



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

April 23, 2024, 5:00 pm - 7:45 pm

Zoom Meeting Link:

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

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: Growers Conference Recap, *Outreach & Education*
3. Community Partner Presentation: WSCC Science Hub, *Levi Keesecker, PhD, Science Hub Lead*
4. WSCC All Districts Meeting Debrief, *Sarah Moorehead and Doug Ruston*
5. Rates and Charges, *Sarah Moorehead*
6. Conservation and Education Center (CEC) Development, *All*
7. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:45 pm

- | | |
|--|------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM |
| | <i>5 minutes</i> |
| 2. Agenda Review | 6:35 PM |
| | <i>5 minutes</i> |
| 3. Consent Agenda – Action Item | 6:40 PM |
| A. March 26, 2024, Board Work Session & Meeting Minutes | <i>5 minutes</i> |
| B. April 2024 Financial Report | |
| C. FY24–26 Anchor QEA Vendor Agreement | |
| D. FY24-25 Bishop Contracting LLC Vendor Agreement | |
| E. FY24-27 WA State Department of Health (DOH) Eld Inlet Manure Management Funding Agreement | |
| F. FY24-25 WSCC Irrigation Efficiencies Funding Agreement | |

G. FY22-27 ASRP Riverbend Phase 2 Funding Agreement - Budget Amendment

- | | |
|---|----------------|
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | 10 minutes |
| 5. Partner Reports (if present) | 6:55 PM |
| A. Natural Resources Conservation Service (NRCS), <i>Lynn Khuat</i> | 15 minutes |
| B. Washington State Conservation Commission (WSCC), <i>Jean Fike</i> | |
| C. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> | |
| D. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | |
| 6. Appreciation of Board Service | 7:10 PM |
| Appreciation of Service for Helen Wheatley | 10 minutes |
| 7. Contract Award, All – Action Item | 7:20 PM |
| A. Brumfield Construction Inc. Vendor Agreement | 5 minutes |
| 8. Governance, All – Action Item | 7:25 PM |
| A. 2024 Election Update | 20 minutes |
| B. Thurston Conservation District 2024 Annual Plan | |
| C. May 28, 2024 Work Session Topic List & Meeting Agenda Development | |
| Adjourn | 7:45 PM |

Informational Only Items:

- I. *Executive Director's Report*

Important Future Dates

May 2024

- | | |
|--|-----------|
| WSCC Commission Meeting, Palouse CD | May 14-16 |
| WACD Board Meeting 6:00 - 8:30 p.m. (Zoom) | May 20 |
| TCD Rates & Charges Public Hearing, TCD Conference Room | May 22 |
| 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 |
| WSCC Legislative Workshop, Ellensburg | May 29-30 |

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 |

July 2024

July 4th TCD office closed	July 4
WSCC Commission Meeting Board Meeting, Clark CD	July 17 & 18
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	July 23

Item

3



Thurston Conservation District Consent Agenda Decision Sheet April 23, 2024 Board Meeting

- A. March 26, 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. April 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. FY24-26 Anchor QEA 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

- D. FY24-25 Bishop Contracting LLC 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

- E. FY24-27 WA State Department of Health (DOH) Eld Inlet Manure Management 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

- F. FY24-25 WSCC Irrigation Efficiencies 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

- G. FY22-27 ASRP Riverbend Phase 2 Funding Agreement-Budget Amendment
 - 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 April 23, 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

March 26, 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

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Karin Streliaoff, TCD Staff

Ben Cushman, TCD Legal Counsel

- 1 **1.** Topic List Review, *All*
- 2 **2.** Staff Presentation: Shore Friendly/Bulkhead Projects, *Karin Streliaoff*
- 3 **3.** Rates and Charges, *Sarah Moorehead*
- 4 **4.** Conservation and Education Center (CEC) Development, *All*
- 5 **5.** New Legislative Wrap-Up, *Sarah Moorehead*
- 6 **6.** Partner Report Review, *All*
- 7 **7.** Important Updates & Announcements
- 8 a. Board of Supervisors, *All*
- 9 b. Executive Director, *Sarah Moorehead*

Respectfully,

TJ Johnson, TCD Board Chair

**Thurston Conservation District Board of Supervisors
Regular Board Meeting Minutes**

March 26, 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

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Molly Paige, Department of Ecology (ECY)

Summary of Action Items

- 1 • None.

Summary of Motions Passed

2
3 *Supervisor Rushton moved to approve the Agenda. Supervisor Iyall seconded. Motion passed*
4 *unanimously, (3-0).*

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

7 *Supervisor Iyall moved to approve Resolution #2024-02 National Association of Conservation*
8 *Districts (NACD) Urban Agriculture Application. Supervisor Rushton seconded. Motion passed,*
9 *(2-0) with Supervisor Rushton abstaining.*

10 *Supervisor Rushton moved to adjourn the March 26, 2024 TCD Board Meeting. Supervisor*
11 *Iyall seconded. Motion passed unanimously, (3-0).*

Full Version of the Minutes

12 **Welcome & Introductions**

13 At 6:30 p.m., TCD Board Chair TJ Johnson called the March 26, 2024 Regular Board Meeting to
14 order. TCD Board, Staff, and Legal Counsel were introduced by the Board Chair. For each vote,
15 TCD Board Chair Johnson called out Supervisors by name. He announced that the meeting was
16 being video recorded. TCD Supervisor Iyall attended the meeting in person at the TCD office.
17 TCD Board Chair TJ Johnson, Supervisor Rushton and Executive Director Moorehead attended
18 the meeting virtually. Supervisors DeWreede was not in attendance and was excused, and
19 Supervisor Wheatley was not in attendance.

20 **Agenda Review**

21 *Supervisor Rushton moved to approve the Agenda. Supervisor Iyall seconded. Motion passed*
22 *unanimously, (3-0).*

23 **Consent Agenda**

- 24 A. February 27, 2024, Board Work Session & Meeting Minutes
25 B. March 2024 Financial Report
26 C. WSCC Salmon Recovery Funding (SRF) Funding Agreement
27 D. City of Olympia Urban Agriculture Funding Agreement

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

30 **Public Comment**

31 No public members commented.

32 **Partner Reports**

- 33 A. Natural Resources Conservation Service (NRCS), Lynn Khuat
34 • Ms. Khuat was not present.
35 • TCD Executive Director Moorehead gave an update.
36 B. Washington State Conservation Commission (WSCC) Update, Jean Fike
37 • Ms. Fike was not present.
38 C. Department of Ecology, Molly Paige
39 • Ms. Paige gave an update.
40 • A written update was provided in the board packet.
41 D. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor Doug
42 Rushton
43 • A written update was provided in the Board Packet
44 E. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD
45 Board Member Rushton
46 • A written update was provided in the Board Packet

47 **TCD Resolution #2024 – 02: National Association of Conservation Districts NACD**

48 A Resolution of the Thurston Conservation District approving a funding application for NACD
49 Urban and Community Conservation Grant (UAC) 2024-2025.

50 ***Supervisor Iyall moved to approve the TCD Resolution #2024 - 02. Supervisor Rushton***
51 ***seconded. Motion passed (2-0) with Supervisor Rushton abstaining.***

52 **Governance**

- 53 A. 2024 TCD Elections update
54 B. 2024 Annual Plan Development
55 C. April 23, 2024 Work Session Topic List & Meeting Agenda Development

56 **Work Session**

- 57 • Topic List Review, *All*
58 • Staff Presentation: Growers Conference Recap, *Outreach & Education*

- 59 • Community Partner Presentation, *TBD*
- 60 • Rates and Charges, *Sarah Moorehead*
- 61 • Conservation & Education Center (CEC) Development, *All*
- 62 • Important Updates & Announcements
- 63 ○ Board of Supervisors, *All*
- 64 ○ Executive Director, *Sarah Moorehead*

65 **Board Meeting Agenda**

- 66 • Welcome, Introductions, Audio Recording Announcement
- 67 • Agenda Review
- 68 • Consent Agenda
- 69 ○ March 26, 2024 Board Work Session & Meeting Minutes
- 70 ○ April 2024 Financial Report
- 71 • Public Comment
- 72 • Partner Reports (if present)
- 73 ○ Natural Resources Conservation Service
- 74 ○ Washington State Department of Ecology
- 75 ○ Washington State Conservation Commission
- 76 ○ Washington Association of Conservation Districts
- 77 ○ National Association of Conservation Districts
- 78 • Contract Award, *Action*
- 79 • Governance, *All*
- 80 ○ 2024 Election Update
- 81 ○ 2024 Annual Plan Review and Adoption
- 82 ○ May 28, 2024 Work Session Topic List & Meeting Agenda Development
- 83 • Executive Session: To discuss potential legal action with counsel.

84 **Executive Session: To discuss with legal counsel representing the agency litigation or**
85 **potential litigation**

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

88 The Executive Session opened at 6:50 pm to last no more than 15 minutes and concluded at
89 7:05 pm. In attendance: TCD Board Members Johnson, Rushton and Iyall; TCD Legal Counsel
90 Ben Cushman; and Executive Director Moorehead.

91 **Executive Session Report Out**

92 No action was taken.

93 **Executive Session: To discuss with legal counsel representing the agency litigation or**
94 **potential for litigation**
95 *RCW 42.30.110 (1) To discuss with legal counsel representing the agency litigation or potential*
96 *litigation.*

97 The Executive Session opened at 7:05 pm to last no more than 15 minutes and concluded at
98 7:11 pm. In attendance: TCD Board Members Johnson, Rushton and Iyall; TCD Legal Counsel
99 Ben Cushman; and Executive Director Moorehead.

100 **Executive Session Report Out**

101 No action was taken.

102 ***Supervisor Rushton moved to adjourn the March 26, 2024 TCD Board Meeting. Supervisor***
103 ***Iyall seconded. Motion passed unanimously, (3-0).***

104 **Adjourn 7:13 pm**

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District

April 2024 Financial Notes



Year-to-Date (YTD) and March Profit & Loss

1. TCD continues to report YTD net losses. This will continue until we receive the big installment of the Rates & Charges in mid-May.
2. However, the March P&L is reporting net income due to the accounts receivables that are recorded quarterly - in addition to the monthly accounts receivables.

Profit & Loss Previous Year Comparison

3. TCD is reporting a 128% increase in retail income due to the large increase in Partner Fee for Service income.
4. TCD's switch to Beneficial State Bank is yielding a 484% increase in interest earnings.
5. Computer services expenses are greater (100%) this year due to 1) the move of TCD's network from the Ferguson to the Tilley Court office and 2) the project to migrate to Office365.
6. TCD is reporting a 37% increase in utilities. This increase is due to the extra garbage expenses (\$2,386) incurred because of the office move.
7. Licenses and permits are showing a huge increase in 2024 over 2023. This is due to a permit for \$1,461.41 that was required for a Thurston County Volunteer Stewardship Project (VSP) project.

Balance Sheet

8. As with previous years, TCD moved \$100,000 from the Reserve Fund account to the Checking account to cover the YTD net losses until the big Rates and Charges installment in May.

Unrestricted Budget vs Actual

9. Retail sales income (line 2) is coming in quicker than budgeted 38% vs 25%. However, the retail programs are also spending quickly in the 1st quarter of the year:
 - a. Poultry (line 28) at 41%
 - b. Soil Conservation (line 33) at 34%
10. It seems that utility cost (line 59) at the new office may be lower than at the Ferguson office.
11. TCD went over budget for the Office Move (line 63). This will be adjusted with the mid-year revised budget.

Thurston Conservation District

Profit & Loss

04/19/24

January through March 2024

Accrual Basis

	Jan - Mar 24
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	2,718.88
3451120 · Nutrient Spreader Rentals	89.28
3451121 · No-Till Drill Rentals	398.22
3451130 · Poultry Equipment & Tool Rentals	8.37
3451140 · Plant Sales	20,060.96
3451150 · Partner Fee for Service	23,957.40
Total 3451100 · Soil/Water Conservation Service	47,233.11
3417000 · Sales of Merchandise	
3417020 · Event Ticket Income	8,187.21
Total 3417000 · Sales of Merchandise	8,187.21
Total 3400000 · Charges for Goods and Services	55,420.32
3300000 · Grant Revenues	508,652.62
3600000 · Miscellaneous Revenues	
3691000 · Sale of Surplus	12.00
3699100 · Miscellaneous Other	170.40
3685000 · Special Assessments - Service	52,171.13
3670000 · Nongovernmental Contributions	706.16
3610000 · Interest and Other Earnings	335.58
3620000 · Rents and Leases	131.88
Total 3600000 · Miscellaneous Revenues	53,527.15
Total Income	617,600.09
Gross Profit	617,600.09
Expense	
Equipment Allocation	3,773.00
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	545,102.14
5314000 · Intern Stipends	1,000.00
5314101 · Legal Fees & Services	6,000.00
5314102 · Audit & Accounting	1,178.00
5314103 · Computer Services	11,361.00
5314100 · Professional Services	57,522.88
5314400 · Advertising	987.85
5314203 · Printing Services	1,861.21
5314104 · Janitorial Services	600.00
5314501 · Office Rent	17,374.00
5314700 · Utilities	3,426.46
5314503 · Equipment Leases	1,527.03
5314504 · Vehicle Leases	1,451.26
5314200 · Communications	3,726.72
5313102 · Photocopier Usage	165.91
5354800 · Repairs & Maintenance	2,658.51

Thurston Conservation District

Profit & Loss

04/19/24

January through March 2024

Accrual Basis

	<u>Jan - Mar 24</u>
5314505 · Software Licenses	11,711.39
5313101 · Office Supplies	2,324.56
5314202 · Postage & Shipping	895.11
5314902 · Organizational Dues	1,000.00
5314307 · Licenses and Permits	1,695.66
5314117 · Soil Testing	1,126.17
5313401 · Plants for Resale	14,974.78
Project Expenses	22,705.12
5314302 · Staff - Conference & Training	2,255.82
5314306 · Board - Conference & Training	275.89
5314300 · Staff - Travel	6,415.68
5314301 · Board Travel	576.52
5314108 · Construction & Restoration Work	24,935.67
5314110 · Bank Fees & Interest Charges	50.00
5314600 · Liability Insurance Premiums	8,178.75
5945360 · Capital Outlays	
5945369 · Tenant Improvements	106,018.96
5945363 · Equipment & Office Furniture	191.56
5945364 · Computer Hardware	3,265.98
5945366 · Vehicle Purchases	5,497.80
Total 5945360 · Capital Outlays	<u>114,974.30</u>
Total Expense	<u>873,811.39</u>
Net Ordinary Income	<u>-256,211.30</u>
Net Income	<u><u>-256,211.30</u></u>

Thurston Conservation District

Profit & Loss

March 2024

04/19/24

Accrual Basis

	<u>Mar 24</u>
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	1,450.64
3451120 · Nutrient Spreader Rentals	89.28
3451121 · No-Till Drill Rentals	398.22
3451130 · Poultry Equipment & Tool Rentals	8.37
3451140 · Plant Sales	14,874.14
3451150 · Partner Fee for Service	13,684.65
Total 3451100 · Soil/Water Conservation Service	<u>30,505.30</u>
Total 3400000 · Charges for Goods and Services	30,505.30
3300000 · Grant Revenues	292,963.57
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	26,985.47
3670000 · Nongovernmental Contributions	706.16
3610000 · Interest and Other Earnings	274.39
3620000 · Rents and Leases	65.94
Total 3600000 · Miscellaneous Revenues	<u>28,031.96</u>
Total Income	<u>351,500.83</u>
Gross Profit	351,500.83
Expense	
Equipment Allocation	2,606.00
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	184,861.98
5314000 · Intern Stipends	1,000.00
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	264.99
5314103 · Computer Services	3,659.00
5314100 · Professional Services	12,584.33
5314400 · Advertising	70.20
5314203 · Printing Services	57.49
5314700 · Utilities	645.96
5314503 · Equipment Leases	444.69
5314504 · Vehicle Leases	497.20
5314200 · Communications	1,261.18
5354800 · Repairs & Maintenance	1,764.23
5314505 · Software Licenses	2,264.34
5313101 · Office Supplies	238.79
5314202 · Postage & Shipping	526.55
5314307 · Licenses and Permits	54.75
5314117 · Soil Testing	506.12
5313401 · Plants for Resale	-392.97
Project Expenses	4,268.59
5314302 · Staff - Conference & Training	75.88
5314306 · Board - Conference & Training	117.78
5314300 · Staff - Travel	3,378.72
5314301 · Board Travel	576.52
5314108 · Construction & Restoration Work	6,925.00
5314110 · Bank Fees & Interest Charges	50.00

Thurston Conservation District

Profit & Loss

March 2024

	<u>Mar 24</u>
5314600 · Liability Insurance Premiums	2,726.25
5945360 · Capital Outlays	
5945369 · Tenant Improvements	-285.13
5945363 · Equipment & Office Furniture	142.30
5945364 · Computer Hardware	686.89
5945366 · Vehicle Purchases	5,497.80
	<hr/>
Total 5945360 · Capital Outlays	6,041.86
	<hr/>
Total Expense	239,075.43
	<hr/>
Net Ordinary Income	112,425.40
	<hr/>
Net Income	<u>112,425.40</u>

Thurston Conservation District
Profit & Loss Prev Year Comparison
January through March 2024

