60%) for review.			
		DESIGNER: GG DRAFTER: GG DATE: 3/31/23		GG	3/31/2023	Final design for construction.			SHEET
									02
						Print on 11" x 17" paper to preserve scale.			08



Final Design: Approved for Construction



Thurston Conservation District
2918 Ferguson St SW, STE A
Tumwater, WA 98512
(360) 754-3588
www.thurstoncd.com

SCALE:
HOR: 1" = 40'
VER: 1" = N/A

DESIGNER: GG
DRAFTER: GG
DATE: 3/31/23

BY DATE

GG
GG

4/01/2021
3/31/2023

REVISIONS

Preliminary design (60%) for review.
Final design for construction.

Print on 11" x 17" paper to preserve scale.

FOR:

Mara Healy, Habitat Specialist
Thurston Conservation District
Tumwater, WA 98512
(360) 754 - 3588 Ext. 125

Existing Conditions
Plan View

Riverbend Properties LLC
3639 SE Skookumchuck Rd
Tenino, WA 98589
Parcel #: 09670001000

JOB NO.

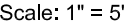
SHEET

03
08

Scale: 1" = 10', Datum: Assumed



Scale: 1" = 5'



Thurston Conservation District
2918 Ferguson St SW, STE A
Tumwater, WA 98512
(360) 754-3588
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SCALE:
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VER: 1" = N/A

DESIGNER: GG
DRAFTER: GG
DATE: 3/31/23

BY

DATE _____

REVISIONS

GG

4/01/2

3/31/20

Print on 11" x 17" paper to preserve scale.

FOR:

Mara Healy, Habitat Specialist
Thurston Conservation District
Tumwater, WA 98512
(360) 754 - 3588 Ext. 125

Site 601275

Replacement Plan View and Profiles

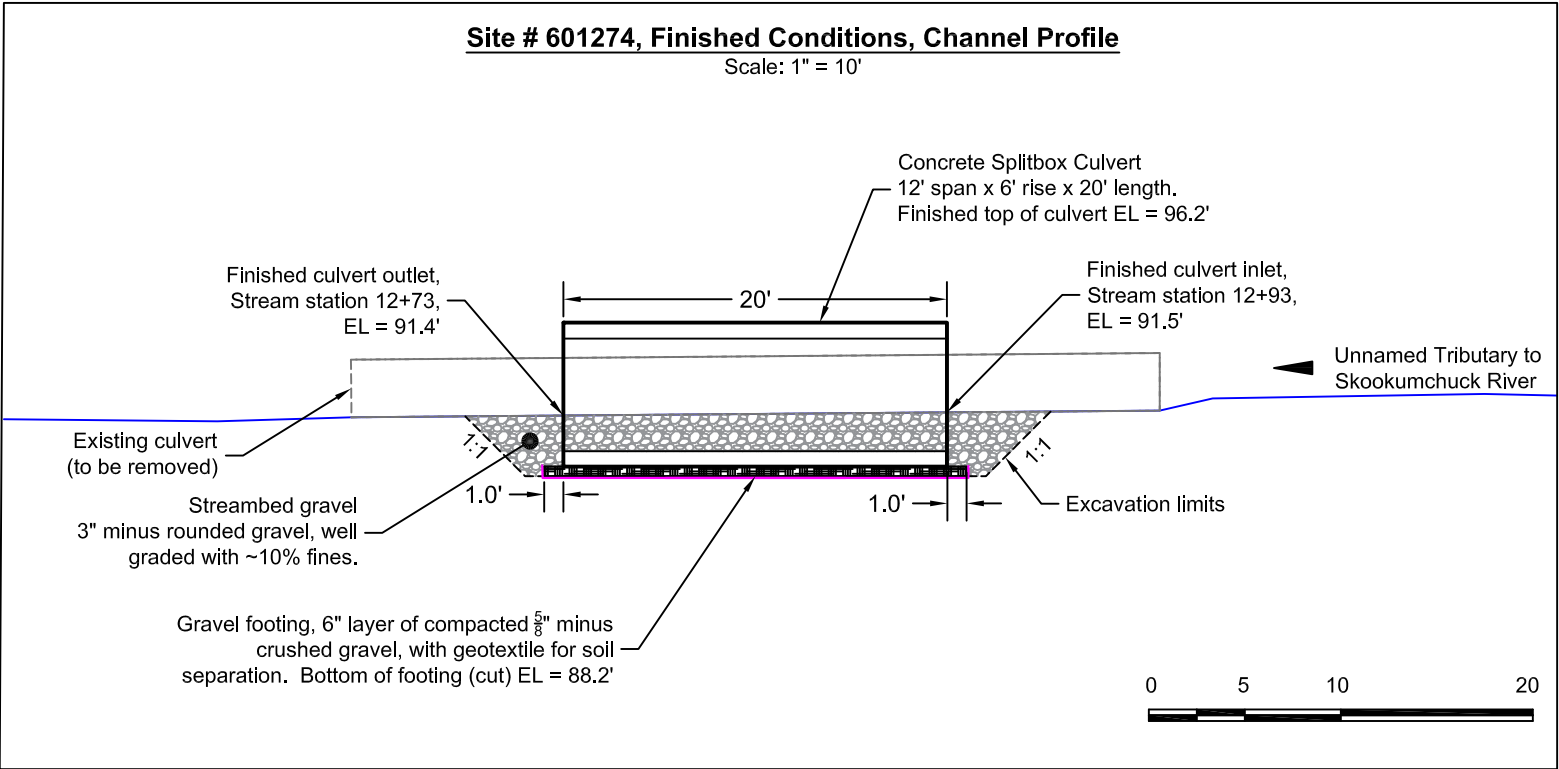
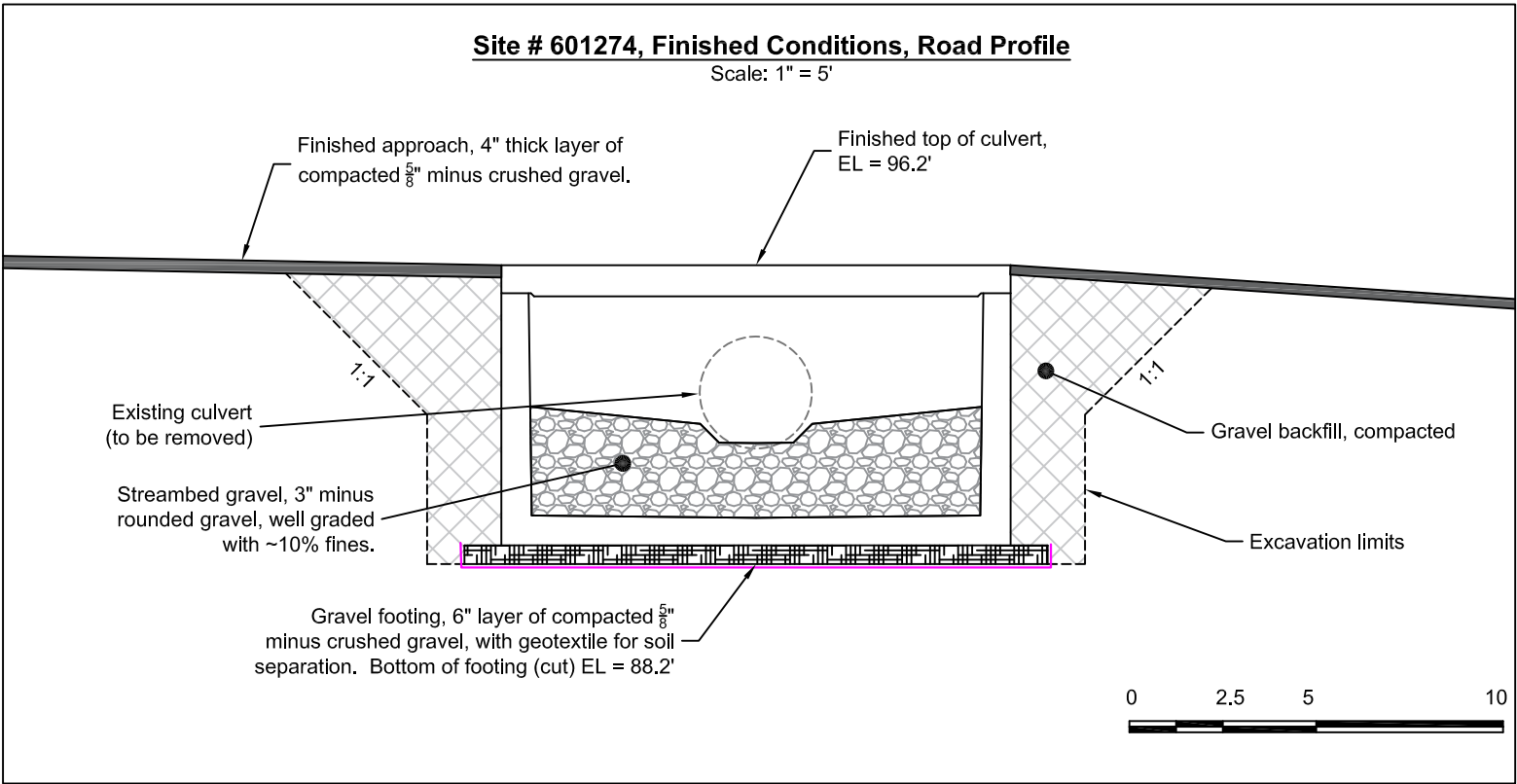
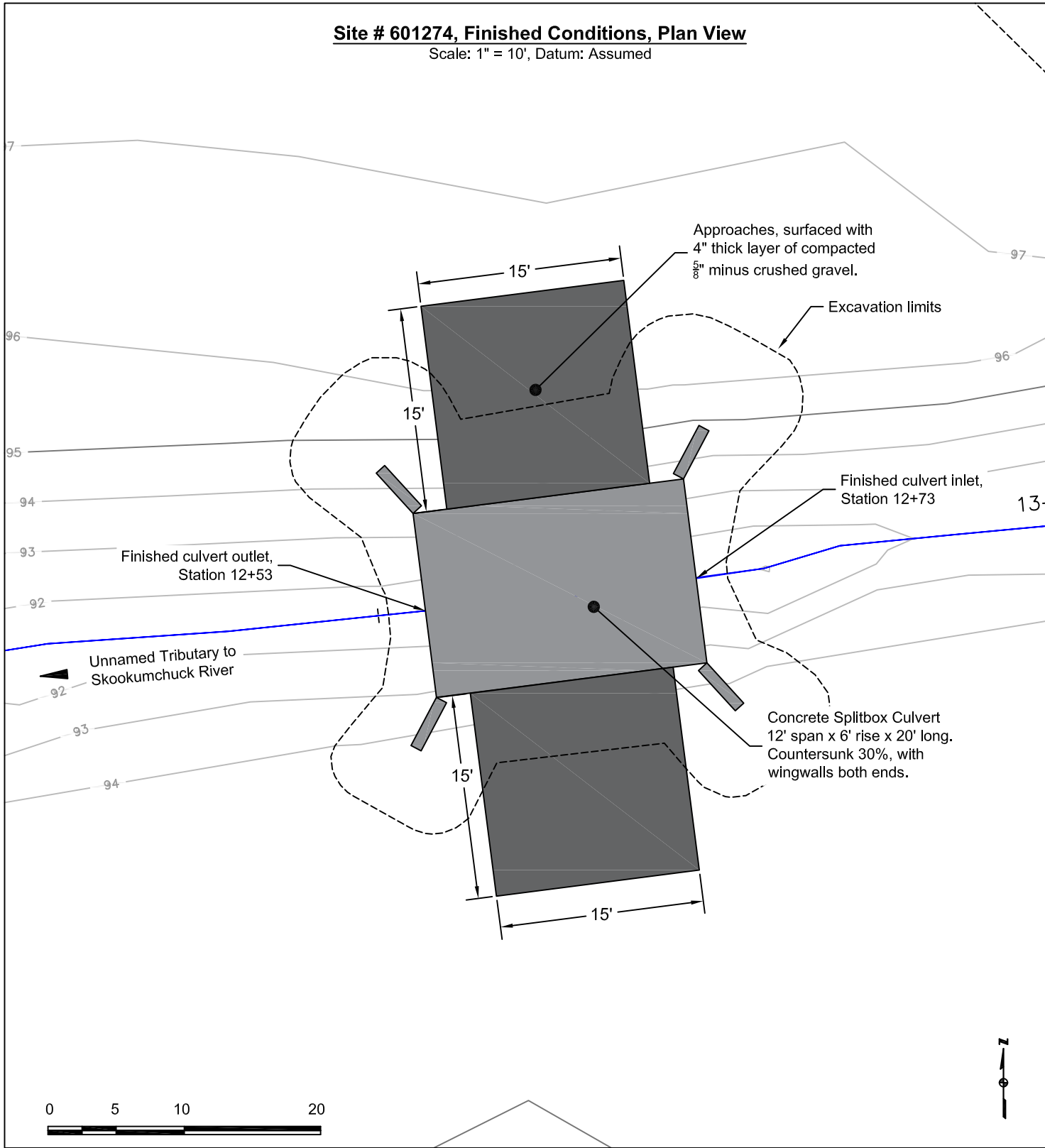
Riverbend Properties LLC
3639 SE Skookumchuck Rd
Tenino, WA 98589
Parcel #: 09670001000

