



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

February 27, 2024, 5:00 pm - 7:50 pm

**Zoom Meeting Link:**

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

**Passcode: 2918**

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

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## Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: Forest Health and Wildfire Preparedness, *Stephanie Bishop*
3. Rates and Charges, *Sarah Moorehead*
4. Conservation and Education Center (CEC) Development, *All*
5. New Office Update, *Sarah Moorehead*
6. Legislative Day Update, *All*
7. Important Updates & Announcements
  - a. Board of Supervisors, *All*
  - b. Executive Director, *Sarah Moorehead (Executive Director)*

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## Board Meeting

6:30 pm – 7:50 pm

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|---|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement   | 6:30 PM<br>5 minutes |
| 2. Agenda Review  | 6:35 PM<br>5 minutes |
| 3. Consent Agenda – <i>Action Item</i>  | 6:40 PM              |
| A. January 23, 2024, Board Work Session & Meeting Minutes   | 5 minutes            |
| B. February 2024 Financial Report   |                      |
| C. South Sound Habitat Strategic Initiative Lead (HSIL) Outreach Recreation and Conservation Office (RCO) Applicant Authorization |                      |
| D. Shore Friendly South Sound (SFSS) Collaborative RCO Applicant Authorization  |                      |
| E. Garden-Raised Bounty (GRuB) Vendor Agreement   |                      |
| F. Young Men Christian Association (YMCA) Vendor Agreement  |                      |

- G. Pierce County Shellfish NTA 3.0 Funding Agreement
- H. WSCC Community Engagement Funding Agreement
- I. TCD Equipment Rental Policy & Procedure Update

<b>4. Public Comment</b>	<b>6:45 PM</b>
*Three minutes per person	<i>10 minutes</i>
<b>5. Partner Reports (if present)</b>	<b>6:55 PM</b>
A. Natural Resources Conservation Service (NRCS), <i>Lynn Khuat</i>	<i>15 minutes</i>
B. Washington State Department of Ecology (ECY), <i>Molly Paige</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>	
<b>6. Legislative, All – Action Item</b>	<b>7:10 PM</b>
A. Ending Agricultural Trade Suppression (EATS) Act	<i>10 minutes</i>
B. Other	
<b>7. Governance, All – Action Item</b>	<b>7:20 PM</b>
A. 2024 Election Update	<i>20 minutes</i>
B. 2024 Annual Plan Development	
C. March 26, 2024 Work Session Topic List & Meeting Agenda Development	
<b>8. Executive Session</b>	<b>7:40 PM</b>
RCW 42.30.110 (1) To discuss with legal counsel representing the agency litigation or potential litigation.	<i>10 minutes</i>
<b>Adjourn</b>	<b>7:50 PM</b>
<b>Informational Only Items:</b>	
<i>I. Executive Director’s Report</i>	

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## Important Future Dates

### March 2024

TCD Annual Native Plant Festival & Plant Sale	March 2
WACD Board Meeting 6:00- 8:30 p.m. (Zoom)	March 18
Board of Supervisor Election Day	March 19
NACD Fly – in. Washington DC	March 20
WSCC Commission Meeting	March 20-21
31 <sup>st</sup> Annual Student Green Congress	March 21
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	March 26

**April 2024**

WACD Board Meeting 6:00 – 8:30 p.m.

April 15

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

April 23

**May 2024**

WACD Board Meeting 6:00 - 8:30 p.m. (Zoom)

May 20

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

May 28

# Item

# 3





## Thurston Conservation District Consent Agenda Decision Sheet February 27, 2024 Board Meeting

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- A. January 23, 2024 Board Meeting and Work Session Minutes
- a. Proposed action: accept without amendment and approve.
  - b. Action was taken:  
☐ Passed   ☐ Moved for discussion during meeting   ☐ Tabled to a future meeting
- B. February 2024 Financial Report
- a. Proposed action: accept without amendment and approve.
  - b. Action was taken:  
☐ Passed   ☐ Moved for discussion during meeting   ☐ Tabled to a future meeting
- C. South Sound Habitat Strategic Initiative Lead (HSIL) Outreach Recreation and Conservation Office (RCO) Applicant Authorization
- a. Proposed action: accept without amendment and approve.
  - b. Action was taken:  
☐ Passed   ☐ Moved for discussion during meeting   ☐ Tabled to a future meeting
- D. Shore Friendly South Sound (SFSS) Collaborative RCO Applicant Authorization
- a. Proposed action: accept without amendment and approve.
  - b. Action was taken:  
☐ Passed   ☐ Moved for discussion during meeting   ☐ Tabled to a future meeting
- E. Garden Raised Bounty (GRuB) Vendor Agreement
- a. Proposed action: accept without amendment and approve.
  - b. Action was taken:  
☐ Passed   ☐ Moved for discussion during meeting   ☐ Tabled to a future meeting
- F. Young Men's Christian Association (YMCA) Vendor Agreement
- a. Proposed action: accept without amendment and approve.
  - b. Action was taken:  
☐ Passed   ☐ Moved for discussion during meeting   ☐ Tabled to a future meeting
- G. Pierce County Shellfish NTA 3.0 Funding Agreement
- a. Proposed action: accept without amendment and approve.
  - b. Action was taken:  
☐ Passed   ☐ Moved for discussion during meeting   ☐ Tabled to a future meeting

H. WSCC Community Engagement Funding Agreement

a. Proposed action: accept without amendment and approve.

b. Action was taken:

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

I. TCD Equipment Rental Policy & Procedure Update

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  
February 27, 2024, 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

January 23, 2024

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 5:00 p.m. – 6:00 p.m.

Actual Meeting Time: 5:00 p.m. – 5:57 p.m.



### Present at Work Session:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Katrinka Hibler, TCD Staff

Aimee Richardson, TCD Staff

Ben Cushman, TCD Legal Counsel

- 1        **1.** Topic List Review, *All*
- 2        **2.** Staff Presentation: Cozy Valley Restoration Design, *Katrinka Hibler*
- 3        **3.** New Office Update, *Sarah Moorehead*
- 4        **4.** Rates and Charges Renewal Process, *Sarah Moorehead*
- 5        **5.** Conservation and Education Center (CEC), *All*
- 6        **6.** Important Updates & Announcements
- 7            a. Board of Supervisors, *All*
- 8            b. Executive Director, *Sarah Moorehead*

Respectfully,

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TJ Johnson, TCD Board Chair

# Thurston Conservation District Board of Supervisors

## Regular Board Meeting Minutes

January 23, 2024

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 8:00 p.m.

Actual Meeting Time: 6:30 pm – 7:37 p.m.



### Present at Meeting:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Ben Cushman, TCD Legal Counsel

Sophia Barashkoff, TCD Staff

Katrinka Hibler, TCD Staff

Aimee Richardson, TCD Staff

Heather Wendt, Washington Association of  
Conservation Districts (WACD)

Molly Paige, Department of Ecology (ECY)

Fred Colvin, Member of the Public

Jennifer Colvin, Member of the Public

### Summary of Action Items

- 1                   • None.

### Summary of Motions Passed

- 2
- 3   *Supervisor DeWreede moved to approve the amended Agenda. Supervisor Rushton seconded.*
- 4   *Motion passed unanimously, (3-0).*
- 5   *Supervisor DeWreede moved to approve the amended Consent Agenda. Supervisor Rushton*
- 6   *seconded. Motion passed unanimously, (3-0).*
- 7   *Supervisor DeWreede moved to approve the January 2024 & 2023 Year End Financial Report.*
- 8   *Supervisor Rushton seconded. Motion passed unanimously, (3-0).*
- 9   *Supervisor DeWreede moved to approve the NACD REPI Challenge MOA Amendment.*
- 10   *Supervisor Rushton seconded. Motion passed unanimously, (3-0).*
- 11   *Supervisor Rushton moved to approve the payment of the Tilley Court Tenant Improvement*
- 12   *costs with TCD Reserve funds. Supervisor DeWreede seconded. Motion passed unanimously,*
- 13   *(3-0).*
- 14   *Supervisor DeWreede moved to approve the TCD Resolution #2024-01 Cost of Living*
- 15   *Adjustment. Supervisor Rushton seconded. Motion passed unanimously, (3-0).*
- 16   *Supervisor DeWreede moved to adjourn the January 12, 2024 TCD Board Meeting. Supervisor*
- 17   *Rushton seconded. Motion passed unanimously, (3-0).*

## Full Version of the Minutes

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### **Welcome & Introductions**

At 6:30 p.m., TCD Board Chair TJ Johnson called the January 23, 2024 Regular Board Meeting to order. TCD Board, Staff, members of the public, and Legal Counsel 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, Rushton and Executive Director Moorehead attended the meeting in person at the TCD office. Supervisor Iyall was not in attendance and was excused and Supervisor Wheatley was not in attendance.

### **Agenda Review**

Supervisor Johnson asked to remove item B and Supervisor DeWreede asked to remove item C from the Consent Agenda for discussion.

***Supervisor DeWreede moved to approve the amended Agenda. Supervisor Rushton seconded. Motion passed unanimously, (3-0).***

### **Consent Agenda**

A. December 21, 2023, Board Work Session & Meeting Minutes

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

### **January 2024 & 2023 Year-End Financial Report**

***Supervisor DeWreede moved to approve the January 2024 & 2023 Year-End Financial Report. Supervisor Rushton seconded. Motion passed unanimously, (3-0).***

### **National Association of Conservation Districts (NACD) Readiness and Environmental Preparedness Initiative (REPI) Challenge Memorandum of Agreement (MOA) Amendment**

***Supervisor DeWreede moved to approve the NACD REPI Challenge MOA Amendment. Supervisor Rushton seconded. Motion passed unanimously, (3-0).***

### **Public Comment**

Fred Colvin and Jennifer Colvin shared their participation in the Tenino Agricultural Business Park and asked TCD to support their plans for a meat processing plant.

### **Washington Conservation Society (WCS): Leaving a Legacy, Heather Wendt (WCS and WACD)**

WCS Board Member Wendt inducted Fred Colvin into the Creating a Legacy Program.

## **Partner Reports**

- A. Natural Resources Conservation Service (NRCS), Lynn Khuat
  - Ms. Khuat was not present.
- B. Department of Ecology (ECY) Update, Molly Paige
  - Ms. Paige gave an update.
- C. Washington State Conservation Commission (WSCC) Update, Jean Fike, TCD Supervisor Rushton
  - Ms. Fike was not present.
  - Supervisor Rushton provided an update.
  - WSCC Executive Director Thompson announced a principle-based reorganization.
  - WSCC will establish a tribal relations program.
- D. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor Doug Rushton
  - Supervisor Rushton provided an update.
  - A written update was provided in the Board Packet.
- E. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD Board Member Rushton
  - Supervisor Rushton provided an update.
  - February 10 – 14 is the Annual NACD meeting in San Diego, CA.
  - A written update was provided in the Board Packet.

## **2024 Legislative Session**

WACD Legislative Day is this Thursday, February 1, 2024. The board discussed some of the proposed legislation that will be discussed with local WA State legislators.

## **Tilley Court Tenant Improvements**

Executive Director Moorehead gave an update on the Tilley Court Tenant Improvement (TI) costs. Staff proposes that TCD's Reserve Fund will be used to cover the necessary TI costs.

***Supervisor Rushton moved to approve the payment of the Tilley Court Tenant Improvement costs with TCD Reserve funds. Supervisor DeWreede seconded. Motion passed unanimously, (3-0).***

## **Governance**

- A. 2024 TCD Elections update
- B. 2024 Annual Plan Development
- C. February 27, 2024 Work Session Topic List & Meeting Agenda Development

## **Work Session**

- Topic List Review, *All*
- Staff Presentation: Forest Health Grant/Welcome New Forester, *Stephanie Bishop*

- 85 • Rates and Charges, *Sarah Moorehead*
- 86 • Conservation & Education Center (CEC) Development, *All*
- 87 • New Office Update, *Sarah Moorehead*
- 88 • Legislative Day Update, *Sarah Moorehead/Doug Rushton*
- 89 • Important Updates & Announcements
  - 90 ○ Board of Supervisors, *All*
  - 91 ○ Executive Director, *Sarah Moorehead*
- 92 **Board Meeting Agenda**
- 93 • Welcome, Introductions, Audio Recording Announcement
- 94 • Agenda Review
- 95 • Consent Agenda
  - 96 ○ January 23, 2024 Board Work Session & Meeting Minutes
  - 97 ○ February 2024 Financial Report
- 98 • Public Comment
- 99 • Partner Reports (if present)
  - 100 ○ Natural Resources Conservation Service
  - 101 ○ Washington State Department of Ecology
  - 102 ○ Washington State Conservation Commission
  - 103 ○ Washington Association of Conservation Districts
  - 104 ○ National Association of Conservation Districts
- 105 • Governance, *All*
  - 106 ○ March 26, 2024 Work Session Topic List & Meeting Agenda Development

107 **TCD Resolution #2024-01 Cost of Living Adjustment**

108 ***Supervisor DeWreede moved to approve the TCD Resolution #2024-01 Cost of Living***  
109 ***Adjustment. Supervisor Rushton seconded. Motion passed unanimously, (3-0).***

110 ***Supervisor DeWreede moved to adjourn the January 23, 2024 TCD Board Meeting. Supervisor***  
111 ***Rushton seconded. Motion passed unanimously, (3-0).***

112 **Adjourn 7:37 pm**

Respectfully,

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TJ Johnson, TCD Board Chair

# Thurston Conservation District

## February 2024 Financial Notes



### Year to Date (YTD)

1. For the first month of the year, TCD reports a net income of -\$222,680. This is mainly due to two factors.
  - 1) It's that time of year when the Rates & Charges income is low, \$2,200 for the month and
  - 2) The District paid out nearly \$97,000 in tenant improvements for the Tilley Court facility; \$89K to the new landlord to build out the office space and another \$7,700 for 2 storage sheds, network equipment, workstations for shared desks, and other miscellaneous items needed in the new office.

### Profit & Loss Previous Year Comparison

2. Soil testing income is off to a healthy start – up 58% over last year.
3. Plant sale income is down 24% from last year.
4. Event ticket Income is a new income stream for TCD. This is some of the ticket income from the Climate Conference held in January.
5. Grant income is down about 11%, but Salaries & Benefits expense is up nearly 36%. This seems to suggest that staff spent more time on administrative (likely the move) and TCD programmatic activities than in January 2023.
6. Computer services expenses are up 115% from last year. This is certainly due to 1) the move – installing new network equipment and 2) TCD's conversion to Microsoft Office 365.
7. Garbage service is up from last year by 258%; this is due to \$3,700 to dispose of garbage and recycling due to the move.

### Balance Sheet

8. The 2023 budgeted transfers to the Reserve (\$37,500) and CEC (\$18,800) funds were made in January. For the Reserve fund, this was offset by the \$89,000 transfer made to cover the Tilley Court tenant improvements.



# Thurston Conservation District

## Profit & Loss

### January 2024

	Jan 24
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	817.59
3451140 · Plant Sales	5,145.97
3451150 · Partner Fee for Service	10,272.75
Total 3451100 · Soil/Water Conservation Service	16,236.31
3417000 · Sales of Merchandise	
3417020 · Event Ticket Income	1,022.83
Total 3417000 · Sales of Merchandise	1,022.83
Total 3400000 · Charges for Goods and Services	17,259.14
3300000 · Grant Revenues	102,441.76
3600000 · Miscellaneous Revenues	
3691000 · Sale of Surplus	12.00
3699100 · Miscellaneous Other	170.40
3685000 · Special Assessments - Service	
3685201 · Rates and Charges	2,204.84
Total 3685000 · Special Assessments - Service	2,204.84
3610000 · Interest and Other Earnings	37.79
Total 3600000 · Miscellaneous Revenues	2,425.03
Total Income	122,125.93
Gross Profit	122,125.93
Expense	
Equipment Allocation	1,167.00
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	185,227.56
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	395.19
5314103 · Computer Services	3,143.00
5314100 · Professional Services	19,616.62
5314203 · Printing Services	483.80
5314104 · Janitorial Services	600.00
5314501 · Office Rent	8,687.00
5314700 · Utilities	3,941.24
5314503 · Equipment Leases	259.69
5314504 · Vehicle Leases	499.06
5314200 · Communications	1,299.16
5313102 · Photocopier Usage	165.91
5354800 · Repairs & Maintenance	51.45
5314505 · Software Licenses	501.91
5313101 · Office Supplies	187.54
5314202 · Postage & Shipping	55.68
5314902 · Organizational Dues	1,000.00
5314307 · Licenses and Permits	25.00
5314117 · Soil Testing	355.92
Project Expenses	7,850.72
5314302 · Staff - Conference & Training	28.69
5314306 · Board - Conference & Training	67.15
5314300 · Staff - Travel	715.43
5314108 · Construction & Restoration Work	7,037.14
5314600 · Liability Insurance Premiums	2,726.25
5945360 · Capital Outlays	
5945369 · Tenant Improvements	96,696.23
5945363 · Equipment & Office Furniture	21.89
Total 5945360 · Capital Outlays	96,718.12
Total Expense	344,806.23
Net Ordinary Income	-222,680.30
Net Income	-222,680.30

# Thurston Conservation District Profit & Loss Prev Year Comparison

January 2024

	Jan 24	Jan 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	817.59	516.41	301.18	58.3%
3451130 · Poultry Equipment & Tool Rentals	0.00	34.52	-34.52	-100.0%
3451140 · Plant Sales	5,145.97	6,764.63	-1,618.66	-23.9%
3451150 · Partner Fee for Service	10,272.75	83.01	10,189.74	12,275.3%
Total 3451100 · Soil/Water Conservation Service	16,236.31	7,398.57	8,837.74	119.5%
3417000 · Sales of Merchandise				
3417020 · Event Ticket Income	1,022.83	0.00	1,022.83	100.0%
Total 3417000 · Sales of Merchandise	1,022.83	0.00	1,022.83	100.0%
Total 3400000 · Charges for Goods and Services	17,259.14	7,398.57	9,860.57	133.3%
3300000 · Grant Revenues	102,441.76	114,894.27	-12,452.51	-10.8%
3600000 · Miscellaneous Revenues				
3691000 · Sale of Surplus	12.00	0.00	12.00	100.0%
3699100 · Miscellaneous Other	170.40	0.00	170.40	100.0%
3685000 · Special Assessments - Service	2,204.84	1,736.09	468.75	27.0%
3670000 · Nongovernmental Contributions	0.00	600.00	-600.00	-100.0%
3610000 · Interest and Other Earnings	37.79	18.07	19.72	109.1%
Total 3600000 · Miscellaneous Revenues	2,425.03	2,354.16	70.87	3.0%
Total Income	122,125.93	124,647.00	-2,521.07	-2.0%
Gross Profit	122,125.93	124,647.00	-2,521.07	-2.0%
Expense				
Equipment Allocation	1,167.00	0.00	1,167.00	100.0%
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 · Salaries & Benefits	185,227.56	136,478.53	48,749.03	35.7%
5314000 · Intern Stipends	0.00	945.00	-945.00	-100.0%
5314101 · Legal Fees & Services	2,000.00	2,000.00	0.00	0.0%
5314102 · Audit & Accounting	395.19	286.28	108.91	38.0%
5314103 · Computer Services	3,143.00	1,462.00	1,681.00	115.0%
5314100 · Professional Services	19,616.62	83,237.83	-63,621.21	-76.4%
5314400 · Advertising	0.00	45.00	-45.00	-100.0%
5314203 · Printing Services	483.80	793.63	-309.83	-39.0%
5314104 · Janitorial Services	600.00	750.00	-150.00	-20.0%
5314501 · Office Rent	8,687.00	4,368.00	4,319.00	98.9%
5314700 · Utilities	3,941.24	1,100.05	2,841.19	258.3%
5314503 · Equipment Leases	259.69	408.13	-148.44	-36.4%
5314504 · Vehicle Leases	499.06	462.18	36.88	8.0%
5314200 · Communications	1,299.16	1,073.86	225.30	21.0%
5313102 · Photocopier Usage	165.91	219.66	-53.75	-24.5%
5354800 · Repairs & Maintenance	51.45	19.78	31.67	160.1%
5314505 · Software Licenses	501.91	596.40	-94.49	-15.8%
5313101 · Office Supplies	187.54	264.48	-76.94	-29.1%
5314202 · Postage & Shipping	55.68	63.12	-7.44	-11.8%
5314902 · Organizational Dues	1,000.00	1,000.00	0.00	0.0%
5314307 · Licenses and Permits	25.00	25.00	0.00	0.0%
5314117 · Soil Testing	355.92	198.57	157.35	79.2%
Project Expenses	7,850.72	1,008.91	6,841.81	678.1%
5314302 · Staff - Conference & Training	28.69	575.00	-546.31	-95.0%
5314306 · Board - Conference & Training	67.15	0.00	67.15	100.0%
5314300 · Staff - Travel	715.43	2,456.32	-1,740.89	-70.9%
5314108 · Construction & Restoration Work	7,037.14	11,750.05	-4,712.91	-40.1%
5314600 · Liability Insurance Premiums	2,726.25	2,432.58	293.67	12.1%
66300 · Sales Tax Adjustments	0.00	113.15	-113.15	-100.0%
5945360 · Capital Outlays				
5945369 · Tenant Improvements	96,696.23	0.00	96,696.23	100.0%
5945363 · Equipment & Office Furniture	21.89	2,244.66	-2,222.77	-99.0%
5945364 · Computer Hardware	0.00	1,130.00	-1,130.00	-100.0%
Total 5945360 · Capital Outlays	96,718.12	3,374.66	93,343.46	2,766.0%
Total Expense	344,806.23	257,508.17	87,298.06	33.9%
Net Ordinary Income	-222,680.30	-132,861.17	-89,819.13	-67.6%
Net Income	-222,680.30	-132,861.17	-89,819.13	-67.6%