	Jan - Mar 24	Jan - Mar 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	2,718.88	2,727.52	-8.64	-0.3%
3451120 · Nutrient Spreader Rentals	89.28	43.62	45.66	104.7%
3451121 · No-Till Drill Rentals	398.22	0.00	398.22	100.0%
3451130 · Poultry Equipment & Tool Rentals	8.37	128.06	-119.69	-93.5%
3451140 · Plant Sales	20,060.96	16,419.02	3,641.94	22.2%
3451150 · Partner Fee for Service	23,957.40	1,411.17	22,546.23	1,597.7%
Total 3451100 · Soil/Water Conservation Service	47,233.11	20,729.39	26,503.72	127.9%
3417000 · Sales of Merchandise				
3417020 · Event Ticket Income	8,187.21	0.00	8,187.21	100.0%
Total 3417000 · Sales of Merchandise	8,187.21	0.00	8,187.21	100.0%
Total 3400000 · Charges for Goods and Services	55,420.32	20,729.39	34,690.93	167.4%
3300000 · Grant Revenues	508,652.62	654,150.93	-145,498.31	-22.2%
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	52,171.13	54,839.26	-2,668.13	-4.9%
3670000 · Nongovernmental Contributions	706.16	1,100.00	-393.84	-35.8%
3610000 · Interest and Other Earnings	335.58	57.45	278.13	484.1%
3620000 · Rents and Leases	131.88	220.80	-88.92	-40.3%
Total 3600000 · Miscellaneous Revenues	53,527.15	56,217.51	-2,690.36	-4.8%
Total Income	617,600.09	731,097.83	-113,497.74	-15.5%
Gross Profit	617,600.09	731,097.83	-113,497.74	-15.5%
Expense				
Equipment Allocation	3,773.00	0.00	3,773.00	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	545,102.14	412,069.41	133,032.73	32.3%
5314000 · Intern Stipends	1,000.00	2,940.00	-1,940.00	-66.0%
5314101 · Legal Fees & Services	6,000.00	18,003.25	-12,003.25	-66.7%
5314102 · Audit & Accounting	1,178.00	1,270.52	-92.52	-7.3%
5314103 · Computer Services	11,361.00	5,693.00	5,668.00	99.6%
5314100 · Professional Services	57,522.88	132,930.06	-75,407.18	-56.7%
5314400 · Advertising	987.85	730.20	257.65	35.3%
5314203 · Printing Services	1,861.21	2,477.54	-616.33	-24.9%
5314104 · Janitorial Services	600.00	1,950.00	-1,350.00	-69.2%
5314501 · Office Rent	17,374.00	13,104.00	4,270.00	32.6%
5314700 · Utilities	3,426.46	2,493.59	932.87	37.4%
5314503 · Equipment Leases	1,527.03	902.79	624.24	69.2%
5314504 · Vehicle Leases	1,451.26	1,371.50	79.76	5.8%
5314200 · Communications	3,726.72	3,055.04	671.68	22.0%
5313102 · Photocopier Usage	165.91	219.66	-53.75	-24.5%
5354800 · Repairs & Maintenance	2,658.51	546.55	2,111.96	386.4%
5314505 · Software Licenses	11,711.39	2,429.99	9,281.40	382.0%
5313101 · Office Supplies	2,324.56	1,323.68	1,000.88	75.6%
5314202 · Postage & Shipping	895.11	1,167.94	-272.83	-23.4%
5314902 · Organizational Dues	1,000.00	1,000.00	0.00	0.0%
5314307 · Licenses and Permits	1,695.66	25.00	1,670.66	6,682.6%
5314117 · Soil Testing	1,126.17	830.02	296.15	35.7%
5313401 · Plants for Resale	14,974.78	19,967.15	-4,992.37	-25.0%
Project Expenses	22,705.12	16,968.49	5,736.63	33.8%
5314302 · Staff - Conference & Training	2,255.82	987.00	1,268.82	128.6%
5314306 · Board - Conference & Training	275.89	0.00	275.89	100.0%
5314300 · Staff - Travel	6,415.68	6,844.36	-428.68	-6.3%
5314301 · Board Travel	576.52	0.00	576.52	100.0%
5314119 · Cultural Resources	0.00	23,328.40	-23,328.40	-100.0%
5314108 · Construction & Restoration Work	24,935.67	48,226.48	-23,290.81	-48.3%
5314109 · Cost Share	0.00	1,053.48	-1,053.48	-100.0%
5314110 · Bank Fees & Interest Charges	50.00	41.25	8.75	21.2%
5314600 · Liability Insurance Premiums	8,178.75	7,297.74	881.01	12.1%
66300 · Sales Tax Adjustments	0.00	118.03	-118.03	-100.0%
66900 · Reconciliation Discrepancies	0.00	-0.01	0.01	100.0%
5945360 · Capital Outlays				
5945369 · Tenant Improvements	106,018.96	0.00	106,018.96	100.0%
5945363 · Equipment & Office Furniture	191.56	470.03	-278.47	-59.3%
5945364 · Computer Hardware	3,265.98	1,513.19	1,752.79	115.8%
5945366 · Vehicle Purchases	5,497.80	0.00	5,497.80	100.0%
Total 5945360 · Capital Outlays	114,974.30	1,983.22	112,991.08	5,697.4%
Total Expense	873,811.39	733,349.33	140,462.06	19.2%
Net Ordinary Income	-256,211.30	-2,251.50	-253,959.80	-11,279.6%
Net Income	-256,211.30	-2,251.50	-253,959.80	-11,279.6%

Thurston Conservation District

Balance Sheet

As of March 31, 2024

04/19/24

Accrual Basis

	<u>Mar 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
3088010 · Checking-103 Beneficial	82,083.06
3081001 · Checking-7444 Timberland	10,524.15
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reserve	54,151.23
3088022 · Saving-129 Beneficial CEC	114,023.64
Total 3088020 · Savings Accounts	<u>168,174.87</u>
3088030 · Counter Cash	100.00
3088040 · PayPal Account	5,184.21
Total Checking/Savings	<u>266,066.29</u>
Accounts Receivable	472,939.87
Other Current Assets	
3090500 Prepaid Accounts	
3090509 · Other Prepaid Expenses	400.00
3090501 · Prepaid Insurance	14,099.25
3090507 · Security Deposit - Tilley Court	8,427.00
Total 3090500 Prepaid Accounts	<u>22,926.25</u>
3091000 · 309.10.00 Inventory Asset	2,770.56
3092000 · 309.20.00 Cash on Hand	29,738.74
Total Other Current Assets	<u>55,435.55</u>
Total Current Assets	<u>794,441.71</u>
TOTAL ASSETS	<u><u>794,441.71</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3093000 · 309.30.00 Accounts Payable	22,286.04
Total Accounts Payable	<u>22,286.04</u>
Credit Cards	10,825.53
Other Current Liabilities	
3861100 · Sales Tax Payable	4,361.40
3861000 · Payroll Liabilities	156,235.93
Total Other Current Liabilities	<u>160,597.33</u>
Total Current Liabilities	<u>193,708.90</u>
Total Liabilities	193,708.90
Equity	<u>600,732.81</u>
TOTAL LIABILITIES & EQUITY	<u><u>794,441.71</u></u>

2024 Unrestricted Budget vs Actual



March 25%

	Account Name	2024 Budget	2024 Actual	\$ Over Budget	% of Budget
1	- Income	1,093,134	150,877	-942,257	13.80%
2	- Retail Sales	71,111	26,985	-44,126	37.95%
3	- Food Production and Consumption	2,111	8	-2,103	0.40%
4	Poultry Equipment & Tool Rentals	2,111	8	-2,103	0.40%
5	- Soil Conservation and Health	9,399	3,206	-6,193	34.11%
6	Soil Testing	7,136	2,719	-4,417	38.10%
7	Nutrient Spreader Rentals	763	89	-674	11.70%
8	No-Till Drill Rentals	1,500	398.22	-1,102	26.55%
9	- Community Outreach and Education	52,247	20,061	-32,186	38.40%
10	Plant Sales	51,647	20,061	-31,586	38.84%
11	TCD Swag Shop	600	0	-600	0.00%
12	- Water Quality & Quantity and Protection & Restoration of Ecosystems	7,159	2,354	-4,805	32.88%
13	Partner Fee for Service - Restoration Crew	7,159	2,354	-4,805	32.88%
14	- Other Income	195	1,356	1,161	695.39%
15	Contributions Private	0	706	706	N/A
16	Rental Income	0	132	132	N/A
17	Interest Income	195	336	141	172.09%
18	Miscellaneous Income	0	182	182	N/A
19	+ Grant Revenue	128,935	0	-128,935	0.00%
21	Rates and Charges	562,182	52,171	-510,011	9.28%
22	- Overhead	330,906	71,720	-259,186	21.67%
23	Overhead Allocation	312,436	66,933	-245,503	21.42%
24	Vehicle Allocation	18,470	4,787	-13,683	25.92%
25	2023 Carry Overs	17,804	0	-17,804	0.00%
26	- Program Allocation	455,131	155,045	-300,086	34.07%
27	- Local Food Production and Consumption	16,600	6,837	-9,763	41.18%
28	Poultry Equipment Rentals	16,600	6,837	-9,763	41.18%
29	- Producer Support & Preservation and Expansion of Working Lands	1,000	89	-911	8.87%
30	Working Lands Preservation Initiative	1,000	89	-911	8.87%
31	- Water Quality & Quantity and Protection & Restoration of Ecosystems	7,159	453	-6,706	6.33%
32	Restoration Crew & Equipment	7,159	453	-6,706	6.33%
33	- Soil Conservation and Health	39,227	13,414	-25,813	34.19%
34	Soil Health Testing	29,455	9,731	-19,724	33.04%
35	Nutrient Spreader Rentals	8,272	3,084	-5,188	37.28%
36	No-Till Drill Rentals	1,500	599	-901	39.92%
37	- Community Outreach and Engagement	212,239	68,327	-143,912	32.19%
38	Conservation & Education Center	77,076	4,082	-72,994	5.30%
39	District Communications	61,875	19,820	-42,055	32.03%
40	Plant Sale	57,805	34,280	-23,525	59.30%
41	Elections	15,483	10,145	-5,338	65.52%
42	- Adult and Youth Conservation Education	47,870	20,352	-27,518	42.52%
43	South Sound Green	41,670	18,193	-23,477	43.66%

	Account Name	2024 Budget	2024 Actual	\$ Over Budget	% of Budget
44	Teens in Thurston Volunteer Program	4,200	1,375	-2,825	32.73%
45	Envirothon	2,000	784	-1,216	39.22%
46	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	131,036	45,573	-85,463	34.78%
47	Conservation TA	88,313	31,001	-57,312	35.10%
48	Investing in Future Conservation	42,723	14,572	-28,151	34.11%
49	<input type="checkbox"/> Administrative Expenses	655,807	169,015	-486,792	25.77%
50	Administrative Salaries & Benefits	326,650	90,367	-236,283	27.66%
51	<input type="checkbox"/> Professional Services	74,672	16,987	-57,685	22.75%
52	Legal Services	24,000	6,000	-18,000	25.00%
53	Audit & Accounting	16,127	1,090	-15,037	6.76%
54	Computer Services	29,545	9,897	-19,648	33.50%
55	Professional Services	5,000	0	-5,000	0.00%
56	<input type="checkbox"/> Facility, Vehicles and Maintenance	174,074	46,652	-127,422	26.80%
57	Janitorial Services	7,800	0	-7,800	0.00%
58	Office Rent	101,064	16,854	-84,210	16.68%
59	Utilities	7,140	891	-6,250	12.47%
60	Equipment Leases	3,611	972	-2,639	26.92%
61	Vehicle Leases	6,166	1,451	-4,715	23.54%
62	5966604 · Vehicle Purchase	0	0	0	N/A
63	Office Move (A039)	17,804	18,889	1,086	106.10%
64	Communications	13,630	3,514	-10,116	25.78%
65	Photocopier Usage	1,031	166	-865	16.09%
66	Vehicle Repairs & Maintenance	4,098	1,627	-2,471	39.70%
67	Computer Hardware Purchases	3,000	407	-2,593	13.55%
68	Computer Software	4,250	1,691	-2,559	39.78%
69	Equipment & Office Furniture	4,480	192	-4,288	4.28%
70	<input type="checkbox"/> Supplies	10,799	3,233	-7,566	29.94%
71	Office Supplies	4,450	2,134	-2,316	47.96%
72	Postage & Shipping	300	74	-226	24.65%
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	3,546	-30,916	10.29%
76	Staff Conference & Training (A037)	16,629	1,304	-15,325	7.84%
77	Board Conference and Training Fees	2,500	0	-2,500	0.00%
78	Board Meeting Snacks	750	220	-530	29.29%
79	Staff Travel	13,083	2,023	-11,060	15.46%
80	Board Travel	1,500	0	-1,500	0.00%
81	<input type="checkbox"/> Insurance and Banking	35,150	8,229	-26,921	23.41%
82	Bank Fees & Interest Charges	650	50	-600	7.69%
83	Liability Insurance Premiums	34,500	8,179	-26,321	23.71%
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	-173,183	-173,183	N/A

2024 Restricted Budgets vs Actuals



As of March 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	RCO											
2	ASRP Riverbend Phase 2	R050	20-1908	03/28/22	06/30/27	7,673,670	6,708,997	2,575,149	64,947	2,510,202	38.26%	12.57%
3	SRFB Cozy Valley	R060	21-1089C	09/23/21	12/30/24	132,778	31,033	34,125	3,092	31,033	77.07%	76.63%
4	ESRP Zangle Cove	R070	20-1517R	07/01/21	12/31/23	110,072	36,451	40,713	4,383	36,330	109.96%	66.88%
5	Oregon Spotted Frog (OSF) Outreach	R080		01/01/23	01/01/25	32,550	16,447	20,118	3,671	16,447	62.30%	49.47%
6	ESRP Lower Eld Bulkhead Removal	R090		07/01/23	07/01/26	125,200	121,258	121,871	2,785	119,086	25.07%	3.15%
7	Federal											
8	Frogs on Farm Cost Share	US80		08/15/20	08/15/25	93,135	65,689	68,805	3,115	65,689	72.52%	29.47%
9	USFWS Restoring South Sound Prairies	US90		07/01/22	07/01/27	160,000	128,026	1,000	0	1,000	35.03%	19.98%
10	WSCC											
11	FY23-25 Livestock	W025	24-13-LT	07/01/23	06/30/25	20,000	15,195	10,663	0	10,663	37.62%	24.02%
12	Skookumchuck Planting	W030	20-13-ER	04/01/20	06/30/25	744,780	210,916	151,367	4,663	146,704	76.21%	71.68%
13	FY21-25 Flood Chehalis	W050	22-13-FL	09/01/21	06/30/25	261,333	113,928	102,550	17,552	84,998	67.41%	56.41%
14	FY23-25 Shellfish Cost Share	W060	24-13-SH	11/27/23	06/30/25	125,000	119,043	123,396	4,353	119,043	21.65%	4.77%
15	FY23-24 CREP	W070	24-13-CE	07/01/23	06/30/24	56,251	7,855	22,717	14,863	7,855	75.14%	86.04%
16	FY23-25 NRI Cost Share	W080	24-13-NR	08/21/23	06/30/25	81,222	59,248	59,981	895	59,086	32.94%	27.05%
17	FY23-24 Engineering	W100	24-13-PE	09/27/23	06/30/24	82,500	6,028	47,805	41,777	6,028	67.27%	92.69%
18	FY24-25 Salmon Riparian	W110	24-13-SRF	02/27/24	06/30/25	207,514	206,768	78,218	746	77,472	6.94%	0.36%
19	FY23-24 Sustainable Farms and Fields	W120	24-13-SFF	08/17/23	06/30/24	52,798	4,381	25,323	20,942	4,381	71.47%	91.70%
20	Forest Health and Community Wildfire Resiliency	W130	24-13-FH	09/22/23	06/30/25	471,000	422,404	379,633	37,276	342,357	29.63%	10.32%
21	FY21-25 Chehalis Lead	W150	22-13-RIT	10/01/21	06/30/25	102,000	36,387	28,815	6,836	21,979	66.69%	64.33%
22	FY21-25 Community Engagement Plan	W160	22-13-CEP	02/20/24	06/30/25	15,000	15,000	5,905	0	5,905	8.25%	0.00%
23	FY23-24 SCC Sponsorship GREEN Congress	W086.2	24-13-IM	11/06/23	06/30/24	5,000	4,084	5,000	916	4,084	61.76%	18.32%
24	FY23- 24 SCC Sponsorship Climate Change & Food	W086.3	24-13-IM	01/10/24	06/30/24	5,000	0	5,000	5,000	0	Closed	100.00%
25	FY24 VSP Facilitator for SCC	W086.6	24-13-IM	02/05/24	06/30/24	4,000	894	4,000	3,106	894	38.10%	77.66%
26	Thurston County											
27	FY23-25 VSP	TC400		07/01/23	06/30/25	227,500	135,476	116,226	36,810	79,416	37.62%	40.45%
28	FY23-25 VSP Cost Share	TC450		08/08/23	06/30/25	527,531	478,789	210,205	17,703	192,503	34.20%	9.24%
29	Miscellaneous											

	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
30	ESRP Shore Friendly Phase 3	M035		07/01/23	06/30/25	388,883	284,090	259,950	24,399	235,551	37.62%	26.95%
31	Agri-Park Feasibility Study GIS Work	M055		10/12/23	03/31/24	5,387	-2	72	74	-2	Closed	100.04%
32	2024 City of Olympia Urban Farmland	M065		01/01/24	12/31/24	203,038	174,886	203,038	28,152	174,886	24.86%	13.87%
33	GRuB Beginning Farmer Development	M066		01/01/24	08/31/25	10,259	10,186	5,119	73	5,046	14.94%	0.71%
34	Sentinel Landscape Program (SLP)	M075		10/01/21	06/30/28	1,279,225	591,285	311,196	76,877	234,319	37.04%	53.78%
35	One Tree Planted	M085		09/03/21	until spent	33,076	29,885	8,985	1,649	7,336	N/A	9.65%
36	WCRRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/25	111,954	75,703	29,468	3,890	25,579	64.29%	32.38%
37	WFC Meyer Phase 2	M100		01/01/23	09/01/25	106,546	64,477	71,274	14,693	56,581	46.77%	39.48%
38	FY23-25 Pierce County Shellfish NTA	M600		12/01/23	09/30/25	191,000	176,634	85,100	14,366	70,734	18.21%	7.52%
39	FY24 WSDA Local Food Infrastructure	M700		02/14/24	06/30/24	22,917	17,365	17,365	5,553	11,813	34.06%	24.23%
40	South Sound GREEN											
41	FY24 Interlocal	G019-SS		01/01/24	12/31/24	64,160	48,595	64,160	15,565	48,595	24.86%	24.26%
42	Embrace the Stream	G019.30		08/01/22	until spent	5,035	262	262	0	262	N/A	94.80%
43	FY23-24 WSC Mini Grant	G019.50		12/12/23	12/31/24	500	443	500	57	443	28.76%	11.36%
44	NFWF Five Star	G019.10		09/01/23	06/30/24	12,375	3,876	8,097	4,221	3,876	70.07%	68.67%
45	FY23-25 Outdoor Learning	G019.10		10/01/23	06/30/25	38,825	37,549	23,690	436	23,254	28.64%	3.29%
46	Dawkins 2023	G019.28		01/01/23	until spent	20,000	2,740	5,409	2,669	2,740	N/A	86.30%
47	Dawkins 2024	G019.28		01/01/24	until spent	20,750	20,302	18,291	448	17,843	N/A	2.16%
48	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	2,500	2,500	0	2,500	N/A	0.00%
49	Carlson Charitable	G019.31		12/05/23	12/31/24	2,500	2,225	2,500	275	2,225	30.03%	11.00%
50	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	2,250	0	2,250	N/A	0.00%
51	Teens in Thurston Volunteer Program									0		
52	Nisqually TNT 2023	T070		01/06/23	until spent	5,375	3,654	3,654	0	3,654	N/A	32.03%
53	Nisqually TNT 2024	T070		01/01/24	until spent	5,581	5,581	5,581	0	5,581	N/A	0.00%
54	Envirothon Program									0		
55	2023 Chehalis Tribe Envirothon	T040		01/23/23	until spent	5,000	63	113	50	63	N/A	98.73%
56	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	500	500	0	500	N/A	0.00%
57	2024 Olympia Food Co-op Envirothon	T040		01/01/24	until spent	50	50	50	0	50	N/A	0.00%
58	PARTNERS									0		
59	OlyEcosystems	P400		01/01/24	01/31/24	16,500	3,187	16,500	13,313	3,187	293.55%	80.69%
60	WA Dept of Fish and Wildlife	P600		01/29/24	02/01/24	6,925	1,236	4,406	3,170	1,236	1,575.00%	82.15%