JOB NO.

SHEET

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08



Final Design: Approved for Construction



Thurston Conservation District
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SCALE:
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VER: 1" = N/A

DESIGNER: GG
DRAFTER: GG
DATE: 3/31/23

BY		DATE	REVISIONS
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	GG	3/31/2023	Final design for construction.
Print on 11" x 17" paper to preserve scale.			

FOR:

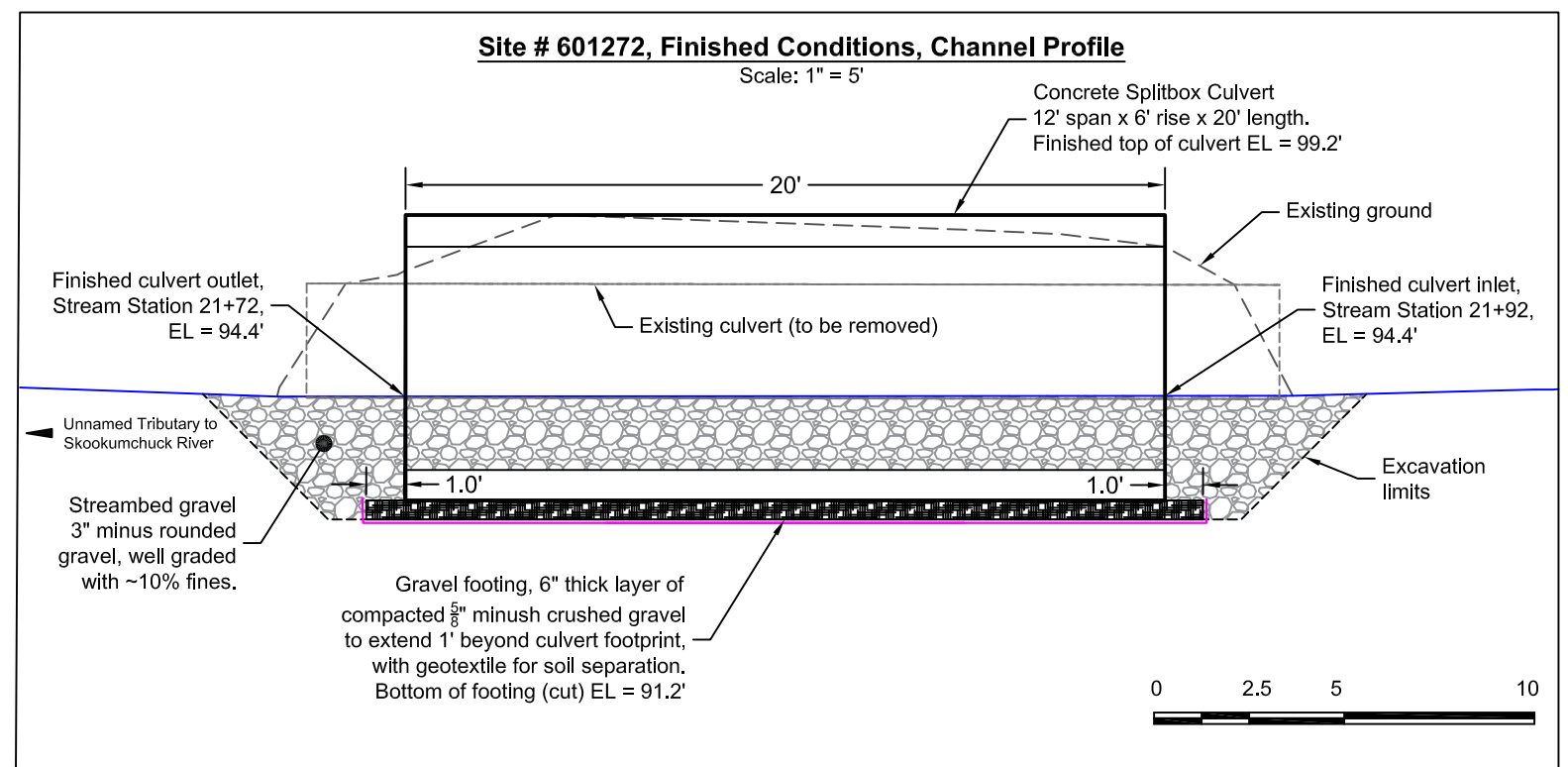
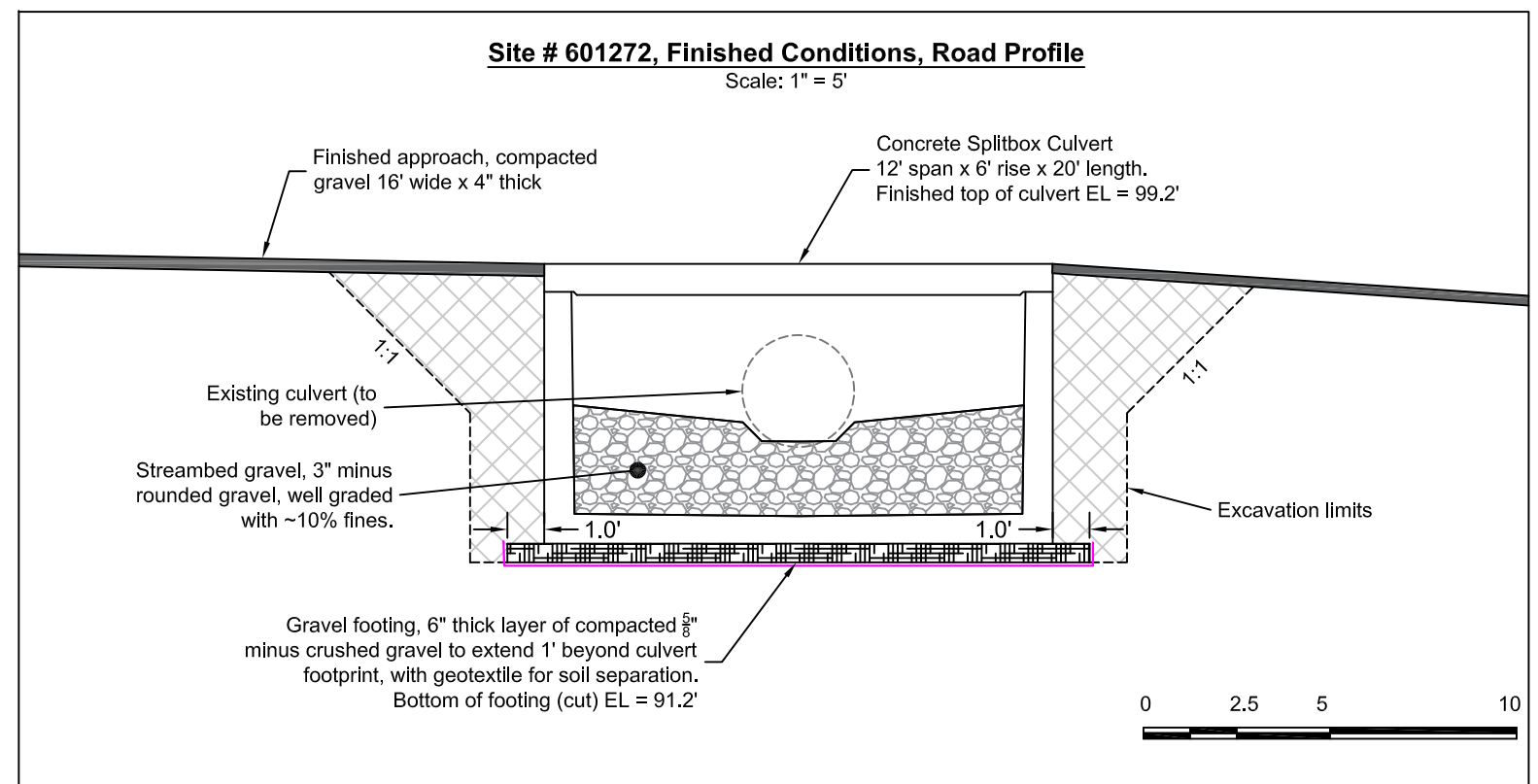
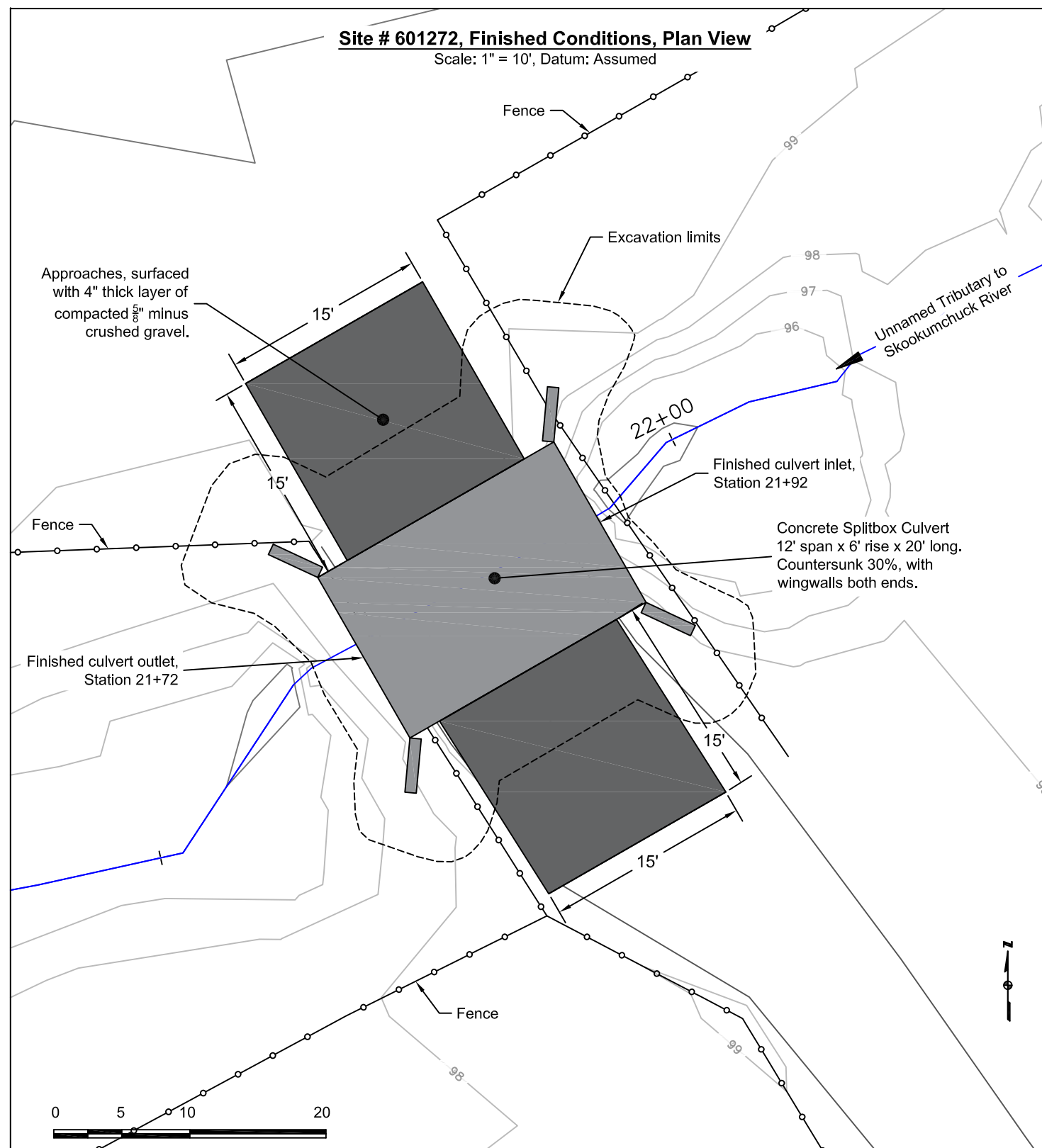
Mara Healy, Habitat Specialist
Thurston Conservation District
Tumwater, WA 98512
(360) 754 - 3588 Ext. 125