# Thurston Conservation District

## Balance Sheet

### As of January 31, 2024

	Jan 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
3088010 · Checking-103 Beneficial	189,100.59
3081001 · Checking-7444 Timberland	8,846.74
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reserve	153,999.35
3088022 · Saving-129 Beneficial CEC	113,915.14
<b>Total 3088020 · Savings Accounts</b>	267,914.49
3088030 · Counter Cash	100.00
3088040 · PayPal Account	1,791.53
<b>Total Checking/Savings</b>	467,753.35
<b>Accounts Receivable</b>	286,054.05
<b>Other Current Assets</b>	
3090500 Prepaid Accounts	
3090509 · Other Prepaid Expenses	2,007.19
3090508 · Refundable Deposit Paid	500.00
3090501 · Prepaid Insurance	19,551.75
3090506 · Security Deposit - Ferguson ST	3,835.00
3090507 · Security Deposit - Tilley Court	8,427.00
<b>Total 3090500 Prepaid Accounts</b>	34,320.94
3091000 · 309.10.00 Inventory Asset	2,770.56
3092000 · 309.20.00 Cash on Hand	16,273.37
<b>Total Other Current Assets</b>	53,364.87
<b>Total Current Assets</b>	807,172.27
<b>TOTAL ASSETS</b>	<b>807,172.27</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	8,099.89
<b>Credit Cards</b>	18,506.53
<b>Other Current Liabilities</b>	
3861100 · Sales Tax Payable	1,521.69
3861000 · Payroll Liabilities	152,513.82
<b>Total Other Current Liabilities</b>	154,035.51
<b>Total Current Liabilities</b>	180,641.93
<b>Total Liabilities</b>	180,641.93
<b>Equity</b>	626,530.34
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>807,172.27</b>

# 2024 Unrestricted Budget vs Actual



January 8.33%

	Account Name	2024 Budget	2024 Actual	\$ Over Budget	% of Budget
1	<input checked="" type="checkbox"/> Income	1,093,134	33,281	-1,059,853	3.04%
2	<input checked="" type="checkbox"/> Retail Sales	71,111	6,184	-64,927	8.70%
3	<input checked="" type="checkbox"/> Food Production and Consumption	2,111	0	-2,111	0.00%
4	Poultry Equipment & Tool Rentals	2,111	0	-2,111	0.00%
5	<input checked="" type="checkbox"/> Soil Conservation and Health	9,399	818	-8,581	8.70%
6	Soil Testing	7,136	818	-6,318	11.46%
7	Nutrient Spreader Rentals	763	0	-763	0.00%
8	No-Till Drill Rentals	1,500	0	-1,500	0.00%
9	<input checked="" type="checkbox"/> Community Outreach and Education	52,247	5,146	-47,101	9.85%
10	Plant Sales	51,647	5,146	-46,501	9.96%
11	TCD Swag Shop	600	0	-600	0.00%
12	<input checked="" type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	7,159	0	-7,159	0.00%
13	Partner Fee for Service - Restoration Crew	7,159	0	-7,159	0.00%
14	<input checked="" type="checkbox"/> Other Income	195	220	25	112.92%
15	Contributions Private	0	0	0	N/A
16	Rental Income	0	0	0	N/A
17	Interest Income	195	38	-157	19.38%
18	Miscellaneous Income	0	182	182	N/A
19	<input checked="" type="checkbox"/> Grant Revenue	128,935	0	-128,935	0.00%
21	Rates and Charges	562,182	2,205	-559,977	0.39%
22	<input checked="" type="checkbox"/> Overhead	330,906	24,892	-306,014	7.52%
23	Overhead Allocation	312,436	23,644	-288,792	7.57%
24	Vehicle Allocation	18,470	1,248	-17,222	6.76%
25	2023 Carry Overs	17,804	0	-17,804	0.00%
26	<input checked="" type="checkbox"/> Program Allocation	455,131	39,064	-416,067	8.58%
27	<input checked="" type="checkbox"/> Local Food Production and Consumption	16,600	1,253	-15,347	7.55%
28	Poultry Equipment Rentals	16,600	1,253	-15,347	7.55%
29	<input checked="" type="checkbox"/> Producer Support & Preservation and Expansion of Working Lands	1,000	0	-1,000	0.00%
30	Working Lands Preservation Initiative	1,000	0	-1,000	0.00%
31	<input checked="" type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	7,159	45	-7,114	0.63%
32	Restoration Crew & Equipment	7,159	45	-7,114	0.63%
33	<input checked="" type="checkbox"/> Soil Conservation and Health	39,227	3,083	-36,144	7.86%
34	Soil Health Testing	29,455	2,576	-26,879	8.74%
35	Nutrient Spreader Rentals	8,272	508	-7,764	6.14%
36	No-Till Drill Rentals	1,500	0	-1,500	0.00%
37	<input checked="" type="checkbox"/> Community Outreach and Engagement	212,239	13,475	-198,764	6.35%
38	Conservation & Education Center	77,076	538	-76,538	0.70%
39	District Communications	61,875	11,112	-50,763	17.96%
40	Plant Sale	57,805	705	-57,100	1.22%
41	Elections	15,483	1,121	-14,362	7.24%
42	<input checked="" type="checkbox"/> Adult and Youth Conservation Education	47,870	6,992	-40,878	14.61%
43	South Sound Green	41,670	6,341	-35,329	15.22%

	Account Name	2024 Budget	2024 Actual	\$ Over Budget	% of Budget
44	Teens in Thurston Volunteer Program	4,200	284	-3,916	6.76%
45	Envirothon	2,000	367	-1,633	18.36%
46	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	131,036	14,215	-116,821	10.85%
47	Conservation TA	88,313	10,344	-77,969	11.71%
48	Investing in Future Conservation	42,723	3,872	-38,851	9.06%
49	<input type="checkbox"/> Administrative Expenses	655,807	70,120	-585,687	10.69%
50	Administrative Salaries & Benefits	326,650	39,193	-287,457	12.00%
51	<input type="checkbox"/> Professional Services	74,672	5,298	-69,374	7.10%
52	Legal Services	24,000	2,000	-22,000	8.33%
53	Audit & Accounting	16,127	395	-15,732	2.45%
54	Computer Services	29,545	2,903	-26,642	9.83%
55	Professional Services	5,000	0	-5,000	0.00%
56	<input type="checkbox"/> Facility, Vehicles and Maintenance	174,074	21,295	-152,779	12.23%
57	Janitorial Services	7,800	600	-7,200	7.69%
58	Office Rent	101,064	8,427	-92,637	8.34%
59	Utilities	7,140	54	-7,086	0.76%
60	Equipment Leases	3,611	260	-3,351	7.19%
61	Vehicle Leases	6,166	499	-5,667	8.09%
62	5966604 · Vehicle Purchase	0	0	0	N/A
63	Office Move	17,804	9,723	-8,081	54.61%
64	Communications	13,630	1,125	-12,505	8.25%
65	Photocopier Usage	1,031	166	-865	16.09%
66	Vehicle Repairs & Maintenance	4,098	37	-4,061	0.91%
67	Computer Hardware Purchases	3,000	0	-3,000	0.00%
68	Computer Software	4,250	382	-3,868	8.99%
69	Equipment & Office Furniture	4,480	22	-4,458	0.49%
70	<input type="checkbox"/> Supplies	10,799	1,127	-9,672	10.43%
71	Office Supplies	4,450	87	-4,363	1.97%
72	Postage & Shipping	300	14	-286	4.70%
73	Organizational Dues	5,949	1,000	-4,949	16.81%
74	Licenses & Permits	100	25	-75	25.00%
75	<input type="checkbox"/> Conferences, Training and Travel	34,462	481	-33,981	1.39%
76	Staff Conference & Training	16,629	29	-16,600	0.17%
77	Board Conference and Training Fees	2,500	0	-2,500	0.00%
78	Board Meeting Snacks	750	67	-683	8.95%
79	Staff Travel	13,083	385	-12,698	2.94%
80	Board Travel	1,500	0	-1,500	0.00%
81	<input type="checkbox"/> Insurance and Banking	35,150	2,726	-32,424	7.76%
82	Bank Fees & Interest Charges	650	0	-650	0.00%
83	Liability Insurance Premiums	34,500	2,726	-31,774	7.90%
84	Late Fees & Penalties	0	0	0	N/A
85	<input type="checkbox"/> Savings	0	0	0	N/A
86	Reserve Fund		0	0	N/A
87	Conservation Education Center Savings Plan		0	0	N/A
88	Net Income (Surplus or Deficit)	0	-75,903	-75,903	N/A

# 2024 Restricted Budgets vs Actuals



As of January 31, 2024

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2024 Budget	2024 Actual	2024 Remaining Budget	% of Total Time	% of Total Budget Spent
1	<b>RCO</b>											
2	ASRP Riverbend Phase 2	R050	20-1908	03/28/22	06/30/27	7,674,839	6,764,849	2,562,318	10,264	2,552,054	35.14%	11.86%
3	SRFB Cozy Valley	R060	21-1089C	09/23/21	12/30/24	132,778	32,589	34,125	1,536	32,589	72.05%	75.46%
4	ESRP Zangle Cove	R070	20-1517R	07/01/21	12/31/23	110,072	36,493	40,713	4,340	36,373	103.39%	66.85%
5	Oregon Spotted Frog (OSF) Outreach	R080		01/01/23	01/01/25	32,550	16,455	20,118	3,663	16,455	54.10%	49.45%
6	ESRP Lower Eld Bulkhead Removal	R090		07/01/23	07/01/26	125,200	122,562	121,871	1,481	120,390	19.60%	2.11%
7	<b>Federal</b>											
8	Frogs on Farm Cost Share	US80		08/15/20	08/15/25	93,135	66,067	68,805	2,738	66,067	69.24%	29.06%
9	USFWS Restoring South Sound Prairies	US90		07/01/22	07/01/27	160,000	128,026	1,000	0	1,000	31.75%	19.98%
10	<b>WSCC</b>											
11	FY23-25 Livestock	W025	24-13-LT	07/01/23	06/30/25	20,000	15,195	10,663	0	10,663	29.41%	24.02%
12	Skookumchuck Planting	W030	20-13-ER	04/01/20	12/31/24	744,780	213,471	151,367	2,109	149,258	80.70%	71.34%
13	FY21-25 Flood Chehalis	W050	22-13-FL	09/01/21	06/30/25	261,333	128,449	102,550	3,031	99,519	63.12%	50.85%
14	FY23-25 Shellfish Cost Share	W060	24-13-SH	11/27/23	06/30/25	125,000	122,021	123,396	1,375	122,021	11.34%	2.38%
15	FY23-24 CREP	W070	24-13-CE	07/01/23	06/30/24	56,251	17,536	22,717	5,182	17,536	58.74%	68.83%
16	FY23-25 NRI Cost Share	W080	24-13-NR	08/21/23	06/30/25	81,222	59,642	59,981	502	59,479	24.12%	26.57%
17	FY23-24 Engineering	W100	24-13-PE	09/27/23	06/30/24	82,500	30,745	47,805	17,060	30,745	45.68%	62.73%
18	FY23-24 Sustainable Farms and Fields	W120	24-13-SFF	08/17/23	06/30/24	52,798	19,928	25,323	5,395	19,928	52.66%	62.26%
19	Forest Health and Community Wildfire Resiliency	W130	24-13-FH	09/22/23	06/30/25	471,000	454,095	379,633	5,585	374,049	20.37%	3.59%
20	FY21-25 Chehalis Lead	W150	22-13-RIT	10/01/21	06/30/25	102,000	40,322	28,815	2,901	25,915	62.31%	60.47%
21	FY23-24 SCC Sponsorship GREEN Congress	W086.2	24-13-IM	11/06/23	06/30/24	5,000	5,000	5,000	0	5,000	36.55%	0.00%
22	FY23- 24 SCC Sponsorship Climate Change & Food	W086.3	24-13-IM	01/10/24	06/30/24	5,000	460	5,000	4,540	460	12.72%	90.79%
23	<b>Thurston County</b>											
24	FY23-25 VSP	TC400		07/01/23	06/30/25	227,500	155,809	116,226	16,477	99,749	29.41%	31.51%
25	FY23-25 VSP Cost Share	TC450		08/08/23	06/30/25	391,406	354,680	158,391	5,686	152,705	25.54%	9.38%
26	<b>Miscellaneous</b>											
27	ESRP Shore Friendly Phase 3	M035		07/01/23	06/30/25	388,883	300,075	259,450	8,413	251,037	29.41%	22.84%

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2024 Budget	2024 Actual	2024 Remaining Budget	% of Total Time	% of Total Budget Spent
28	Agri-Park Feasibility Study GIS Work	M055		10/12/23	03/31/24	5,387	-2	72	74	-2	65.12%	100.04%
29	2024 City of Olympia Urban Farmland	M065		01/01/24	12/31/24	203,038	185,729	203,038	17,309	185,729	8.47%	8.52%
30	GRuB Beginning Farmer Development	M066		01/01/24	08/31/25	10,259	10,259	5,119	0	5,119	5.09%	0.00%
31	Sentinel Landscape Program (SLP)	M075		10/01/21	06/30/28	1,279,225	637,311	310,696	30,851	279,845	34.60%	50.18%
32	One Tree Planted	M085		09/03/21	until spent	33,076	30,062	8,985	1,472	7,513	N/A	9.11%
33	WCRRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/25	111,954	78,445	29,468	1,148	28,321	59.59%	29.93%
34	WFC Meyer Phase 2	M100		01/01/23	09/01/25	106,546	78,991	71,274	179	71,095	40.62%	25.86%
35	FY23-25 Pierce County Shellfish NTA	M600		12/01/23	09/30/25	191,000	188,059	85,100	2,941	82,159	9.25%	1.54%
36	<b>South Sound GREEN</b>											
37	FY24 Interlocal	G019-SS		01/01/24	12/31/24	64,160	58,043	64,160	6,117	58,043	8.47%	9.53%
38	Embrace the Stream	G019.30		08/01/22	until spent	5,035	262	262	0	262	N/A	94.80%
39	FY23-24 WSC Mini Grant	G019.50		12/12/23	12/31/24	500	500	500	0	500	13.21%	0.00%
40	NFWF Five Star	G019.10		09/01/23	06/30/24	12,375	7,620	8,097	477	7,620	50.33%	38.42%
41	FY23-25 Outdoor Learning	G019.10		10/01/23	06/30/25	38,825	37,758	23,690	227	23,463	19.25%	2.75%
42	Dawkins 2023	G019.28		01/01/23	until spent	20,000	5,409	5,409	0	5,409	N/A	72.96%
43	Dawkins 2024	G019.28		01/01/24	until spent	20,750	20,750	18,291	0	18,291	N/A	0.00%
44	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	2,500	2,500	0	2,500	N/A	0.00%
45	Carlson Charitable	G019.31		12/05/23	12/31/24	2,500	2,500	2,500	0	2,500	14.76%	0.00%
46	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	2,250	0	2,250	N/A	0.00%
47	<b>Teens in Thurston Volunteer Program</b>									0		
48	Nisqually TNT 2023	T070		01/06/23	until spent	5,375	3,654	3,654	0	3,654	N/A	32.03%
49	Nisqually TNT 2024	T070		01/01/24	until spent	5,581	5,581	5,581	0	5,581	N/A	0.00%
50	<b>Envirothon Program</b>									0		
51	2023 Chehalis Tribe Envirothon	T040		01/23/23	until spent	5,000	113	113	0	113	N/A	97.73%
52	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	500	500	0	500	N/A	0.00%
53	2024 Olympia Food Co-op Envirothon	T040		01/01/24	until spent	50	50	50	0	50	N/A	0.00%
54	<b>PARTNERS</b>									0		
55	OlyEcosystems	P400		01/01/24	01/31/24	16,500	12,505	16,500	3,995	12,505	100.00%	24.21%
56	WA Dept of Fish and Wildlife	P600		01/29/24	02/01/24	6,925	2,021	4,406	2,385	2,021	75.00%	70.81%

**Thurston Conservation District**  
**Payment Report**  
**January 2024**

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Check	EFT	01/02/2024	Delta Dental		5531022 · Dental Benefits	1,747.40
Credit Card Charge	12261	01/02/2024	Rope Master	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	195.34
Credit Card Charge	12242	01/02/2024	Sherrilltree	RCO:R070 - Zangle Cove	5314107 · Project Supplies	693.81
Credit Card Charge	12239	01/02/2024	Ubiquiti Store USA	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	580.36
Credit Card Charge	12254	01/02/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	15.53
Credit Card Charge	12254	01/03/2024	7-Eleven	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	70.47
Credit Card Charge	12354	01/03/2024	Cheveron	TCD Programs:T050 - Partner Fee for Service Program	5314107 · Project Supplies	27.00
Credit Card Charge	12423	01/03/2024	Harbor Freight	TCD Programs:T080 - Conservation TA	5313500 · Small Tools & Equipment	14.22
Credit Card Charge	12297	01/04/2024	Cheveron	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	62.08
Credit Card Charge	12355	01/04/2024	Cheveron	TCD Programs:T050 - Partner Fee for Service Program	5314107 · Project Supplies	18.44
Credit Card Charge	12285	01/04/2024	NavePoint	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	324.11
Credit Card Charge	12265	01/04/2024	Rainier Dodge	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	37.23
Credit Card Charge	12267	01/04/2024	San Francisco Street Bakery	RCO:R080 - Oregon Spotted Frog (OSF) Outreach	5314901 · Meeting & Event	27.02
Check	EFT	01/05/2024	Regence - Health Care		5531021 · Medical Benefits	18,553.61
Liability Check	EFT	01/06/2024	Internal Revenue Service		3861000 · Payroll Liabilities	13,546.08
Credit Card Charge	1278370678	01/07/2024	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	197.10
Credit Card Charge	12299	01/08/2024	Home Goods	UNRESTRICTED:A010 - Administrative Expenses	5314302 · Staff - Conference & Training	
Credit Card Charge	12266	01/08/2024	Minuteman Press	MISC:M065 - City of Olympia Urban Ag	5945369 · Tenant Improvements	56.06
Credit Card Charge	12281	01/08/2024	Ralphs Thriftway	TCD Programs:G019.110 TCD SS Green Allocation	5314203 · Printing Services	27.70
Check	EFT	01/08/2024	TPSC Benefits		5314107 · Project Supplies	0.70
Credit Card Charge	12268	01/09/2024	Adobe Inc	Thurston County:TC400 - VSP	5531021 · Medical Benefits	287.00
Credit Card Charge	12282	01/09/2024	Home Depot	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	37.77
Credit Card Charge	G0369401	01/09/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	338.36
Liability Check		01/09/2024	QuickBooks Payroll Service		5314505 · Software Licenses	0.12
Credit Card Charge	3415978	01/09/2024	Rightworks	UNRESTRICTED:A010 - Administrative Expenses	Payroll	41,524.97
Check	EFT	01/09/2024	TPSC Benefits		5314102 · Audit & Accounting	24.09
Check	EFT	01/09/2024	Wells Fargo		5531021 · Medical Benefits	39.25
Credit Card Charge	12296	01/10/2024	Lowes	UNRESTRICTED:A010 - Administrative Expenses	Wells Fargo	9,762.94
Credit Card Charge	12301	01/10/2024	Lowes	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	279.97
Credit Card Charge	12374	01/10/2024	Lowes	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	57.38
Credit Card Charge	12286	01/10/2024	Netgate	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	3,545.83
Bill Pmt -Check	EFT	01/10/2024	Pacific Disposal	TCD Programs:A039 - Office Move	5945369 · Tenant Improvements	619.50
Liability Check	EFT	01/10/2024	WA St Dept of Retirement Systems		3088010 · Checking-103 Beneficial	128.90
Credit Card Charge	12401	01/11/2024	Ace Hardware	UNRESTRICTED:A010 - Administrative Expenses	3861005 · PERS Deferral Payable	19,014.66
Bill Pmt -Check	22298	01/11/2024	Anchor QEA	RCO:R050 - FY 22-27 ASRP Riverbend	5945369 · Tenant Improvements	15.32
Bill Pmt -Check	22299	01/11/2024	Christina Wagner	Various	5314100 · Professional Services	16,297.25
					5314300 · Staff - Travel	99.53



Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	22300	01/11/2024	Community Farmland Trust	TCD Programs:T099 - Food Processing and Tools Rentals	5314501 · Office Rent	260.00
Bill Pmt -Check	22301	01/11/2024	Donalyn Johanns	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22302	01/11/2024	Gloria Ferguson	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22303	01/11/2024	James Dyson	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22304	01/11/2024	Joseph Burgess	WSCC:W070 - CREP:W070.1 - TA	5314304 · Mileage	36.68
Credit Card Charge	12400	01/11/2024	Lowes	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	178.03
Bill Pmt -Check	22305	01/11/2024	Midwest Labs	Various	5314117 · Soil Testing	355.92
Bill Pmt -Check	22306	01/11/2024	Mountain Mist	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	34.99
Bill Pmt -Check	22307	01/11/2024	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	65.23
Bill Pmt -Check	22308	01/11/2024	Pioneer Fire & Security, Inc	UNRESTRICTED:A010 - Administrative Expenses	5314704 · Security Monitoring	32.85
Bill Pmt -Check	22309	01/11/2024	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	170.25
Bill Pmt -Check	22310	01/11/2024	Susan Shelton	TCD Programs:A039 - Office Move	5313101 · Office Supplies	33.90
Bill Pmt -Check	22311	01/11/2024	Taylor Sherrow	Various	Restoration Crew Intern Stipend	100.00
Bill Pmt -Check	22312	01/11/2024	Tilley Court Caves, LLC	UNRESTRICTED:A010 - Administrative Expenses	5314501 · Office Rent	8,427.00
Bill Pmt -Check	22313	01/11/2024	US Fish and Wildlife Service	RCO:R080 - Oregon Spotted Frog (OSF) Outreach	5314100 · Professional Services	3,636.44
Bill Pmt -Check	22314	01/11/2024	VSP - Vision Care		5531021 · Medical Benefits	189.58
Bill Pmt -Check	22315	01/11/2024	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	499.06
Bill Pmt -Check	22316	01/11/2024	WA St University Energy Program	Various	5314103 · Computer Services	3,143.00
Bill Pmt -Check	22317	01/11/2024	WSU Sponsored Programs Services	M075 - FY21-28 SLP REPI Pilot & Challenge	5314100 · Professional Services	14,280.18
Credit Card Charge	12295	01/12/2024	Home Goods	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	62.39
Credit Card Charge	12302	01/12/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	13.82
Credit Card Charge	5822605	01/14/2024	Buzzsprout	TCD Programs:T030 - District Communications	5374001 · Web Hosting and Maintenance	12.00
Credit Card Charge	12290	01/14/2024	Fred Meyer	TCD Programs:T070 -Teens in Thurston Volunteer Program	5314107 · Project Supplies	14.77
Credit Card Charge	12300	01/15/2024	Haggen	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	11.89
Credit Card Charge	12289	01/15/2024	San Francisco Street Bakery	TCD Programs:T070 -Teens in Thurston Volunteer Program	5314901 · Meeting & Event	39.60
Credit Card Charge	12291	01/16/2024	7-Eleven	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	45.50
Credit Card Charge	12402	01/16/2024	Ace Hardware	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	14.22
Credit Card Charge	12426	01/16/2024	Harbor Freight	TCD Programs:T036 - Elections	5313101 · Office Supplies	19.69
Credit Card Charge	12399	01/16/2024	Lowes	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	295.37
Check	EFT	01/16/2024	TPSC Benefits		5531021 · Medical Benefits	424.10
Credit Card Charge	12303	01/16/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	12.22
Credit Card Charge	12370	01/17/2024	Lowes	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	317.60
Credit Card Charge	E0300QP6BY	01/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	45.17
Credit Card Charge	E0300QP14X	01/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	287.44
Credit Card Charge	E0300QP14Y	01/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	49.28
Credit Card Charge	12306	01/19/2024	The Truss Company Centralia	Thurston County:TC400 - VSP:TC450 - FY23-25 VSP Cost Share	5314100 · Professional Services	200.00
Credit Card Charge	12312	01/22/2024	Cheveron	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	22.29
Credit Card Charge	12324	01/22/2024	Pacific Disposal	TCD Programs:A039 - Office Move	5314702 · Garbage Service	1,200.00
Credit Card Charge	12327	01/23/2024	Big Lots	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	50.27
Credit Card Charge	12318	01/23/2024	Celebrations and Events	W086 Implementation:W086.3 - FY23-24 SCC Sponsorship Climate	5314901 · Meeting & Event	968.41
Credit Card Charge	12326	01/23/2024	Haggen	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	4.99

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	P1-91383880	01/23/2024	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	174.00
Credit Card Charge	12398	01/23/2024	Lowes	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	56.09
Bill Pmt -Check	EFT	01/23/2024	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	Equipment Leases & Photocopier Usage	425.60
Credit Card Charge	12325	01/23/2024	Target	UNRESTRICTED:A010 - Administrative Expenses	5945363 · Equipment & Office Furniture	21.89
Credit Card Charge	12403	01/23/2024	Thurston County Solid Waste	WSCC:W080 - NRI Cost Share:W080.1 - Lower Eld DIP	5314702 · Garbage Service	64.00
Liability Check	EFT	01/23/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	810.65
Liability Check	EFT	01/23/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	1,716.60
Liability Check	22318	01/23/2024	WSCCE - Council 2		3861008 · Union Dues	1,015.90
Liability Check	EFT	01/24/2024	Internal Revenue Service		3861000 · Payroll Liabilities	14,769.30
Liability Check		01/24/2024	QuickBooks Payroll Service		Payroll	45,139.95
Credit Card Charge	12319	01/24/2024	Stickermule	W086 Implementation:W086.4 - FY23-24 Conservation Month	5314107 · Project Supplies	244.73
Bill Pmt -Check	22319	01/25/2024	AJB Landscaping & Fence	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	88,889.64
Credit Card Charge	12395	01/25/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	492.60
Credit Card Charge	12422	01/25/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	23.24
Bill Pmt -Check	22320	01/25/2024	David Montgomery	TCD Programs:T030 - District Communications	5314100 · Professional Services	1,500.00
Bill Pmt -Check	22321	01/25/2024	Deschutes Law Group	UNRESTRICTED:A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	22322	01/25/2024	Donalyn Johanns	Partner Fee for Service:P400 - OlyEcosystems:P400.1 - Deschutes River	Restoration Crew Intern Stipend	857.14
Bill Pmt -Check	22323	01/25/2024	Gloria Ferguson	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22324	01/25/2024	James Dyson	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22325	01/25/2024	Taylor Sherrow	Various	Restoration Crew Intern Stipend	100.00
Bill Pmt -Check	22327	01/25/2024	Thurston Regional Planning Council	UNRESTRICTED:A010 - Administrative Expenses	5314902 · Organizational Dues	1,000.00
Bill Pmt -Check	22326	01/25/2024	Tumwater School District	Various	5314112 · Bus Transportation	199.54
Credit Card Charge	12390	01/26/2024	Got Junk	TCD Programs:A039 - Office Move	5314702 · Garbage Service	1,206.16
Credit Card Charge	12334	01/26/2024	Grocery Outlet	W086 Implementation:W086.3 - FY23-24 SCC Sponsorship Climate	5314901 · Meeting & Event	73.67
Credit Card Charge	12333	01/26/2024	Ralphs Thriftway	W086 Implementation:W086.3 - FY23-24 SCC Sponsorship Climate	5314901 · Meeting & Event	110.10
Credit Card Charge	12382	01/26/2024	Staples Inc	Thurston County:TC400 - VSP	5313101 · Office Supplies	41.11
Credit Card Charge	12336	01/26/2024	US Foods Chef's Store	W086 Implementation:W086.3 - FY23-24 SCC Sponsorship Climate	5314901 · Meeting & Event	110.63
Credit Card Charge	12394	01/27/2024	Fred Meyer	W086 Implementation:W086.3 - FY23-24 SCC Sponsorship Climate	5314107 · Project Supplies	8.21
Credit Card Charge	12416	01/27/2024	Fred Meyer	W086 Implementation:W086.3 - FY23-24 SCC Sponsorship Climate	5314107 · Project Supplies	5.68
Credit Card Charge	12391	01/28/2024	Best Buy	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	218.95
Sales Tax Payment	EFT	01/28/2024	City of Tumwater		3861100 · Sales Tax Payable	108.55
Credit Card Charge	12392	01/28/2024	Target	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	38.31
Credit Card Charge	12393	01/28/2024	Target	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	344.83
Liability Check	EFT	01/28/2024	WA St Dept of Employment Security		3861007 · State Unemployment Payable	858.80
Liability Check	22321	01/28/2024	WA St Dept of L&I		3861009 · State L&I Payable	4,066.31
Check	EFT	01/28/2024	WA St Dept of Revenue	UNRESTRICTED:A010 - Administrative Expenses	5314307 · Licenses and Permits	25.00
Sales Tax Payment	EFT	01/28/2024	WA St Dept of Revenue		3861100 · Sales Tax Payable	2,554.12
Credit Card Charge	12330	01/29/2024	ASHHO, SPC	TCD Programs:T030 - District Communications	5314901 · Meeting & Event	1,793.00
Credit Card Charge	12368	01/29/2024	Dubois Agrinovatio	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314107 · Project Supplies	2,255.36
Credit Card Charge	12331	01/29/2024	Fog and Fern Coffee House	W086 Implementation:W086.3 - FY23-24 SCC Sponsorship Climate	5314901 · Meeting & Event	361.35
Credit Card Charge	12332	01/29/2024	Pacific Disposal	TCD Programs:A039 - Office Move	5314702 · Garbage Service	1,288.04

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	12337	01/30/2024	Carter Pizza	TCD Programs:A039 - Office Move	5314901 · Meeting & Event	94.11
Liability Check	EFT	01/30/2024	WA St Dept of Employment Security		3861010 · WA - Family & Medical Leave	2,073.43
Liability Check	EFT	01/30/2024	WA St Dept of Employment Security		3861013 · WA State Cares Act	2,066.02
Credit Card Charge	12397	01/31/2024	Home Depot	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314107 · Project Supplies	230.67
Credit Card Charge	MC14840652	01/31/2024	Mail Chimp	TCD Programs:T030 - District Communications	5314505 · Software Licenses	82.13
Credit Card Charge	11160	01/31/2024	Meconi's	GREEN:G019.109 - FY23-25 Outdoor Learning	5314901 · Meeting & Event	120.09



## BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b>		RCO Authorization: 23-1853 South Sound HSIL Outreach	
<b>Lead Staff:</b>	Karin Strelloff	<b>Board Meeting Date:</b>	02/27/24
<b>Goal of Presentation:</b>	<input checked="" type="checkbox"/> <b>Decision</b>	<input type="checkbox"/> <b>Information</b>	<input type="checkbox"/> <b>Feedback</b>
<b>Description/Background:</b>		<i>Please provide a description or background of the project.</i>	
<p>This resolution authorizes ongoing grant-funded work through the collaborative Shore Friendly program, which focuses on marine shoreline stewardship and restoration. The "South Sound HSIL Outreach" project involves new funding for Thurston, Mason, and Pierce Conservation Districts to support staff time to engage waterfront residents through outreach and incentives for voluntary stewardship.</p>			
<b>Pros:</b> This resolution is necessary for TCD to complete a final contract with RCO, making awarded grant funds available.		<b>Cons:</b> n/a	
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>			
<p>\$109,846 in funding will be contracted in coming weeks. The contract will be submitted for Board approval separately.</p>			
<b>Recommended Action:</b>		<i>What decision do you recommend the board make?</i>	
<p>Approve this resolution.</p>			
<b>Legal Review:</b>		<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>Not Required</b>
<b>Supporting Documents:</b> <i>Please list below <b>and</b> attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
<p>Applicant Authorization Resolution: HSIL</p>			





## Applicant Resolution/Authorization

Organization Name (sponsor) \_\_\_\_\_

Resolution No. or Document Name \_\_\_\_\_

Project(s) Number(s), and Name(s) \_\_\_\_\_

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

On File at: \_\_\_\_\_

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:  
(Local Governments and Nonprofit Organizations Only):

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Washington State Attorney General's Office

Approved as to form Brian Toller 2/13/2020  
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.



## BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b>		Applicant Authorization/Resolution: 24-1207 SFSS Collaborative	
<b>Lead Staff:</b>	Karin Strelhoff	<b>Board Meeting Date:</b>	02/27/24
<b>Goal of Presentation:</b>	<input checked="" type="checkbox"/> <b>Decision</b>	<input type="checkbox"/> <b>Information</b>	<input type="checkbox"/> <b>Feedback</b>
<b>Description/Background:</b>	<i>Please provide a description or background of the project.</i>		
<p>This resolution authorizes TCD's support for a new grant application to RCO. The grant proposal, if awarded, will fund the next phase of our collaborative Shore Friendly program at Thurston, Mason, and Pierce Conservation Districts. Shore Friendly South Sound focuses on marine shoreline stewardship and restoration and the proposal will support technical assistance and program activities for the next 6 years.</p>			
<b>Pros:</b>		<b>Cons:</b>	
This resolution is necessary for the partnering Conservation Districts to submit a final application for grant funds.		n/a	
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>			
Funding request will be in the range of \$1.2-1.5 million for FY25-27			
<b>Recommended Action:</b>	<i>What decision do you recommend the board make?</i>		
Approve this resolution.			
<b>Legal Review:</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	<input checked="" type="checkbox"/> <b>Not Required</b>
<b>Supporting Documents:</b> <i>Please list below <b>and</b> attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
Applicant Authorization/Resolution: 24-1207 SFSS Collaborative			







## Applicant Resolution/Authorization

Organization Name (sponsor) \_\_\_\_\_

Resolution No. or Document Name \_\_\_\_\_

Project(s) Number(s), and Name(s) \_\_\_\_\_

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

Grant Document	Name of Signatory or Title of Person Authorized to Sign
Grant application (submission thereof)	
Project contact (day-to-day administering of the grant and communicating with the RCO)	
RCO Grant Agreement (Agreement)	
Agreement amendments	
Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county.	

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

On File at: \_\_\_\_\_

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:  
(Local Governments and Nonprofit Organizations Only):

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Washington State Attorney General's Office

Approved as to form Brian Toller 2/13/2020  
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.



## BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b>		GRuB Vendor Agreement FINAL	
<b>Lead Staff:</b>	Nora Carman-White	<b>Board Meeting Date:</b>	02/27/24
<b>Goal of Presentation:</b>	<input checked="" type="checkbox"/> <b>Decision</b>	<input type="checkbox"/> <b>Information</b>	<input type="checkbox"/> <b>Feedback</b>
<b>Description/Background:</b>		<i>Please provide a description or background of the project.</i>	
<p>This is a sub-award to GRuB for their participation in the completion of our Scope of Work with the City of Olympia. They are participating in the construction and set up of new community gardens.</p>			
<b>Pros:</b> Increases staff capacity to meet the deliverables of the MOU with the City of Olympia.		<b>Cons:</b> None	
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>			
The planned for \$60,000 of the award from the City of Olympia will be passed through.			
<b>Recommended Action:</b>		<i>What decision do you recommend the board make?</i>	
Sign			
<b>Legal Review:</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>	<input checked="" type="checkbox"/> <b>Not Required</b>
<b>Supporting Documents:</b> <i>Please list below <b>and</b> attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
Signed Vendor Agreement and Scope of Work with GRuB			

**MEMORANDUM OF AGREEMENT BETWEEN  
THURSTON CONSERVATION DISTRICT AND  
GRu8**

**Olympia Urban Agriculture Sub-Award**

This Memorandum of Agreement is entered into by Thurston Conservation District, having its principal offices at 582 Tilley Ct SE Suite 152, Tumwater WA, 98501 (TCD) and GRuB, having its principal offices at 2016 Elliott Ave NW Olympia, WA 98502.

1. **PURPOSE OF AGREEMENT:** The purpose of this Agreement is to provide for the sub-contract of activities and funds awarded by the the City of Olympia and the Thurston Conservation District (APPENDIX A) between Thurston Conservation District (TCD) and GRuB.
2. **ADMINISTRATION OF AGREEMENT:** No separate or joint entity is being created by this Agreement. Rather TCD and GRuB will each have a contract representative who will administer the agreement for each party. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

TCDContractRepresentative

TJ Johnson  
Board of Supervisors, Board Chair  
Thurston Conservation District  
582 Tilley Ct SE, Suite 152  
Tumwater, WA 98501  
(360) 754-3588

GRuB Contract Representative

Deb Crockett  
Executive Director  
2016 Elliott Ave NW  
Olympia, WA 98502  
(360) 753-5522

3. **DURATION OF AGREEMENT:** This agreement shall remain in effect from January 1, 2024 through December 31, 2024. The duration of this agreement is subject to modification or extension set forth by APPENDIX A or subsequent funding awards for continuation of this project. Subsequent awards will be included by AMENDMENT to this agreement and approved in writing by both parties.
4. **SCOPE OF WORK:** The following activities and deliverables will be performed by GRuB: Please see APPENDIX B.
5. **BUDGET:** Reimbursement for activities outlined in SECTION 4 SCOPE OF WORK is not to exceed \$60,000.
6. **FINANCIAL RESPONSIBILITY:** TCD shall approve all costs of GRuB's implementation of the scope of work, according to any and all parameters agreed upon by both parties, or set forth by APPENDIX B.
7. **REIMBURSEMENT AND REPORTING:** GRuB shall invoice TCD for work performed on a quarterly basis.

Failure to submit invoices to TCD by the invoice due date may result in non-reimbursement to CRuB for that invoice period.

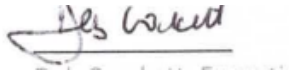
TCD shall reimburse GRuB within thirty (30) days of receipt of the invoice. For each invoice period, invoices must include:

- a. Total expenses
  - b. Match documentation, when appropriate
  - c. List of activities accomplished
8. **ASSIGNMENT:** GRuB may assign or subcontract any portion of the services requested pursuant to this Agreement so long as TCD gives prior written approval for such assignment or subcontract. All terms and conditions of this Agreement shall apply to any approved subcontract or assignment related to this Agreement.
  9. **TERMINATION OF AGREEMENT:** Either party may terminate this agreement by giving thirty (30) calendar days written notice to the other party. Written notice by email is acceptable. Unused funds will be returned. Termination of APPENDIX B for non-compliance or any other reason will result in automatic termination of this agreement.