Thurston Conservation District
Payment Report
March 2024

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	12520	03/01/2024	Ace Hardware	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	87.49
Credit Card Charge	12748	03/01/2024	Amazon	W086.2 - FY23-24 Sponsorship GREEN Congre	5314107 · Project Supplies	57.95
Credit Card Charge	12749	03/01/2024	Amazon	W086.2 - FY23-24 Sponsorship GREEN Congre	5314107 · Project Supplies	58.92
Credit Card Charge	12750	03/01/2024	Amazon	W086.2 - FY23-24 Sponsorship GREEN Congre	5314107 · Project Supplies	4.68
Credit Card Charge	12598	03/01/2024	Auto Zone	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	36.14
Check	EFT	03/01/2024	Comcast	UNRESTRICTED:A010 - Administrative Expenses	5314204 · Internet Services	166.47
Bill Pmt -Check	EFT	03/01/2024	Pacific Disposal	UNRESTRICTED:A039 - Office Move	5314702 · Garbage Service	84.70
Bill Pmt -Check	EFT	03/01/2024	Pacific Disposal	UNRESTRICTED:A039 - Office Move	5314702 · Garbage Service	94.41
Check	EFT	03/01/2024	Postal IA	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	90.00
Credit Card Charge	12622	03/01/2024	Safeway	TCD Programs:T030 - District Communications	5314901 · Meeting & Event	28.01
Credit Card Charge	12524	03/01/2024	Starbucks	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314901 · Meeting & Event	45.80
Credit Card Charge	12521	03/01/2024	Walmart	TCD Programs:T097 - Plant Sale	5314901 · Meeting & Event	103.71
Credit Card Charge	12746	03/04/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	15.32
Credit Card Charge	12515	03/04/2024	Etsy	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	227.06
Credit Card Charge	12534	03/04/2024	Lowes	UNRESTRICTED:A010 - Administrative Expenses	5945369 · Tenant Improvements	15.20
Check	EFT	03/04/2024	Postal IA	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	100.00
Check	EFT	03/04/2024	Regence - Health Care		5531021 · Medical Benefits	22,363.53
Credit Card Charge	12664	03/04/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	22.76
Check	EFT	03/05/2024	Delta Dental		5531022 · Dental Benefits	2,141.80
Credit Card Charge	21512	03/05/2024	Pilot Travel Center	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	64.56
Credit Card Charge	12540	03/05/2024	Tenino Short Stop	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	10.65
Check	EFT	03/05/2024	TPSC Benefits		5531021 · Medical Benefits	832.39
Check	EFT	03/05/2024	Wells Fargo		Credit Card Liability	11,466.86
Credit Card Charge	12563	03/06/2024	24HourTattoos.Com	W086.2 - FY23-24 Sponsorship GREEN Congre	5314107 · Project Supplies	83.90
Credit Card Charge	12747	03/06/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	31.52
Credit Card Charge	12554	03/06/2024	Service Saw Workwears	TCD Programs:T050 - Partner Fee for Service Program	5354804 · Restoration Equipment	23.75
Credit Card Charge	21541	03/06/2024	Tenino Short Stop	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	10.00
Credit Card Charge	12526	03/07/2024	Amazon	WSCC:W130- Forest Health & Wildfire Resiliency	5313101 · Office Supplies	36.06
Credit Card Charge	12553	03/07/2024	Home Depot	TCD Programs:T050 - Partner Fee for Service Program	5314107 · Project Supplies	7.60
Credit Card Charge	12548	03/07/2024	O Reilly Auto Parts	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	39.69
Check	EFT	03/07/2024	Postal IA	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	100.00
Liability Check		03/07/2024	QuickBooks Payroll Service		Payroll	46,475.92
Credit Card Charge	1292198330	03/07/2024	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	240.90
Credit Card Charge	12752	03/08/2024	Amazon	TCD Programs:T096.2 - No-Till Drill Rentals	5354802 · Rental Equipment Maintenance	295.50
Credit Card Charge	12753	03/08/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5945363 · Equipment & Office Furniture	142.30
Credit Card Charge	12529	03/08/2024	Forestry Supplies	WSCC:W130- Forest Health & Wildfire Resiliency	5314107 · Project Supplies	162.21

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	12663	03/08/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	19.10
Credit Card Charge	12665	03/08/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	20.01
Credit Card Charge	12673	03/09/2024	Adobe Inc	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	37.77
Credit Card Charge	12591	03/09/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	16.41
Credit Card Charge	12661	03/09/2024	Bark & Garden	UNRESTRICTED:A039 - Office Move	5313101 · Office Supplies	21.89
Credit Card Charge	G041629746	03/09/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	0.07
Credit Card Charge	3487965	03/09/2024	Rightworks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	24.09
Credit Card Charge	12542	03/11/2024	Airport Depot	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	11.55
Bill Pmt -Check	22369	03/11/2024	A Nunke	TCD Programs:T097 - Plant Sale	5314100 · Professional Services	200.00
Credit Card Charge	12734	03/11/2024	Amazon	W086.2 - FY23-24 Sponsorship GREEN Congre	5314107 · Project Supplies	43.41
Bill Pmt -Check	22370	03/11/2024	Anchor QEA	RCO:R050 - FY 22-27 ASRP Riverbend	5314100 · Professional Services	3,217.99
Bill Pmt -Check	22371	03/11/2024	Antiquity Consulting	RCO:R050 - FY 22-27 ASRP Riverbend	5314100 · Professional Services	3,996.00
Bill Pmt -Check	22372	03/11/2024	Bull Dog Trailer Sales	MISC:M700 - WSDA Local Food Infrastructure	5945366 · Vehicle Purchases	5,497.80
Bill Pmt -Check	22373	03/11/2024	C Tosten	TCD Programs:T097 - Plant Sale	5314100 · Professional Services	200.00
Bill Pmt -Check	22374	03/11/2024	C Wagner	Various	5314304 · Mileage	76.38
Bill Pmt -Check	22375	03/11/2024	C Montermini	TCD Programs:T097 - Plant Sale	5314100 · Professional Services	200.00
Bill Pmt -Check	22376	03/11/2024	Daily Journal of Commerce	RCO:R050 - FY 22-27 ASRP Riverbend	5314400 · Advertising	310.30
Bill Pmt -Check	22389	03/11/2024	E Finch	TCD Programs:T097 - Plant Sale	5314100 · Professional Services	200.00
Bill Pmt -Check	22377	03/11/2024	FP Mailing Solutions	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	192.96
Bill Pmt -Check	22378	03/11/2024	Hannah's Cleaning Service	UNRESTRICTED:A039 - Office Move	5314100 · Professional Services	350.00
Liability Check	EFT	03/11/2024	Internal Revenue Service		FIT & FICA Payable	15,226.60
Bill Pmt -Check	22379	03/11/2024	K Strelloff	Various	5314300 · Staff - Travel	107.79
Bill Pmt -Check	22380	03/11/2024	Mountain Mist	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	41.94
Credit Card Charge	12671	03/11/2024	Nisqually Towing Service	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	182.15
Bill Pmt -Check	22381	03/11/2024	Pacific Disposal	UNRESTRICTED:A039 - Office Move	5314702 · Garbage Service	130.00
Bill Pmt -Check	22382	03/11/2024	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	971.88
Bill Pmt -Check	22383	03/11/2024	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	242.14
Credit Card Charge	12555	03/11/2024	Service Saw Workwears	TCD Programs:T050 - Partner Fee for Service Program	5354804 · Restoration Equipment Maintenance	90.87
Bill Pmt -Check	22384	03/11/2024	S Bentley	GREEN:TCC:G019.31 - Carlson Charitable	5314901 · Meeting & Event	275.00
Credit Card Charge	12568	03/11/2024	Trader Joes	UNRESTRICTED:A037 - Staff Training (Unfunded)	5314302 · Staff - Conference & Training	75.88
Credit Card Charge	12531	03/11/2024	ULINE	WSSC:W120 -FY23-24 Sustainable Farms and Field	5314107 · Project Supplies	1,983.36
Bill Pmt -Check	22385	03/11/2024	WA St Dept of Ecology	Various	5314302 · Staff - Conference & Training	800.00
Bill Pmt -Check	22386	03/11/2024	WA St University Energy Program	Various	5314103 · Computer Services	3,659.00
Bill Pmt -Check	22387	03/11/2024	WACD	TCD Programs:T097 - Plant Sale	5313401 · Plants for Resale	15,367.75
Bill Pmt -Check	22388	03/11/2024	Y Dong_V	Various	Staff - Travel & Board Meeting Snacks	86.68
Credit Card Charge	12637	03/12/2024	Capital Industrial	TCD Programs:T096.1 - Nutrient Spreader Rentals	5354803 · Vehicle Maintenance	393.15
Credit Card Charge	12638	03/12/2024	Capital Industrial	TCD Programs:T099 - Food Processing and Tools Rentals	5354802 · Rental Equipment	76.65
Credit Card Charge	12565	03/12/2024	Home Depot	W086.2 - FY23-24 Sponsorship GREEN Congre	5314107 · Project Supplies	79.95
Liability Check	EFT	03/12/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	2,091.60
Credit Card Charge	12602	03/13/2024	Ace Hardware	MISC:M065 - City of Olympia Urban Ag	5314107 · Project Supplies	8.31

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	22390	03/13/2024	D Johanns	Various	Restoration Crew Intern Stipend	1,200.00
Credit Card Charge	12583	03/13/2024	Federal Express	TCD Programs:T030 - District Communications	5314203 · Printing Services	57.49
Bill Pmt -Check	22391	03/13/2024	G Ferguson	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22392	03/13/2024	J Dyson	Various	Restoration Crew Intern Stipend	1,028.58
Credit Card Charge	12595	03/13/2024	Pilot Travel Center	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	10.65
Bill Pmt -Check	22393	03/13/2024	T Sherrow	Various	Restoration Crew Intern Stipend	100.00
Liability Check	EFT	03/13/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	19,599.63
Credit Card Charge	12681	03/14/2024	Ace Hardware	TCD Programs:T050 - Partner Fee for Service Program	5313500 · Small Tools & Equipment	10.39
Credit Card Charge	6041121	03/14/2024	Buzzsprout	TCD Programs:T030 - District Communications	5374001 · Web Hosting and Maintenance	12.00
Credit Card Charge	12631	03/14/2024	Home Depot	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314107 · Project Supplies	195.79
Credit Card Charge	12645	03/14/2024	North Mason Fiber	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314107 · Project Supplies	361.08
Credit Card Charge	12632	03/15/2024	Amazon	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5945364 · Computer Hardware	176.24
Check	EFT	03/15/2024	TPSC Benefits		5531021 · Medical Benefits	94.50
Credit Card Charge	12652	03/16/2024	Safeway	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314901 · Meeting & Event	39.25
Credit Card Charge	12651	03/16/2024	Starbucks	WSCC:W120 -FY23-24 Sustainable Farms and Field	5314901 · Meeting & Event	43.80
Credit Card Charge	12680	03/18/2024	Ace Hardware	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	12.47
Credit Card Charge	12608	03/18/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	10.50
Credit Card Charge	12627	03/18/2024	Amazon	Thurston County:TC400 - VSP	5945364 · Computer Hardware	104.01
Credit Card Charge	12639	03/18/2024	Residence Inn by Marriott	WSCC:W070 - CREP	5314303 · Lodging	438.72
Credit Card Charge	12682	03/18/2024	Thurston County Solid Waste	TCD Programs:T050 - Partner Fee for Service Program	5314702 · Garbage Service	86.00
Credit Card Charge	E0300RGXO2	03/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	45.17
Credit Card Charge	E0300RGV3A	03/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	49.28
Credit Card Charge	E0300RGT6D	03/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	395.06
Credit Card Charge	12676	03/19/2024	Terry's Automotive Group	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	621.15
Credit Card Charge	12633	03/19/2024	Zoom	Various	5314505 · Software Licenses	1,148.98
Credit Card Charge	12634	03/20/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5945364 · Computer Hardware	192.64
Credit Card Charge	12654	03/20/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5945364 · Computer Hardware	172.40
Credit Card Charge	12655	03/20/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5945364 · Computer Hardware	41.60
Credit Card Charge	12635	03/20/2024	Nitro	MISC:M085 - One Tree Planted	5314505 · Software Licenses	177.38
Credit Card Charge	12655	03/20/2024	Office Depot	WSCC:W130- Forest Health & Wildfire Resiliency	5313101 · Office Supplies	32.35
Credit Card Charge	12677	03/21/2024	Chevron	TCD Programs:T050 - Partner Fee for Service Program	5314107 · Project Supplies	24.01
Liability Check	EFT	03/21/2024	Internal Revenue Service		FIT & FICA Payable	15,743.92
Check	EFT	03/21/2024	TPSC Benefits		5531021 · Medical Benefits	94.50
Liability Check	EFT	03/21/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	2,091.60
Liability Check		03/22/2024	QuickBooks Payroll Service		Payroll	48,504.90
Credit Card Charge	12640	03/22/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	24.87
Credit Card Charge	12641	03/22/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	24.87
Credit Card Charge	12642	03/22/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	18.18
Credit Card Charge	12643	03/22/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	24.15
Check	EFT	03/25/2024	Postal IA	UNRESTRICTED:A010 - Administrative Expenses	5314202 · Postage & Shipping	50.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	12711	03/26/2024	Ace Hardware	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	20.33
Bill Pmt -Check	EFT	03/26/2024	Pacific Disposal	UNRESTRICTED:A039 - Office Move	5314702 · Garbage Service	63.92
Credit Card Charge	12683	03/26/2024	Pilot Travel Center	TCD Programs:T050 - Partner Fee for Service Program	5314107 · Project Supplies	37.62
Bill Pmt -Check	EFT	03/26/2024	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	259.69
Credit Card Charge	12710	03/26/2024	Taqueria El Dorado	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	58.00
Bill Pmt -Check	EFT	03/26/2024	Verizon	UNRESTRICTED:A010 - Administrative Expenses	5314201 · Telephone	2,222.09
Bill Pmt -Check	EFT	03/26/2024	VSP - Vision Care	UNRESTRICTED:A010 - Administrative Expenses	5531021 · Medical Benefits	197.81
Bill Pmt -Check	22394	03/27/2024	A Curtis	GREEN:G019.50 WCS Mini Grant	5314302 · Staff - Conference & Training	56.80
Check	EFT	03/27/2024	Beneficial State Bank	UNRESTRICTED:A010 - Administrative Expenses	5314110 · Bank Fees & Interest Charges	50.00
Bill Pmt -Check	22395	03/27/2024	Builders Exchange of Washington Inc	RCO:R050 - FY 22-27 ASRP Riverbend	5314400 · Advertising	70.20
Bill Pmt -Check	22396	03/27/2024	C Wagner	Various	5314304 · Mileage	179.56
Bill Pmt -Check	22397	03/27/2024	C Bell	GREEN:G019.109 - FY23-25 Outdoor Learning	5314304 · Mileage	117.92
Bill Pmt -Check	22398	03/27/2024	Deschutes Law Group	UNRESTRICTED:A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	22399	03/27/2024	D Johanss	RCO:R050 - FY 22-27 ASRP Riverbend	Restoration Crew Intern Stipend	900.00
Bill Pmt -Check	22400	03/27/2024	Ecostudies Institute	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314100 · Professional Services	125.84
Bill Pmt -Check	22401	03/27/2024	G Ferguson	RCO:R050 - FY 22-27 ASRP Riverbend	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22402	03/27/2024	J Dyson	RCO:R050 - FY 22-27 ASRP Riverbend	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22404	03/27/2024	L Reusche	TCD Programs:T030 - District Communications	5314000 · Intern Stipends	1,000.00
Bill Pmt -Check	22405	03/27/2024	Midwest Labs	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	506.12
Bill Pmt -Check	22406	03/27/2024	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	240.07
Credit Card Charge	12684	03/27/2024	Pilot Travel Center	TCD Programs:T050 - Partner Fee for Service Program	5314107 · Project Supplies	24.76
Bill Pmt -Check	22407	03/27/2024	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	428.55
Credit Card Charge	12670	03/27/2024	Red Lion Hotel	W086 Implementation:W086.7 - WSCC Yakima Meeting	5314303 · Lodging	245.96
Bill Pmt -Check	22409	03/27/2024	S Moorehead	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5314300 · Staff - Travel	1,008.53
Credit Card Charge	12653	03/27/2024	Short.com Inc	MISC:M075 - FY21-28 SLP REPI Pilot & Challenge	5374001 · Web Hosting and Maintenance	15.00
Bill Pmt -Check	22410	03/27/2024	T Sherrow	RCO:R050 - FY 22-27 ASRP Riverbend	Restoration Crew Intern Stipend	87.50
Bill Pmt -Check	22411	03/27/2024	The Bark Store	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	58.00
Bill Pmt -Check	22412	03/27/2024	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	497.20
Liability Check	22413	03/27/2024	WSCCE - Council 2		3861008 · Union Dues	1,072.60
Credit Card Charge	12659	03/28/2024	Haggen	GREEN:G019-SS GREEN Interlocal	5314901 · Meeting & Event	23.08
Credit Card Charge	12685	03/28/2024	Pilot Travel Center	TCD Programs:T050 - Partner Fee for Service Program	5314107 · Project Supplies	23.50
Credit Card Charge	12732	03/29/2024	Amazon	MISC:M065 - City of Olympia Urban Ag	5314107 · Project Supplies	275.92
Credit Card Charge	12667	03/29/2024	Bluebeam	WSCC:W100 - FY23-24 Engineering	5314505 · Software Licenses	328.50
Credit Card Charge	12672	03/29/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	22.76
Credit Card Charge	MC15196935	03/31/2024	Mail Chimp	TCD Programs:T030 - District Communications	5314505 · Software Licenses	82.13



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: Riverbend Ranch Construction Phase Engineering #2024-05	
Lead Staff: Mara Healy	Board Meeting Date: 03/26/24
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
Engineering and construction oversight services for the construction phase of the Riverbend Ranch Habitat Restoration Project.	
Pros: This scope of engineering support is critical to the successful completion of the project.	Cons: None.
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
Costs are earmarked in the Riverbend grant budget for this purpose.	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Accept.	
Legal Review:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
Contract document including SOW and sole source justification.	