Site # 601274
Site Plan View and Profiles

Riverbend Properties LLC
3639 SE Skookumchuck Rd
Tenino, WA 98589
Parcel #: 09670001000

JOB NO.

SHEET
05
08



Final Design: Approved for Construction



Thurston Conservation District
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Tumwater, WA 98512
(360) 754-3588
www.thurstoncd.com

SCALE:
HOR: 1" = N/A
VER: 1" = N/A

DESIGNER: GG
DRAFTER: GG
DATE: 3/31/23

BY

DATE _____

REVISIONS

22

1/01/2021

Preliminary design (60%) for review.

GG

3/31/2023

Final design for construction.

Print on 11" x 17" paper to preserve scale.

FOR:

Mara Healy, Habitat Specialist
Thurston Conservation District
Tumwater, WA 98512
(360) 754 - 3588 Ext. 125

Site # 601272
Site Plan View and Profiles

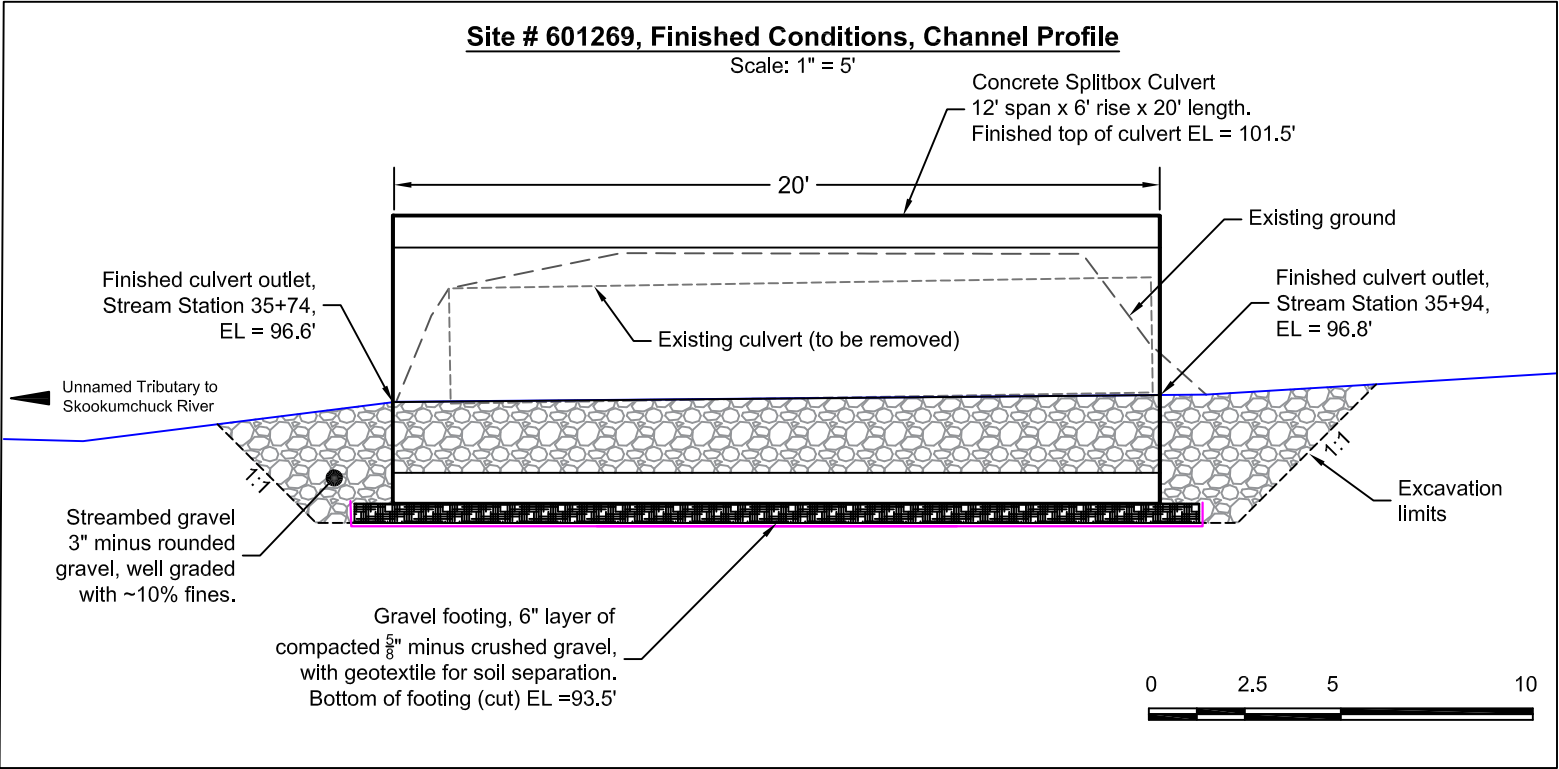
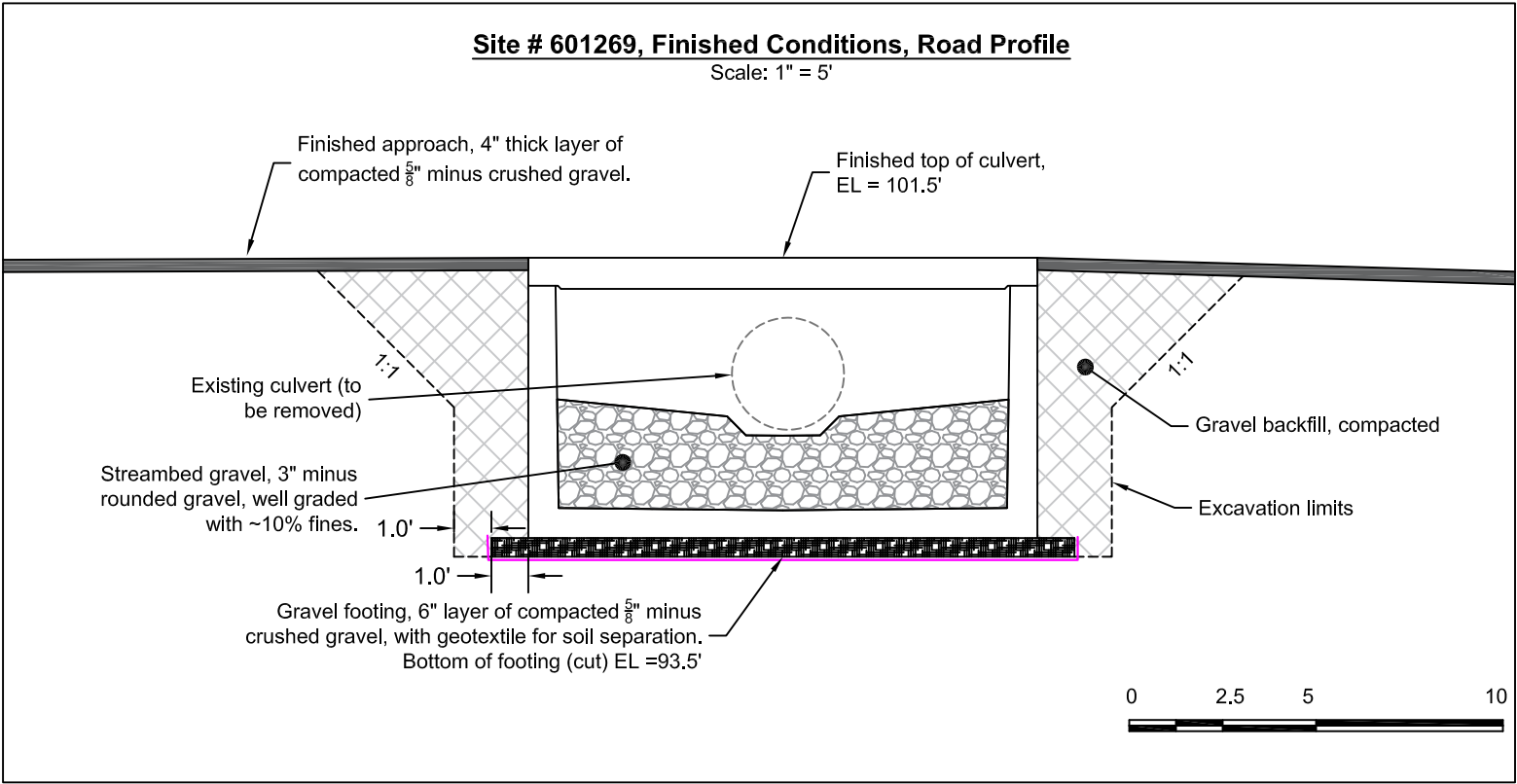
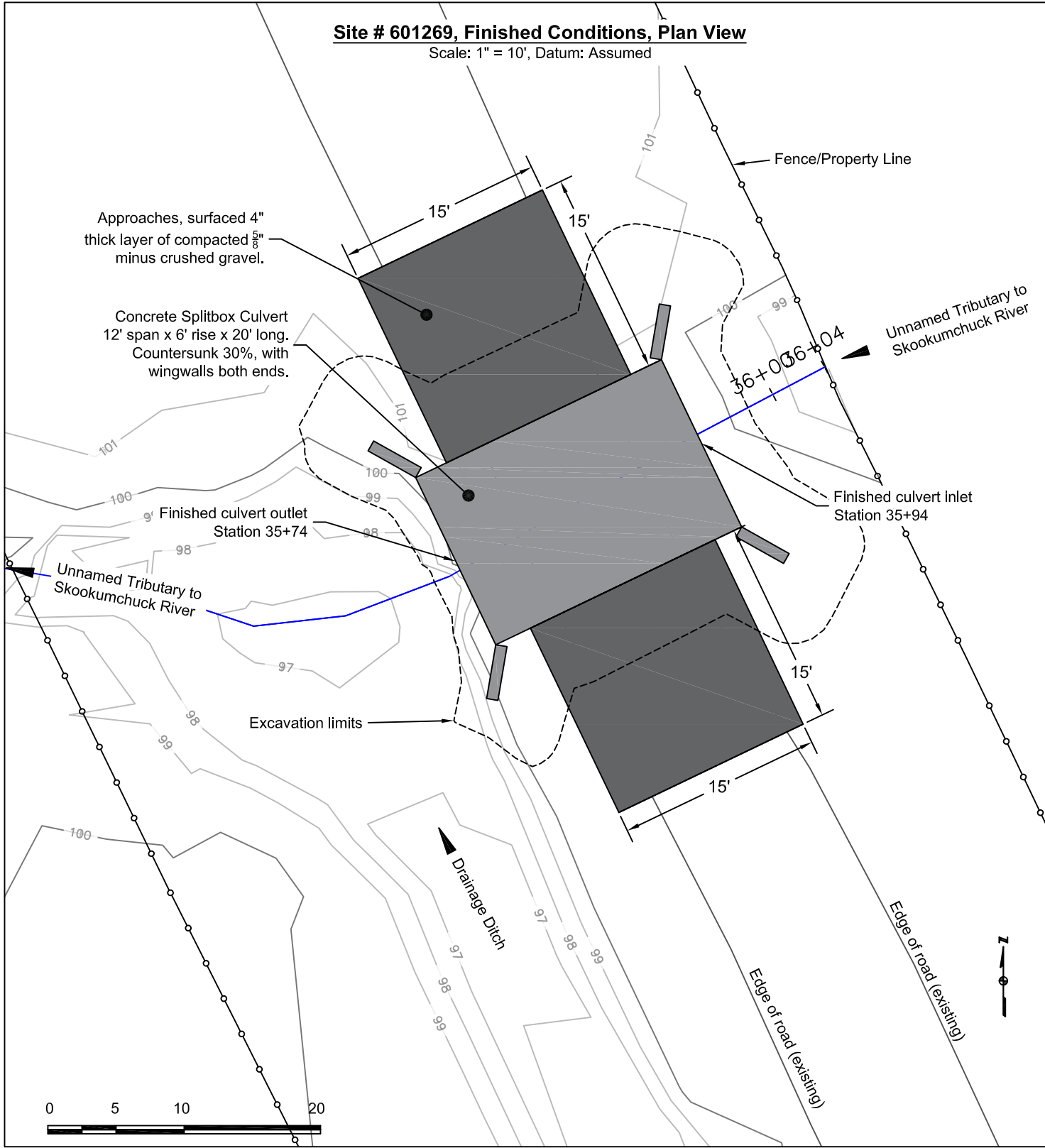
Riverbend Properties LLC
3639 SE Skookumchuck Rd
Tenino, WA 98589
Parcel #: 09670001000

JOB NO.

SHEET

06 /

08



Final Design: Approved for Construction



Thurston Conservation District
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Tumwater, WA 98512
(360) 754-3588
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SCALE:
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VER: 1" = N/A

DESIGNER: GG
DRAFTER: GG
DATE: 3/31/23

BY		DATE	REVISIONS
	GG	4/01/2021	Preliminary design (60%) for review.
	GG	3/31/2023	Final design for construction.
Print on 11" x 17" paper to preserve scale.			

FOR:

Mara Healy, Habitat Specialist
Thurston Conservation District
Tumwater, WA 98512
(360) 754 - 3588 Ext. 125

Site # 601269
Site Plan View and Profiles

Riverbend Properties LLC
3639 SE Skookumchuck Rd
Tenino, WA 98589
Parcel #: 09670001000

JOB NO.

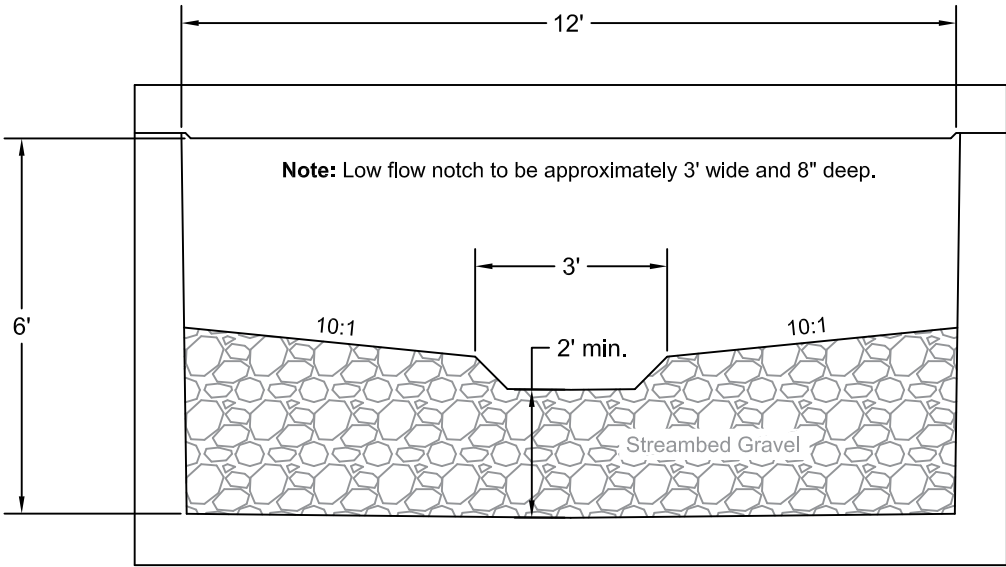
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Construction Quantities Table

Item	Unit	#601275	#601274	#601272	#601269	Total Quantity
Excavation, Haul & Disposal	CY	200	250	245	255	950
Geotextile	SY	75	75	75	75	300
Gravel Footing	CY	15	15	15	15	60
Install culvert	EA	1	1	1	1	4