**10.SEVERABILITY:** Any provision of this agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provision or affecting the validity or enforcement of such provision.

**11.ENTIRE AGREEMENT:** This Agreement is the entire agreement of the parties and supersedes all prior negotiations and agreements whether written or oral. This Agreement may be amended only by written agreement and no purported oral amendment to the Agreement shall be valid.

GRuB



Deb Crockett, Executive Director

1/31/24

Date

Thurston Conservation District

Date

Sarah Moorehead, Executive Director



# Appendix B

## GRuB Scope of Work 2024 Contract

*City of Olympia funding, 2024*

### Expanding Community Gardens

#### Deliverables

1. Partner with Thurston Conservation District (TCD) and others, including but not limited to the YMCA, to support the installation of up to 3 new community gardens in the City of Olympia or its Urban Growth Area.
  - a. Collaborate with TCD staff and partners to develop a project schedule outlining the anticipated tasks.
  - b. Collaborate with TCD and partners to keep an up-to-date project schedule.
  - c. Participate in regular partner planning meetings, as scheduled and needed.
  - d. Attend site visit and planning meetings with partners.
  - e. Provide staff expertise and capacity to support garden construction before and during construction.
  - f. Outreach to new and existing GRuB volunteers for garden building events.
  - g. Offer support and training in facilitation and relationship building/group dynamics for the new gardens and gardeners.
  - h. Connect new gardens and gardeners with seeds and plant starts, when available.
2. Support new and existing community gardener education.
  - a. As available, collaborate with partners to offer in-garden educational programming including but not limited to nutrition and cooking, bee keeping, gardening technical skills, native plants etc.
  - b. Connect previous and new gardeners with scaled up opportunities and other GRuB programs such as vocational training, networking, Wild Foods and Medicines, and Veteran programming.





## BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b> YMCA Vendor Agreement FINAL	
<b>Lead Staff:</b> Nora Carman-White	<b>Board Meeting Date:</b> 02/27/24
<b>Goal of Presentation:</b>	<input checked="" type="checkbox"/> <b>Decision</b> <input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Feedback</b>
<b>Description/Background:</b>	<i>Please provide a description or background of the project.</i>
This is a sub-award to YMCA for their participation in the completion of our Scope of Work with the City of Olympia. They are participating in the construction and set up of new community gardens.	
<b>Pros:</b> Increases staff capacity to meet the deliverables of the MOU with the City of Olympia.	<b>Cons:</b> None
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>	
\$47,550 will be passed to YMCA, as planned for in City of Oly MOU/Budget	
<b>Recommended Action:</b>	<i>What decision do you recommend the board make?</i>
Sign	
<b>Legal Review:</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>Not Required</b>
<b>Supporting Documents:</b> <i>Please list below <b>and</b> attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
YMCA Vendor Agreement and Scope of Work	



**MEMORANDUM OF AGREEMENT BETWEEN  
THURSTON CONSERVATION DISTRICT AND  
YMCA OF THE SOUTH SOUND**

**Olympia Urban Agriculture Sub-Award**

This Memorandum of Agreement is entered into by Thurston Conservation District, having its principal offices at 582 Tilley Ct SE Suite 152, Tumwater WA, 98501 (TCD) and YMCA, having its principal offices at 2102 Carriage Drive SW, Olympia WA 98502.

1. **PURPOSE OF AGREEMENT:** The purpose of this Agreement is to provide for the sub-contract of activities and funds awarded by the the City of Olympia and the Thurston Conservation District (APPENDIX A) between Thurston Conservation District (TCD) and YMCA.
2. **ADMINISTRATION OF AGREEMENT:** No separate or joint entity is being created by this Agreement. Rather TCD and YMCA will each have a contract representative who will administer the agreement for each party. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

TCD Contract Representative

TJ Johnson  
Board of Supervisors Board Chair  
Thurston Conservation District  
582 Tilley Ct SE, Suite 152  
Tumwater, WA 98501  
(360) 754-3588

YMCA Contract Representative

Kyeshia Likely  
Executive Director of Community Engagement  
YMCA of the South Sound  
2102 Carriage Drive SW  
Olympia, WA 98502  
(360) 918-0312

3. **DURATION OF AGREEMENT:** This agreement shall remain in effect from January 1, 2024 through December 31, 2024. The duration of this agreement is subject to modification or extension set forth by APPENDIX A or subsequent funding awards for continuation of this project. Subsequent awards will be included by AMENDMENT to this agreement and approved in writing by both parties.
4. **SCOPE OF WORK:** The following activities and deliverables will be performed by YMCA: Please see APPENDIX C.
5. **BUDGET:** Reimbursement for activities outlined in SECTION 4 SCOPE OF WORK is not to exceed \$47,550.
6. **FINANCIAL RESPONSIBILITY:** TCD shall approve all costs of YMCA's implementation of the scope of work, according to any and all parameters agreed upon by both parties, or set forth by APPENDIX B.
7. **REIMBURSEMENT AND REPORTING:** YMCA shall invoice TCD for work performed on a quarterly basis.

Failure to submit invoices to TCD by the invoice due date may result in non-reimbursement to YMCA for that invoice period.

TCD shall reimburse YMCA within thirty (30) days of receipt of the invoice. For each invoice period, invoices must include:

- a. Total expenses
  - b. Match documentation, when appropriate
  - c. List of activities accomplished
8. **ASSIGNMENT:** YMCA may assign or subcontract any portion of the services requested pursuant to this Agreement so long as TCD gives prior written approval for such assignment or subcontract. All terms and conditions of this Agreement shall apply to any approved subcontract or assignment related to this Agreement.
9. **TERMINATION OF AGREEMENT:** Either party may terminate this agreement by giving thirty (30) calendar days written notice to the other party. Written notice by email is acceptable. Unused funds will be returned. Termination of APPENDIX C for non-compliance or any other reason will result in automatic termination of this agreement.

**10.SEVERABILITY:** Any provision of this agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provision or affecting the validity or enforcement of such provision.

**11.ENTIRE AGREEMENT:** This Agreement is the entire agreement of the parties and supersedes all prior negotiations and agreements whether written or oral. This Agreement may be amended only by written agreement and no purported oral amendment to the Agreement shall be valid.

YMCA

\_\_\_\_\_  
Kyeshia Likely, Executive Director of Community Engagement

Date

Thurston Conservation District

\_\_\_\_\_  
TJ Johnson, Board of Supervisors Board Chair

Date

# Appendix C

## **YMCA Scope of Work 2024 Contract**

### ***City of Olympia funding, 2024***

#### Expanding Community Gardens

##### **Deliverables**

1. Partner with Thurston Conservation District (TCD) and others, including but not limited to the GRuB, to support the installation of up to 3 new community gardens in the City of Olympia or its Urban Growth Area.
  - a. Collaborate with TCD staff and partners to develop a project schedule outlining the anticipated tasks.
  - b. Collaborate with TCD and partners to keep an up-to-date project schedule.
  - c. Participate in regular partner planning meetings, as scheduled and needed.
  - d. Attend site visit and planning meetings with partners.
  - e. Provide staff expertise and capacity to support garden construction before and during construction.
  - f. Outreach to new and existing YMCA volunteers for garden building events, including youth volunteers where appropriate.
  - g. Offer support and training on mind and body wellness for the new gardeners.
2. Support new and existing community gardener education.
  - a. As available, collaborate with partners to offer in-garden educational programming including but not limited to nutrition and cooking, gardening technical skills, and movement/mind-body awareness etc.



## BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b>		Shellfish NTA 3.0 Contract	
<b>Lead Staff:</b>		Marguerite Abplanalp	<b>Board Meeting Date:</b> 02/27/24
<b>Goal of Presentation:</b>	<input checked="" type="checkbox"/> <b>Decision</b>	<input type="checkbox"/> <b>Information</b>	<input type="checkbox"/> <b>Feedback</b>
<b>Description/Background:</b>	<i>Please provide a description or background of the project.</i>		
<p>TCD is the subrecipient to this South Sound Shellfish Recovery Project grant that is being administered through EPA to DOH and we are working with Pierce County to implement. The funding will be used by TCD to provide TA, engineering BMP designs, and education/outreach to Agriculture community members in Shellfish Draining districts (Henderson, Nisqually, Eld, and Totten).</p>			
<b>Pros:</b>		<b>Cons:</b>	
<p>This grant gives us flexible funding to assist agriculture producers in the shellfish districts. We will be given more opportunities to assess resource concerns and make a recommendation for best management practices on the landscape.</p>		<p>None determined at this time.</p>	
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>			
<p>This grant allocates three funding tasks to the \$191,000 awarded. This will be covering administrative costs to facilitate the grant, reporting of deliverables, time/travel for technical staff (planners, engineer, and management), and education &amp; outreach coordination/execution of materials and events.</p>			
<b>Recommended Action:</b>		<i>What decision do you recommend the board make?</i>	
Accept funding agreement			
<b>Legal Review:</b>	<input type="checkbox"/> <b>Yes</b>	<input checked="" type="checkbox"/> <b>No</b>	<input type="checkbox"/> <b>Not Required</b>
<b>Supporting Documents:</b> <i>Please list below <b>and</b> attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
TCD NTA Shellfish 3.0 Contract 2.24			



Title: South Sound Shellfish Recovery 3.0  
Start Date: December 1, 2023  
End Date: August 30, 2026  
Contract Amt: \$191,000.00  
Subrecipient: Thurston Conservation District  
Contact: Marguerite Abplanalp  
Telephone: (360) 754-3588  
CFDA #: 66.123  
Contract #: SC-

## SUBRECIPIENT AGREEMENT

### PIERCE COUNTY PLANNING AND PUBLIC WORKS

This contractual subrecipient agreement, referred to as this "Agreement", is comprised of these General Terms and Conditions, any attached Exhibits, and subsequent Amendments. The Agreement is a contract between **PIERCE COUNTY**, subsequently referred to as the "County", and **THURSTON CONSERVATION DISTRICT**, subsequently referred to as the "Subrecipient". The Subrecipient agrees to the terms and conditions set forth in this Agreement, including the following Exhibits:

**Exhibit A** Scope of Work  
**Exhibit B** Compensation and Financial Requirements  
**Exhibit C** Applicable Definitions

#### 1. GENERAL INFORMATION

Subrecipient Name: Thurston Conservation District

Subrecipient Unique Identifier: ZLQHKM7CHCF3

Federal Award Identification Number (FAIN): PC-01J89801-1

Pass-through Entity Subaward Number: GVL28184-0

Federal Award Date: 5/31/2022

Subaward Period of Performance: December 1, 2023 through August 30, 2026

Amount of Federal Funds Obligated by this Action: \$191,000.00

Total Amount of Federal Funds Obligated to the Subrecipient: \$191,000.00

Total Amount of Federal Funds Committed to the Subrecipient: \$191,000.00

Federal Award Project Description: to provide a new round of funding from our Shellfish Strategic Initiative 2.0 funds. Pierce County SWM will prioritize preventing, identifying, and correcting sources of bacterial pollution for the purpose of upgrading previously downgraded shellfish growing areas in South Puget Sound.

Name of Federal Awarding Agency: United States Environmental Protection Agency

Name of First Pass Through Entity: Washington State Department of Health

Name of Second Pass Through Entity: Pierce County

Contact Information for Pierce County: Tina Basil, Contract and Monitoring Manager,  
253-798-2426, tina.basil@piercecountywa.gov

CFDA Number: 66.123

CFDA Program Title: Puget Sound Action Agenda: Technical Investigations and Implementation

## Assistance Program

Research and Development?: No

Indirect Cost Rate: 25%

### 2. **PERIOD OF PERFORMANCE**

The period of performance for this Agreement begins December 1, 2023 and ends August 30, 2026. The County reserves the right to extend this Agreement for additional periods. The County will allow pre-award costs from August 1, 2023 for work under Phase 1. The decision to extend this Agreement is subject to the availability of funding, the continued priority of need for a specific service, and satisfactory performance by the Subrecipient during the period specified in this Agreement. Notification of intent to contract for additional periods with the Subrecipient will occur prior to the expiration of this Agreement.

### 3. **CONSIDERATION**

The maximum consideration for this Agreement shall not exceed **one hundred and ninety one thousand and 00/100 dollars (\$191,000.00)** unless modified as per Section 6. Amendments.

### 4. **SCOPE OF WORK AND REIMBURSEMENT**

- A. The Subrecipient agrees to provide those services set out in the exhibits.
- B. The County agrees to pay the Subrecipient for services outlined in Exhibit A, Scope of Work, and in accordance with Exhibit B, Compensation and Financial Requirements.
- C. Subrecipient is permitted to reallocate budget between tasks, if necessary, as described in the uniform guidance ([§200.308](#)) to better reflect spending requirements, subject to the County's written approval, and subject to the federal awarding agency's policy and the uniform guidance that would define requirements for prior written approval ([§200.407](#)) before implementation. See Exhibit B 2.D.2.a for additional requirements.
- D. The County's payment options for Subrecipients includes electronic payments via Automated Clearing House (ACH). The ACH payment is a safe and efficient electronic payment option that credits the Subrecipient's bank account directly and provides for an increase in efficiency for both the Subrecipient and the County. In order to participate in the ACH option, the Subrecipient is required to complete the County's Supplier ACH Payment Enrollment form and W-9. Each form must be completed in their entirety by the Subrecipient and returned to: Pierce County Finance Department, ATTN: Accounts Payable , 950 Fawcett Avenue, Suite 100 , Tacoma, WA 98402. Enrollment forms are available upon request by e-mailing [PCAccountsPayable@co.pierce.wa.us](mailto:PCAccountsPayable@co.pierce.wa.us). Once enrolled, the ACH payment process will remain in effect for the Contractor until such time as the County receives written notice of revocation from the Subrecipient.

### 5. **FUTURE NON-ALLOCATION OF FUNDS**

Notwithstanding any other terms of this Agreement, if sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the County will not be obligated to make payment for services or amounts after the end of the fiscal period through which funds have been appropriated and allocated, unless authorized by county ordinance. No penalty or expense shall accrue to the County in the event this provision applies.



**6. AMENDMENTS**

This agreement may be changed or modified only by written amendment and further signed by the parties hereto, subject to the policies and approvals of the County and the federal awarding agency.

**7. INSURANCE**

- A. The Subrecipient must provide a commercial general liability insurance policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence. Additionally, the Subrecipient is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.
- B. In the event that services delivered pursuant to this agreement involve the use of vehicles, either owned or unowned by the Subrecipient, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a combined single limit for bodily injury and property damage.
- C. The insurance required shall be issued by an insurance company/ies authorized to do business within Washington State.
- D. Upon request, the Subrecipient shall submit to the County a certificate of insurance which outlines the coverage and limits defined above. If a certificate of insurance is requested, the Subrecipient shall submit renewal certificates as appropriate during the term of the contract.

**8. DEFEND, HOLD HARMLESS AND INDEMNIFY**

- A. The Subrecipient, and its officers, agents, employees, subcontractors, and/or consultants, agree to defend, indemnify and save harmless Pierce County and its appointed and elective officers and employees, from and against all loss or expense including, but not limited to, judgments, settlements, attorney's fees and costs by reason of any and all claims and demands upon the County, and its elected or appointed officials or employees, for damages because of personal or bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or on account of damage to property, including loss of use thereof, whether such injury to persons or damage to property is due to the negligence of the Subrecipient, its officers, agents, employees, subcontractors, and/or consultants, successor or assigns, or the County, or its appointed or elected officers, employees or agents, except only such injury or damage as shall have been occasioned by the sole negligence of the County, or its appointed or elected officials or employees.
- B. The preceding paragraph is valid and enforceable only to the extent of the Subrecipient's negligence where the damages arise out of services or work in connection with or collateral to, a contract or agreement relative to construction, alteration, repair, addition to, subtraction from, improvement to, or maintenance of, any building, highway, road, railroad, excavation, or other structure, project, development, or improvement attached to real estate, including moving and demolition in connection therewith, a contract or agreement for architectural, landscape architectural, engineering, or land surveying services, or a motor carrier transportation contract and where the damages are caused by or result from the concurrent negligence of (i) the County or its agents or employees, and (ii) the Subrecipient or the Subrecipient's agents or employees.

- C. With respect to the performance of this Agreement and as to claims against the County, its officers, agents and employees, the Subrecipient expressly waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that the obligations to indemnify, defend and hold harmless provided in this Agreement extend to any claim brought by or on behalf of any employee of the Subrecipient. This waiver is mutually negotiated by the parties to this Agreement.
- D. In addition to any other remedy authorized by law, the County may retain so much of the money otherwise due the Subrecipient as deemed necessary by the County to ensure indemnification until disposition has been made of such suits or claims subject to the provisions of this section.
- E. It is further provided that no liability shall attach to the County by reason of entering into this contract, except as expressly provided herein.
- F. Capital Projects
1. The Subrecipient shall bear sole responsibility for damage to completed portions of the project and to property located off the project caused by erosion, siltation, run-off, or other related items arising during construction of the project.
  2. The Subrecipient shall also bear sole responsibility for any pollution of rivers, streams, ground water, or other waters which may occur as a result of construction operations.
  3. The Subrecipient shall exercise all necessary precautions throughout the life of the project to prevent pollution, erosion, siltation, and damage to property.

9. **NON-DISCRIMINATION IN EMPLOYMENT SERVICES**

- A. During the performance of this Agreement, the Subrecipient shall comply with federal, state, and local laws including, but not limited to:
- Section 703, Titles VI and VII of the Civil Rights Act of 1964 [42 U.S.C. 2000d and e], the Civil Rights Act of 1991 [42 U.S.C. 1981],
  - The Americans with Disabilities Act of 1990 (ADA) [42 U.S.C. 12101 *et seq.*],
  - Sections 503 and 504 of the Rehabilitation Act of 1973 [29 U.S.C. 793 and 794], the Age Discrimination in Employment Act of 1967 [29 U.S.C. 621],
  - The Age Discrimination Act of 1975 [42 U.S.C. 6102],
  - The Vietnam Era Veterans Readjustment Assistance Act of 1974 [38 U.S.C. 2011],
  - Any relevant Executive Order (E.O.) issued by the President of the United States,
  - The Washington State Law Against Discrimination [Chapter 49.60 RCW], and
  - Any related provisions of the Code of Federal Regulations (CFR), Washington Administrative Code (WAC) and Revised Code of Washington (RCW), or any subsequent amendments to these provisions.

- B. Requirements of the County's Non-discrimination Plan are incorporated by reference to this Agreement and include but are not limited to paragraphs listed below.
- C. The Subrecipient shall not discriminate against any employee or applicant for employment, nor conduct any unlawful employment practices because of race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person. This requirement does not apply, however, to a religious corporation, association, or educational institution with respect to the employment of individuals of a particular religion to perform work connected with the operation of such corporation, association, or educational institution, in pursuit of its activities.
- D. The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental, or physical disability, genetic information, or the use of a trained guide dog or service animal by a disabled person. For newspaper advertisements, the Subrecipient may state that the Subrecipient is an Equal Opportunity Employer, instead of using the longer qualification.
- E. The Subrecipient will not, on the basis of race, color, religion, creed, national origin, sex, age, disability, sexual orientation, marital status, or veteran status:
1. Deny an eligible individual any services or other benefits provided under this Agreement or any subcontracts awarded pursuant to this Agreement;
  2. Provide any services or other benefits to an individual which are different, or are provided in a different manner from those provided to others under this Agreement or any subcontracts awarded pursuant to this Agreement;
  3. Subject an individual to unlawful segregation or separate treatment, or unlawful discriminatory treatment in any manner related to the receipt of any services and/or the use of the Subrecipient's facilities, or other benefits provided under this Agreement; nor
  4. Deny any individual an opportunity to participate in any service provided by this Agreement, or afford an opportunity to do so which is different from that afforded others under this Agreement. In determining: (i) the types of service or the benefits to be provided; (ii) the class of individuals to whom, or the situation in which, such services or other benefits will be provided; or (iii) the class of individuals to be afforded an opportunity to participate in any service or other benefits; the Subrecipient will not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, religion, creed, national origin, sex, sexual orientation, age, marital status, veteran status, or the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a disabled person.
- F. As required by Title III of the ADA regarding places of public accommodation, the Subrecipient will ensure equal opportunity for individuals with disabilities to receive services. The Subrecipient will make reasonable modifications to policies, practices, and procedures that deny equal access to individuals with disabilities.