Thurston Conservation District

582 Tilley Ct. SW STE 152
Tumwater, WA 98501
(360) 754-3588



CONSULTANT PROFESSIONAL SERVICES CONTRACT

Riverbend Ranch Construction Phase Engineering

Professional Services Contract # 2024-05

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

Anchor QEA, LLC
1201 Third Avenue, Suite 2600
Seattle, WA 98103

Project Manager: Merri Martz, PWS
(360) 912-4852
mmartz@anchorqea.com

The parties agree as follows:

1. **Term of Agreement.** This Agreement shall be effective from and after **March 1, 2024**, through **December 31, 2026**, unless terminated earlier pursuant to the provisions of this Agreement.
2. **Scope of Work to be Performed.** The Consultant shall perform the work and services described in Exhibit A. If specified in Exhibit A, the work and services shall be performed pursuant to task orders issued by the District. In the event of a conflict between Exhibit A and this Agreement, the provisions of this Agreement shall prevail.
3. **Compensation and Payment.**
 - A. **Compensation.** The District shall pay the Consultant for all completed work and services as provided in Exhibit A. The total amount paid under this Agreement shall not exceed **\$510,000 dollars** unless mutually agreed upon in writing by the parties.
 - B. **Payment.** The Consultant shall submit to the District at the end of each month an itemized billing statement that identifies in detail, to the reasonable satisfaction of the District, the days and hours worked and which describes the work or services performed. The District will pay the Consultant for work or services performed within 30 days after receipt of an itemized billing statement, in accordance with established practices. The Consultant will provide the District with a Taxpayer Identification Number before or along with the first billing statement submitted to the District. **The District will pay the Consultant for invoiced travel expenses at a maximum of the state per diem limit and no higher.**
4. **Record Keeping and Reporting.** The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and work or services performed under this Agreement, and any other records or reports as may be deemed necessary by the

District to ensure the performance of this Agreement. These records shall be maintained for a period of six (6) years after termination of this Agreement, unless permission to destroy such records is granted by the Washington State Archives in accordance with RCW 40.14.070 and the District.

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

6. Compliance with Law.
 - A. General Requirement. The Consultant, at the Consultant's sole cost and expense, shall perform and comply with all applicable Federal, State, County and City laws and ordinances. To the extent such laws apply to the performance of Contractor's professional services, Contractor shall comply to the extent required by the standard of care.

 - B. Discrimination. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

 - C. Licenses and Similar Authorizations. The Consultant, at no expense to the District, shall secure and maintain in full force and effect during the term of this Agreement all licenses, permits and similar legal authorizations required for the lawful performance of the contract work by Consultant at the project location. Except this term shall not require Consultant to obtain any land use permits required for the project work unless expressly called for in Consultant's Scope of Work. However, consultant shall assist the District in obtaining any such permit.

 - D. Taxes. The Consultant shall pay, before delinquency, all taxes, levies and assessments arising from the Consultant's activities and undertakings under this Agreement; taxes

levied on the Consultant's property, equipment and improvements; and taxes on the Consultant's interest in this Agreement and any leasehold interest deemed to have been created by this Agreement under RCW Chapter 82.29A.

7. Contractual Relationship.

- A. Independent Contractor. The Consultant and District agree that the Consultant is an independent contractor with respect to work or services provided under this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the Consultant and the District. It is understood and agreed that the Consultant or any employee of the Consultant will not be entitled to receive any other benefits accorded District employees. The District will not be responsible for withholding or otherwise deducting federal income tax, social security, or contributing to the State Industrial Insurance Program, or in any other way assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.
- B. Lack of Authority. This Agreement does not constitute the Consultant as the agent or legal representative of the District for any purpose. The Consultant is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the District or to bind the District in any manner.

8. No Subcontracting or Assignment. The Consultant shall not subcontract or assign any portion of the work or services covered by this Agreement without the prior written approval of the District. In the event of approval, the Consultant is responsible for any subcontractor's or sub consultant's compliance with all the terms of this contract.

9. Indemnification.

A. By Consultant. The Consultant shall indemnify and hold the District, its officers, officials, employees and volunteers harmless from claims, injuries, damages, losses or suits including reasonable attorney fees, to the extent caused by Consultant's negligence. In the event of liability caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's sole negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

B. By District. The District shall indemnify and hold the Consultant, its officers, officials, employees and volunteers harmless from claims, injuries, damages, losses or suits including reasonable attorney fees, to the extent caused by District's negligence. In the event of liability

caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the District's liability hereunder shall be only to the extent of the District's sole negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the District's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

10. Insurance.

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

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

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

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

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

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

C. Other Insurance Provisions

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

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

D. Acceptability of Insurers

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

E. Verification of Coverage

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

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

F. Subcontractors' Insurance

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

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

- A. Pursuant to performing the Specified Services, Consultant will create certain instruments of service, which may take the form of printed, hard copy documents and electronic, computer-ready materials including but not limited to computer programs, software, and data. These instruments may also take the form of methodology, processes, and logic.
- B. Materials, methodologies, processes, and logic will be delivered to District as part of the Specific Services rendered by Consultant, and District will acknowledge said materials as instruments of service. All instruments shall become the property of District upon completion of the respective Specific Service and payment in full of monies due Consultant for that service. Notwithstanding anything in this Agreement to the contrary, any numerical model codes, software, methodology, logic, details, design elements and/or processes, developed by or owned by Consultant prior to, or independent of the work performed under this Agreement, shall remain in Consultant's sole ownership

- C. Consultant makes no warranties, expressed or implied, of the merchantability or fitness of said instruments for any particular purpose other than the pertinent scope of the Specified Services.
- D. Consultant may retain reproducible copies of its instruments of service (aka "documents" per TCD).

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

**Thurston Conservation District
582 Tilley Ct. SW STE 152
Tumwater, WA 98501
(360) 754-3588**

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

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

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

Exhibit A
Scope of Work

Riverbend Ranch Construction Engineering
Professional Services Contract #2024-05

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February 23, 2024

Mara Healy
Thurston Conservation District
582 Tilley Court SE, Suite 152
Tumwater, WA 98501

Re: Updated Letter Proposal for Riverbend Ranch Restoration Bidding and Construction Phase

Dear Mara,

This letter comprises our updated proposed scope and fee estimate to provide bidding and construction phase services to Thurston Conservation District for the Riverbend Ranch Restoration Project funded through the Chehalis Basin Aquatic Species Restoration Plan. [REDACTED]

[REDACTED] We appreciate the opportunity to provide these continued services that build on the design and permitting phase we have just completed.

Scope of Work

This scope of work describes the bidding and construction phase tasks for the Riverbend Ranch reach-scale restoration project, for the assumed two-year duration of construction. Anchor QEA, LLC will be the prime consultant and does not propose any subconsultants at this time.

Task 9. Project Management and Coordination

This task will include management of the project team, monthly invoicing and reporting, and coordination with Thurston CD and landowners.

Assumptions

- Project management for up to 16 months
- This task includes up to 10 monthly check-in calls with Thurston CD (up to 1 hour) and one additional site visit with landowners not accounted for in other tasks (Project Manager to attend site visit).

Task 10. Bid Support

The Anchor QEA construction management team will support TCD during the bidding process. Anchor QEA will:

- Respond, as requested by TCD, to questions for clarifications on the bid documents submitted by potential bidders; assume up to five unique and substantial questions, plus up to two addenda

- Support TCD, as requested, in the review of bids

Assumptions

- Pre-bid meeting attendance is covered under the existing contract scope/budget
- Addenda will not require updates to CAD drawings

Deliverables:

- Responses to up to 5 unique requests or questions (email format)
- Preparation of up to 2 Addenda
- Analysis of contractor bids with input to TCD (email format)

Task 11. Construction Oversight and Field Engineering

The Anchor QEA team will be responsible for providing all engineering and environmental construction oversight. Construction is assumed to occur in two seasons, from approximately June 5 – September 30 in both 2024 and 2025 (up to 33 weeks total), with in-water work occurring in a total of up to 14 weeks). This update assumes the construction of high-flow channel #1 and meander jam #2 is not occurring, thus reducing oversight needs in approximately 3 weeks of season 1. Cost estimate has been prepared for Tasks 11a and 11b, for the two years of construction. The Anchor QEA team will:

- Meet with TCD and develop a Document Control and Communication Plan, and general management roles and responsibilities during the Construction Phase.
- Organize and lead a preconstruction meeting to be attended by the Contractor, Anchor QEA staff, TCD, and other stakeholders. Meeting agenda and notes will be prepared by Anchor QEA.
- Take a set of preconstruction photos to document existing conditions of the site, including haul routes, staging areas, and the project site.
- Update the Health and Safety Plan previously prepared for the Design Phase to include construction elements for the Anchor QEA team.
- Schedule and lead weekly meetings (assume up to 26 meetings out of estimated 33-week duration; not every week will include a weekly meeting) with the Contractor and TCD staff. The on-site Engineer will attend all meetings, and one other Anchor QEA staff person as agreed upon based on weekly meeting topics will attend (average 1.5 Anchor QEA staff per meeting).
- Observe the work performed by the Contractor for completion in conformance with the approved plans and specifications or as based on field direction agreed upon by the Engineer and TCD.
- Schedule appropriate on-site staff based on the Contractor's work activities. Anchor QEA will provide an on-site Engineer up to 4 days/week (10-hour days) throughout construction

including both construction oversight and field engineering. The actual time on site will depend on the nature of the work and the Contractor's schedule.

- Document daily work performed by the Contractor in Construction Daily Reports (CDR) which includes but is not limited to:
 - Quantities estimation
 - Tracking of materials, labor, and equipment on the site
 - Work in progress
 - Work completed and production
 - Discrepancies or Issues
 - Field Engineering Decisions
 - Discussions
 - Test results
 - Weather conditions
- Respond to the Contractor's field questions consistent with the construction contract requirements, and per coordination with TCD, documenting the discussion (e-mail format or within the CDR).
- Document issues that may result in additional field engineering or a change order request.
- Maintain a complete set of project contract documents at the site including a copy of the approved drawings, specifications, addenda and/or clarifications, written communications, and meeting minutes.
- Collect construction record documents and record field data. All project records will be maintained digitally in an indexed filing system.
- Update (redline) the project drawings on a regular basis for compilation with the Contractors as-built drawing set.
- Review test results (e.g., pile testing, compaction testing) and approve in coordination with TCD's Project Manager.
- Function as the main point of contact for site visitors and permitting agency inspectors.
- Take progress photos and maintain photo logs to document construction conditions and include these photos in the CDR.
- Review Contractor's offsite inspection reports of materials and equipment and verify compliance with the project specifications in coordination with TCD's project manager.
- Conduct water quality monitoring (turbidity monitoring) as specified in the Water Quality Monitoring Plan
- Monitor the Contractor's isolation of in-water work, which may include the installation of coffer dams (or equivalent), and fish removal activities to observe and document conformance with the applicable permit requirements.

- Review Contractor's submittals, requests for information (RFI), and substitution requests, and consolidate review comments with TCD and provide one set of consolidated comments to the Contractor for each submittal.
- Maintain a submittal log, RFI log, and field directive log that will be discussed at each weekly meeting.
- Answer TCD questions regarding Contractor invoices (e.g., confirming the percent completion on work elements).
- Provide assistance with up to two Contractor change order requests, including independent cost estimate and justification of need.
- Additional hours to provide design updates to the construction drawings in AutoCAD or technical specifications revisions in Word (up to 24 hours total)

For project close-out the Anchor QEA team will:

- Prepare a draft punch list of items necessary to achieve substantial completion of work by the Contractor.
- Coordinate with TCD and the Contractor for a final inspection meeting at the site to review the draft punch list.
- Incorporate comments from the final inspection meeting to create a final punch list.
- Distribute the final punch list to all parties within three (3) calendar days after the final inspection meeting.
- Evaluate the work as the Contractor works on each item and note the completion of each item.
- Obtain all final close-out documentation specified in the construction contract from the Contractor, and review for completeness.
- Prepare construction as-builts based on Contractor's final survey data.

DELIVERABLES:

- Construction Daily Reports (CDR)
- Field Directives and Work Change Directives
- Updated (redlined) construction drawings to supplement the Contractor's As-Built set
- Water quality monitoring reports
- Meeting agendas and notes
- Submittal review comments
- Invoice/payment request comments
- Submittal log and RFI log
- Change order independent cost estimates and justification
- Draft and final punch list
- Closeout documents (hard copies and electronic copies)
- Draft and final as-built drawings

Assumptions:

- This task applies for the assumed two work seasons (in 2024 and 2025)
- Contractor will provide all construction staking and survey to confirm location, elevation, and to provide quantity back up for progress payments.
- Contractor to provide all materials testing for gradations, densities, and other tests as required by the Bid Documents.
- Contractor will be responsible for obtaining and implementing the requirements of the NPDES Construction Stormwater General Permit, including regulatory reporting.
- The Contractor will be responsible for fish salvage.

Task 12. Archaeological Support During Construction

The Consultant shall provide a pool of hours to answer questions from the separately contracted archaeological monitor and provide coordination with USACE for questions that may arise. This scope does not include monitoring or more significant coordination that may be required if artifacts or human remains are found. A pool of up to 48 hours for the archaeologist is provided under this task.

DELIVERABLES:

- None identified

Assumptions

- The archaeologist will be on-call for questions and coordination.

Fee Estimate

The estimated fee to conduct the above scope of work is \$509,268 and a detailed cost estimate is attached.

Schedule

We propose to complete the work under the following schedule, if authorized to proceed:

Item	Completion Date
Notice to Proceed	February 28, 2024
Year 1 Construction Engineering and Oversight	September 30, 2024
Year 2 Construction Engineering and Oversight	September 30, 2025
Construction Closeout	October 31, 2025

We appreciate the opportunity to provide construction engineering and oversight for this project for which we recently completed the final design. Please do not hesitate to contact me with questions or revisions. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Merri Martz". The signature is written in a cursive, flowing style.

Merri Martz
Project Manager

cc: Tracy Drury, Anchor QEA, LLC

Riverbend Ranch Construction Engineering and Oversight
Anchor QEA, LLC Cost Proposal
Cost Assumptions Included in Scope
February 23, 2024

LABOR DETAIL

	Project Manager (Senior Biologist)	Lead Engineer / Geomorphologist / QC	Senior Engineer	Staff 2 Engineer	Archaeologist	CAD/GIS	Technical Editor/Admin	Totals	Travel Costs	Equipment/ Supplies	Task Totals
Task Description	\$312.00	\$312.00	\$256.00	\$179.00	\$227.00	\$157.00	\$132.00				
Task 9: Project Management	64	4					6		\$200		
Hour Subtotals	64	4	0	0	0	0	6				
Labor Subtotals	\$19,968	\$1,248	\$0	\$0	\$0	\$0	\$792	\$22,008	\$200	\$0	\$22,208
Task 10: Bid Support											
Respond to Questions, Provide Addenda (2) and Review Bids	8	8	12					\$8,064			
Hour Subtotals	8	8	12	0	0	0	0				
Labor Subtotals	\$2,496	\$2,496	\$3,072	\$0	\$0	\$0	\$0	\$8,064	\$0	\$0	\$8,064
Task 11a: Year 1 Construction Engineering and Oversight											
Pre-Construction Meeting	8	8	8	8				\$8,472	\$1,000		
Construction Oversight	24	16	180	320		16	64	\$126,800	\$15,000	\$1,500	
Field Engineering		60	140					\$54,560	\$5,000		
Review Contractor Submittals	12	6	16	16				\$12,576			
Review RFIs, Change Orders, Create Addenda (up to 3 each)	12	6	20	20		24	8	\$19,140		\$500	
Hour Subtotals	56	96	364	364	0	40	72				
Labor Subtotals	\$17,472	\$29,952	\$93,184	\$65,156	\$0	\$6,280	\$9,504	\$221,548	\$21,000	\$2,000	\$244,548
Task 11b: Year 2 Construction Engineering and Oversight											
Construction Oversight	24	16	180	320		8	64	\$125,544	\$15,000	\$1,500	
Field Engineering		40	120					\$43,200	\$5,000		
Review RFIs, Change Orders, Create Addenda (up to 3 each)	8	6	12	12		24	8	\$14,412			
Prepare As-Builts	8	6	12	16		16	4	\$13,344	\$500	\$500	
Hour Subtotals	40	68	324	348	0	48	76				
Labor Subtotals	\$12,480	\$21,216	\$82,944	\$62,292	\$0	\$7,536	\$10,032	\$196,500	\$20,500	\$2,000	\$219,000
Task 12: Archaeological Support											
Year 1 Pool of Hours	4				24		4	\$7,224	\$500		
Year 2 Pool of Hours	4				24		4	\$7,224	\$500		
Hour Subtotals	8	0	0	0	48	0	8				
Labor Subtotals	\$2,496	\$0	\$0	\$0	\$10,896	\$0	\$1,056	\$14,448	\$1,000	\$0	\$15,448
Hour Totals	176	176	700	712	48	88	162				
Labor Totals	\$54,912	\$54,912	\$179,200	\$127,448	\$10,896	\$13,816	\$21,384	\$462,568	\$42,700	\$4,000	\$509,268

Total Cost Estimate	\$509,268
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Riverbend Ranch Construction Phase Engineering

Professional Services Contract #2024-05

Total Contract Budget including all applicable taxes (not to be exceeded): \$510,000

CONSULTANT

THURSTON CONSERVATION DISTRICT

By _____
Owner/Principal, Anchor QEA, LLC

By _____
Board of Supervisors, Chair

Date: _____

Date: _____



Thurston Conservation District

Sole Source Contracting Checklist

The Thurston Conservation District (TCD, District) Procurement Policy allows the District to enter into sole source contracts according to RCW 39.04.280 based on formal findings of urgent necessity, limited source, or other appropriate circumstances. This checklist outlines and documents sole source contracting for GHCD projects.