Streambed Gravel	CY	35	35	35	35	140
Gravel Backfill and Compaction	CY	150	150	150	150	600
Scour Protection	TN	20	20	20	20	80
Road Surfacing	CY	10	10	10	10	40



Typical Streambed Inside Culvert
Scale: 1" = 3'

Final Design: Approved for Construction



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SCALE:
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DESIGNER: GG
DRAFTER: GG
DATE: 3/31/23

BY

DATE

REVISIONS

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4/01/2021

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GG

3/31/2023

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Print on 11" x 17" paper to preserve scale.

FOR:

Mara Healy, Habitat Specialist
Thurston Conservation District
Tumwater, WA 98512
(360) 754 - 3588 Ext. 125

Details

Riverbend Properties LLC
3639 SE Skookumchuck Rd
Tenino, WA 98589
Parcel #: 09670001000

JOB NO.

SHEET

08

08



CONTRACT

THIS CONTRACT, made and entered into this 26 day of June, 2023, shall be the agreed basis of performing the following work by and between Thurston Conservation District, hereinafter referred to as the Conservation District, and Simmons & Sons Contracting, Inc. hereinafter

referred to as the Contractor.

WITNESSETH: Whereas the parties hereto have agreed with each other as follows:

FIRST: The Contractor will do all work and furnish all tools, materials, and equipment in accordance with and as described herein and in the attached plans and specifications and the General Specifications of the Thurston Conservation District, which are by this reference incorporated herein and made a part hereof and shall perform any alteration in or additions to the work provided under this contract and every part thereof the work called for in the contract documents entitled:

Project Name: **Riverbend Ranch Fish Passage Improvement #2023-06**

SECOND: Time of Completion: The work to be performed under this contract shall commence as soon as the Contractor has been officially notified to proceed and shall be substantially complete by the date in the Proposed Schedule.