**10. RELIGIOUS ACTIVITIES**

In accordance with the First Amendment of the United States Constitution and with Article 1, Section 11 of the Washington State Constitution, as a general rule, funds received under this Agreement may not be used for religious activities. The following restrictions and limitations apply to the use of funds provided by Pierce County under this Agreement:

- A. The Subrecipient may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the services funded under this Agreement;
- B. The Subrecipient may engage in inherently religious activities, but such activities must be separated in time or place from the services provided to beneficiaries under this Agreement and participation in such activities by individuals to receive services under this Agreement must be voluntary.

In performing under this Agreement, the Subrecipient shall not discriminate against an individual beneficiary or a prospective beneficiary of services under this Agreement on the basis of religion or religious belief.

**11. DRUG-FREE WORKPLACE**

In accordance with the Drug-Free Workplace Act the Subrecipient shall maintain a written drug-free workplace policy, notifying employees that the possession or use of a controlled substance is prohibited in the workplace, and specifying the actions which will be taken against employees for any violation of the policy.

**12. PAYMENT OF TAXES**

As a condition of performance of this Agreement, the Subrecipient shall pay all federal, state, and local taxes incurred by the Subrecipient and shall require their payment by any subcontractor or any other person in the performance of this Agreement. Satisfactory performance of this section is a condition precedent to payment by the County under this Agreement.

**13. RELATIONSHIP, ASSIGNABILITY, AND SEVERABILITY**

The Subrecipient, its employees, agents, consultants, or subcontractors performing work under this Agreement are independent Subrecipients and are not employees or agents of the County in any manner whatsoever. The Subrecipient, its employees, agents, consultants, or subcontractors will not hold itself out as, nor claim to be, an officer or employee of the County for any reason, and will not make any claim, demand, or application to or for any right, privilege, or benefit applicable to an officer or employee of the County including, but not limited to Worker's Compensation coverage, Unemployment Insurance, Social Security, retirement membership or credit, health care, or vacation or sick leave benefits.

The performance of all or part of this Agreement by the Subrecipient shall not operate to vest any employment rights whatsoever and shall not be deemed to guarantee any employment of the Subrecipient or any employee of the Subrecipient or any subcontractor or any employee of any subcontractor by the County at the present time or in the future.

The Subrecipient shall not assign any interest in this Agreement and shall not transfer any interest in the Agreement to any person without prior written approval by the County. If any provision of this

Agreement, or portion thereof, is found to be invalid, the remainder of this Agreement shall not be affected, providing the remainder continues to conform to applicable federal, state, and local laws and regulations.

14. **AUDITS**

The Subrecipient shall submit to the County's fiscal representative an independent audit engagement letter and other reports as follows:

- A. Subrecipients that are required to have a single audit (formerly known as A-133 audit), must submit a copy of the independent auditor engagement letter to the County once this Agreement has been executed.
- B. Federal Funds Requirements – Title 2 Code of Federal Regulations (CFR) Chapter 2 Part 200.500 Uniform Administrative Requirements for audits require Non-profit and governmental Sub-recipients expending \$750,000 or more in a fiscal year in federal funds from all sources, direct and indirect, are required to have an audit conducted in accordance with Title 2 CFR Subtitle A Chapter 2 Part 200 Subpart F "Audit Requirements". The Subrecipient is to provide the auditor with a schedule of Federal Expenditure for the fiscal year(s) being audited.
- C. When state funds are also to be paid under this Agreement a Schedule of State Financial Assistance must also be included.
- D. When the Subrecipient is a state or local government entity, the Office of the State Auditor shall conduct the audit. Audits of non-profit organizations are to be conducted by a certified public accountant selected by the Subrecipient in accordance with Part 200.509 of the 2 CFR Chapter 2 Subpart F "Auditor Selection".
- E. The Subrecipient shall include the above audit requirements in any subcontracts.
- F. Inform the County's fiscal representative in advance of the date and time of the independent auditor's exit interview with the Subrecipient so that a County representative can be present if the County so desires.
- G. Submit the independent Certified Public Accountant (CPA's) auditor's financial statement report, the single audit (formerly known as A-133 audit) reports and the management letter ("collectively referred to as "reports") to the County within thirty (30) calendar days following the issuance of such reports.
- H. Provide comments on any findings and recommendations in the reports, including a plan for corrective action for any findings.
- I. The working papers of the reports must be available to the County.

In the event the Subrecipient's independent auditor does not provide the assurances necessary to satisfy federal and/or state audit requirements, the County retains the right to request a full audit and the Subrecipient will be responsible for any and all costs incurred in order to provide the required audit and assurances.

The reports will be submitted to the County's fiscal representative annually if the Subrecipient receives an annual audit due to requirements other than stated in this Agreement.

For Subrecipients who are not required to obtain a single audit (formerly known as A-133 audit), the County, at its discretion, may require the Subrecipient to obtain an independent review or an independent audit, at the Subrecipient's expense, conducted by an independent CPA. A single audit (formerly known as A-133 audit) requirements may also apply. See Exhibit C, Compensation and Financial Requirements.

## 15. RECORDS AND REPORTS

- A. The Subrecipient shall retain all books, records, documents, reports, and other data relevant to this Agreement, for a minimum of six (6) years after expiration or termination of this Agreement, unless longer and otherwise provided or required by law. If any audit, claim, litigation, or other legal action involving the records is started before applicable retention dates expire, the records shall be maintained until completion and resolution of all issues arising therefrom or until the end of applicable retention dates, whichever is later.
- B. An adequate audit trail shall be maintained. All transactions are to be clearly documented. The documentation is to be readily available for examination.
- C. The Subrecipient shall clearly separate allowable costs from unallowable costs, in accordance with the regulations and restrictions normally associated with federal programs including OMB 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (uniform guidance) and other such uniform administrative requirements for grants-in-aid now in effect or which hereafter may be made applicable by local, state, or federal laws or regulations. All of the above are incorporated in this Agreement by reference.
- D. The Subrecipient shall maintain written policy and procedural manuals for all services, information systems, personnel, and accounting/finance in sufficient detail such that operations can continue should staff changes or absences occur.
  - 1. The Subrecipient must establish and maintain an accounting system which adequately and separately identifies all funding sources and all application of funds associated with providing the required services including, but not limited to, local, state, and federal grants, fees, donations, federal funds, and all other funds, public or private. All costs incurred by the Subrecipient must be accurately identified and recorded even when no revenue is received for services. This accounting system provides the means to gather fiscal data necessary to determine: a) the cost of a unit of service; b) the bid price; and c) if funds were generated in excess of allowable costs.
  - 2. These records shall contain information pertaining to projects, contracts, grants, or sub-grant awards, and all authorizations, obligations, non-obligated balances, assets, outlays, liabilities, expenditures, and revenue.
  - 3. The Subrecipient shall maintain all books, records, documents, reports, and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in performance of this Agreement. Subrecipients shall maintain their fiscal books, records, documents, and other data in a manner consistent with generally accepted accounting principles.
- E. All records required to be maintained by this Agreement or by state and federal regulations are public records and shall be maintained and released, when requested, in accordance with applicable laws.

**16. RIGHT TO INSPECTION AND USE OF MATERIALS**

- A. County representatives, the State Auditor, and officials of the federal government shall have the right to review and monitor the financial and service components of this Agreement. The County's review will occur with reasonable notice, and will include, but is not limited to, on-site inspection by County agents or employees, and inspection of all records or other materials which the County deems pertinent to performance, compliance, or quality assurance in conjunction with this Agreement.
- B. During the term of this Agreement and for one (1) calendar year following termination or expiration of this Agreement, the Subrecipient shall, upon receiving reasonable notice, provide the County with access to its place of business and to its records that are relevant to compliance with this Agreement.
- C. The County may duplicate, use, and disclose in any manner, for any purpose whatsoever and authorize others to so do, all material created under this Agreement and paid for by the County.

**17. DEBARMENT**

The Subrecipient shall assure that, its officers, agents, subcontractors, and consultants shall not fund, contract with, or engage the services of any consultant, subcontractor, supplier, or other party who is debarred, suspended, or otherwise ineligible to receive funds.

The Subrecipient certifies that the Subrecipient is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in the Agreement by any federal department or agency. If requested by the County, the Subrecipient shall complete a Certification Debarment, Suspension, Ineligibility, and Voluntary Exclusion form.

**18. RESOLUTION OF DISPUTES**

- A. A Subrecipient with a complaint involving this Agreement is encouraged to first attempt to resolve the matter with the County informally by communicating by telephone or electronic mail with the appropriate County representative or by meeting with that individual in person. The County representative must send written notification to the Subrecipient, specifying the response to the complaint and the date the informal dispute resolution process concluded. If the informal dispute resolution process is unsatisfactory and the Subrecipient elects to register a formal complaint, a Subrecipient shall submit a detailed written description of the issues which form the basis of the complaint to the Contract & Monitoring Manager at Planning and Public Works, 2702 South 42<sup>nd</sup> St., Suite 201 Tacoma, WA. The Subrecipient's written complaint must be received by the County within thirty (30) calendar days of the date that the informal dispute resolution process concluded.
- B. Upon receipt of a formal written complaint, the Contract & Monitoring Manager or designee will send a written confirmation to the Subrecipient acknowledging receipt of the complaint within five (5) working days. The Contract & Monitoring Manager or designee shall also contact the Subrecipient to establish a meeting to discuss and seek agreement and resolution of the formal complaint. The meeting shall be held within fifteen (15) working days of receipt of the written complaint. The manager shall issue a written decision regarding the Subrecipient's formal complaint no later than fifteen (15) working days following completion of the meeting.

- C. If agreement and resolution are not reached and the Subrecipient elects to pursue the complaint further, the Subrecipient may, within five (5) working days after receipt of the Contract & Monitoring Manager's written decision, file a written appeal to the Director of Pierce County Planning and Public Works at the address listed in this Agreement. The appeal must state all facts and arguments upon which the appeal is based. The Director or designee will render a written decision within fifteen (15) working days following completion of the meeting.
- D. The Subrecipient may appeal an adverse decision of the Director of Pierce County Planning and Public Works to the Pierce County Executive, 930 Tacoma Avenue South, Room 737, Tacoma, WA 98402. The appeal must be received in writing by the Pierce County Executive within five (5) working days of the Subrecipient's receipt of the Director's decision. Upon receipt of a formal written appeal, the Pierce County Executive or designee will schedule a meeting with the Subrecipient within fifteen (15) working days of receipt of the appeal. The Pierce County Executive or designee will issue a written decision within fifteen (15) working days following completion of the meeting.
- E. In the event that any subsequent litigation should arise concerning this Agreement, the venue of such litigation shall be in the courts of Pierce County. This Agreement shall be governed by the laws of the State of Washington.
- F. All mailings by and to the County required in this section of the Agreement shall be by certified mail with return receipt requested to the Subrecipient's address of record.

#### 19. **SUSPENSION, TERMINATION, AND CLOSEOUT**

- A. For Convenience – Either the Subrecipient or the County may terminate this Agreement for convenience or without cause by providing written notice at least sixty (60) calendar days prior to the effective date of the termination. If this Agreement is so terminated, the County and Subrecipient 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. For Cause – The County may, upon written notice to the Subrecipient, immediately suspend or terminate this Agreement in whole or in part, or withhold any payment of funds in whole or in part, when the County determines, in its sole discretion, that continuation of the Agreement is detrimental to the County's interest, including, without limitation, the occurrence of any one (1) or more of the following:
  - 1. Expected or actual funding from the state, federal government, or other source(s) is withdrawn, reduced, or limited in any manner after the effective date of this Agreement and prior to its normal completion; or
  - 2. Performance of this Agreement is rendered unfeasible or impossible for any reason; or
  - 3. Subrecipient fails to comply with any of the terms or conditions of this Agreement or when the Subrecipient fails to substantiate Subrecipient's compliance with this Agreement when requested to do so by the County; or
  - 4. Subrecipient uses Agreement funds ineffectively, improperly, or illegally; or
  - 5. Subrecipient provides materials, information, reports, or documentation which are



incomplete, incorrect, or false, either knowingly or negligently; or

6. Subrecipient fails to provide services, information, reports, or documentation required by this Agreement in a timely and reasonable manner; or
  7. Subrecipient fails to resolve in a timely fashion audit findings associated with this Agreement which could materially impact performance of this Agreement; or
  8. Subrecipient is unable to carry out the terms and conditions of this Agreement in compliance with applicable local, state, or federal law; or
  9. Any illegal act by the Subrecipient.
- C. The County's forgiveness of the Subrecipient's nonperformance of any provision of this Agreement in one (1) instance does not constitute a waiver of any provision of this Agreement, nor of future nonperformance of the same provision.
- D. If the Subrecipient receives a notice of termination from the County for either convenience or cause or issues a notice of termination to the County, the Subrecipient shall:
1. Stop work on the date and to the extent specified;
  2. Place no further orders or agreements for goods, services, or facilities to complete the work now terminated;
  3. Assign to the County all of the Subrecipient's rights, title, and interest under the orders and agreements placed by the Subrecipient to complete the work now terminated;
  4. Deliver or convey title to:
    - a) Any property produced by the work terminated;
    - b) Any usable personal property in which the County has a secured interest;
    - c) Any usable property carried on the County's inventory; or
    - d) Any real property in which the County, or any entity named by the County, has a secured interest; and
    - e) Send a final billing for the work now terminated to the County within thirty (30) calendar days of the date of termination.
- E. If the County receives a notice of termination from the Subrecipient, or if the County issues a notice of termination to the Subrecipient, the County:
1. Will arrange to take delivery of property or the right, title, or interest of real property conveyed by the Subrecipient in conjunction with this Agreement; and
  2. Will make final payment upon receipt of final billings for all authorized services, if the Subrecipient has provided documentation that the County's interests are fully protected.

- F. The rights and remedies provided to the County and the Subrecipient in this section are in addition to any other rights and remedies provided by law or under this Agreement. Termination of this Agreement by the County at any time during the term of the Agreement shall not constitute a breach of contract by the County. The Subrecipient may request a reconsideration of the County's decision to terminate this Agreement in accordance with Resolution of Disputes Section listed above.

## 20. LOBBYING CERTIFICATION

The Subrecipient certifies that, to the best of its knowledge and belief:

- A. No appropriated funds have been paid, or will be paid by, or on behalf of the Subrecipient, or officers or employees, to any person for influencing, or attempting to influence an officer or employee of any governmental agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any contract, the making of any grant, the making of any loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any contract, grant, loan or cooperative agreement.
- B. If federal appropriated funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any governmental agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federally funded agreement, the Subrecipient shall complete and submit to the County, a federal Standard Form-LLL, "Disclosure Form To Report Lobbying" in accordance with its directions. The form is available from the County on request.
- C. The Subrecipient shall require that the language of this certification be included in all agreements issued to their subcontractors, and that all recipients certify and disclose accordingly.
- D. For federally funded Agreements, this certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## 21. GENERAL COMPLIANCE

Subrecipients with contracts in excess of \$25,000 and with a Contract duration of longer than one hundred twenty (120) calendar days that are not specifically exempted under PCC 2.106.022, shall enroll in the Federal E-Verify Program. The requirement extends to every subcontractor meeting the same criteria. The Subrecipient must provide certification of enrollment in the Federal E-Verify program to the County before execution of this Agreement. The Subrecipient will remain enrolled in the program for the duration of this Agreement. The Subrecipient is responsible for verification of every applicable subcontractor. The County reserves the right to require a copy of the Memorandum of Understanding between the Subrecipient or any Subcontractor and the Department of Homeland Security upon request at any time during the term of this Agreement. Failure to provide this document may result in termination of this Agreement.

## 22. SURVIVABILITY

The terms and conditions contained in the Agreement that by their sense and context are intended to survive the expiration of this Agreement shall so survive. Surviving terms include, but are not limited to: Resolution of Disputes, Defend, Hold Harmless and Indemnification, Right to Inspection, Records and Reports, and Treatment of Assets.

**23. PROPRIETARY SOFTWARE APPLICATIONS**

In the event that the Subrecipient accesses the County's proprietary software applications to perform any work under this Agreement, the Subrecipient shall read and agree to the terms and conditions of the software license agreement, and shall not violate the terms and conditions of the software license agreement including, but not limited to:

- A. The use of the software application shall be restricted to employees or subcontractors;
- B. The Subrecipient shall not "pirate" or reverse engineer the software application; and/or
- C. Otherwise use the application in any way that may harm the County.

**24. LICENSING AND ACCREDITATION STANDARDS**

The Subrecipient agrees to comply with all applicable local, state, and federal licensing standards, all applicable accrediting or certification standards, and any other standards or criteria established by the County to ensure quality of services, and to supply proof of said compliance upon demand.

**25. TREATMENT OF SUBRECIPIENT ASSETS**

- A. Title to all property furnished by the regulating authority shall remain with the regulating authority; and title to all property furnished by the County shall remain with the County.
- B. The Subrecipient shall obtain prior written approval by the County when purchasing non-expendable personal property if the cost of the personal property is to be reimbursed as a direct item of cost under this Agreement. This approval may be accomplished by inclusion in the Agreement Budget.
- C. Title of all non-expendable personal property purchased by the Subrecipient, the cost of which the Subrecipient is reimbursed as a direct item of cost under this Agreement, shall vest in the Subrecipient.
- D. Any non-expendable personal property furnished to, or purchased by, the Subrecipient, unless otherwise provided herein or approved by the County, be used only for the performance of this Agreement.
- E. As a precedent to reimbursement for the purchase of non-expendable personal property, title to which shall be vested in the County, the Subrecipient agrees to provide all necessary information and documents in order for the County to execute such security agreements and other documents as shall be necessary for the County to protect its interest in such property in accordance with the Uniform Commercial Code as codified in Article 9 of Title 62A RCW.
- F. The Subrecipient shall be responsible for any loss or damage to property of the County, including all expenses resulting from such loss or damage, which results from negligence, willful misconduct, or lack of good faith on the part of the Subrecipient, or which results from the failure on the part of the Subrecipient to maintain and administer the property in

accordance with sound management practices. Furthermore, the Subrecipient shall ensure that all County property in its possession, when returned to the County, shall be in a like condition to that in which it was when furnished to the Subrecipient or the condition in which the property was when acquired by the Subrecipient through purchase, except that in all cases, reasonable wear and tear shall be allowed.

- G. Within three (3) calendar days of discovery of loss or destruction of or damage to County property, the Subrecipient shall notify the County in writing and include appropriate documentation (i.e., police, fire, or accident reports). The Subrecipient shall take all reasonable steps to protect that property from further damage.
- H. Within five (5) working days after termination, or completion of this Agreement, unless otherwise mutually agreed in writing between the Subrecipient and the County, the Subrecipient shall surrender to the County all property of the County.
- I. The County may, at its discretion, abandon in place any property in which title is vested in the County under the terms of this Agreement insofar as permitted by law, rule, or regulation.
- J. Non-expendable personal property acquired by the Subrecipient, the cost of which is reimbursed by the County or the Subrecipient with funds provided through this Agreement, shall be subject to the same constraints, procedures, treatment, handling, disposition, and other matters as specified above. The Subrecipient shall take all steps necessary to ensure that the interest of the County in such property shall be protected and safeguarded.
- K. The Subrecipient will maintain property record cards and property identification tabs as may be directed by the County. This applies only to property purchased with federal, state, and/or County funds specifically designated for such purchase.