Project Title: Riverbend Ranch Habitat Restoration Project Construction Oversight

Funding Source: Aquatic Species Restoration Program

Contractor: Anchor QEA

Contract Amount: Up to \$510,000

Sole Source Reasoning (from TCD Procurement Policy):

- The procurement is limited to a single source by patent, license, or other proprietary restriction, including when such restriction applies to limit the source for products or parts compatible with existing equipment, inventory, systems, data, programs, or services.
- Warranted repair service is limited to the supplier or factory-authorized warranted repair providers.
- Procurement requires unique features that are essential aesthetic requirements, or not practical to match existing design or equipment, such as artwork.
- The procurement involves a special bargain, such as a surplus item, an auction sale, used equipment, returned "open box" purchase, or other similar one-time bargains.
- One supplier can meet the required delivery date.
- Project or research continuity requires procurement of goods, systems, services or data that must comply with an ongoing project, research, data, testing or analysis without a compromise in the integrity of the project and that cannot be replicated by another contractor.
- A funding source, such as a lender, grant provider, or other provider of funds, requires the specific product, service, or system.
- There is only one provider, such as for local utilities.
- Another bid solicitation process has failed to produce three bids, including any case where the small works roster fails to identify three qualified contractors for the scope of work.
- Other appropriate circumstances, including emergency, justify entry of a sole source or emergency contract.





Description

This scope of work includes support for the bidding and construction phase of the Riverbend Ranch reach-scale restoration project. Tasks include Project Management & Coordination, Bid Support, Construction Oversight and Field Engineering, and Archaeological Support.

Specific Problem or Need

This scope of work is needed to ensure the successful completion of the bidding and construction phase of the Riverbend Ranch project, taking place 2024-2025. As the project moves into its critical phase of bidding and construction, TCD requires specialized support to complete the scope of work needed. Currently at TCD, staff do not have the capacity or expertise to complete this body of work unsupported. Additionally, the large and complex nature of the project, fast paced timeline to construction, and the location of the project on private property necessitates continuity of the professional services team. These include well established relationships with the landowner which are trusting and respectful, deep and detailed understanding of the context of the project, project site, and its context within the larger stretch of river.

Sole Source Criteria

In 2021 Thurston Conservation District began developing this large reach scale and holistic restoration project on the Riverbend Ranch. The public bid process and evaluation for the design services contract on the project emphasized experience with similar projects, and the ability to work collaboratively within a multi-disciplinary team, and to respect, understand and synthesize multiple, often conflicting points of view and priorities into the holistic design process and final product.

Anchor QEA was selected as the design firm which best fit these parameters. The project team at Anchor QEA has achieved these expectations and built important long-term relationships founded on trust and reciprocity with the landowners involved in the project. They have also built extensive awareness of the project site and conditions through weeks of physical surveying on site, and years of design and planning work. The Anchor QEA team also possesses extensive knowledge of the river system in which the project takes place, due to their close involvement in similar projects located upstream, and ongoing evaluations of the upstream dam.

Ensuring the uninterrupted expertise of the Anchor QEA team on the Riverbend Ranch project is critical, as no other firm can recreate the years long relationship of trust and respect fostered between the AQEA design team and the landowners. No other firm could reasonably be expected to develop the extensive awareness, knowledge and understanding of the project site and designs without significant and costly duplication of work already completed by the Anchor QEA team. This duplication of work would additionally delay the project timeline, resulting in an unacceptable delay of construction to the following summer.

Market Research

The Anchor QEA proposal has been compared for cost effectiveness with three other proposals for similar scopes of work on, on projects similar in scale, and occurring within the same watershed over the past 5





years. Anchor QEA's proposal appears to be appropriate and even competitive for the duration and type of services provided, based on the price ranges set by these other projects.

Considerations for Small Businesses

This contract decouples the Cultural Resources monitoring scope of work required by the project, to be offered in a separate contract. Small businesses are expected to have the necessary skills and experience to complete the decoupled Cultural Resources Monitoring scope of work.

Costs, Risks and Consequences

If TCD were to pursue contracting with another firm for this scope of work, the costs to TCD and the project success would be significant, and unacceptable. These costs and risks include the repeated effort of weeks or months of paid time onboarding a new firm to the project site and designs. This could also potentially jeopardize the landowner's willingness to participate in the project if they felt their needs, goals and visions were not being respected and incorporated by the new firm. The onboarding of a new firm would cause significant delays in the project going to construction. This in turn opens the possibility of high winter flows reshaping the river environment and rendering final design documents obsolete. This would require costly re-design efforts to reflect the changed environment of the river. Increased administrative costs associated with the development of a new and unnecessary bid process, contracting and education would require increased project dollars allocated to administrative costs rather than project costs. Overall, the loss in critical continuity within the project could risk the success of the project, which is why TCD is pursuing a sole source contract with Anchor QEA for this scope of work.





BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: Meyer Agricultural Improvements DIP project Contractor Contract	
Lead Staff: Katrinka Hibler	Board Meeting Date: 04/23/24
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
<p>Bishop Contracting LLC was the lowest responsive bidder for the Meyer Agriculture Improvements project that is being funded through VSP as a District Implemented Project (DIP). This project adds benefits to concurrent stream and wetland restoration that is happening on the property. The project includes Covered Manure Composting and Heavy Use Area protection as well as livestock pipeline and animal watering facilities. The Project will move winter feeding operations undercover and away from the wetland and stream restoration project, improving water quality protections.</p>	
<p>Pros: Bishop Contracting has successfully implemented several similar BMP's through contracts with landowners for their cost share awards.</p> <p>This project uses the District Implemented Project option which has no landowner cost share and allows the district to receive reimbursement as the project progresses as opposed to at the end of each BMP's completion in the cost share method. The DIP method facilitates implementation of projects that would be a burden for the landowner to fund up front during construction and gives the district more control of the construction schedule.</p>	<p>Cons: This is the first time the District Implemented Project option has been used for Agricultural BMP's. The District must ensure that the project is complete by the end of the Biennium. The district will be responsible for repaying any spent funds if the project isn't completed by the end of the biennium as opposed to the landowner holding that burden when the cost share option is used.</p>
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
This project is fully funded through VSP funds, The District receives 25% of the award amount for TA and Construction Management.	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Approval and signature by the Chair	
Legal Review:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	



Meyers Agricultural Improvement Project Construction Contract

TCD Project #2024-03

This contract, made and entered into this ___ day of _____, 2024, shall be the agreed basis of performing the following work by and between Thurston Conservation District, hereinafter referred to as the Owner, and **Bishop Contracting LLC** hereinafter referred to as the Contractor.

WITNESSETH: Whereas the parties hereto have covenanted and by these presents do covenant and agree with each other as follows:

FIRST: The Contractor agrees to furnish all material, labor, tools, equipment, apparatus, facilities, etc., necessary to perform and complete in a workmanship like manner the work called for in the contract documents entitled: **Meyer Agricultural Improvement Project**

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

The Contractor further agrees that, from the compensation otherwise to be paid, the Owner may charge actual costs to the Contract for any time over the agreed to completion date where work remains uncompleted, which sum is agreed upon as the liquidated damages which the Owner will sustain in case of the failure of the Contractor to complete the work in the time stipulated and this sum is not to be construed as in any sense a penalty.

THIRD: In consideration of the Performance of the Work, herein contained on the part of the Contractor, the Owner hereby agrees to pay the Contractor for said work completed according to the Contract Documents, the sum of \$ 99040.00 plus 8.1% State Sales Tax consisting of the following:

BASE BID and TOTAL CONTRACT AMOUNT \$ 107,062.24

FOURTH: The unit prices are hereby accepted as per the SCHEDULE OF ITEMS

FIFTH: The Contractor agrees to hold harmless the landowner and TCD from any liability associated from injuries or damages occurring to workers implementing the project to the extent allowed by law. Contractor shall waive the immunity provided to them under Washington Industrial Insurance Act for injured workers to the extent that damages or claims are asserted by the contractor's workers against TCD, its agents and employees, or the landowner. Contractor will defend, indemnify, and hold harmless the TCD, its agents and employees, or the landowner to the extent that contractor's workers assert damages or claims against TCD, its agents and employees, or the landowner. By executing this agreement, the Contractor has duly considered and accepted this condition.

SIXTH: The contractor shall procure and shall maintain until final acceptance of the work, such insurance as will protect the landowner, Thurston Conservation District, and its supervisors, director, agents, and employees, for claims arising out of or resulting from Contractor's work under this Contract Agreement, whether performed by the Contractor, or by anyone directly or indirectly

employed by Contractor, or by anyone for whose acts Contractor may be liable. The Contractor's insurance shall include contractual liability coverage and additional insured coverage for the benefit of the Contractor, TCD, Landowner and anyone else either is required to name (as set forth in the schedule below), and shall specifically include coverage for completed operations. The insurance required to be carried by the Contractor and any subcontractors shall be PRIMARY AND NON-CONTRIBUTORY. With respect to each type of insurance specified hereunder, the Conservation District's insurances shall be excess to Subcontractor's insurance.

The coverage provided under the Contractor's commercial general liability policy shall be written on an "occurrence" basis and no policy provisions shall restrict, reduce, limit, or otherwise impair contractual liability coverage or the Conservation District's status as additional insured. Not less than five (5) days prior to commencement of the work and until final acceptance of the work, Contractor shall provide the Conservation District with certificate(s) of insurance evidencing the required insurance coverage with the limits stated below or elsewhere in the Contract documents. Further, the Contractor shall provide the Conservation District thirty (30) days written notice of a change or cancellation in coverage.

The Contractor shall maintain no less than the limits specified in the Washington Department of Transportation's Standard Specifications for Road, Bridge, and Municipal construction M 41-10 Section 1-07.18 each of the following insurance coverages:

1-07.18(5) Required Insurance Policies

1. Owners and Contractors Protective (OCP) Insurance providing bodily injury and property damage liability coverage, with limits of \$1,000,000 per occurrence and per project in the aggregate for each policy period, which shall be written solely on a standard surety provided form. No other forms or exclusions shall be accepted, added, or amended to this policy. This policy shall be kept in force from the execution date of the Contract until the Physical Completion Date. OCP Insurance shall not be subject to a deductible or contain provisions for a deductible, nor shall it provide for any language rendering it excess over any other coverage available to a named insured for the claims alleged.

2. Commercial General Liability (CGL) Insurance written under ISO Form CG0001, with minimum limits of \$1,000,000 per occurrence and in the aggregate for each 1-year policy period. This coverage must be on a primary and non-contributory basis only. Products and completed operations coverage shall be provided for a period of 3 years following Substantial Completion of the Work. At the discretion of the Contractor, the CGL may contain provisions for a deductible. If a deductible applies to any claim under this policy, then payment of that deductible will be the responsibility of the Contractor, notwithstanding any claim of liability against the Contracting Agency. However, in no event shall any provision for a deductible provide for a deductible in excess of \$50,000.00.

3. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non-owned vehicles assigned to or used in the performance of the Work, with a combined single limit of not less than \$1,000,000 per occurrence. This coverage may be any combination of primary, umbrella, or excess liability coverage affording total liability limits of not less than \$1,000,000 per occurrence, with Thurston Conservation District, and the landowners named as an additional insured or designated insured in connection with the Contractor's performance of the Contract. If pollutants are to be transported, MCS 90 and CA 99

48 endorsements are required on the Commercial Automobile Liability insurance policy unless in-

transit pollution risk is covered under a Pollution Liability insurance policy. At the discretion of the Contractor the Commercial Automobile Liability policy may contain provisions for a deductible. If a deductible applies to any claim under this policy, then payment of that deductible will be the responsibility of the Contractor, notwithstanding any claim of liability against the Contracting Agency. However, in no event shall any provision for a deductible provide for a deductible in excess of \$50,000.00.

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

EIGHTH: Boundaries -- Conservation District will supply the Contractor with a legal description of the property and/or stake or mark the work area. Contractor will confine operations to the work area and any other area identified for parking and staging use.

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

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

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

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

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

FOURTEENTH: Amendments and Waivers -- All amendments and other modifications of this

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

The contract documents include the special conditions which define the order of interpretation if conflicts are found. This provision can be found in Section 1-04.2.

The unit price shall provide the contractor with full compensation for the cost of labor, materials, equipment, overhead, profit and any additional costs associated with the unit bid.

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

Contractor:	Project Sponsor/Owner:
	Thurston Conservation District (TCD)
By:	By:
Title:	Title:
Date:	Date:
Washington State Contractors License No.:	
Federal Tax Id. No.	
UBI. No.	

BID PROPOSAL

Project Name: Meyer Agricultural Improvement Project #2024-03

Bid Submittal Deadline: March 19th, 2024 at 5:00 P.M.

Attention: Katrinka Hibler

Submit to: Katrinka@thurstoncd.com

GENERAL

Bids must be submitted digitally by the date and time listed above. A bid tabulation will be completed and available upon request.

PROPOSAL

The undersigned Bidder hereby certifies that the Bidder has examined the location and construction details of work, is familiar with the local conditions at the place where the work is to be done, and has read and thoroughly understands the Project Documents governing the work and the method by which payment will be made for said work and hereby propose to undertake and complete the work in accordance with said Project Documents and that the Bidder will take in full payment therefore the sums set forth in the following Bid Schedule.

BID CONDITIONS

It is expressly understood and agreed that the following Bid Schedule amounts are the basis for establishing the low bidder for award of the Contract. Measurement and Payment provisions of the Project Documents. Bid prices shall be inclusive of any sales tax. This contract will be awarded on a lump sum cost basis in conjunction with other evaluation criteria as detailed in the bid package. Unit costs are for the evaluation of bids and additional work if required. Unit costs shall include all labor, equipment, and materials needed to complete the work as described in the Statement of Work.

BIDDER INFORMATION

Proper Name of Bidder: BISHOP CONTRACTING LLC	
Contractor's License No.: BISHOCL009DO	UBI No: 602 021 252
Mailing Address: 8645 146TH LN. SW. OLYMPIA WA	
Phone No: 360 561-8005	Fax No: 360 273 2900
Email: BISHOPCONTRACTINGLLC@COMCAST.NET	

SCHEDULE OF ITEMS

Item #	Work Item	Unit	Qty	Unit Cost	Line Cost
1	Heavy Use Area Protection (Concrete Slab, grading and gravel skirt)	LS	1	23,240.00	23,240.00
2	Livestock Pipeline (540 LF)	LS	1	10,500.00	10,500.00
3	Roofs and Covers (Pole building with metal roof)	LS	1	51,000.00	51,000.00
4	Waste Storage Facility (three 10x10 ft concrete bins)	LS	1	7000.00	7000.00
5	Watering Facility (stock tanks with gravel pads)	EA	3	7300.00	7300.00
				2433.33	
	Construction Subtotal	LS	1	99,040.00	99,040.00
	Thurston County sales tax (8.1%)	LS	1	8022.24	8022.24
	Project Construction Total	LS	1	107,062.24	107,062.24

CY - Cubic Yard, LF - Linear Foot, LS - Lump Sum,

Bid Guarantee Period

I agree to hold this bid open for a period of **45 days** after the bid opening. If this bid is accepted, I agree to execute a Contract and/or Purchase Order with Thurston County Conservation District along with furnishing all required bonding (if required) and insurances.

Attachments Required

Failure to provide any of the required attachments will result in bid disqualifications.

INTENT TO PAY PREVAILING WAGES

The undersigned hereby agrees to pay labor not less than the prevailing rate of wages set forth in the Special Provisions for this project.

REFERENCES & QUALIFICATIONS

The undersigned understands that the Thurston Conservation District reserves the right to contact the references provided within this bid package to determine the manner and quality of work done. The Thurston Conservation District reserves the sole right to determine the adequacy of the experience and responsibility of any bidder based on information provided by the references and qualifications provided, and also reserves the right to deny award to the apparent low bidder based on this determination. The undersigned also certifies that there has been no collusion with or undue influence placed on the listed references to either falsify or withhold information regarding past work

performance and business practices.

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association, or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. That by signing the signature page of this proposal, I am deemed to have signed and have agreed to the provisions of this declaration.

Initial to acknowledge receipt and consideration of bid addendums in preparing this bid Proposal:

Addendum 1: XX

Addendum 3: _____

Addendum 2: XX

Addendum 4: _____

By: Ron Bishop

Signature

RON BISHOP

Printed Name

OWNER

Title

MANDATORY BIDDER RESPONSIBILITY CHECKLIST

The following checklist will be used by Owners in documenting that a Bidder meets the mandatory bidder responsibility criteria. **Bidders shall print a copy of the applicable documentation from the appropriate website to include with this checklist.** This form and associated documentation shall be submitted as part of the Bidder's Bid.

General Information		Bid Submittal Deadline: March 19, 2024	
Project Name: Meyer Agricultural Improvement Project		Project Number: 2024-03	
Bidder's Business Name: BISHOP CONTRACTING LLC			
Contractor Registration: 91-2029396 602 021-252			
License Number: BISHOCL009DO		Status: Active: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Effective Date (must be effective on or before Bid Submittal Deadline):		Expiration Date: 3-31025	
Current UBI Number:			
UBI Number: 602 021 252		Account Closed: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>	
Industrial Insurance Coverage – Attach a copy of the Employer Liability Certificate that is available at: https://fortress.wa.gov/Ini/crpsi/MainMenu.aspx			
Account number: 989,511-00		Account Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Employment Security Department Number:			
State Excise Tax Registration Number:			
Tax Registration Number: 91-2029396		Account Closed: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>	
Contractor Licenses:			
Bidder certifies that neither it nor its principals nor any other lower tier participant are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency. Further, the Bidder agrees not to enter into any arrangements or contracts related to this Contract with any party that is on the Excluded Parties List System, now maintained on the System for Award Management website at: https://www.sam.gov		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Name and Address of Registered Agent, General Partner, or Managing Member			
Name and Title: RON BISHOP OWNER		Address: 8645 146TH LN, SW. OLYPIA WA. 98512	

LIST OF COMPLETED PROJECTS

List all construction contracts (whether completed or in progress) entered into and performed by the Bidder within the past five (5) years where project work that is similar in scope and complexity has been completed.