Proposed Schedule:

July 31, 2023 to August 31, 2023
See attachment - Schedule

The Contractor further agrees that, from the compensation otherwise to be paid, the Conservation District may charge actual costs to the Contractor for delay for any time over the agreed to completion date where work remains uncompleted.

THIRD: In consideration of the Performance of the Work, herein contained on the part of the Contractor, the Conservation District hereby agrees to pay the Contractor for said work completed according to the Contract Documents, a sum consisting of the following:

TOTAL CONTRACT AMOUNT not to exceed \$ \$85,344.95

FOURTH: The lump sum quote is hereby accepted as per the quote submitted by the contractor.

FIFTH: Indemnification: Contractor agrees to defend, indemnify and hold harmless Conservation District from any and all claims, demands, losses, and liabilities to or by Conservation District, by any regulatory agency, or by any other third parties arising from, resulting from, or connected with work performed or to be performed under this Contract by Contractor, its agents, employees and sub-tier subcontractors and suppliers of any tier, even though such claim may prove to be false, groundless or fraudulent, to the fullest extent permitted by law and subject to the limitations provided below.

The indemnification obligation under this Contract shall not be limited in any way by type of damages, compensation or benefits payable to or for any third party under workers compensation acts, disability acts or other employee benefits acts (including RCW Title 51),

provided Contractor's waiver of immunity by the provisions of this paragraph extends only to claims against Conservation District or subcontractor employee claims against Contractor and does not include or extend to any claims by Contractor's employees directly against Contractor. Defense cost recovery shall include all fees (attorneys and experts) and costs and expenses relating to or arising from the indemnified claim. In addition, Conservation District shall be entitled to recover compensation for all of its in-house expenses (including materials, administrative costs, and labor) consumed in its defense.

The undersigned certify that this indemnification provision was mutually negotiated. Contractor specifically agrees and acknowledges that this agreement of indemnification and defense, together with Contractor's waiver of immunity under RCW Title 51, was the subject of discussion and negotiation between Contractor and Conservation District and that Contractor's promises and waiver herein are a part of the consideration for Conservation District entering into this Contract and the Conservation District and Contractor's obligations and waiver herein were considered by Contractor when arriving at a price for which Contractor agreed to do the work contemplated by this Contract.

SIXTH: The contractor shall procure and shall maintain until final acceptance of the work, such insurance as will protect the Conservation District, and its supervisors, director, agents, and employees, for claims arising out of or resulting from Contractor's work under this Contract Agreement, whether performed by the Contractor, or by anyone directly or indirectly employed by Contractor, or by anyone for whose acts Contractor may be liable. The Contractor's insurance shall include contractual liability coverage and additional insured coverage for the benefit of the Contractor, Owner and anyone else the Owner is required to name (as set forth in the schedule below), and shall specifically include coverage for completed operations. The insurance required to be carried by the Contractor and any subcontractors shall be PRIMARY AND NON-CONTRIBUTORY. With respect to each type of insurance specified hereunder, the Conservation District's insurances shall be excess to Subcontractor's insurance.

The coverage provided under the Contractor's commercial general liability policy shall be written on an "occurrence" basis and no policy provisions shall restrict, reduce, limit or otherwise impair contractual liability coverage or the Conservation District's status as additional insured.

Not less than five (5) days prior to commencement of the work and until final acceptance of the work, Contractor shall provide Conservation District with certificate(s) of insurance evidencing the required insurance coverage with the limits stated below or elsewhere in the Contract documents. Further, the Contractor shall provide Conservation District thirty (30) days written notice of a change or cancellation in coverage.

The Contractor shall maintain no less than the limits specified for each of the following insurance coverages:

- (a) Commercial General Liability using an industry standard unmodified coverage form including contractual liability & products/completed operations with minimum limits of \$1,000,000 each occurrence, \$2,000,000 aggregate with either per project or per location endorsement for property damage and bodily injury;
- (b) Comprehensive Automobile Liability insurance with minimum limits of \$1,000,000 combined single limit each accident, including bodily injury and property damage liability;

(c) Workers' Compensation and disability benefit insurance including Occupational Disease in the minimum amounts as required by the jurisdiction where the work is performed.

SEVENTH: The venue for any legal action related or indirectly related to the project will be Thurston County Superior Court.

EIGHTH: Labor and Material – The Contractor shall pay all valid charges for labor and material incurred by Contractor and used in the construction of the project and shall keep the property free from liens and claims. However, no waiver or release of mechanic's lien given by Contractor or a Subcontractor shall be binding until all payments due to the Contractor under this Contract when the release was executed have been made. Contractor further acknowledges that the Indemnification Clause above applies to Subcontractor claims for payment, including liens, whether or not those claims have been asserted in formal litigation. Per diem and mileage rates may not exceed the state rate.

TENTH: Concealed Conditions – If Contractor should encounter concealed conditions that were not reasonably anticipated by Contractor, such as rock, unexpected subsurface or soil conditions, unexpected water, hazardous materials, or other condition that differs materially from that which would be reasonably expected by a competent contractor in the trade, Contractor will call such conditions to the attention of Conservation District immediately, and the contract price and time for completion will be accordingly adjusted for any delay or extra work required to address the concealed condition. Unusually inclement weather is not a concealed condition under this clause.

ELEVENTH: Right to Stop Work – Conservation District shall have the right to stop work for any reason and may keep the job idle for no more than one month without an adjustment in Contract price. If the delay exceeds one month, Contractor shall have the right to renegotiate the price, and Conservation District shall have the right to terminate Contractor without additional payment if the negotiation does not result in a mutually agreeable price. Contractor shall be entitled to additional contract time equal to the length of any delay under this clause.

TWELFTH: Binding on Successors – All of the provisions of this Contract will be binding on the assignees, successors, parent companies, and subsidiary companies of both parties. If either party is acquired by a corporation through purchase, merger, or consolidation, the provisions of this Contract will be binding on the successor or surviving corporation.

THIRTEENTH: Invalidity – The invalidity of or unenforceability of any provision of this Contract shall not affect the other provisions hereof, and the Contract shall be construed in all respects as if such invalid or unenforceable provisions were omitted. Further, both parties have negotiated, or have had the opportunity to negotiate, all the terms of the Contract.

FOURTEENTH: Amendments and Waivers – All amendments and other modifications of this Contract shall be in writing and signed by each of the parties. The delay or failure of any party to insist, in any one instance or more, upon strict performance of any of the terms or conditions of this Contract or to exercise any right hereunder shall not be construed as a waiver of any such terms, conditions or rights.

IN WITNESS WHEREOF: Thurston Conservation District has caused this Contract to be subscribed in its behalf and the said Contractor has signed this Contract the day and year first above written.

Contractor: <i>Simmons & Sons Contracting, INC</i>	Conservation District: Thurston Conservation District
By: <i>Mike Simmons</i>	By:
Title: <i>Project Manager</i>	Title:
Date: <i>6-13-23</i>	Date:

Washington State Contractor's License No. *SIMMOSC908Q9*
Federal Tax Id. No. *272857761* UBI. NO. *603015443*

INVOICES:

Thurston Conservation District, C/o Yan Dong
2918 Ferguson St. SW, STE A
Tumwater, WA 98512



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		FY23-25 WSCC Master Contract	
Lead Staff:	FY23-25 WSCC Master Contract	Board Meeting Date:	06/27/23
Goal of Presentation:	Decision <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	Feedback <input type="checkbox"/>
Description/Background:	<i>Please provide a description or background of the project.</i>		
<p>WSCC requires this master contract from all WA State Conservation Districts each biennium before the Commission will enter into funding agreements with them.</p>			
Pros: This master contract is required before WSCC will enter into funding agreements with TCD.		Cons: None.	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
There are no fiscal impacts of this action.			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
Approve the WSCC FY23-25 Master Contract			
Legal Review:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
FY23-25 WSCC Master Contract			



SCC Master Contract

NO. 24- 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.

Thurston Conservation District Master Contract

PERIOD OF PERFORMANCE

This Master Contract shall become effective **July 1, 2023** and will expire without consideration or option to extend on **June 30, 2025**, unless modified or terminated sooner as provided herein, or extended. This contract will cover the FY 2023-2025 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 the Commission 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 the District or organization.

If there is an audit finding, the District or entity may be asked to submit the corrective action plan to the Commission. The Commission will review the corrective action plan and notify the District or entity in writing within six months if it meets the Commission'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 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 totaling over \$2,000 ~~for one purchase~~ 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 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.

For purchased services/goods, competitive process shall comply with current State Supplier Diversity Policy and Executive Order 22-01 and incorporate solicitation methods designed to increase supplier diversity, including but not limited to: increased bid response time, increased vendor and consultant outreach, break up needed services into smaller subcontract awards, utilizing narrow scope of work, reduced insurance requirements.

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.

ELECTRONIC SIGNATURES

Parties agree that this Contract and any other documents to be delivered in connection herewith may be electronically signed, and that any electronic signatures appearing on this Contract or such other documents are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility. A signed copy of this Contract or any other Addenda transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Contract or such other Addenda for all purposes.

The use and acceptance of e-signatures and electronic submissions or records must be consistent with Commission Policy 22-01 and guidance and requirements put in place by Washington State's Office of the Chief Information Officer (OCIO). The approved technology to be used for electronic signatures is Adobe Sign.

Electronically signed documents are subject to Records Retention and Maintenance requirements outlined below.

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

- d) 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.

RECORDS RETENTION AND MAINTENANCE

The parties to this agreement shall each maintain books, records, documents and other information which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be kept in accordance with the provisions contained on the Secretary of State archives, for records retention, hereby incorporated by reference, and any updates thereto. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, federal officials so authorized by law, and as provided by the state Public Records Act, RCW 42.56. All books, records, documents, and other material relevant to this agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

RECOVERY OF PAYMENTS TO DISTRICT AND

Thurston Conservation District Master Contract

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.

RESPONSIBILITIES OF THE PARTIES/INDEMNIFICATION

Each party to this Agreement hereby assumes responsibility for claims and/or damages to person and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party assumes any responsibility to the other party for the consequences of any claim, act or omission of any person, agency, firm or corporation not a party to this Agreement.

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.

SUBROGATION OF CLAIMS

Without affecting any other rights or remedies, Commission and District each hereby release and relieve the other, and waive their entire right to recover damages against the other, for loss of or damage to its property arising out of or incident to the perils required to be insured against herein. The effect of such releases and waivers is not limited by the amount of insurance carried or required, or by any deductibles applicable hereto. The Parties agree to have their respective property damage insurance carriers waive any right to subrogation that such companies may have so long as the insurance is not invalidated thereby.