## **Exhibit A**

### **Scope of Work**

This Agreement is between the County and the Subrecipient for the project identified as **South Sound Shellfish Recovery Project** which is a federally funded project through the Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program PC01J89801-1, dated August 2, 2016, from the U.S. Environmental Protection Agency (EPA), CFDA number 66.123. The award is non-Research and Development. Phase 2 will be authorized upon the authorized extension of the County's pass-through award from Washington State Department of Health #GVL28184-0.

The funds are to be used to support efforts that will improve water quality by implementing shellfish protection district closure response plans.

Period of Performance: December 1, 2023 through August 30, 2026

Project Task and Subtask numbers reflect the reference numbers in Pierce County's agreement with the Department of Health and are, therefore, not sequential. All progress reports and invoices should reference the subtask numbers used within this Scope of Work.

#### **TASK 2. Project Administration and Reporting**

Task 2 describes the project administrative and reporting requirements. The subrecipient will refer to and comply with all underlying state and federal terms and conditions.

##### **2.1 Progress Reporting and invoicing**

The subrecipient will submit quarterly progress reports by the specified target completion dates.

Quarterly reporting periods are:

Quarter 1 reporting period: January 1 - March 31 (FEATS will serve as pt quarter report)  
Quarter 2 reporting period: April 1 - June 30  
Quarter 3 reporting period: July 1 - September 30 (FEATS will serve as 3rd quarter report)  
Quarter 4 reporting period: October 1 - December 31

Progress reports shall include:

1. A description of:
  - a. Work completed for each task/subtask during the reporting period, including what deliverables were completed and submitted during the reporting period.
  - b. Total allowable spending by task.
  - c. Status for ongoing project tasks.
  - d. Challenges affecting task-specific or overall project completion date(s), scope of work, or costs.
  - e. Progress toward success measures.
2. Evidence of satisfactory completion of all reporting requirements or deliverables

The subrecipient will email quarterly progress reports and deliverables to their Project Manager using or following reporting templates provided by Project Manager.

Invoices and supporting documentation will be emailed to [barbaraann.smolko@piercecountywa.gov](mailto:barbaraann.smolko@piercecountywa.gov).

The subrecipient will submit invoices monthly. At the end of the contract period, the subrecipient will submit their final invoice within 30 days of contract expiration. The final invoice will be marked "Final:". Invoices received more than 30 days after contract expiration may not be eligible for reimbursement.

Subrecipient will submit a final report and project invoice upon contract completion or by August 15, 2026. The final report will describe the entire project, highlight project outcomes, and discuss lessons learned.

Subtask Number	Deliverable	Task Budget	Target Completion Date
2.1	Quarterly progress reporting (FEATS reporting, Task 2.2 serves as 2nd and 4th quarter reporting, annually)	Reimbursement up to \$4,000	Annually on January 15 Annually on July 15
2.2	a. FEATS reporting		Annually April 1 Annually October 1

## **TASK 6. Agricultural Pollution Identification and Correction**

Thurston Conservation District (TCD) will work to identify and correct pollution from agricultural sources in Thurston counties. This will occur primarily through the implementation of agricultural BMPs and the provision of agricultural technical assistance.

### **6.1 IMPLEMENT AGRICULTURAL BEST MANAGEMENT PRACTICES (BMPS)**

Thurston Conservation District (TCD) will manage funds and installation of agricultural BMPs as outlined in the Shellfish Strategic Initiative National Estuary Program Funds: Agricultural Best Management Practice Guidelines (Guidelines). Pierce County SWM will be responsible for oversight of the funds for the project and all sub-subrecipients as outlined in the Guidelines. Participants are eligible for up to 100% reimbursement of riparian buffer implementation costs and associated livestock exclusion fencing, and up to 100% reimbursement for the costs of other eligible best management practices. Funds may be combined with other money for BMPs received from other funding sources like the Conservation Commission or Environmental Quality Incentives Program (EQIP). DOH requires potential livestock BMP project lists from participating partners for pre- approval to ensure projects meet the Guidelines. DOH will periodically assess progress of expenditures and may withdraw funds if they are not being spent in a timely manner.

Site specific BMP implementation assistance will include the following services:

- Conduct outreach to landowners and stakeholders
- Provide technical assistance to landowners directly or via appropriate organizations to best site, design, prioritize, and construct BMPs.
- Develop and install BMP projects.
- .
- Conduct initial and follow up site visits to ensure proper installation, use, and maintenance of BMPs.
- Conduct administrative tasks for grant reporting, coordination, and cost share reimbursement.
- Maintain project records and submit grant reporting information.
- Collect and report necessary information for payment vouchers.
- Provide administrative assistance to participants to meet reporting requirements for cost share reimbursement.
- Submit progress reports and cost share reimbursements with the number, type, cost, and watershed of BMPs completed and in progress and the total amount spent for each reporting period and a running total.

## 6.2 PROVIDE AGRICULTURAL TECHNICAL ASSISTANCE

TCD will provide technical assistance services to agricultural landowners. This will include performing site visits and developing written, prioritized recommendations for individual farms. This may also include assisting with the design and installation of agricultural BMPs whose implementation are not funded through the grant. These services may include the following:

- Conduct outreach activities to landowners and stakeholders to increase awareness of technical assistance services.
- Provide technical assistance to landowners to site, design, prioritize, and construct BMPs including engineering services, if needed.
- Develop and supervise the installation of agricultural BMP projects.
- Conduct initial and follow up site visits to ensure proper installation, use, and maintenance of BMPs.
- Assess BMP implementation effectiveness
- Conduct administrative tasks for grant reporting
- Submit progress reports on the number, type, cost, and watershed of BMPs completed and in progress, with both the total amount for each reporting period and a running total.

Subtask Number	Deliverable	Task Total	Target Completion Date
6.1	25 Technical Assistance Site Visits in Thurston County	Reimbursement up to <b>\$175,000</b>  based on actual costs	50% completion of TA targets by November 1, 2024  100% completion two weeks prior to contract end date
6.2	Provide at least 9 BMP engineering designs and assist with permitting, planning, and implementation in Thurston County		50% completion of BMP targets by July 1, 2025  100% completion two weeks prior to contract end date

## TASK 8. Education and Outreach

Education and Outreach on bacterial pollution sources and pollution prevention actions such as on-site maintenance and farm management will be integrated into the project. Traditional education programs, such as workshops, that have been successful in the past will be incorporated into the project.

### 8.2 WORKSHOPS AND EVENT BOOTHS

Conduct workshops on pollution prevention topics and attend events. Events can include fairs, neighborhood meetings or gatherings, or local interest group meetings. Workshop cost estimates can include advertising and space or booth rental. Workshops will address agricultural issues.

Subtask Number	Deliverable	Task Total	Target Completion Date
8.2	6 Ag workshops in Thurston County	Reimbursement up to <b>\$12,000</b>  based on actual costs	50% completion of workshop targets by November 1, 2024  100% completion two weeks prior to contract end date

Assumptions:

1. These activities may be used to provide match for other grants obtained by the TCD. TCD is responsible for confirming that monies received through the National Estuary Program can be used as allowable match for other grant programs.
2. TCD will be able to identify a sufficient number of willing landowners necessary to achieve their technical assistance and BMP targets.



## **Exhibit B**

### **Compensation and Financial Requirements**

#### **1. COMPENSATION**

In consideration of the mutual promises given and the benefit to be derived from this Agreement, the County agrees to provide funds in the amount of **ONE HUNDRED AND NINETY ONE THOUSAND and no/100 dollars, (\$191,000.00)** to accomplish the scope of services described in Exhibit A – Scope of Work. The project budget and financial requirements are provided below.

##### **Budget Summary**

Task 2 Budget	\$4,000.00
Task 6 Budget	\$175,000.00
Task 8 Budget:	\$12,000.00

**Project Total:           \$191,000.00**

#### **2. FINANCIAL REQUIREMENTS**

##### **A.     Applicable Regulations and Restrictions**

It is understood that where applicable, funds provided by this Agreement are federal funds administered by the County and are subject to those regulations and restrictions normally associated with federal programs including: 2 CFR 200, Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards (formerly OMB Circular A-21, A-87, A-102, A-110, A-122 and A-133), and other such uniform administrative requirements for grants-in-aid now in effect or which hereafter may be made applicable by local, state or federal laws or regulations. All of the above are incorporated in this Agreement by reference.

##### **B.     Audit requirements of the main contract, identified as Section 14 Audits must be adhered to by Subrecipients. Subrecipients who are required to obtain a single or program-specific audit (formerly an A-133 audit) must meet the requirements of 2 CFR 200.500-507. Audits and/or reviewed financial statement must be submitted to the County within thirty (30) calendar days of issuance. The review must be conducted in accordance with the Statements and Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants for non-profits or the Government Auditing Standards issued by the Comptroller General of the United States for government entities.**

##### **C.     Approved Uses, Grant Funds**

It is expressly understood that funds may only be used for costs included in the attached approved project budget, and may not be used for the general administration or operation of the Subrecipient, and may not replace non-federal funds in any jointly funded project.

##### **D.     Changes and Modifications**

1.     Either party may amend this agreement per the requirements of Section 6. Amendments of this Agreement. A formal written and approved contract amendment for major changes is required. Major changes are those: that impact the scope of work

beyond minor budget and/or service adjustments that: increase or decrease the contract amount, add new line items to the approved Budget Summary, extend the time of performance, or make other regulatory changes. Proposed amendments must be submitted in writing (letter or email) by the Subrecipient, including an explanation for the requested change. If approved, an amendment will be processed for signature by both parties. Once the Subrecipient receives the fully executed amendment, billings may be submitted using the amended Budget Summary.

2. Minor budget and/or service adjustments include:

- a) A transfer from one (1) or more line item(s) not exceeding ten percent (10%) of the existing line item in Budget Summary (Exhibit B), is allowed with a corresponding decrease in another line item(s). Such a transfer may not increase the total contract amount. The request and approval of such transfers may be communicated via email.
- b) A written letter of agreement may be used to communicate minor changes that exceed ten percent (10%). Minor changes include line item adjustments to the contract budget or modifications to the day to day operating structure for services provided that do not impact the total contract amount. The letter of agreement must be signed by County Staff and the authorized signer of the agreement.

E. Inappropriate Funds Obligation

1. Funds shall not be obligated for:

- a) Any action subsequent to written notification from the county suspending or terminating the Agreement, except as authorized by the County.

2. The Subrecipient shall refund to the County any payment or partial payment expended by the Subrecipient, its Contractors or Consultants which is subsequently found to be ineligible, inappropriate or illegal.

F. Request for Payment

- 1. Reimbursement requests will not be approved unless Subrecipient submits timely performance reports and all information necessary to demonstrate compliance with regulations, eligibility, goals and objectives.
- 2. Request for payment by the Subrecipient shall include only the request for payment or reimbursement of cost actually incurred per the approved budget and supported by documentation. All reimbursement requests must be accompanied by copies of substantiating receipts, pay stubs, invoices or other proof of incurred costs and must be signed by a signature authority designee(s). A signature authority designee(s) form must be on file prior to the first contract payment request submission of the contract period. All backup documentation and a signed copy of the contract payment request are to be submitted electronically to [pcpwcontractservices@co.pierce.wa.us](mailto:pcpwcontractservices@co.pierce.wa.us) with organization name and service period in the subject line of the Email. Instructions and forms for electronic submissions will be forwarded to the Subrecipient upon execution of this agreement.

3. The Subrecipient is prohibited from submitting request for payment in excess of actual requirements for carrying out the project.
4. Subject to the terms and conditions of this Agreement, the Subrecipient shall submit a Contract Payment Request Form on a monthly basis within twenty-one (21) working days following the month in which the Subrecipient has incurred expenditures for services and costs as outlined in this Agreement. The amount requested must be supported by actual costs incurred and paid for by the Subrecipient/vendor. The County shall issue payment no later than thirty (30) working days after the receipt of complete and accurate billing information as determined by the County. The submission of incomplete or inaccurate billing information may delay the reimbursement process, and shall not be considered a breach of contract.
5. Exceptions to these procedures must be requested in writing and agreed upon between the parties.

G. Multiple Agency Funding

Projects funded by multiple agencies or sources shall indicate in the project budget the agency or source from which the funds derive and how the funds will be utilized.

## **Exhibit C**

### **Applicable Definitions**

The following terms shall have the following definitions:

"Acquisition Cost" shall mean that amount expended for property, excluding interest, plus, in the case of property acquired with a trade-in, the book value (acquisition cost less amount depreciated through the date of trade-in) of the property traded in. Non-expendable personal property, the value of which was expended when acquired, has a book value of zero (0) when traded in.

"Agreement" shall mean the Basic Agreement and any Statements of Work and Exhibits that are attached to and incorporated by reference to the Basic Agreement.

"BARS" shall mean Budget, Accounting, and Reporting System for counties, cities, and other local governments.

"Business Entity" shall mean any person, or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit with the County. The term business entity shall include, but not be limited to partnerships, corporations, Subrecipients, and subcontractors doing business with the County.

"CFR" shall mean Code of Federal Regulations. All references in this Agreement to CFR chapters or sections shall include any successor, amended, or replacement regulation. The CFR may be accessed at <http://www.ecfr.gov>

"Contract" shall mean the Basic Agreement and any Statements of Work and Exhibits that are attached to and incorporated by reference to the Basic Agreement.

"Contract Budget" shall mean the budget incorporated in this Agreement, identifying a plan for the expenditure of contracted funds.

"Subrecipient" for purposes of E-Verify, PCC 2.106.022 and 2.106.025, shall mean a person, employer or business entity that enters into a contract or an agreement with the County to perform any service or work, or to provide a certain product in exchange for valuable consideration. For purposes of PCC 2.106.022 and 2.106.025, the term Subrecipient shall **not** include government agencies; legal, architectural and engineering service providers; those whose contracts would be exempt from competitive bidding under PCC 2.106.060 B; those whose contracts issue under PCC 2.106.070, those whose supplies and services are purchased under PCC 2.106.410; regulated providers of insurance, bonding, banking, or investment services; or public utilities.

"Cost Reimbursement" shall mean that payment to the Subrecipient is based upon the actual reimbursable costs incurred under this Agreement.

"Debarment" shall mean an action taken by a federal official to exclude a person or business entity from participating in transactions involving certain federal funds.

"E-Verify", PCC 2.106.022 and 2.106.025, shall mean the electronic verification of work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996, Pub. L. No. 104-208, Division C, Title IVY s. 403(a), as amended, and operated by the United States Department of Homeland Security, or a successor electronic verification of work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status

of newly hired employees pursuant to the Immigration Reform and Control Act of 1986, Pub. L. No. 99-603.

"Fee for Service" shall mean paying the Subrecipient a negotiated fixed rate, based upon performance of a defined unit of service.

"Financial Statement" shall mean a combined report, or separate reports, of financial information prepared by the Subrecipient's accountant that identifies the Subrecipient's financial position, operating results, and other pertinent information. The reporting period of the document(s) shall correspond with the Subrecipient's calendar or fiscal year.

"Independent Auditor" shall mean either a certified public accounting firm or a certified public accountant.

"Information Technology (IT) Purchases" include, but are not limited to, computers, software, desk telephones, and cellular telephones, but do not include keyboards and mouse.

"Non-expendable Personal Property" shall mean tangible personal property having a useful life of more than one (1) year and an acquisition cost of \$5,000.00 or more per unit, unless a greater amount is specified in an Appendix or Work Order.

"PCC" shall mean Pierce County Code.

"Personal Property" shall mean property of any kind, including small and attractive items and IT equipment, except real property.

"Price Related" shall mean a price-analyzed payment structure in which payments are either made as a lump sum, or made at a rate-per-unit basis, and without consideration of the Subrecipient's actual or anticipated costs.

"RCW" shall mean the Revised Code of Washington. All references in this Agreement to RCW chapters or sections shall include any successor, amended, or replacement statute. The RCW can be accessed at <http://apps.leg.wa.gov/RCW/>

"Real Property" shall mean any interest in land.

"Regulating Authority" shall mean any federal, state county or local entity which has the ability to enforce laws regulations or requirements upon the Subrecipient.

"Small and Attractive Items" shall mean those items with a value of \$300.00 or more that are particularly vulnerable to loss. Examples of these items include, but are not limited to, communication equipment, cameras, IT accessory equipment such as scanners, office equipment, televisions, cellular telephones, and VCRs.

"Subcontract" shall mean any agreement between the Subrecipient and a Subcontractor or between a Subcontractor and another Subcontractor that is related to this Agreement, provided that the Subcontract does not include the purchase of supplies or support services that do not directly affect the funded services. The terms Subcontract and Subcontracts shall mean Subcontract(s) in any tier.

"Subcontractor" shall mean any person, partnership, corporation, association, or organization, not in the employment of the Subrecipient, who is performing part of the contract or Subcontract from a Subcontractor. The terms Subcontractor and Subcontractors shall mean Subcontractor(s) in any tier.

"Subrecipient" shall mean a non-federal entity that expends federal awards received from a pass-through

entity to carry out a federal program, but does not include an individual that is a beneficiary of such a program. A Subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.

"Useful Life" of non-expendable personal property shall mean that useful service life as based upon the United States Department of Treasury, Internal Revenue Service, policies on depreciation for tax purposes, unless the Subrecipient or Subcontractor documents in writing some different period that the County agrees to in writing.

"Unit Cost Rate" shall mean a payment mechanism where reimbursable costs incurred in a prior period, divided by the units of service delivered in the prior period and multiplied by the units identified in the current period, determines the total amount paid.

"Vendor" shall mean a dealer, distributor, merchant, or other seller providing goods or services that are required for the conduct of a federal program. These goods or services may be for an organization's own use or for the use of beneficiaries of the federal program.

"WAC" shall mean the Washington Administrative Code. All references in this Agreement to WAC chapters or sections shall include any successor, amended, or replacement regulation. The WAC can be accessed at <http://apps.leg.wa.gov/wac/>

"Work Order" shall mean a document attached to and incorporated by reference to the Basic Agreement which states the goods, services, and/or benefits to be delivered, and any other terms and conditions that apply to the work.