Project Name: COMPOSTING				
Client Name: JOE AUSTIN				
Start Date:	JAN 2024	End Date:	FEB 2024	Contract Value: 56,908.25
Contact Name:	JOE AUSTIN	Contact Phone #:	253 320-0494	

Project Name: COMPOSTING				
Client Name: NICKI CHARBONNEU				
Start Date:	6-23	End Date:	6-23	Contract Value:
Contact Name:	NICKI	Contact Phone #:	360 790-0910	

Project Name: PINES SAND STORAGE				
Client Name: WSDOT				
Start Date:	3-23	End Date:	3-4	Contract Value: 230,000.00
Contact Name:	RUSS	Contact Phone #:	509 953-6566	

Project Name: STORAGE BUILDING				
Client Name: WSDOT				
Start Date:	11-22	End Date:	1-23	Contract Value: 271,000
Contact Name:	CLINTON	Contact Phone #:	206 440-4105	

Project Name: STORAGE BUILDING				
Client Name: COLUMBIA IRRIGATION				
Start Date:	2-23-3-23	End Date:		Contract Value: 189.138
Contact Name:	KURT	Contact Phone #:	509 586-6118	

SUPPLEMENTAL BIDDER CERTIFICATIONS

As part of the Supplemental Bidder Responsibility Criteria documentation, the Bidder shall complete all of the following Certifications by checking the appropriate boxes and signing the bottom portion of the form. If the Bidder has been involved in any of the described activities, then on a separate sheet, provide a written explanation as discussed below.

Termination for Cause Certification / Explanation

Instructions to Bidders: **check the appropriate box**

- The undersigned certifies that the Bidder has not had any public works contracts terminated for cause by a government agency during the five (5) year period immediately preceding the bid submittal deadline for this Project.
- Alternatively, the undersigned confirms that the Bidder has had any public works contracts terminated for cause by a government agency during the five (5) year period immediately preceding the bid submittal deadline for this Project.

If the Bidder has had any public works contracts terminated for cause as discussed above, provide a written explanation for all contracts terminated for cause by identifying the Project contract which was terminated, the government agency which terminated the contract, the date of the termination, and a description of the circumstances surrounding the termination.

Liquidated Damages Certification / Explanation

Instructions to Bidders: **check the appropriate box**

- The undersigned certifies that the Bidder has not been assessed liquidated damages related to the performance of a public works contract by a government agency during the five (5) year period immediately preceding the bid submittal deadline for this Project.
- Alternatively, the undersigned confirms that the Bidder has been assessed liquidated damages related to the performance of a public works contract by a government agency during the five (5) year period immediately preceding the bid submittal deadline for this Project.

If the Bidder has been assessed liquidated damages as discussed above, provide a written explanation for all liquidated damages paid by identifying the Project, the government agency which assessed the liquidated damages, the amount of the liquidated damages, the date the liquidated damages were paid, and a description of the circumstances surrounding the assessment.

Litigation Certification / Explanation

Instructions to Bidders: **check the appropriate box**

- The undersigned certifies that the Bidder has not been a party as a plaintiff or defendant in any lawsuits, in Washington State superior or district court in the Puget Sound region (defined as King, Kitsap, Pierce, Snohomish, and Thurston Counties), U.S. District Court for the Western District of Washington, or tribal court, during the ten (10)-year period immediately preceding the bid submittal deadline for this Project, involving any issues relating to work done by the Bidder, which were resolved adversely to the Bidder through judgment or settlement. The undersigned also certifies that the Bidder has not been a party as a plaintiff or defendant in any lawsuits in any state, tribal, or federal court anywhere in the United States, during the ten (10)-year period immediately preceding the bid submittal deadline for this Project, involving any issues relating to work done by the Bidder, which were resolved adversely to the Bidder through judgment or settlement.
- Alternatively, the undersigned confirms that the Bidder has been a party as a plaintiff or defendant in a lawsuit or lawsuits as noted above.

If the Bidder has been involved in litigation as discussed above, provide a written explanation for all lawsuits in which the Bidder has been involved in the preceding ten (10) years, identifying the parties, court, case number, status of case, and judgment and penalties, if appropriate.

Public Bidding Crimes Certification / Explanation

Instructions to Bidders: **check the appropriate box**

- The undersigned certifies that the Bidder has not been convicted of a crime involving bidding on a public works contract.
- Alternatively, the undersigned confirms that the Bidder has been convicted of a crime involving bidding on a public works contract.

If the Bidder has been convicted of a public bidding crime as discussed above, provide a written explanation of the conviction(s) in which the Bidder was involved, identifying the parties, court, case number, status of case, and judgment and penalties, if appropriate.

3-18-23

Date

BISHOP CONTRACTING LLC ROM BISHOP

Proper Name of Bidder

Ron Bishop

Signature

RON BISHOP

Printed Name

OWNER

Title

NOTES:

1. If the bidder is a co-partnership, so state, giving firm name under which business is transacted.
2. If the bidder is a Corporation, this proposal must be executed by its duly authorized officials.

PERSONNEL, RON BISHOP OWNER, OVERSEASER OR PROJECTS, NANCY BISHOP ACCOUNTING, KYLE SLOAN SECOND IN CHARGE IN THE FIELD.
 KYLE SLOAN SECOND IN CHARGE IN THE FIELD.

BEEN IN BUSINESS SINCE 1997, DOING CONCRETE WORK, LAND DEVELOPING, INSTALLING UTILITIES, AND POLE BUILDINGS.

WHEN BUILDING PERMIT IS READY, START LEVEL BUILDING AREA, AND INSTALL GRAVEL AROUND AREA, START BUILDING, POLE AND CONCRETE, AND WATERLINE, INSTALL PUMP AND FINISH BUILDING

BID BOND

KNOW ALL PARTIES BY THESE PRESENTS, That we, Bishop Contracting LLC__

Of _Olympia, WA_____as principal, and the Western Surety Company_____ a corporation duly organized under the laws of the state of Washington, and authorized to do business in the State of Washington, as surety, are held and firmly bound unto the **Thurston Conservation District** in the full and penal sum of **five (5) percent to the total amount of the bid proposal** of said principal for the work hereinafter described, for the payment of which, well and truly to be made, we bind our heirs, executors, administrators and assigns, and successors and assigns, firmly by these presents.

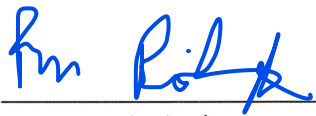
The condition of this bond is such, that whereas the principal herein is herewith submitting his or its sealed proposal for the following construction, to wit:

Meyer Agricultural Improvement Project #2024-03

said bid and proposal, by reference thereto, being made a part hereof.

NOW, THEREFORE, If the said proposal bid by said principal be accepted and the contract be awarded to said principal, and if said principal shall duly make and enter into and execute said contract and shall furnish bond as required by the **Thurston Conservation District** within a period of twenty (20) days from and after said award, exclusive of the day of such award, then this obligation shall be null and void, otherwise it shall remain and be in full force and effect.


IN TESTIMONY WHEREOF, The principal and surety have caused these presents to be signed and sealed this _14th___day of _March_____, 2024.

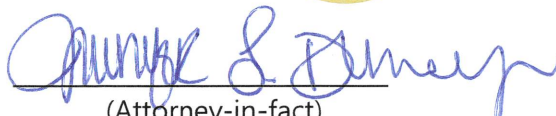


(Principal)



(Surety)





(Attorney-in-fact)

Western Surety Company

POWER OF ATTORNEY - CERTIFIED COPY

Bond No. 66989102

Know All Men By These Presents, that WESTERN SURETY COMPANY, a corporation duly organized and existing under the laws of the State of South Dakota, and having its principal office in Sioux Falls, South Dakota (the "Company"), does by these presents make, constitute and appoint Jennifer L Durney

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred, to execute, acknowledge and deliver for and on its behalf as Surety, bonds for:

Principal: Bishop Contracting, LLC

Obligee: Thurston Conservation District

Amount: \$1,000,000.00

and to bind the Company thereby as fully and to the same extent as if such bonds were signed by the Vice President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said attorney(s)-in-fact may do within the above stated limitations. Said appointment is made under and by authority of the following bylaw of Western Surety Company which remains in full force and effect.

"Section 7. All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

"RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company."

If Bond No. 66989102 is not issued on or before midnight of June 17th, 2024, all authority conferred in this Power of Attorney shall expire and terminate.

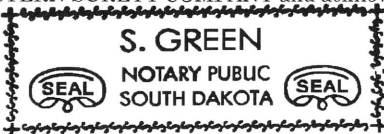
In Witness Whereof, Western Surety Company has caused these presents to be signed by its Vice President, Larry Kasten, and its corporate seal to be affixed this 19th day of March, 2024.

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

WESTERN SURETY COMPANY

Larry Kasten
Larry Kasten, Vice President

On this 19th day of March, in the year 2024, before me, a notary public, personally appeared Larry Kasten, who being to me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.



S. Green
Notary Public - South Dakota
My Commission Expires February 12, 2027

I the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable, and furthermore, that Section 7 of the bylaws of the Company as set forth in the Power of Attorney is now in force.

In testimony whereof, I have hereunto set my hand and seal of Western Surety Company this 19th day of March, 2024.

WESTERN SURETY COMPANY

Larry Kasten
Larry Kasten, Vice President

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.

MANDATORY SUBCONTRACTOR RESPONSIBILITY CHECKLIST

The following checklist may be used by Owners, Contractors, and Subcontractors in documenting that a subcontractor of any tier meets the subcontractor responsibility criteria. **Bidders shall print a copy of the applicable documentation from the appropriate website to include with this checklist.** This form and associated documentation shall be submitted as part of the Supplemental Bidder Responsibility Criteria.

General Information	
Project Name: Meyer Agricultural Improvement Project	Project Number: 2024-03

Subcontractor's Business Name: NONE	
Subcontractor Registration:	
License Number:	Status: Active: Yes <input type="checkbox"/> No <input type="checkbox"/>
Effective Date (must be effective on or before Subcontract Bid Submittal Deadline):	Expiration Date:
Current UBI Number:	
UBI Number:	Account Closed: Open <input type="checkbox"/> Closed <input type="checkbox"/>
Industrial Insurance Coverage – Attach a copy of the Employer Liability Certificate that is available at: https://fortress.wa.gov/lni/crpsi/MainMenu.aspx	
Account number:	Account Current: Yes <input type="checkbox"/> No <input type="checkbox"/>
Employment Security Department Number:	
State Excise Tax Registration Number:	
Tax Registration Number:	Account Closed: Open <input type="checkbox"/> Closed <input type="checkbox"/>
Contractor Licenses:	

Contractor and Plumber Infraction List:	
Is Subcontractor on Infraction List? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Not Disqualified from Bidding:	
Is the Subcontractor listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name and Address of Registered Agent, General Partner, or Managing Member	
Name and Title:	Address:

AMENDMENTS AND SPECIAL CONDITIONS INTRODUCTION

The Project shall be constructed in accordance with the *Washington State Department of Transportation's Standard Specifications for Road, Bridge and Municipal Construction Most Current Version* (WSDOT Standard Specifications) including revisions in following AMENDMENTS TO THE SPECIAL CONDITIONS. Additional specifications in the following sections describe items not covered by the WSDOT Standard Specifications.

GENERAL REQUIREMENTS AND AMENDMENTS TO THE STANDARD SPECIFICATIONS

The following Amendments to the Standard Specifications are made a part of this contract and supersede any conflicting provisions of the Standard Specifications.

Each Amendment contains all current revisions to the applicable section of the Standard Specifications and may include references, which do not apply to this particular project.

The project specifications presented here as Special Provisions define work scope and minimum requirements associated with the implementation / construction of the proposed Meyers Agricultural Improvements Project. The special provisions provided in the following sections supplement the WA Department of Transportation Standard Specifications listed below (referred to as WSDOT thereafter), with new, replaced, or modified requirements specific to this project.

WSDOT Specification: Standard Specifications for Road, Bridge, and Municipal Construction (M 41-10), WA Department of Transportation, 2024.

This project specifications supplement and further explain design notes presented in Final Design Drawing Plan Set. They do not replace or modify design sheet notes.

In addition, Contractor shall refer to permit documents for all permitting conditions & constraints and all regulatory requirements.

DIVISION 1 - GENERAL REQUIREMENTS

1-01 DEFINITIONS AND TERMS – LOCAL AGENCY

The following substitution of words shall prevail in the Standard Specifications:

Wherever the word "State" is used, it shall mean Owner.

Wherever the words "Department" or "Department of Transportation" are used, they shall mean Owner.

Wherever the words "Transportation Commission" are used, they shall mean the Board for the Owner.

Wherever the words "Secretary" or "Secretary of Transportation" are used, they shall mean the Director of the Board the Owner.

Wherever the words "State Treasurer" are used, they shall mean the Owner Accountant.

Wherever the words "State Auditor" are used, they shall mean the Owner Auditor.

Wherever the words "Motor Vehicle Fund" are used, they shall mean the Owner Project Fund.

Wherever, in the Contract, the specifications and other Contract documents, the following words and terms or pronouns in place of them are used, the meaning will be construed as follows:

Project: Meyers Agricultural Improvement Project.

Board, Board of Directors: The elective body having authority over the Owner's matters as provided by law.

Department, Public Works Department: The agent of the Board of Directors for the Owner for the administration of project work; the Executive Director.

Contracting Agency: Thurston Conservation District (TCD).

Project Manager: Project Manager from TCD, or PM assigned representative, acting directly for the Contracting Agency and Sponsor.

Engineer: TCD project engineer, MCD pole building design engineer, or truss engineer.

Laboratory: The laboratory designated by the Engineer.

Contractor: Contactor awarded construction of project, including contractor's subcontractor(s).

Landowner: Owner of the property.

Item of Work: For the purpose of this project, an item of work shall be considered a unit of work.

Contract Plans: Final design drawing plan set.

Sheet(s): Specific sheet(s) of final design drawing plan set.

1-02 BID PROCEDURES AND CONDITIONS

1-02.1(Prequalification of Bidders)

This section is revised to read:

This section includes amendments and additions as presented in final form in the Notice of Invitation for Bids.

1-02.2 Plans and Specifications

This section is revised to read:

Project Manager shall provide one copy of each Contract document (Contract Form, Specifications, Bid Forms and Plans) to Contractor for project bidding purposes. After Contract award, Owner shall supply Contractor with sufficient numbers of plans and contract documents for construction. Contractor shall make all other copies of Contract documents needed for completion of Contractor's work.

1-02.3 Estimated Quantities

Include as written.

1-02.4 Examination of Plans, Specifications and Site of Work

1-02.4(1) General

This section is supplemented with the following:

All prospective bidders are required to participate in the onsite pre-bid meeting prior to bidding.

1-02.4(2) Subsurface Information

Include as written.

1-02.5 Proposal Forms (Bid Forms)

This section is revised to read:

All prospective bidders must submit proposals on the forms provided in the provided bid proposal package.

1-02.6 Preparation of Proposal

This section is supplemented with the following:

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW the State of Washington, Owner encourages participation in all of its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this invitation or as a subcontractor to a bidder. However, unless required by federal statutes, regulations, grants, or contract terms referenced in the contract documents, no preference will be included in the evaluation of bids, no minimum level of MWBE participation shall be required as a condition for receiving an award and bids will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

1-02.7 Bid Deposit

This section is revised to read:

If the proposal bid is accepted and the contract is awarded the contractor shall furnish a 5 percent bond to the owner within a period of twenty (20) days from the date of award, exclusive of the day of such award.

1-02.8 Non-collusion Declaration and Lobbying Certification

Include as written.

1-02.9 Delivery of Proposal

This section is revised to read:

1. The bid shall be emailed to Katrinka Hibler at katrinka@thurstoncd.com with the subject line Meyers Agricultural Improvements and contractor name.

2. Prior to the bid opening, The Owner’s representative will designate the official bid clock.
3. Any part of the bid proposal or bid modification not received prior to the time specified, per the designated bid clock, will not be considered and the bid will be returned to the bidder unopened.
4. People with disabilities who wish to request special accommodation, (e.g., sign language interpreters, Braille, etc.) need to contact the Owner two (2) working days prior to the scheduled bid opening.

1-02.10 Withdrawal or Revision of Proposal

Include as written.

1-02.11(Combination and Multiple Proposals) is deleted.

1-02.12 Public Opening of Proposals

This section is supplemented with the following:

After the Bid Opening, Bidders may obtain bid results from the Project Manager by emailing the contact listed on the cover of the bid proposal.

1-02.13 Irregular Proposals

This section is revised to read:

A Proposal will be considered irregular and may be rejected if it does not comply with the requirements specified in the Notice of Invitation for Bids.

1-02.14 Disqualification of Bidders

Include as written.

1-02.15 Pre-Award Information

Include as written.

1-02.16 Bid Amounts

This section is added:

The Bidder agrees to hold the base bid prices for forty-five (45) days from date of bid opening.

1-03 AWARD AND EXECUTION OF CONTRACT

1-03.1 Consideration of Bids

This section is supplemented with the following:

The low bidder, for the purposes of evaluating bids and award, shall be the lowest responsive Bidder offering the lowest aggregate amount of the BASE BIDS, represented as the Total Bid on the Bid Form. A “NO BID” or “\$0” bid entered in the bid summary above for either of the Base Bids will result in disqualification of the bid. For the purposes of awarding this Contract, the Contract will be awarded to the lowest responsive Bidder meeting the qualification criteria in set forth in Notice of Invitation for Bids. In addition, the Contracting Agency reserves the right to award the contract amount based on any or all of the bid items listed to restrict the contract amount to the funds available, and to reject any or all bids for any reason whatsoever and waive formalities as the interest of may be required.

1-03.2 Award of Contract

Include as written.

1-03.3 Execution of Contract

This section is revised to read:

The bidder will return to the Owner a signed contract, insurance certificate(s) and bonds within five (5) days after receipt of contract. If the apparent successful bidder fails to sign all contractual documents or provide the bond and insurance as required or return the documents within five (5)

days after receipt of the contract, the Owner may terminate the award of the contract or award to the next bidder.