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 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
Thurston Conservation District Master Contract

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 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

<p>Commission Financial Services</p> <p>Nicole Boyes, Contracts Manager PO Box 47721 Olympia, WA 98504-7721</p> <p>564-669-3149</p>	<p>District Contract Manager:</p> <p>Sarah Moorehead Executive Director 2918 Ferguson Street SW, Suite A Tumwater, WA 98512</p> <p>360.754.3588 x136</p>
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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

Kirk Robinson
Interim Executive Director

Date_____



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: FY23-25 TCD WSCC Authorized Signature Form	
Lead Staff: FY23-25 TCD WSCC Authorized Sigr	Board Meeting Date: 06/27/23
Goal of Presentation:	Decision <input checked="" type="checkbox"/> Information <input type="checkbox"/> Feedback <input type="checkbox"/>
Description/Background:	<i>Please provide a description or background of the project.</i>
WSCC requires a completed Authorized Signature form for each biennium. This form identifies the people who are authorized to sign various types of WSCC documents.	
Pros: The WSCC Authorized Signature form is required for all WA State Conservation Districts.	Cons: None
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
None	
Recommended Action:	<i>What decision do you recommend the board make?</i>
I recommend that the board approve the signers on this form. I recommend that all signers sign this form.	
Legal Review:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
FY23-25 TCD WSCC Authorized Signature Form	



**WASHINGTON STATE CONSERVATION COMMISSION
GRANTS PROGRAM
BI 23-25 AUTHORIZED SIGNATURES FORM**

This form needs to be updated when there is a change in supervisors or staff authorized to sign the documents below and send a copy to the Conservation Commission. Keep the original in the district files. If you wish to further delegate signatory authority, please attach an appendix to this form.

Instructions: Vouchers, Contracts, Amendments, Cost Share Application/Agreements, and Partial Payment Request forms signed by unauthorized persons will be returned and voucher payments may be delayed.

Date: June 27, 2023
To: Conservation Commission
From: Thurston Conservation District
Subject: Authorized District Representatives

Only the Chair and Vice Chair are authorized to sign the Master Contract and SCC Contracts.

TJ Johnson, Chair _____
Helen Wheatley, Vice Chair _____

The following Board Members are authorized by the Board of Supervisors to sign the district manager's timesheet and travel vouchers.

Betsie DeWreede, Board Supervisor _____
Doug Rushton, Board Supervisor _____
David Iyall, Board Auditor _____
Helen Wheatley, Vice-Chair _____
TJ Johnson, Chair _____

The following persons are authorized by the Board of Supervisors to sign or submit online forms for travel vouchers, addendums, invoice vouchers, grant documents, timesheets, and grant close-out forms. *(The representatives must be bonded by the district).*

Betsie DeWreede, Board Supervisor _____
Doug Rushton, Board Supervisor _____
David Iyall, Board Auditor _____
Sarah Moorehead, Executive Director _____
Susan Shelton, Finance & Admin Manager _____
Karin Strelloff, Conservation Program Manager _____
Stephanie Bishop, SS Green Program Manager _____
Nora White, Communications & Education Manager _____

The following persons are authorized by the Board of Supervisors to sign Cost Share Application/Agreement and/or submit online Partial Payment Request forms to certify application approval, project implementation checked, and project completion.

Betsie DeWreede, Board Supervisor _____
Doug Rushton, Board Supervisor _____
David Iyall, Board Auditor _____
Sarah Moorehead, Executive Director _____

Susan Shelton, Finance & Admin Manager

Karin Strelloff, Conservation Program Manager

Stephanie Bishop, SS Green Program Manager

Nora White, Communications & Education Manager

Updated 06/2023



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	FY23 TCD WSCC Implementation Addendum		
Lead Staff:	FY23 TCD WSCC Implementation Ac	Board Meeting Date:	06/27/23
Goal of Presentation:	Decision <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	Feedback <input type="checkbox"/>
Description/Background:	<i>Please provide a description or background of the project.</i>		
<p>WSCC Addendums (funding agreements) must be approved by the Board. This Addendum approves the receipt of WSCC's FY23 Implementation funding for \$128,935.</p>			
Pros: This budget amount is \$11,112 more than TCD expected.		Cons: None	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
This amount fulfills the expected 2023 Implementation grant amount of \$117,823 plus an additional \$11,112.			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
I recommend that the Board approves the WSCC Implementation Addendum.			
Legal Review:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
FY23 TCD WSCC Implementation Addendum			



Accounting

From: Commission@scc.wa.gov <noreply+8424e8a37d3ee7b7@formstack.com>
Sent: Thursday, June 15, 2023 8:58 AM
To: Accounting
Subject: FORM 4: Addendum

Washington State Conservation Commission

FORM 4: ADDENDUM

Jun 15, 2023 8:58 AM

Conservation District: Thurston

GRANT PROGRAM: Implementation (Must account for Basic Allocation Request below)

Overhead Rate: 25%

Submitted By: Susan Shelton
Email: accounting@thurstoncd.com

Total Grant Award: 128935.00

Basic Allocation Award (if applicable): 0.00

Total to be obligated under this Addendum: 128935.00

Intermediate Outcome #1: 128935.00

Collaborate with TCD Board, legislators, producers, other districts, partners, Enduris, SAO, legal team, and union, conduct staff annual reviews and professional development, financial institutions; produce Commission Annual Reports; respond to PDRs and other communications. Create budgets, cash flow analyses, and staffing plans; respond to state and federal audits; produce the SOA Annual Report; run payroll, process timesheets & other HR activities, track actuals against budgets; produce monthly Board financial reports; Process A/P & A/R; Prepare board meeting materials and comply with OPMA requirements; respond to general inquiries from the public; maintain the TCD facility, equipment, and vehicles; update District Policy & Procedures manual and other documents; maintain electronic and physical files; track TCD inventory; coordinate the District move to new offices; update surplus, inventory, and safety policies

Intermediate Outcome #2:

Intermediate Outcome #3:

Intermediate Outcome #4:

Intermediate Outcome #5:

Total of Intermediate Outcomes: 128935.00



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	TCD WSCC FY23-24 CREP Addendum		
Lead Staff:	TCD WSCC FY23-24 CREP Addendum	Board Meeting Date:	06/27/23
Goal of Presentation:	Decision <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	Feedback <input type="checkbox"/>
Description/Background:	<i>Please provide a description or background of the project.</i>		
Approval of the TCD WSCC FY23-24 CREP Addendum allows for receipt of the Commission's allocated funding for technical assistance related to their Conservation Reserve Enhancement Program.			
Pros: This addendum funds TCD's CREP technical assistance activities.	Cons: None		
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
This addendum provides \$16,923.50 toward TCD's CREP technical assistance activities.			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
I recommend that the Board approves this addendum.			
Legal Review:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
W070 - FY23-24 CREP Addendum			



Accounting

From: Commission@scc.wa.gov <noreply+8424e8a37d3ee7b7@formstack.com>
Sent: Thursday, June 15, 2023 1:48 PM
To: Accounting
Subject: FORM 4: Addendum

Washington State Conservation Commission

FORM 4: ADDENDUM

Jun 15, 2023 1:48 PM

Conservation District: Thurston

GRANT PROGRAM: CREP

Overhead Rate: 25%

Submitted By: Susan Shelton
Email: accounting@thurstoncd.com

Total Grant Award: 16923.50

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 16923.50

Intermediate Outcome #1: 16923.50

Technical Assistance

Intermediate Outcome #2:

Intermediate Outcome #3:

Intermediate Outcome #4:

Intermediate Outcome #5:

Total of Intermediate Outcomes: 16923.50



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	TCD/PFW Restoring South Sound Prairies Amendment		
Lead Staff:	TCD/PFW Restoring South Sound Pr.	Board Meeting Date:	TBD
Goal of Presentation:	Decision <input checked="" type="checkbox"/>	Information <input type="checkbox"/>	Feedback <input type="checkbox"/>
Description/Background:	<i>Please provide a description or background of the project.</i>		
<p>Our partners at Partners for Fish and Wildlife Service were just informed that we were awarded an extra \$100,000 of cost share for our joint initiative titled "Restoring South Sound Prairies". This program offers cost share from the PFW program to land managers for conservation activities where ESA-listed species/habitat occurs.</p>			
Pros: Additional Cost Share to land managers for conservation activities where ESA-listed species/habitat occurs.		Cons: None	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
An additional \$100,000 for cost share.			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
Approve receipt of the funding.			
Legal Review:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
TCD/PFW Restoring South Sound Prairies Amendment			



Application for Funding for the:
Partners for Fish and Wildlife Program

Project Title:	Restoring South Sound Prairies	
Project Applicant:	Thurston Conservation District	
Contact Person:	Sarah Moorehead	
Mailing Address:	2819 Ferguson St. SW Suite A, Tumwater, WA 98512	
Telephone:	(360) 754-3588 x 114	
Email:	smoorehead@thurstoncd.com	
Project Location:	Multiple private properties	
County:	Thurston	
WRIA:	11, 13, 14, 22/23	
TRS: <i>Include quarter section.</i>	All location information will be project specific	
Lat/Long/GPS:		
Sub-Watershed: <i>Include river mile and/or road mile where appropriate.</i>		
Maps and Photos	<i>Please attach maps and photos of the project location</i>	
Property Owner:	Multiple private landowners	
Property Use:	Agriculture & Residential	
Service Funding Requested:	\$100,000.00	
Cost Share (\$) to be Provided:	\$221,806.00	Cost Share (%) to be Provided: 68.9
Service Contact for this Project:	Cassie Doll, Nick George	
Priority Species or Habitat:	South Puget Sound prairies and oak woodlands, Mazama pocket gopher, Oregon vesper sparrow, slender-billed white-breasted nuthatch, mardon skipper, Puget blue, Valley silverspot, golden paintbrush, Kincaid's lupine	

1. PROJECT TITLE

Restoring South Sound Prairies

2. PROBLEM STATEMENT

South Puget Sound prairie and oak woodland habitats have been largely lost due to development, invasive species, and succession, resulting in the listing of several prairie-oak-dependent species.

3. PROJECT OBJECTIVES/BENEFITS

The objective of this project will be to sustainably enhance South Puget Sound prairie and oak woodland habitats on private lands in Thurston County, WA.