**PIERCE COUNTY**  
**Agreement Signature Page**

Agreement # SC-

IN WITNESS WHEREOF, the parties have executed this Agreement on the days indicated below:

<b>SUBRECIPIENT:</b>	<b>PIERCE COUNTY:</b>
<div style="display: flex; justify-content: space-between;"><div>Signature</div><div>Date</div></div>	Reviewed By:
Print Signer's Name and Title	Deputy Prosecuting Attorney <i>(As to form Only)</i> Date
Thurston Conservation District	
Agency Name	Finance      Date
Thurston Conservation District 2918 Ferguson St SW Tumwater, WA 98512	
Mailing Address	Approved By:
Contact Name: Marguerite Abplanalp	
Contact Phone Number: 360-972-4023	Director, Planning and Public Works      Date
UBI No.: 600-330-344	
DUNS: 168783850	County Executive <i>(\$250,000 or more)</i> Date
Federal Tax Id No.: 91-1011612	
Federal Filing Status: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor	



## BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b>		WSSC Community Engagement Funding Agreement	
<b>Lead Staff:</b>		Susan Shelton	<b>Board Meeting Date:</b> 01/23/24
<b>Goal of Presentation:</b>	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Information	<input type="checkbox"/> Feedback
<b>Description/Background:</b>	<i>Please provide a description or background of the project.</i>		
WSSC is providing funding to enhance outreach and inclusion for TCD's Plant Sale and Harvest Festival.			
<b>Pros:</b> Additional funding for community outreach.		<b>Cons:</b> None.	
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>			
\$15,000 in additional funding			
<b>Recommended Action:</b>		<i>What decision do you recommend the board make?</i>	
Approve the funding			
<b>Legal Review:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Required
<b>Supporting Documents:</b> <i>Please list below <b>and</b> attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
Community Engagement Plan Award Addendum			





**Yan Dong**

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**From:** Commission@scc.wa.gov <noreply+29899f926be69dff@formstack.com>  
**Sent:** Thursday, February 22, 2024 11:51 AM  
**To:** Yan Dong  
**Subject:** FORM 4: Addendum

## **Washington State Conservation Commission**

### **FORM 4: ADDENDUM**

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Feb 22, 2024 11:50 AM

**Conservation District: Thurston**

**GRANT PROGRAM: Other: Community Engagement Plan**

**Overhead Rate: 25%**

Submitted By: Yan Dong  
Email: ydong@thurstoncd.com

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**Total Grant Award: 15000.00**

Basic Allocation Award (if applicable):

**Total to be obligated under this Addendum: 15000.00**

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**Intermediate Outcome #1: 15000.00**

Plant Sale and Harvest Festival

**Intermediate Outcome #2:**

**Intermediate Outcome #3:**

**Intermediate Outcome #4:**

**Intermediate Outcome #5:**

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**Total of Intermediate Outcomes: 15000.00**

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## BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b>		TCD Equipment Rental Policies & Procedures Update	
<b>Lead Staff:</b>		Marguerite Abplanalp	<b>Board Meeting Date:</b> 02/27/24
<b>Goal of Presentation:</b>		<input type="checkbox"/> Decision	<input type="checkbox"/> Information <input checked="" type="checkbox"/> Feedback
<b>Description/Background:</b>		<i>Please provide a description or background of the project.</i>	
<p>Equipment Rentals Policies and procedures needed an update to include changes to the way the equipment rental program is operated. Such as the introduction of the "mark" policy, which is attempting to minimize misuse of rental equipment. This update also includes changes from the equipment added to the program and will encompass further expansion.</p>			
<b>Pros:</b>		<b>Cons:</b>	
Gives staff guidance on how to navigate equipment rental program.		none at this time	
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>			
There is a possibility that if renters misuse the equipment they will be suspended from the program. This could decrease rentals coming in, however the cost of fixing the issues that arise from misusing the equipment and staff time should balance out- if not exceed the amount potential lost from suspending potential renters.			
<b>Recommended Action:</b>		<i>What decision do you recommend the board make?</i>	
Adopt updated policies and procedures for the Equipment Rental Program			
<b>Legal Review:</b>		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not Required
<b>Supporting Documents:</b> <i>Please list below <b>and</b> attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
TCD Equipment Rental Policies & Procedures Update			



# Thurston Conservation District

## TCD Policy 4.4.1: Equipment Rental Program Policy



Approved by TCD Board:

### Purpose:

Thurston Conservation District (TCD) owns several pieces of land stewardship and food processing equipment, such as manure spreaders, a no-till drill, poultry processing units, and tools (i.e. weed wrenches, backpack seeder, shovels, loppers, etc.). The equipment is available for “Renters” to promote resource stewardship and land management. The equipment is also available to support partnering organizations, subject to a special use agreement.

This policy is intended to:

- Ensure the efficient operation of TCD’s Equipment Rental Program;
- Ensure fairness among those who rent TCD’s equipment;
- Minimize the transmission of disease between properties; and
- Protect the rental equipment entrusted to TCD by the public.

### Policy:

TCD shall make rental equipment available for Renters for a rental fee, so long as the items are in good working order and the Renter’s privileges have not been suspended.

Equipment must be reserved in advance of equipment checkout.

**Renter Privilege Suspension:** Renters earn penalty “marks” due to incidents that, in the sole discretion of TCD, involve or constitute violations of the rental terms and conditions.

Renter’s privileges may be suspended if they have a current unresolved mark or obtain 2 marks against them over a two-year period. The term of the suspension shall be twenty-four (24) months from the date of the 2<sup>nd</sup> mark. Suspension of privileges may extend beyond the renter to an operation or associates of the renters, including persons sharing the same residence.

### Procedures:

**Rental Agreements:** Renters will check the box under Terms and Conditions when requesting a reservation through TCD’s Online Reservation Form that acknowledges full understanding and acceptance of the Terms and Conditions of the tools/equipment they are requesting.

If online acknowledgement of the Terms and Conditions is not a viable option for the renter, a TCD staff member will obtain written acknowledgement of the Terms and Conditions before equipment is released to the renter.

**Rental Fees:** Rental fees are charged for each rental period and must be paid one week prior to equipment checkout through TCD's online PayPal invoicing system. The Renter receives a receipt from TCD's online PayPal invoicing system. If online PayPal payment is not a viable option for the renter, the renter may pay by check at equipment checkout.

Sales tax is included in the rental fee and is noted on the invoice.

A refundable security deposit is included in the rental fee.

**Rental Scheduling:** Renters must schedule equipment rentals through TCD's online reservation system. Renters may schedule equipment rentals for only one rental period at a time.

Rental period extensions may be allowed at the discretion of TCD staff and may require additional fees.

If a renter is unable to use their equipment due to adverse weather or if the equipment is unusable due to malfunction of the equipment not related to misuse, TCD may, as time allows and at its discretion, provide additional reservation time to renters.

**Inspections:** While TCD Staff are responsible for inspection of equipment during checkout and check-in, it is also the expectation and responsibility of the Renter to inspect equipment for damage and/or missing pieces before accepting the equipment and to report missing and damaged equipment upon the equipment return.

At equipment checkout and check-in the Renter and TCD staff completes and initials the Checkout and Check-in Checklists confirming the condition of the equipment.

Inspection should include:

- Visually assess the general condition and cleanliness of the equipment;
- Verify the presence of equipment and accessories as indicated per the Checkout and Check-in Checklists.

**Equipment Return:** Failure to return equipment to the designated location, by the agreed upon return date and time, may result in a penalty mark, as noted in the Terms and Conditions.

The Renter must return the equipment to TCD in clean and usable condition. Failure to return equipment in clean and usable equipment will result in a forfeit of security deposit as noted in the Terms and Conditions.

Refusal to return equipment is subject to replacement cost for any equipment, legal action and/or attorney and expert fees, TCD fees, and/or expenses for repossession.

**Liability:** By checking the Terms and Conditions box on the Online Reservation Form the Renter releases TCD from all liability arising from the use and/or transportation of the equipment.

TCD shall not be liable for any personal injury or property damage occurring from:

- Loss caused by theft;

- Accidental damage to persons or property from the transportation or operation/use of the equipment.
- Damage or injury resulting from the conduct of the Renter whether negligent or otherwise.

Renter acknowledges that TCD is not responsible for any public health issues arising from the use of the equipment.

In the event of injury or damage not insured against, Renter shall pay for injury or damages at the sole expense of the Renter. Renter agrees to indemnify and hold harmless TCD, its employees, Board Supervisors, and volunteers from all claims arising by virtue of the transportation and operation/use of the equipment pursuant to these Rental Terms and Conditions. In the event TCD incurs any legal fees or other costs enforcing the Rental Terms and Conditions, the Renter shall be responsible for all such fees and costs.

# Item

# 5



# Nonpoint Activity Update

## Southwest Region – February 2024

### Welcome Gabe Raso- Unit Supervisor

Gabe started on January 2nd as the unit supervisor for our Municipal Stormwater and Nonpoint Pollution Team in Department of Ecology's Southwest Water Quality Program. Most recently Gabe has worked for Sound Transit and Thurston County in their stormwater programs. Gabe grew up in Salt Lake City and attended Southern Oregon University in Ashland.

Outside of work, you will find Gabe, his wife Kara, and their three sons immersed in the world of youth sports. Gabe shares his home with a bearded dragon, two dogs, and two hermit crabs. Together, the family enjoys traveling, hiking, and fishing. Welcome Gabe!



### Streamflow Restoration Competitive Grant

We are pleased to announce the **fourth round of Ecology's Streamflow Restoration competitive grants has opened! Applications are due by 5 p.m. on Feb. 29, 2024.** Eligible applicants include Tribal governments, state and local agencies, and nonprofit organizations within Washington.

We plan **to award up to \$40 million during this round.** The money will fund projects statewide intended to help **increase streamflow and improve aquatic resources**, such as water storage, water right acquisitions, fish habitat improvements, environmental monitoring, or improvements in water management and infrastructure. For more information, please read our funding guidelines.

We are currently scheduling pre-application meetings. Pre-application meetings are an opportunity for potential applicants to discuss the details of their project with us before applying. **These meetings are required for projects that have a water right acquisition component and optional for any other project.** We will meet requests in the order they are received as our availability allows. Meetings for projects with a water right acquisition component will be prioritized. We encourage interested applicants to request their pre-application meeting soon so we can get those meetings scheduled. Availability may become limited as we get farther into the application period.

#### **To request a pre-application meeting:**

1. Complete a pre-application meeting request form.



- Email it to [sfrprjgrants@ecy.wa.gov](mailto:sfrprjgrants@ecy.wa.gov) by **Feb. 15, 2024**. Include "meeting request" in the email subject line.

We appreciate the opportunity to invest in local communities and economies through Ecology's streamflow restoration grants.

## Recent Environmental Report Tracking System (ERTS) – Nonpoint Complaints

Ecology's Southwest Regional Office receives over 2,500 complaints each year. Typically, about 25% of these complaints are related to water quality. Our Nonpoint staff work on a wide variety of different concerns that may cause water pollution. This table lists the number of new complaints received for the month as well as the ongoing complaints Nonpoint staff are actively addressing.

County	New ERTS	Ongoing ERTS
Clallam	0	0
Clark	2	3
Cowlitz	2	1
Grays Harbor	1	2
Jefferson	0	0
King (WRIA 10)	0	3
Lewis	3	9
Mason	0	3
Pacific	0	1
Pierce	0	5
Skamania	0	0
Thurston	1	5
Wahkiakum	0	1

## Southwest Region Ecology Nonpoint Water Quality Staff

**Southwest Region Office (SWRO)**  
300 Desmond Drive SE, Lacey, WA 98503

### Vancouver Field Office (VFO)

12121 NE 99<sup>th</sup> St., Suite 2100, Vancouver, WA 98682

### Coastal Watersheds

**Jason Pietroski**- Waters

draining to the Columbia River  
(VFO)

[jason.pietroski@ecy.wa.gov](mailto:jason.pietroski@ecy.wa.gov)

(360) 819-6558 Mobile

**Travis Casey**- Waters draining  
to Grays Harbor & Willapa Bay  
(SWRO)

### Puget Sound Watersheds

**Molly Paige**- Shellfish growing  
areas (SWRO)

[molly.paige@ecy.wa.gov](mailto:molly.paige@ecy.wa.gov)

(360) 480-6099 Mobile

**Emily Davis**- Puyallup-White,  
Nisqually, Deschutes (SWRO)

[emily.davis@ecy.wa.gov](mailto:emily.davis@ecy.wa.gov)

(564) 669-1875 Mobile

**VACANT**- SWRO

**VACANT**- SWRO

**WE'RE HIRING!** <https://ecology.wa.gov/about-us/Jobs-at-Ecology>

**To Report Environmental  
Concerns:**

**Online:** [Statewide Report Form](#)

**Email:** [swroerts@ecy.wa.gov](mailto:swroerts@ecy.wa.gov)

**Phone:** 360-407-6300



# Item

# 7

# Thurston Conservation District

## 2024 Board of Supervisor Election Update Memo



**To:** TCD Board of Supervisors  
**From:** Susan Shelton, TCD Election Supervisor  
**Cc:** S. Moorehead, Kirsten Hill, S. Barashkoff, N. Carman-White  
**Date:** February 21, 2024  
**Subject:** 2024 Board of Supervisor Election Update

Per your request, I am happy to provide a brief update on the 2024 Board of Supervisor Election process.

### Election Candidates

Two qualified candidates submitted the required candidate filling documents - Dr. Muhammad Ayub and Marianne Tompkins.

### Appointed Candidates

TCD has begun outreach for the appointed supervisor seat.

Individuals interested in applying for the open appointed seat must file their appointed supervisor application with the Washington State Conservation Commission (WSCC) by March 31. More information about the appointed seat application process can be found on the Commission's website here: [Elections & Appointments \(wa.gov\)](https://www.wa.gov/elections).

### Polling Officers

The District has hired and trained 3 part-time temporary Polling Officers.

### Election Outreach

Please let me know if you'd like a Conservation Month yard sign.

### Voting

To vote, registered Thurston County voters who reside within the Thurston Conservation District must request a ballot. To request a ballot, voters must provide their full legal name, mailing address, physical address (if different), and telephone number – in case the Polling Officers have questions. Voters can request their ballot by calling 564.669.4929 or by emailing [ballotrequest@thurstoncd.com](mailto:ballotrequest@thurstoncd.com).

As of Friday, February 16, 119 ballots had been requested and sent. 14 ballots had been returned.

### Important Dates Reminder

Completed ballots must be returned or postmarked by Election Day, which is March 19.



## Thurston Conservation District 2024 Annual Work Plan

### Mission

*We educate and assist the citizens of Thurston County in the management of natural resources for the benefit of present and future generations, inspiring voluntary, incentive-based conservation practices.*

### Introduction

This Thurston Conservation District 2024 Annual Work Plan links directly to the content and format of the 2020-2024 Strategic Plan and aligns with the adopted annual budget.

For more information, contact Sarah Moorehead, Executive Director 360.754.3588 [smoorehead@thurstoncd.com](mailto:smoorehead@thurstoncd.com)

## Natural Resource Priorities, Goals, and Actions

### 1. Climate Change Adaptation and Mitigation

To help producers and community members understand and adapt to the changing climate, we continue to engage in and relay the best available science through education and technical assistance services. We seek to support our community in proactive climate change adaptation measures such as flood and fire prevention, drought, ocean acidification in local marine waters,

suitable crops, and forest regeneration incorporating climate adaptability, and alternative pest and plant disease control. We are committed to work with our community to conserve and protect our natural resources in response to climate change. In addition, we strive as an organization to demonstrate sustainable practices in our work and office culture.

GOALS	ACTIONS
1) <i>Assist with drought mitigation.</i>	A. Provide water use technical recommendations to 10 urban and suburban community members.
2) <i>Enhance fire safety for land and homeowners.</i>	A. Develop fire safety strategies and recommendations at 50 sites.
3) <i>Mitigate flood impacts on residents in the Chehalis Basin.</i>	A. Host 2 community meetings focused on the Chehalis Basin Strategy to keep residents informed. B. Participate in Chehalis Basin Strategy and protect landowner involvement in the process.
4) <i>Assist farms in mitigating and adapting to climate change.</i>	A. Host 2 workshops to help farmers adapt to climate change. B. Work with 2 farms to implement carbon sequestration practices. C. Improve emergency readiness for 5 community members. D. Host an ag symposium including a focus on climate change.
5) <i>Improve community resilience to climate change.</i>	A. Host 2 professional development opportunities for teachers.

## 2. Local Food Production & Consumption

By increasing engagement in the local food system, Thurston Conservation District is supporting working lands, rural economic development, reduction of pollution caused by product processing and transportation, equitable access to healthy local food, and the economic viability of our agricultural community and geographic region. Locally produced food connects people to the land, improves our region's food security, creates more informed land stewards, and fosters support for resource conservation, the agricultural community and farmland preservation.

GOALS	ACTIONS
6) <i>Support urban and suburban food production.</i>	A. Provide technical assistance to 4 community gardens, tribal gardens, school gardens or garden clubs. B. Provide technical assistance to 60 urban and suburban community members. C. Implement conservation BMPs on 5 farms within urban or urban growth areas. D. Host 2 workshops on backyard food production.

7) *Increase accessibility to healthy local food for community members of Thurston County.*

- A. Partner with local food banks to connect at least 1 community that lacks sufficient support with fresh local food.
- B. Strengthen partnerships with 2 local organizations to support community gardens, school gardens, and home-based food production (could name Bounty for Families and TCFB).
- C. Partner to host 1 workshop for families on cooking with fresh food.
- D. Participate in regional and local food system networks and partnerships (South Sound Food System Network, Regional Food System Partnership, TCAT Regenerative Ag & Food Workgroup)

### 3. Producer Support & Preservation of Working Lands

In an effort to continue to support the preservation of working lands, Thurston Conservation District will continue offering technical assistance and conservation planning services to community members (supported through measures and goals in *Rural and Urban Stewardship*). We are the technical provider for the [Voluntary Stewardship Program \(VSP\)](#). The VSP is an alternative approach for counties to meet critical areas ordinance goals on private lands, while maintaining agricultural viability. In addition, we will work to educate new and beginning stewards of working lands. We assist small and large producers and commercial and non-commercial operations. We will continue to work with existing land stewards to implement Conservation Practice Standards and Best Management Practices and assist with planning for their future and beyond retirement. We will continue to partner with key organizations and individuals to provide quality technical, financial and educational resources. We promote regenerative agriculture and [sustainable forestry](#) encouraging conservation of natural resources, and economic viability of the operation.

#### GOALS

#### ACTIONS

8) *Work with partners to protect critical working lands through easements and acquisitions.*

- A. Apply for funding to facilitate working lands easements through partnerships (RCPP, Sentinel Landscape Partnership, Conservation Grazing Partnership).

9) *Increase voluntary stewardship.*

- A. Increase participation in the Voluntary Stewardship Program by 20 participants.
- B. Develop 20 Individual Stewardship Plans.
- C. Support community members through regulatory processes such as inspections and referrals.

10) *Support viable farms.*

- A. Connect producers to business planning and training courses and/or resources.

	<ul style="list-style-type: none"> <li>B. Connect local producers to consumers through online tools and marketing support.</li> <li>C. Support streamlined application and permitting processes for community members.</li> </ul>
<b>11) Increase support for forest stewardship.</b>	<ul style="list-style-type: none"> <li>A. Facilitate the development of 4 forest management plans (FMP's).</li> <li>B. Support efforts to preserve working forest land.</li> </ul>
<b>12) Increase technical assistance to producers.</b>	<ul style="list-style-type: none"> <li>A. Facilitate 220 site visits with producers.</li> <li>B. Provide technical recommendations on 300 BMPs.</li> </ul>
<b>13) Bridge the gap between retiring and beginning producers.</b>	<ul style="list-style-type: none"> <li>A. Educate and connect real estate agents farmland transfer programs.</li> <li>B. Provide resources to 10 new farmers.</li> <li>C. Increase outreach to landowners to share leasing opportunities via South Sound FarmLink</li> <li>D. Collaborate with existing land matching programs.</li> </ul>
<b>14) Support sustainable shellfish production.</b>	<ul style="list-style-type: none"> <li>A. Work with local shellfish producers to identify areas to support and innovative ideas.</li> </ul>
<b>15) Increase inventory and use of equipment rental service.</b>	<ul style="list-style-type: none"> <li>A. Identify additional pieces of equipment needed by the community to expand TCD's rental program.</li> <li>B. Purchase a no-till drill to add to TCD's rental program.</li> <li>C. Plan hands-on training for no-till drill.</li> <li>D. Ensure appropriate use of the equipment by creating technically sound guidance documents for all equipment.</li> </ul>

#### 4. Protect and Restore Ecosystems

Thurston Conservation District recognizes the quantity and diversity of critical ecosystems within our region and strives to protect intact habitat, while also working to restore degraded areas. Thurston County is home to state and federally listed endangered species, prairie ecosystems, vital marine and estuarine habitat, forestland, sensitive riparian areas and shellfish beds. Flood mitigation projects are complex and combine elements of river restoration, floodplain reconnection, and flood harm reduction strategies. Education is the first step to resource conservation on private lands and the District will continue to engage the community to raise awareness of the vital role of our critical ecosystems and their processes. We will also continue to coordinate financial resources and facilitate ecosystem recovery at the local level.