1-03.4 Contract Bond

Item 1 is revised to read:

1. Be on a standard surety provided form;

1-04 SCOPE OF WORK

1-04.1 Intent of the Contract

Include as written.

1-04.2 Coordination of Contract Documents, Plans, Special Provisions Specifications and Addenda

Include as written.

1-04.4 Changes

This section is supplemented with the following:

If Owner desires to order a change in the Work, it may request a written Change Order proposal from Contractor.

1. Due to the short and critical duration of this type of project, Contractor shall submit a Change Order proposal within 24 hours of the request from Owner, or within such other period as mutually agreed.
2. Contractor's Change Order proposal shall be full compensation for implementing the proposed change in the Work, including any adjustment in the Contract Sum or Contract Time, and including compensation for all delays in connection with such change in the work and for any expense or inconvenience, disruption of schedule, or loss of efficiency or productivity occasioned by the change in Work.
3. Upon receipt of the Change Order proposal, or a request for equitable adjustment in the Contract Sum or Contract Time, Owner may accept or reject the proposal, request further documentation, or negotiate acceptable terms with the Contractor.
4. Pending agreement on the terms of the Change Order, Owner may direct Contractor to proceed immediately with the Change Order Work. Contractor shall not proceed with any change in the Work until it has obtained Owner's approval. All Work done pursuant to any Owner-directed change in the Work shall be executed in accordance with the Contract Documents.
5. If Owner and Contractor reach agreement on the terms of any change in the Work, including any adjustment in the Contract Sum or Contract Time, such agreement shall be incorporated in a Change Order. The Change Order shall reflect full payment and final settlement of all claims for time and for direct, indirect and consequential costs, including costs of delays, inconvenience, disruption of schedule, or loss of efficiency or productivity, related to any Work either covered or affected by the Change Order, or related to the events giving rise to the request for equitable adjustment.
6. A request for an equitable adjustment in the Contract Sum shall be based on written notice delivered to the Owner within 24 hours of the occurrence of the event giving rise to the request. For purposes of this part, "occurrence" means when Contractor knew, or in its diligent prosecution of the Work should have knowledge of the event giving rise to the request. If the Contractor believes it is entitled to an adjustment in the Contract Sum, Contractor shall immediately notify the Owner and begin to keep and maintain complete, accurate and specific daily records. Contractor shall give the Owner access to any such records and, if requested, shall promptly furnish copies of

such records to Owner.

7. Contractor shall not be entitled to any adjustment in the Contract Sum for any occurrence of events or costs that occurred more than 24 hours before Contractor's written notice to the Owner.

The written notice shall set forth, at a minimum, a description of:

The event giving rise to the request for an equitable adjustment in the Contract Sum;

The nature of the impacts to Contractor and Subcontractors, if any;

and,

To the extent possible, the amount of the adjustment in Contract Sum requested.

8. Failure to properly give such written notice shall, to the extent Owner's interests are prejudiced, constitute a waiver of Contractor's right to an equitable adjustment.

9. When the request for compensation relates to a delay or other change in Contract Time, Contractor shall demonstrate the impact on the critical path of the schedule attributable to the change of Work or event(s) giving rise to the request for equitable adjustment. Contractor shall be responsible for showing clearly on the Progress Schedule that the change or event:

- a. Had specific impact on the critical path and, except in case of concurrent delay, was the sole cause of such impact; and
- b. Could not have been avoided by re-sequencing of the Work or other reasonable alternatives.

1-04.5 through 1-04.11 Procedure and Protest to Final Cleanup

Include as written.

1-05 CONTROL OF WORK

1-05.1 and 1-05.2 Authority of the Engineer, Project Manager, Assistants and Inspectors

Include as written.

1-05.3 Plans and Working Drawings

This section is supplemented with the following:

The Contractor shall keep a hard copy of the Contract Plans and Specifications on site at all times.

These documents shall be provided to the Engineer on site at their request by the Contractor.

These drawings should clearly note any deviations from the Contract Plans that have been approved by the Engineer.

1-05.4 Conformity with and Deviation from Plans and Stakes

This section is replaced with the following:

The Contractor shall provide all surveying required to complete the project. The Contractor shall be responsible for setting, maintaining, and resetting all stakes and other markers as needed for the Work. Calculations, surveying, and measuring required for setting and maintaining the necessary lines and grades shall be the Contractor's responsibility. The meaning of words and terms used in this provision shall be as listed in "Definitions of Surveying and Associated Terms" current edition, published by the American Congress on Surveying and Mapping and the American Society of Civil Engineers.

The survey work shall include but not be limited to the following:

1. Primary and Secondary Control: Verify and use the primary horizontal and vertical control furnished by the Contracting Agency and expand into secondary control by adding stakes and hubs as well as additional survey control needed for the project. Provide descriptions of secondary control to the Contracting Agency. The description

shall include horizontal coordinates, station, offset and elevations of all secondary control points. Provide the Contracting Agency an electronic copy of the secondary control points. Vertical secondary control shall be established using spirit and laser levels, not a GPS system.

2. The Contractor shall stake clearing limits and centerline stationing one week prior to commencement of on-site construction activities. The Contractor shall allow for at least two working days for the Engineer to approve the layout after staking. The Contractor shall assume full responsibility for control of work based on their own stakes and marks, regardless of Engineer's review and approval.
3. Clearing Limits: Clearing limits shall be marked at major angle points to define the areas to be cleared prior to the start of work.
4. Establish temporary staking and layout as required to adequately locate, construct, and verify the placement of beach nourishment material as defined in Division 8.
5. Monuments: The Contractor shall be responsible for locating and preserving existing monuments within the right-of-way, which shall include existing property corners on the right-of-way lines. The Contractor shall maintain a complete and accurate reference of all survey markers, monuments, property corners, on this project. The Contractor shall inform the Engineer when monuments are discovered that were not identified in the Plans. All monuments shall be protected throughout the length of the project or be replaced at the Contractor's expense, unless marked on the Plans as to be removed and reset. In the event the Contractor disturbs or destroys any survey marker during the course of construction, not indicated to be removed/replaced on the Plans, the Contractor shall bear all costs of survey, resetting, legal claims, and filing state forms.

The Contractor shall establish all surveyed points by placing hubs and tacks with marked stakes in unpaved areas or P.K. nails with painted markings in paved areas. All surveying stakes shall be marked in accordance with WSDOT Standard Plan A-10.10-00.

The Contractor shall ensure surveying accuracy within the following tolerances:

	Vertical	Horizontal
Ground Shots, Survey Stakes, Work Area Limits, and other miscellaneous survey points	±0.1 foot	±0.5 foot

The Contracting Agency may spot-check the Contractor's surveying at any time during the Work. These spot-checks shall not change the requirements for accuracy by the Contractor.

If errors are found, or the Engineer determines that the Contractor's surveying means and methods are insufficient for the project or do not meet accuracy requirements, the Contractor shall correct the errors and/or resolve insufficiencies, which may include removal and replacement of incorrectly installed improvements. All costs incurred to correct or complete the Work shall be at the Contractor's expense, in accordance with Section 1-05.7.

1-05.4 Tolerances

Contractor's means and methods shall be sufficient to determine thickness of placed material to the satisfaction of the Engineer.

1-05.8 Contractor Work Plan

Replacement

Not later than seven (7) days prior to the scheduled start of construction, the Contractor shall submit a written Construction Work Plan in electronic format. No physical work is to be performed at the site until the Construction Work Plan is reviewed and approved by the Contracting Agency and Property Owner. A preliminary draft of this document is to be prepared and submitted with the bid proposal. The Construction Work Plan shall include, at a minimum:

1. A list of construction personnel and the supervisory chain of responsibility.
2. Procedures, equipment, and sequencing of the project.
3. Survey plan
4. Construction Schedule
5. TESC plan detailing BMPs and materials required to ensure that runoff and erosion are prevented during the Work (See Section 8-01).
6. Environmental protection plan detailing BMPs and materials required to protect the environment from spills.
7. Material and equipment requirements as detailed in Section 9.
8. Manufacturer's technical information for all items used on this project.
9. Declaration that the Contractor shall be responsible for the safety of all persons on the job site and during transit to the job site.
10. Other information as required by these specifications.

Work will not begin until the Construction Work Plan is reviewed and approved by the Contracting Agency. Approval of the Construction Work Plan does not guarantee final acceptance of the Work.

1-07 LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC

1-07.1 Laws to be observed

Include as written.

1-07.2 State Taxes

Delete 1-07.2(1) and 1-07.2(2) and replace with the following:

The total bid amounts shall include Washington State Sales Tax (WSST) as a line item. All other taxes imposed by law shall be included in the bid amount. The Owner will include WSST in progress payments according to the percent of completion. The Contractor shall pay the WSST to the Department of Revenue and shall furnish proof of payment to the Owner if requested.

[Note: Contractor must bond for contract amount plus the WSST.]

1-07.5 Environmental Regulations

1-07.5(1) General

This section is supplemented with the following:

A Thurston County Building permit application for the project has been submitted. (The project may proceed when permit has been issued)

1-07.5(2) State Department of Fish and Wildlife

This section is supplemented with the following:

1. Prepare a Spill Prevention Kit. Oil absorbent pads and personnel trained in spill prevention and control will be on site during all heavy equipment operations.
2. Inspect heavy equipment at least daily for any leaks of petroleum products. Repair as needed.

3. Heavy equipment must be pressure washed to be visibly free of all soil before shipping to the project site.
4. Emergency spill response plan, including strategies to contain fluids if a hydraulic line is broken.

1-07.6 Permits and Licenses

This section is amended with the following:

The Project Manager shall be responsible for obtaining building permits required for construction, excluding business licenses and permits required for the Contractor's business. The Contractor shall be given a copy of the building permit. The Contractor shall comply with all permit requirements and keep a copy of the permit on site at all times.

1-07.7(2) Load Limit Restrictions

Include as written.

1-07.8 High Visibility Apparel

Include as written.

1-07.9 Wages

Include as written.

1-07.16 Protection and Restoration of Property

Include as written.

1-07.17 Utilities and Similar Facilities

Include as written.

1-07.18 Public Liability and Property Damage Insurance

Include as written.

1-07.19 through 1-07.27 Gratuities to No Waiver of State's Legal Rights

Include as written.

1-08 PROSECUTION AND PROGRESS

1-08.1 through 1-08.2 Subcontracting and Assignment

Include as written.

1-08.4 Prosecution of Work

Include as written.

1-08.5 Times for Completion

This section is revised to read:

The Contractor shall accomplish all work by the dates shown on the Project Schedule. The Contractor may work beyond normal business hours as approved by the project manager.

1-08.6 through 1-08.8 Suspension of Work to Extensions of Time

Include as written.

1-08.9 Liquidated Damages

Include as written.

1-08.10 Termination of Contract

Include as written.

1-09 MEASUREMENT AND PAYMENT

Include as written.

1-09.7 Mobilization

Include as written.

1-11 SAFETY PRECAUTIONS

This section is added:

1. Contractor shall be responsible for initiating, maintaining, and supervising all aspects of safety precautions and programs involved with the project.
2. Contractor shall be responsible for verifying that slope conditions are safe at all times while conducting their work in line with the drawings, specifications and permit conditions.
3. Contractor shall maintain a comprehensive health and safety plan and keep a physical printed copy of the site-specific plan on site at all times. The Engineer may request to review this plan at any time during the project.
4. In carrying out its responsibilities according to the Contract Documents, Contractor shall protect the lives and health of employees performing the Work and other persons who may be affected by the Work; prevent damage to materials, supplies and equipment whether on site or stored off-site; and prevent damage to other property at the site or adjacent thereto. Contractor shall comply with chapter 296-800 WAC and all applicable laws, ordinances, rules, regulations, and orders of any public body having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss; shall erect and maintain all necessary safeguards for such safety and protection; and shall notify owners of adjacent property and utilities when prosecution of the Work may affect them.
5. Contractor shall maintain an accurate record of exposure data on all incidents relating to the Work resulting in death, traumatic injury, occupational disease, or damage to property, materials, supplies or Contractor shall immediately report any such incident to Owner and appropriate jurisdictions. The Owner shall, at all times, have a right of access to all records of exposure.
6. All work shall be performed with due regard for the safety of the public. Contractor shall perform the Work so as to cause a minimum of interruption of vehicular traffic or inconvenience to pedestrians. All arrangements to care for such traffic shall be Contractor's responsibilities. All expenses involved in the maintenance of traffic by way of detours shall be borne by Contractor.
7. In an emergency affecting the safety of life or the Work or of adjoining property, Contractor is permitted to act, at its discretion, to prevent such threatened loss or injury, and Contractor shall so act if authorized or instructed.
8. Nothing provided in this section shall be construed as imposing any duty upon the Owner with regard to, or as constituting any express or implied assumption of control or responsibility over, project site safety, or over any other safety conditions relation to employees or agents of the Contractor or any of its Subcontractors, or the public.

ITEMS OF WORK

The sum of the five work items will cover all work as described in the Contract Plans and the necessary work to complete these items. There are no separate items for mobilization, cleanup, erosion and stormwater management or other costs. All necessary expenses must be included in the work items below.

Heavy Use Area Protection

This item of work will include all equipment, materials and labor required to complete the concrete slab, gravel skirt and any grading associated with the site preparation and final grading of the site as shown in the Contract Plans. This item will be paid as a lump sum for the elements described.

Waste Storage Facility

This item of work will include all equipment, materials, and labor required to construct the manure storage bins. Bin doors are to be included in this item. Grading, base material under the waste storage facility will be covered by the work in the Heavy Use Area Protection item. This item will be paid as a lump sum.

Roofs and Covers

This item of work will include all equipment, materials, and labor required to complete the pole building as indicated in the Contract Plans. The trusses included in the permit package will be provided by the contracting agency. The contractor will be required to coordinate truss delivery with the manufacturer. Installation of gutters and drainage management features as described in the design drawings will be included in this item.

Livestock Pipeline

This item of work will include all equipment, materials and labor required to install a pump in the well, pump controls, and the pipeline as indicated in the Contract Plans. This work includes electrical connections to the adjacent building. This item will be paid as a lump sum.

Watering Facility

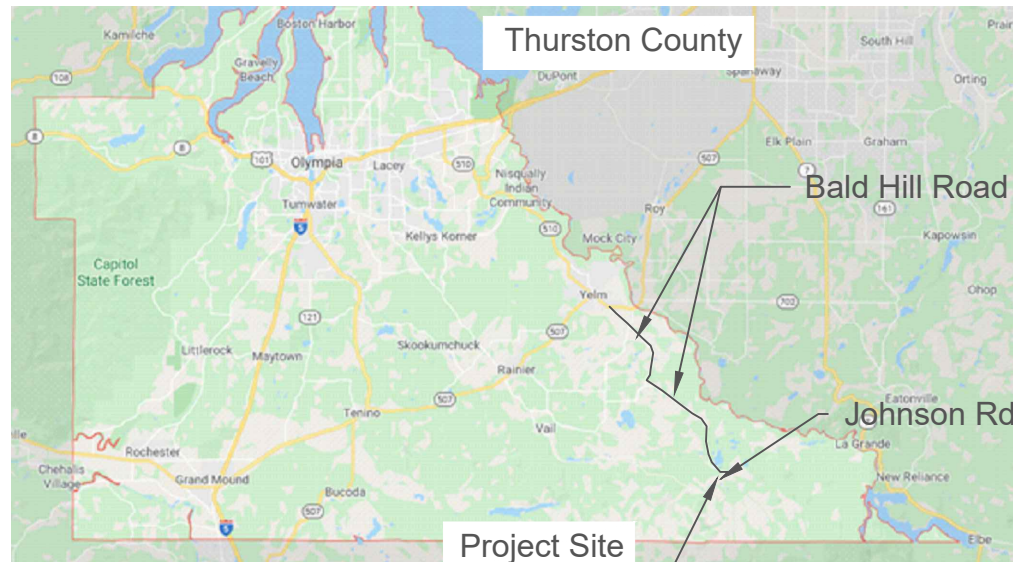
This item of work will include all equipment, materials and labor required to construct the watering facilities. This work will include site preparation, connection and installation of frost-free hose bibs, acquisition and installation of water tanks, acquisition and installation of float valves and wildlife escapement ramps, and material acquisition and installation of protective fencing around hose bibs and inlets and other appurtenances necessary to complete the project as shown in the Contract Plans. This item will be paid as a lump sum.