The benefits of this project will include:

- Enhancing a minimum of 300 acres of prairie and oak woodland habitats on private lands in Thurston County, WA
- Knowledge gained and communicated on innovative habitat restoration techniques for prairie and oak woodland habitats
- Indirect habitat benefits for the Mazama pocket gopher, Oregon vesper sparrow, slender-billed white-breasted nuthatch, various pollinators (mardon skipper, Puget blue, Valley silverspot, etc.) and plants (golden paintbrush, Kincaid's lupine, Roemer's fescue, Pacific pea, Hall's aster, Texas toadflax, rose checker-mallow, great polemonium, Scouler's catchfly, white-top aster, dense sage, California compassplant, common bluecup, and weak thistle)
- Increasing awareness and educating private landowners and the local community about prairie-oak ecosystems, their fragility, and the incentives that may be available to them

4. PROJECT DESCRIPTION

Thurston Conservation District (TCD) has been working closely with various private landowners in South Puget Sound prairie and oak woodland habitats. TCD is uniquely situated and equipped to help lead this innovative, landscape scale, multi-benefit project on private properties. TCD has identified fear of regulation and uncertainty as a limiting factor for landowners who would be otherwise interested in improving and restoring the upland habitats on their property. This voluntary and non-regulatory program will address these concerns by providing regulatory certainty, while facilitating effective partnerships and restoration.

This agreement will implement a suite of conservation practices that will improve and protect prairie and oak woodland habitats. These practices include, but are not limited to, prescribed grazing (livestock fencing, pipeline, watering facilities, etc.), prescribed burning, undesirable vegetation control (mechanical and chemical), and native seeding and planting.

5. FISH PASSAGE BARRIERS

N/A

6. CLIMATE CHANGE

Warmer and wetter winters could impact invasive plant infestation. This project will continue to provide guidance on sustainable and adaptive management strategies that could promote more diverse, resilient native plant communities. Improved plant communities will provide the opportunity to expand and connect prairie and oak woodland habitats.

7. INVASIVE SPECIES PREVENTION

A majority, if not all, of project sites will harbor invasive species. Both mechanical and chemical control methods will be available through this agreement. Additionally, grazing prescriptions will also be an effective and efficient

method of invasive species management. Staff and contractors will take careful caution to rinse seeds from boots, tires, and equipment before entering or leaving the site to limit any spread to additional sites. The effects of treatments will also be monitored to inform future practices.

8. PARTNERS

Thurston Conservation District (TCD) – TCD will work collaboratively with USFWS to establish voluntary partnerships with private landowners and to develop projects that maximize benefits to federal trust resources. TCD will maintain an official award file in GrantSolutions and assist with the completion of a sub-recipient agreement with each private landowner selected for funding. Landowners will not be reimbursed until a PFW Program biologist has verified the project has been completed according to specifications. Additionally, TCD will make financial draws from Automated Standard Application for Payments (ASAP) and keep an accurate and up-to-date record of the funds available through this project. TCD will also work jointly with PFW Program biologists to complete annual financial and performance reports for this project.

U.S. Fish and Wildlife Service (USFWS) – Partners for Fish and Wildlife (PFW) Program biologists will develop the projects in conjunction with TCD, help design restoration activities, and ensure construction is done in accordance with FWS 640.1, PFW Program policies. PFW Program biologists will also assist with practice implementation. It will be the responsibility of the PFW Program biologists to complete the Section 7 endangered species, NEPA, and cultural resources clearances, and to provide that information to TCD for the official award file. Additionally, PFW Program biologists will work collaboratively with TCD to complete annual financial and performance reports for this project.

Private Landowners – Projects that will rank high for this initiative are those that have active involvement from the private landowner. We anticipate that, in most situations, private landowners will assist with the site preparation, implementation, or monitoring of some practices.

Natural Resources Conservation Service (NRCS) – NRCS will work collaboratively with PFW/TCD to establish voluntary partnerships with private landowners and to develop project that maximize benefits to federal trust species and the landowner. NRCS will provide general technical assistance, as well as financial assistance from their Environmental Quality Incentives Program (EQIP) funding pool.

Ecostudies Institute (ESI) – ESI will work collaboratively with PFW/TCD to establish voluntary partnerships with private landowners and to develop projects that maximize benefits to Federal trust species and the private landowner. ESI will provide general technical assistance, as well as financial assistance from their Washington Coast Restoration and Resiliency Initiative (WCRRI) funding pool.

9. MONITORING

Both the PFW Program and TCD will monitor the project site to verify the practices are functioning as intended. For the first three years of the contract, overall habitat quality monitoring activities will occur annually, then every other year, or as deemed appropriate for the remainder of the project contract. Annual surveys for listed prairie-oak-dependent species usage will be discussed with the private landowner.

10. OUTREACH

Outreach for this project will include, but will not be limited to, private landowner workshops within priority areas, targeted mailings, communications/site visits with previous TCD participants. Other conservation organizations and agencies (WSU Extension, Pheasants Forever, SW WA Grazing Association, etc.) will be made aware of this funding as they may have interested landowners or can provide matching funds/in-kind services. This project will be highlighted in PFW Program weekly newsletters, social media platforms, and PFW Program HQ annual reports (with landowner approval). TCD will highlight this partnership to their local landowner base

and policy makers through monthly newsletters and field tours. Landowners enrolled in the program will be connected to opportunities/resources available to them through the SW WA Grazing Association and the JBLM Sentinel Landscapes to increase landowner-led collaborative efforts in our community.

Habitat Accomplishments	Unit	Value
Wetland restored or enhanced	acres	
Upland restored or enhanced	acres	300
Stream/shoreline restored or enhanced	miles	
Riparian restored or enhanced	miles	
Marine/coastal wetland restored or enhanced	acres	
Marine/coastal upland restored or enhanced	acres	
Marine/coastal stream/shoreline restored or enhanced	miles	
Fish passage barriers removed	#	
Wetland re-opened to fish passage	acres	
Stream/shoreline re-opened to fish passage	miles	
Wetland protected	acres	
Upland protected	acres	
Stream/shoreline protected	miles	
Habitat assessments completed	#	
Wetland habitat assessed	acres	
Upland habitat assessed	acres	
Coastal Shore/Stream habitat assessed	miles	
Riparian habitat assessed	miles	
Aquatic nuisance species early detection surveys	#	
Aquatic nuisance species baseline/trend surveys	#	
Aquatic nuisance species management and control activities	#	
Invasive plant treated	acres	
Invasive/nuisance animal treated	acres	
<i>Outreach/education activities</i>	#	

11. PROJECT COSTS

Object Class Categories	Partners					
	TCD	USFWS PFW Program	Private Landowners	NRCS	ESI	Totals
Direct Cost	\$0.00	\$100,000.00	\$0.00	\$92,313.00	\$4,493.00	\$196,806.00
In-Kind	\$35,000.00	\$0.00	\$90,000.00	\$0.00	\$0.00	\$125,000.00
Totals	\$35,000.00	\$100,000.00	\$90,000.00	\$92,313.00	\$4,493.00	\$321,806.00

Budget Narrative:

TCD (In-Kind):

Assisting in the development of a species-specific spatial modeling tool for prairie-oak dependent species, initial technical assistance associated with project development and support will be direct costs.

In-Kind: Indirect rate, staff time for project management/development, additional technical assistance for grazing management prescriptions, such as Mazama pocket gopher, etc. will be counted as in-kind match – **\$35,000.00**

USFWS PFW Program (Direct Costs):

The **\$100,000.00** in USFWS funds can be used for any contractual cost associated with the proper implementation of agreed upon practices. The funds can also be used to purchase materials if the landowner or partner(s) agrees to use the materials to complete the work per the outlined specifications. Materials that can be purchased must be associated with fence building, invasive species control, upland restoration, monitoring, or related activities approved by USFWS.

Private Landowner (In-Kind):

Each site and landowner will vary with the type of in-kind services they can provide, as well as what materials/services they will need from this agreement. This agreement is flexible as individual sites differ in what they will require for site preparation and establishment. Numbers will generally be obtained from the FY22-27 Washington NRCS Payment Scenario Report – **\$90,000.00**

NRCS (Direct Costs):

NRCS will provide general technical assistance, as well as financial assistance from their Environmental Quality Incentives Program (EQIP) funding pool – **\$92,313.00**

ESI (Direct Costs):

ESI will provide general technical assistance, as well as financial assistance from their Washington Coast Restoration and Resiliency Initiative (WCRRI) funding pool – **\$4,493.00**

Total Project Cost: \$321,806.00

Justification for Change Statement:

The award increase serves as a necessary extension to the projection, playing a vital role in effectively achieving the project objectives, accommodating the growing demand for project sites, and ultimately ensuring the successful completion of the current project.

Single Audit Reporting Statement:

Our organization was not required to submit a Single Audit report for the organization's most recently closed fiscal year.

Statement of Overlap and Duplication:

There is not any overlap between this agreement and any other active or anticipated restoration projects in terms of activities, cost, or time commitment of key personnel.

Pre-award Cost Statement:

Pre-award cost is not requested for this project.

Indirect Cost Statement:

All cost will be charged directly. The 10% de minimus rate will be waived by TCD and included as in-kind match.

Compliance Statement:

As a condition of this award, the recipient and any sub-recipient(s) must not begin any potentially impactful work related to this award until the Service has notified you in writing that such work can begin. Recipients and sub-recipients of Federal grants and cooperative agreement awards must comply with the requirements of the National Environmental Policy Act (NEPA), Section 7 of the Endangered Species Act (ESA), and Section 106 of the National Historic Preservation Act (NHPA).

Signatures:

Sarah Moorehead, Executive Director, TCD

Date

Cassie Doll, PFW Biologist, USFWS

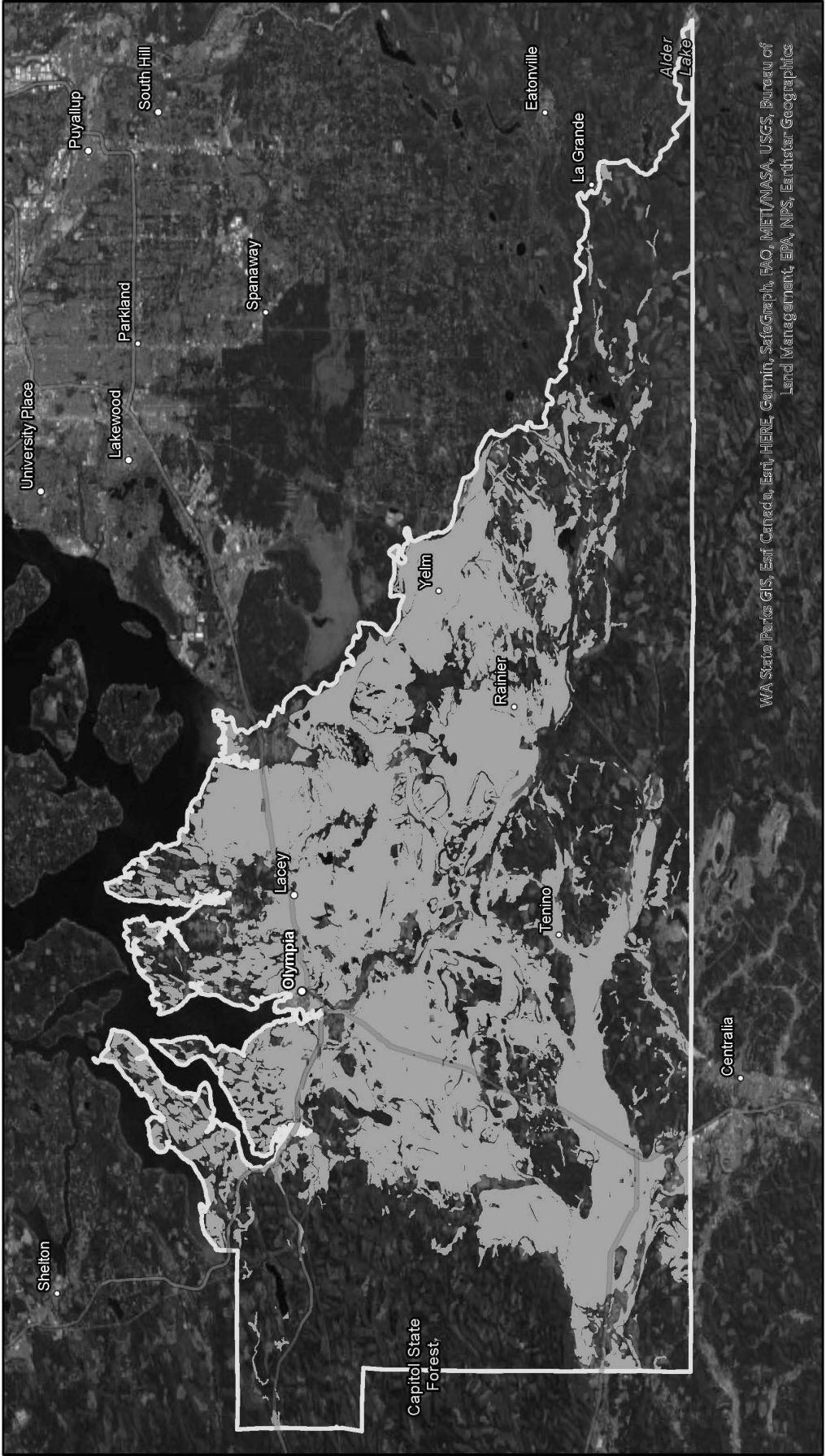
Date

Nick George, PFW State Coordinator, USFWS

Date

Project Applicant: Thurston Conservation District
County: Thurston
Date: 04/20/2022

Practice: Prairie and Oak Woodland Enhancement
Location: Multiple Private Properties
Assisted by: Cassie Doll



Item

5

WACD and NACD Update

June 27, 2023 Board Meeting

Thurston Conservation District

WACD

WACD Annual Conference Planning Team for our 2023 Annual Conference (Wenatchee November 27 – 30). Seeking thoughts and suggestions for sessions, speakers, etc. Contact Ryan Baye at ryan@wacd.org

WACD 6-19-23 Board Meeting. All meeting materials covering the below summary plus more -

<https://wacd1.box.com/s/s3pn22zvm004e4c9o18fc1ewquyqa53l>

- Financial – established a funds reserve policy; will move some funds to the Local Government Entity Pool where interest we receive will be higher; adopted a FY24 budget and workplan.
- COLA's for all staff and merit increases of 5% for all permanent, full-time staff with 10% for the Plant Materials Center (PMC) sales manager.
- Will be hiring (within a couple of months) a “Director of Development and Engagement” to mesh with current executive office staff, and including fund raising. Will be housed in Eastern Washington.
- Plants from the PMC will cost 10% more for 2024 for members and non-members due to increased costs at the PMC.
- Juneteenth is now recognized as a paid holiday for staff.
- Health Insurance – will be examining coverage (e.g. employees, spouses, families, etc.). Much discussion but more information and board discussion needed.

NACD

Upcoming NACD Events

- Joint [SW/Pacific Region Meeting](#), August 23-25, 2023. [Lake Tahoe Resort Hotel](#).
- 2023 [Summer Meeting](#), July 15-19, 2023. Bismarck, ND. Agenda [here](#).
- 2024 NACD Annual Meeting in San Diego – February 10-14, 2024.

Supreme Court Releases Opinion on WOTUS Definition

On May 25, the Supreme Court released an opinion in *Sackett v. Environmental Protection Agency (EPA)* where they held that the “Clean Water Act’s use of “waters” in §1362(7) refers only to “geographic[al] features that are described in ordinary parlance as ‘streams, oceans, rivers, and lakes’” and to adjacent wetlands that are “indistinguishable” from those bodies of water due to a continuous surface connection”. This ruling will impact which wetlands are considered adjacent to waters of the United States (WOTUS) and therefore, whether those wetlands are under state or federal jurisdiction.

More activity on this on [NACD's blog](#).

New and Changed NACD Staff

Bolor Amaranaa is the new director of Finance and Operations, out of DC. Her email is bolor-amarsanaa@nacdn.net.

Candice Abinanti is the new NACD Director of Communications. Her email is candice-abinanti@nacdn.net.

Our CD’s information at NACD - promote our district events on NACD's [Calendar of Events](#) Submit events [here](#).

[NACD 2022 Annual Report](#) - 35 pages highlighting the delivery of conservation from districts, associations, and others across the country.

NACD Pacific Region Leaders

If perchance you have a need contact information of NACD Pacific Region leadership (which includes NACD board, State Association Executive Directors, and leaders) and cannot easily find what you are looking for, please contact either [Tom Salzer](#) or [Doug Rushton](#).

Item

6



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

July 25, 2023, 5:00 pm -7:15 pm

Zoom Meeting Link:

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

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: Wildfire Ready Neighbors, *Jae Townsend (Education & Outreach Specialist)*
3. 2023 Mid-Year Budget Review, *Sarah Moorehead*
4. Conservation and Education Center (CEC) Development, *All*
5. New Office Update, *Sarah Moorehead*
6. 2023 WACD Resolutions, *All*
7. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:30 pm

- | | |
|---|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Consent Agenda – <i>Action Item</i> | 6:40 PM |
| A. June 27, 2023, Board Work Session & Meeting Minutes | 5 minutes |
| B. July 2023 Financial Report | |
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | 10 minutes |
| 5. Partner Reports (<i>if present</i>) | 6:55 PM |

- A. Natural Resources Conservation Service (NRCS), *TBD* 15 minutes
- B. Washington State Department of Ecology (ECY), *Travis Casey*
- C. Washington State Conservation Commission (WSCC), *Jean Fike*
- D. Washington Association of Conservation Districts (WACD), *Doug Rushton*
- E. National Association of Conservation Districts (NACD), *Doug Rushton*

6. Governance, All – Action Item **7:10 PM**

- A. August 22, 2023, Work Session Topic List & Meeting Agenda Development 5 minutes

Adjourn **7:15 PM**

Informational Only Items:

- I. *Executive Director's Report*

Important Dates

August 2023

- NACD Pacific/Southwest Region Meeting, Lake Tahoe, NV August 23-25
- TCD Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom) August 22

September 2023

- WACD Board of Directors Meeting 6:00 -8:30 pm September 18
- TCD Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom) September 26

October 2023

- WACD Board of Directors Meeting 6:00 -8:30 pm October 16
- TCD Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom) October 24

Informational Items



Executive Director's Report

Sarah Moorehead – Executive Director

Jun 27, 2023

Priority Initiative Updates

Growth Management Act Periodic Update Process

Thurston County and cities within must complete Periodic Updates by June 30, 2025 (some extensions may apply).

Periodic Update Process Overview



The process local jurisdictions must follow is detailed in this Department of Commerce figure above.

Department of Commerce will be hosting detailed workshops on the following GMA areas:

- Housing
- Climate Change
- Transportation
- Tribal Participation
- Civilian-Military Compatibility
- Economic Development
- Critical Areas

Specific timelines for local jurisdictions are not available yet, however, updated information, workshop registrations and recordings, and planning status will be posted here as they become available: [Growth Management Periodic Updates - Washington State Department of Commerce](#)

Dept. of Commerce (link above) also hosted a recorded kick-off webinar, with all presentations included for additional information.

Legislative Committee Assignment Changes

Thurston County legislators are reflected in House committee changes, per WACD update. Representatives Abbarno, Couture, and Wilcox will replace out-of-county members on important committees such as finance, appropriations, and capital budget. More information available here: https://hub.wadistricts.org/2023/06/legislative-elections-update-20230615/?utm_source=mailpoet&utm_medium=email&utm_campaign=5-things-to-know-20230615

Save The Dates – Fall Legislative Tours!

TCD is planning to bring back field tours with elected and policy officials!

TCD is planning to focus on hosting two tours this year: one focused on Puget Sound and projects in South Thurston County, and another centered in the Chehalis Basin of South Thurston County.

If you are interested in attending, please hold the following dates for possible tours: September 27, October 11 and 18.

Details of these tours will be developed in the coming months, and more information will be available in early fall.

District Operations

May 23, 2023 Board Meeting Action Items

- No Action Items to report on.

Transfer to Beneficial State Bank

Thank you, Board Members, for providing the necessary information for TCD to submit our application to open accounts at Beneficial State Bank (BSB)! The timeline to complete the transfer takes between 60 – 90 days. This includes Beneficial State Banking doing their due diligence process to set up our accounts, transferring auto-payments to BSB, waiting for any outstanding checks to clear the Timberland account, moving the balance of each account from Timberland to Beneficial and closing the Timberland account.

Office Re-Location Update

TCD has been working with local realtors to narrow down the ideal office space for TCD's office relocation and analyze rental costs. The developed list of potential offices is being reviewed by the Executive Director and preliminary walk-throughs will take place in late June and July.

The timeline for relocation is as follows:

July	Evaluate and view potential office spaces and provide a status update at the July Board Meeting.
August	Provide new office recommendation to Board and discusses contract options.

September	Negotiate lease agreement for approval at September Board Meeting.
October	Office relocation begins.
November	Office relocation ends.

Open Positions at TCD

Reminder – TCD is hiring for several positions:

Community Agriculture Programs Coordinator (ideal hire date July 15th)

Natural Resource Technician or Specialist (ideal hire date August 1st)

Senior Habitat Specialist (ideal hire date August 15th)

TCD has received good applicant interest and positions will remain open until filled.

Full job descriptions and priority deadlines can be found here: [Career Opportunities – Thurston Conservation District \(thurstoncd.com\)](http://thurstoncd.com/Career-Opportunities)

Monthly Staff Reports

Reminder – Monthly staff reports can be viewed electronically! The link to view monthly staff reports can be found on your Board Portal.