GOALS	ACTIONS
<b>16)</b> <i>Work with partners to protect critical habitat through restoration easements and habitat enhancement contracts.</i>	<ul style="list-style-type: none"> <li>A. Apply for funding to facilitate working lands easements in Thurston County.</li> <li>B. Strengthen partnerships with local accredited land trusts.</li> </ul>
<b>17)</b> <i>Increase restoration of degraded habitat.</i>	<ul style="list-style-type: none"> <li>A. Create 2 site-specific pollinator habitat projects.</li> <li>B. Complete 1 wetland habitat enhancement project.</li> <li>C. Treat 15 acres of invasive species.</li> <li>D. Develop 5 planting plans.</li> <li>E. Provide habitat restoration technical assistance to 50 community members.</li> <li>F. Facilitate 100 site visits with community members focused on habitat restoration.</li> </ul>
<b>18)</b> <i>Restore marine and freshwater habitat to support healthy aquatic species populations and functional floodplains.</i>	<ul style="list-style-type: none"> <li>A. Plant 4 acres of riparian habitat to support salmon recovery.</li> <li>B. Develop 2 restoration projects in freshwater systems with salmon runs.</li> <li>C. Support 30 shoreline community members to improve shoreline habitat.</li> <li>D. Remove 2 bulkhead on the marine shoreline.</li> </ul>
<b>19)</b> <i>Enhance ESA listed species habitat (plant &amp; animal).</i>	<ul style="list-style-type: none"> <li>A. Work with 1 community member to improve Oregon Spotted Frog habitat.</li> <li>B. Host 1 Orca Recovery Day event to bring awareness to endangered salmon and orca populations.</li> <li>C. Work with 10 community members through VSP to support on-farm management and recovery of listed species.</li> </ul>
<b>20)</b> <i>Develop local riparian restoration cost-share program.</i>	<ul style="list-style-type: none"> <li>A. Work with local and state partners to secure funding for local riparian restoration program.</li> </ul>

## 5. Soil Conservation and Health

Thurston Conservation District recognizes that soil is a living and life-giving natural resource. As world population and food production demands rise, keeping our soil healthy and productive is of paramount importance. By farming using soil health principles and systems that include no-till, cover cropping and diverse rotations, more and more farmers are actually increasing



their soil’s organic matter and improving microbial activity. As a result, farmers are sequestering more carbon, increasing water infiltration, improving wildlife and pollinator habitat—all while harvesting better profits and often better yields.<sup>1</sup>

## GOALS

## ACTIONS

**21)** *Establish a soil health management program.*

- A. Provide soil analysis recommendations to 100 community members.
- B. Host 2 soil health focused workshops.
- C. Develop cost share opportunities focused on soil health practices, including: cover cropping, reduced tillage, permanent groundcover integrated into production fields, etc.
- D. Develop guidance resources for farm equipment use to protect soil health.

## 6. Water Quality and Quantity

As a valuable and vital resource, water quality and quantity impact every sector of life. We will continue to provide education and technical assistance to all community members within our district that aims to inform and mitigate the individual’s impact to water quality and quantity. We strive for clean and plentiful drinking water, the upgrade of 303(d) listed stream segments to meet Total Maximum Daily Load (TMDL) pollution reduction targets and in-stream flow targets, and upgrades to commercial and recreational shellfish harvesting areas. To achieve these goals we partner with community members and local organizations to implement Best Management Practices, green stormwater infrastructure strategies, and other innovative actions to meet water quality and quantity goals. We also provide ongoing education to community members in our sensitive shellfish-producing areas across Thurston County.

## GOALS

## ACTIONS

**22)** *Improved shoreline conditions.*

- A. Support healthy shellfish growing areas by providing education and guidance on shoreline BMPs for 20 homeowners.

**23)** *Reduce surface & groundwater impacts from urban and rural land uses.*

- A. Implement 2 conservation BMPs to reduce nutrient runoff.

**24)** *Improve water use efficiencies and water conservation strategies.*

- A. Implement 2 conservation projects to support in stream flow targets.
- B. Develop 4 Irrigation Management Plans for local agricultural operations.
- C. Develop written irrigation guidance resources for backyard gardeners.

<sup>1</sup> <https://www.nrcs.usda.gov/wps/portal/nrcs/main/national/soils/health/>

# District Operations Priorities, Goals and Actions

## 1. Community Outreach and Engagement

It is of foundational importance to the Thurston Conservation District to engage the community in active conservation and the regenerative use of natural resources. Through volunteer projects and participation in district programs and services, we seek to facilitate a strong relationship with community members in our area. By increasing our presence and continuously adapting to meet the communities' needs, the Thurston Conservation District can provide effective conservation programs for working lands and community members.

GOALS	ACTIONS
<b>25)</b> <i>Build robust volunteer program to increase organizational impact and engagement.</i>	<ul style="list-style-type: none"> <li>A. Engage 30 community volunteers.</li> <li>B. Host 8 restoration work parties.</li> <li>C. Initiate 120 hours of community service to conservation.</li> <li>D. Support at least 10 youth through the Teens in Thurston volunteer network.</li> </ul>
<b>26)</b> <i>Build relationships with elected officials.</i>	<ul style="list-style-type: none"> <li>A. Host at least 1 field tour for elected officials.</li> <li>B. Present CD information and updates at 2 local jurisdiction meetings (ex. BOCC, City Councils, Port, School Boards).</li> <li>C. Connect with legislators at least twice annually.</li> </ul>
<b>27)</b> <i>Improve accessibility of CD information.</i>	<ul style="list-style-type: none"> <li>A. Develop relevant multi-lingual resources.</li> <li>B. Host 5 events appropriate for families and people of all ages.</li> <li>C. Showcase CD projects and programs on 3 local and TCD-owned media platforms.</li> </ul>
<b>28)</b> <i>Demonstrate the impact of our work to our community.</i>	<ul style="list-style-type: none"> <li>A. Host 2<sup>nd</sup> Annual Harvest Festival to showcase TCD accomplishments and community partnerships.</li> <li>B. Publish an annual report of accomplishments.</li> <li>C. Publish a monthly newsletter of information, announcements and project success stories.</li> <li>D. Host a monthly podcast focusing on TCD programs and issues relevant to our community.</li> </ul>

## 2. Adult and Youth Conservation Education

The Thurston Conservation District seeks to provide in-depth natural resource conservation education to both youth and adults. Education is the first step to conservation. In collaboration with our partners, we provide workshops, on-site tours, training courses, and other events that help individuals become stewards of our shared natural resources. Providing education to youth education opportunities helps to create a lifelong stewardship ethic. Education fosters a strong connection with - and understanding of - natural resource conservation issues that can create future stewards of our local natural resources. We also strive to inform Thurston County community members about training and education opportunities by acting as a clearing house for information about natural resources and related topics.

GOALS	ACTIONS
<b>29)</b> <i>Support the implementation of <u>South Sound GREEN's</u> Vision for the Future</i>	<ul style="list-style-type: none"><li>A. Engage 1500 students in water quality testing</li><li>B. Educate 500 students through watershed and water quality related classroom lessons</li><li>C. Host 3 professional development opportunities for teachers to strengthen their knowledge of water quality, climate impacts, and local conservation issues.</li><li>D. Increase involvement in the South Sound GREEN program by 2 percent.</li></ul>
<b>30)</b> <i>Promote careers in natural resources.</i>	<ul style="list-style-type: none"><li>A. Provide instruction to 1 secondary or college class.</li><li>B. Offer alternative service opportunities for local AmeriCorps/service corps volunteers.</li><li>C. Participate in Career Technical Educators Advisory Group</li></ul>
<b>31)</b> <i>Educate our community about natural resources conservation.</i>	<ul style="list-style-type: none"><li>A. Participate in 30 educational opportunities for our community (workshops, tours, trainings, tabling etc.).</li><li>B. Engage 400 community members through our Annual Native Plant Festival.</li></ul>

## 3. District Operations

As an organization, Thurston Conservation District operates in a transparent and ethical manner. We leverage funding from multiple sources to increase our conservation impact on the ground. We pride ourselves in accountable financial processes, diligent and wise use of public and private dollars, and clean audits. In addition, we will continue to find sustainable avenues to grow as an organization and increase our positive impact in Thurston County.

## GOALS

## ACTIONS

<b>32)</b> <i>Sustainable and consistent funding to achieve our mission.</i>	A. Demonstrate impact of current Rates and Charges funding in the community through support, programming, resources and outreach efforts.
<b>33)</b> <i>Design and plan for TCD's Conservation and Education Center.</i>	A. Set aside funding annually. B. Develop phased CEC development strategy. C. Engage in securing land by 2024.
<b>34)</b> <i>Thurston CD Board and Staff represent our community and have the capacity to support its needs.</i>	A. Ensure on-going professional development for all staff positions. B. Continue to practice inclusive recruitment strategies. C. Continue to support partnerships with Veterans organizations such as Vets on the Farm program, Veteran's Conservation Corps, and Resilient Veterans. D. Hire to meet staffing needs identified in 2020-2025 Strategic Plan and 2024 Annual Budget. E. Implement communications plan to encourage all cities in Thurston County to become part of the district boundaries.
<b>35)</b> <i>Improve data management and internal tracking systems.</i>	A. Utilize SmartSheet systems for programmatic and financial data tracking.
<b>36)</b> <i>Improve office sustainability and lower TCD's carbon footprint.</i>	A. Move towards paperless practices (where feasible). B. Purchase goods and services from local businesses first. C. Purchase/lease hybrid vehicles for District use. D. Facilitate and support staff working from home to reduce carbon impacts from commuting.
<b>37)</b> <i>Conduct transparent, accountable, and ethical operations.</i>	A. Update Policies and Procedures Manual to reflect current practices and changes to governing laws. B. Timely responses to Public Disclosure Requests. C. Include opportunities for public involvement in organizational planning and budget processes. D. Maintain clean audits from the State Auditor's Office. E. Establish a citizen advisory committee to provide input on TCD priorities and activities

## Thurston Conservation District: 2024 Budget

<b>Unrestricted Income Total</b>	<b>\$1,093,134</b>	<b>Unrestricted Expense Total</b>	<b>\$1,093,134</b>
<b>Unrestricted Income</b>	<b>\$1,093,124</b>	<b>Administrative Expenses</b>	<b>\$638,003</b>
Retail Sales	\$77,111	Administrative Salaries & Benefits	\$326,650
WSCC Implementation	\$128,935	Professional Services	\$74,672
Rates and Charges	\$562,182	Facility, Vehicles & Maintenance	\$156,271
Overhead	\$330,906	Supplies	\$10,799
Cash Surplus	-	Conferences, Training & Travel	\$34,462
		Insurance & Banking	\$35,150
		<b>Program Allocations</b>	<b>\$455,131</b>
		Local Food Production & Consumption	\$16,600
		Producer Support & Preservation and Expansion of Working Lands	\$1,000
		Water Quality & Quantity and Protection & Restoration of Ecosystems	\$7,159
		Soil Conservation & Health	\$39,227
		Community Outreach & Engagement	\$212,239
		Adult & Youth Conservation Education	\$47,870
		Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	\$131,036
		<b>Savings</b>	<b>\$0</b>
		Conservation & Education Center	-
		Reserve Fund	-

<b>Restricted Income</b>	<b>\$5,380,792</b>	<b>Restricted Expense</b>	<b>\$5,380,792</b>
ASRP Riverbend	\$2,559,889	Salaries & Benefits	\$1,502,501
SRFB Cozy Valley	\$37,551	Overhead	\$312,436
Zangle Cove	\$48,776	Travel	\$24,192
ASRP Oregon Spotted Frog	\$22,122	Goods & Services	\$224,608
Lower Eld Bulkhead Removal	\$112,018	Construction & Landscaping	\$2,915,774
Livestock Technical Assistance	\$8,524	Cost Share	\$59,000
Skookumchuck Restoration	\$97,800	Contractual	\$342,281
Chehalis Flood Plain	\$97,800		
Shellfish Cost Share	\$8,878		
CREP	\$45,701		
NRI Cost Share	\$64,783		
Engineering	\$82,500		
Salmon Recovery Funding (SRF)	\$267,418		
Sustainable Farms and Fields (SFF)	\$109,393		
Forest Health & Community Wildfire	\$363,234		
Irrigation	\$16,961		
Regional Implementation Team	\$26,104		
GREEN Congress Sponsorship (SCC)	\$5,000		
ESRP Shore Friendly	\$246,757		
Olympia Urban Farmland	\$203,038		
	\$309,222		
Sentinel Landscape (SLP)			
One Tree Planted	\$309,222		
WCRRRI Prairie Enhancement	\$34,218		
WFC Meyer Phase 2	\$85,196		
Pierce Shellfish NTA	\$85,600		
VSP & VSP Cost Share	\$223,838		
Frogs on the Farm	\$54,625		
Restoring South Sound Prairies	\$74,100		
South Sound GREEN	\$116,449		

**2024 Income Total**  
**\$6,473,926**

**2024 Expense Total**  
**\$6,473,926**

**Administrative Expense-to-Budget Ratio**  
**10%**

DRAFT



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

March 26, 2024, 5:00 pm - 7:40 pm

Zoom Meeting Link:

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

**Passcode: 2918**

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

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## Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: Shore Friendly/ Bulkhead Projects, *Karin Strelloff*
3. Rates and Charges, *Sarah Moorehead*
4. Conservation and Education Center (CEC) Development, *All*
5. New Office Update, *Sarah Moorehead*
6. Important Updates & Announcements
  - a. Board of Supervisors, *All*
  - b. Executive Director, *Sarah Moorehead (Executive Director)*

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## Board Meeting

6:30 pm – 7:50 pm

- |   |                      |
|---|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement             | 6:30 PM<br>5 minutes |
| 2. Agenda Review  | 6:35 PM<br>5 minutes |
| 3. Consent Agenda – <i>Action Item</i>                              | 6:40 PM              |
| A. February 27, 2024, Board Work Session & Meeting Minutes          | 5 minutes            |
| B. March 2024 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), <i>Lynn Khuat</i> | 15 minutes           |



- B. Washington State Department of Ecology (ECY), *Molly Paige*
- 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. 2024 Election Update
- B. 2024 Annual Plan Development
- C. April 23, 2024 Work Session Topic List & Meeting Agenda Development

*20 minutes*

**7. Executive Session**

**7:30 PM**

RCW 42.30.110 (1) To discuss with legal counsel representing the agency litigation or potential litigation.

*10 minutes*

**Adjourn**

**7:40 PM**

***Informational Only Items:***

- I. Executive Director's Report*

**Important Future Dates**

**April 2024**

WACD Board Meeting 6:00 – 8:30 p.m.	April 15
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	April 23

**May 2024**

WSCC Commission Meeting Palouse CD	May 14-16
WACD Board Meeting 6:00 - 8:30 p.m. (Zoom)	May 20
Memorial Day TCD office closed	May 27
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	May 28

**June 2024**

WACD Board Meeting 6:00 - 8:30 p.m. (Zoom)	June 17
Juneteenth TCD office closed	June 19
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	June 25

# Informational Items

# Executive Director's Report

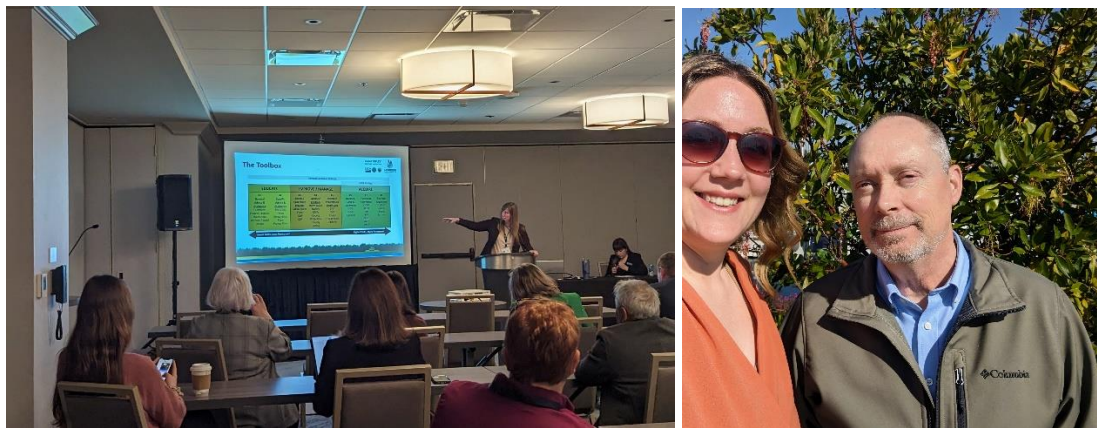
Sarah Moorehead – Executive Director

February 27, 2024

## Priority Initiative Updates

### **2024 National Association of Conservation District's Conference**

Earlier this month, nearly 800 conservation district professionals, advocates, and partners from around the nation attended the 2024 National Association of Conservation District Conference. This included 31 people from Washington State, among them Supervisor, Doug Rushton and Executive Director, Sarah Moorehead.



I attended a smaller portion of the conference, focusing my time on building partnerships and furthering Thurston CD's involvement in our local Joint Base Lewis McChord, Sentinel Landscape Partnership. This series of meetings, presentations, and discussions helped to:

- Develop relationships with regional Dept. of Defense leadership and develop alternative funding opportunities to achieve great success via TCD in our Sentinel Landscape.
- Further TCD's dedication to DEI, by becoming an ally and resource for developing Sentinel Landscapes in Guam and Hawaii.
- Elevate challenges and concerns with accessing federal funding programs to NACD and NRCS leadership, to begin a conversation to support real programmatic changes.

For more information about Sentinel Landscapes: <https://sentinellandscapes.org/>

Other noteworthy NACD highlights include:

- The intentional networking time built into NACD was especially beneficial for discussing differing models and solutions that CDs throughout the nation share.

Opportunities to engage always bring many innovations in outreach and partnership building, along with on-the-ground practices.

- I learned about opportunities for large-scale infrastructure projects through the EPA's Clean Water State Revolving Loan Fund, along with other EPA programs and resources.

### **2024 Legislative Update**

Supervisor Doug Rushton, and myself attended three additional legislative appointments following the WACD Legislative Day with Representatives Abbarno (20<sup>th</sup>), Orcutt (20<sup>th</sup>), and Wilcox (staff, 2<sup>nd</sup>), along with another visit with Senator Braun's staff about the importance of CTA in the Senate Budget, and what that does for CDs. All continue to be extremely supportive and look forward to getting out on tours with us this summer/fall. Representative Abbarno is interested in partnering on a media event later this year to demonstrate the work we do. TCD staff will work on folding this into our planned CEC and R&C communications strategies.



### **SoilCon – Soil Health Education and Training**

TCD technical staff participated in SoilCon 2024, a conference that brings together experts from across the country to share their expertise on a range of topics, including long-term research, soil biology, and Native American perspectives on soil health

(<https://washingtonsoilhealthinitiative.com/soilcon/>). TCD staff both presented at this conference, as well as, attended valuable trainings.

TCD staff highlights:

- WSDA is looking for Soil Health Ambassadors to share their successful soil health stories, and receive a small stipend. You can sign up yourself or nominate another farm here: <https://washingtonsoilhealthinitiative.com/producer-spotlights/>
- Washington is the 21st state to join STAR (Saving Tomorrow's Agriculture Resources). STAR is a free nationwide tool to assist farm operators and landowners in evaluating their nutrient and soil loss management practices on individual fields and encourage farmers and landowners to use soil health practices. Enrollment

launches this summer; they are looking for baseline survey/focus group members. More here: <https://starfreetool.com/about>

- TCD staff noted the possibilities for soil health that a mounted flail mower could bring to TCD's equipment rental program and local land management efforts. This equipment was featured in the WSU Puyallup Long Term Agroecological Research and Extension site's Diversified Crop Study.

## **District Operations**

### **January 23, 2024 Board Meeting Action Items**

- No Action Items to report on.

### **Meet TCD's New Stewardship Forester – Alex Chacon**

Alex Chacon comes to us from Mason Conservation District, where he has served as a regional forester for South Puget Sound. Alex has helped many cooperators with on-site forestry technical assistance and developing Forest Management Plans (FMPs) for enrollment into NRCS cost share programs and Designated Forest Land parcel status. In addition, he helped with recovery efforts following the McEwan Fire in Mason County. At TCD, Alex will lead our forestry efforts, including planning and technical assistance, along with supporting our staff on wildfire programs and the development of Thurston's first-ever Community Wildfire Protection Plan!

### **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.