Sheet Set

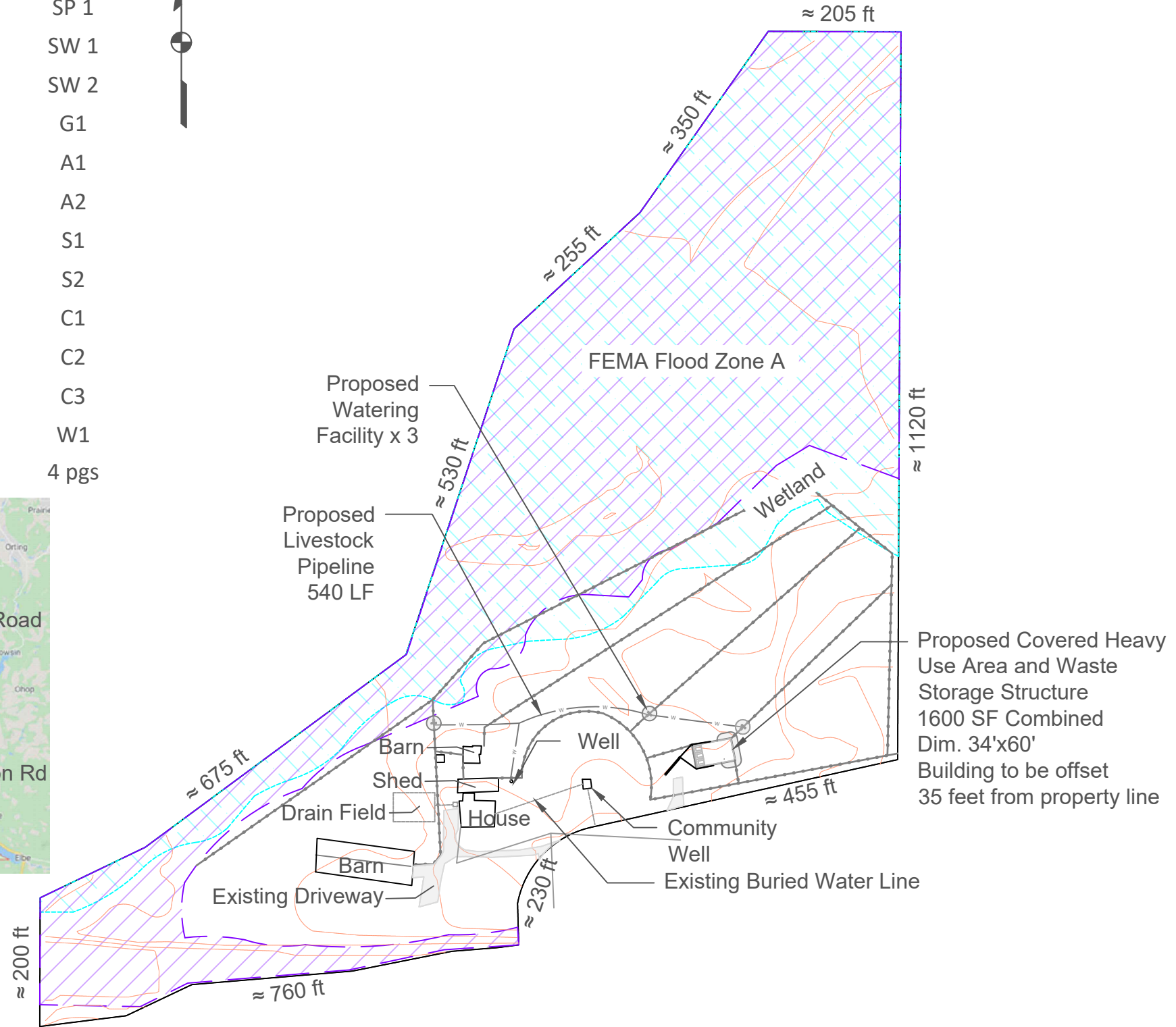
Site Plan	SP 1
Stormwater	SW 1
Stormwater Details	SW 2
Waste Storage Structure, Eng Notes	G1
Waste Storage Structure, End Elevation	A1
Waste Storage Structure, Side Elevation	A2
Waste Storage Structure, Post Foundation Plan and Details	S1
Roof Framing Plan and details	S2
Waste Storage Structure, Bins and Slab	C1
Waste Storage Structure Concrete and Rebar	C2
Waste Storage Structure, Details	C3
Watering Facility details	W1
Truss Design Package	4 pgs



Parcel # 23508310200
21.87 Acres



Directions from Yelm: Go East 507. Turn right onto Bald Hill Road SE. At tee turn left and continue on Bald Hill Road SE. Turn right onto Johnson Rd SE, Continue on O'Toole road. Address is on the right before you cross the bridge.



Approximate Property dimensions and 2 ft contour lines were sourced from the Thurston County GIS Online Database. The site plan was taken from 2020 aerial imagery from the Thurston County GIS Online Database. The approximate FEMA flood Zone A and wetland polygons delineated on the property based on the Thurston County GIS Online Database. The entire parcel is identified as Critical Aquifer Recharge Area 1 in the Thurston County GIS online database.



Agricultural Improvements Project

Site Plan

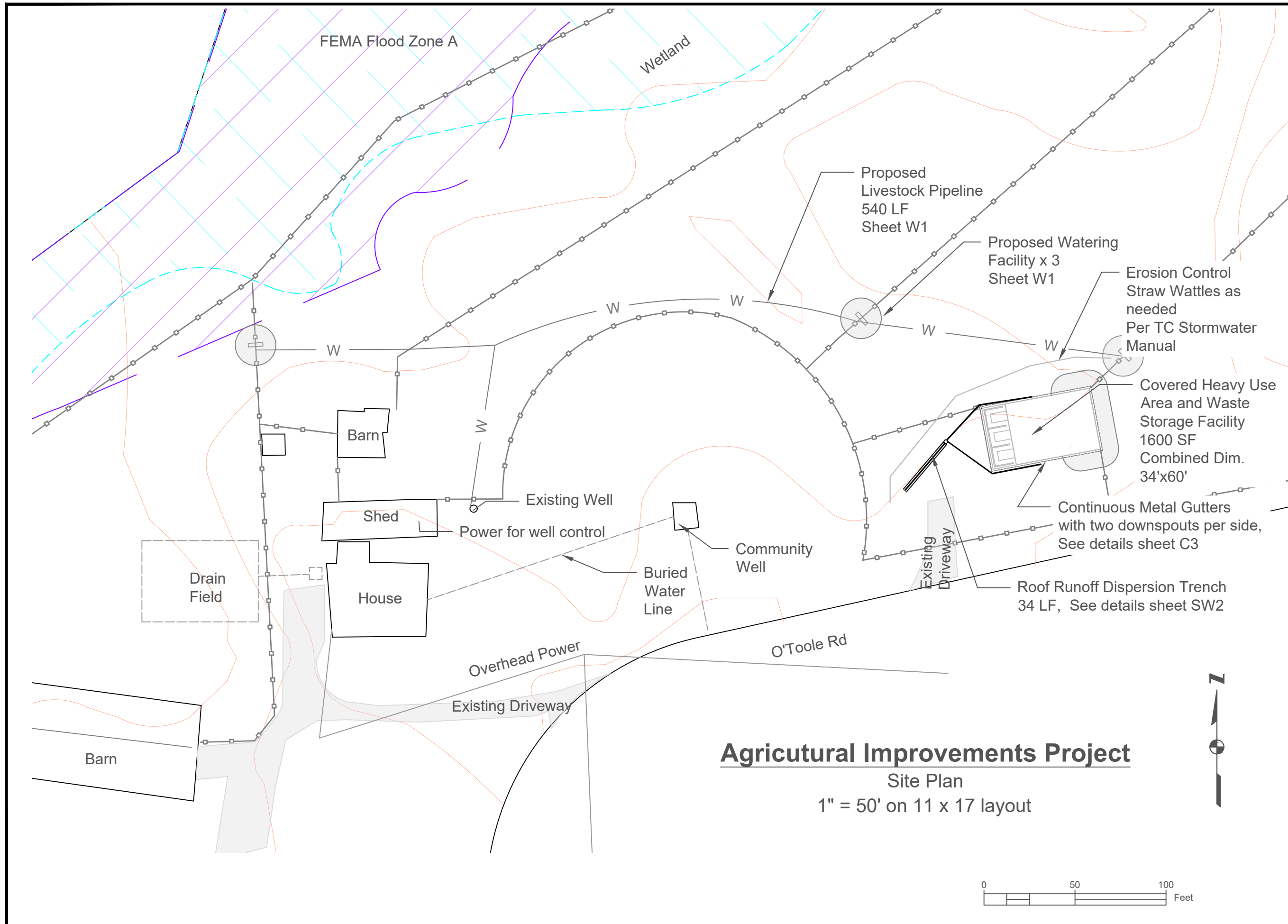
1"=200' at 11"x17" layout

Date 3/1/24
Sheet No. SP 1

Site Plan
AGRICULTURAL IMPROVEMENT PROJECT
20140 SE O TOOLE RD, - Parcel No. 23508310200
Yelm, Washington

Designed: KH
Drawn: KH





Date
3/1/2024

Sheet No.
SW 1

Stormwater and Watering Facilities
AGRICULTURAL IMPROVEMENT PROJECT
 20140 SE O TOOLE RD, - Parcel No. 23508310200
 Yelm, Washington

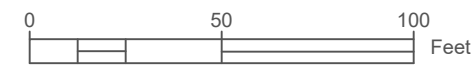
Designed:
KH

Drawn:
KH

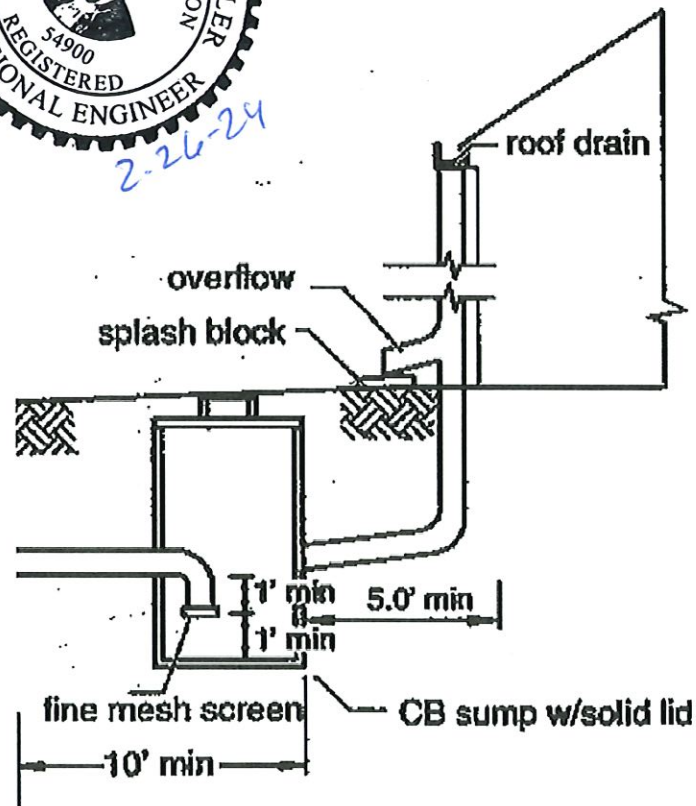
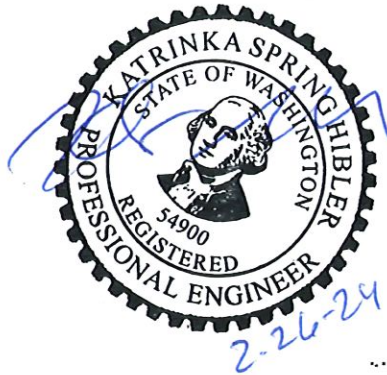
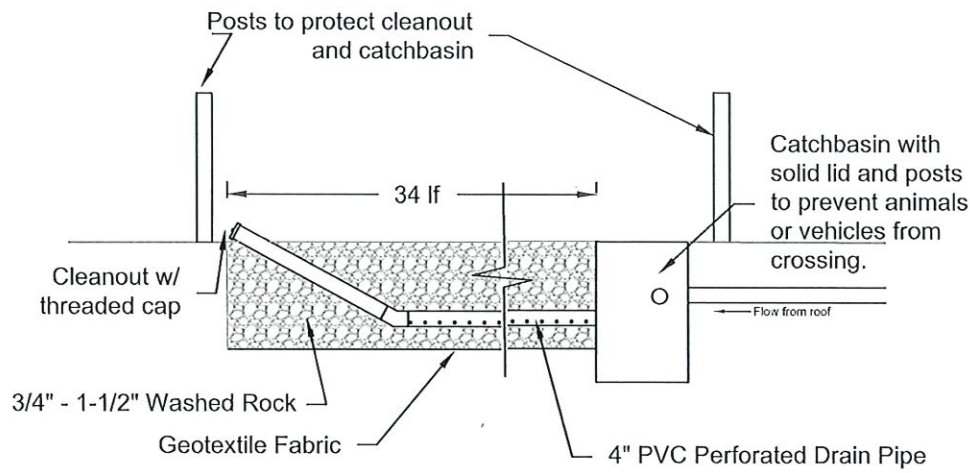
Agricultural Improvements Project

Site Plan

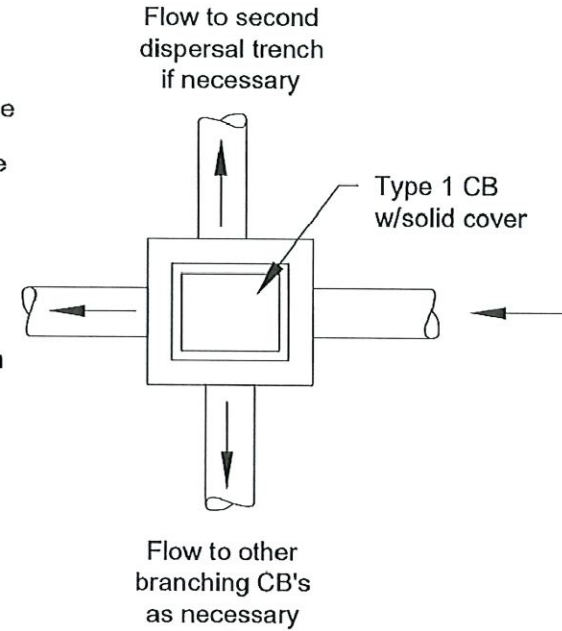
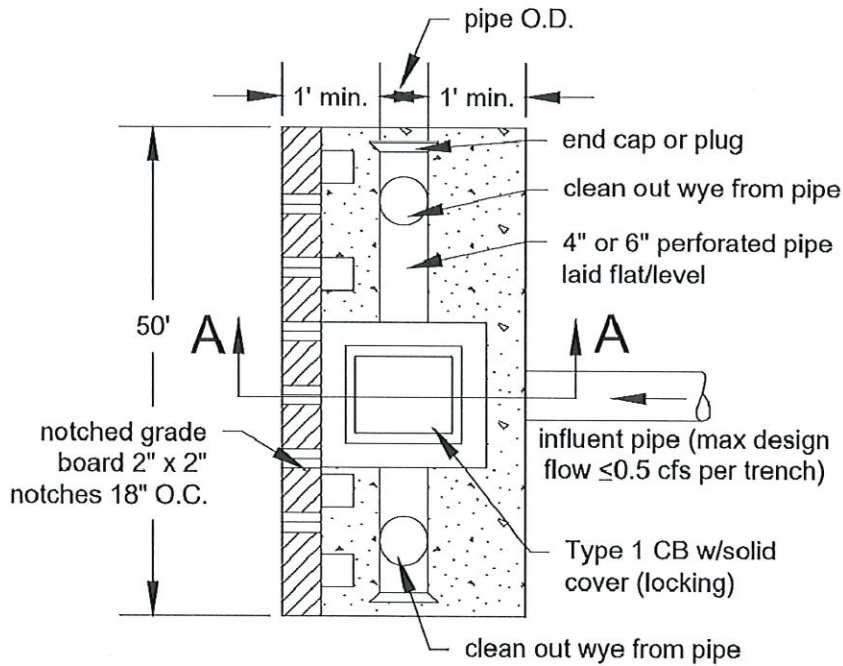
1" = 50' on 11 x 17 layout



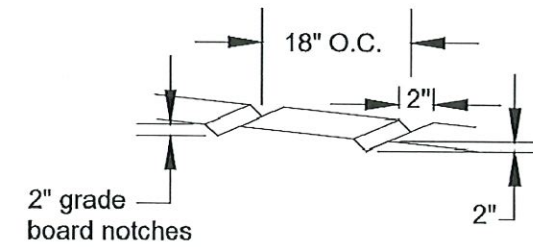
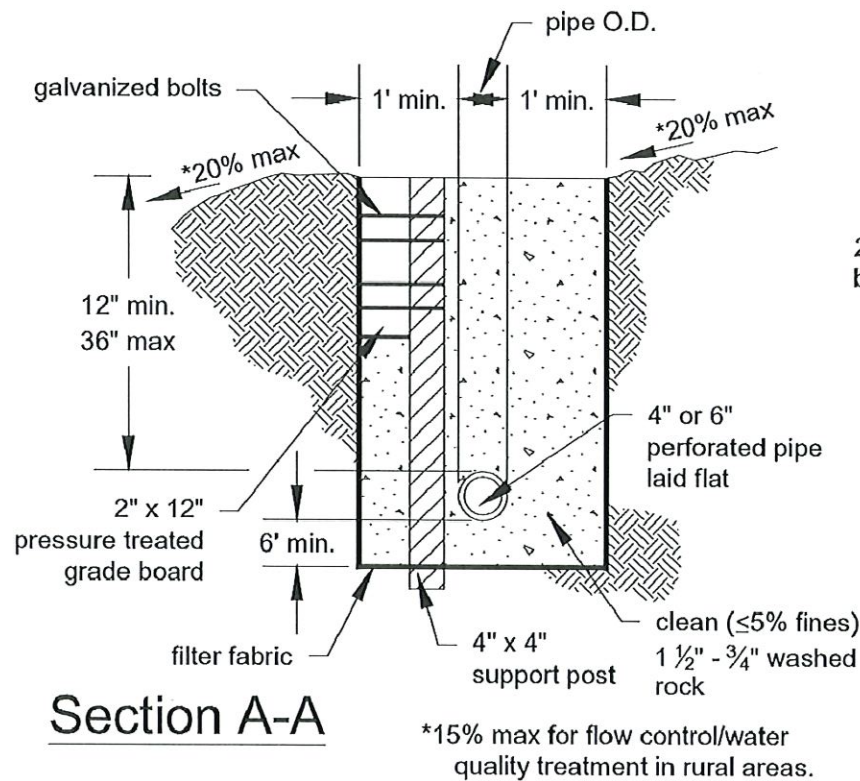
Dispersion Trench Details



Catchbasin Detail Fig V-2.2 Thurston County Drainage and Erosion Control Manual



Plan



Notes:

1. This trench shall be constructed so as to prevent point discharge and/or erosion.
2. Trenches may be placed no closer than 50 feet to one another. (100 feet along flowline)
3. Trench and grade board must be level. Align to follow contours of site.
4. Support post spacing as required by soil conditions to ensure grade board remains level.

NOT TO SCALE

Figure V - 2.7 Standard dispersion trench with Notched Grade Board.

Source: Department of Ecology

Notes: Dispersion Trench installation must meet specifications of the Thurston County Drainage and Erosion Control Manual Downspout details on sheet C3.

Date 1/26/2024
Sheet No. SW 2

Stormwater Details
Waste Storage and Heavy Use Area Protection Project
20140 SE O'Toole Rd, Yelm WA - Parcel No. 23508310200
Thurston County, Washington

Designed: KH
Drawn: KH



GENERAL STRUCTURAL NOTES:

1. THESE NOTES ARE GENERAL IN NATURE INTENDED TO SET THE MINIMUM FOR CONSTRUCTION. CONTRACTOR SHALL BE COMPLETELY FAMILIAR WITH THE CONTRACT AND DESIGN DOCUMENTS AND HAVE A COPY OF THEM ON SITE AT ALL TIMES.
2. FOR ANY PORTION OF THE CONSTRUCTION WHICH THE CONTRACTOR IS UNABLE TO PROVIDE THE REQUIRED CONSTRUCTION OR WHERE CONFLICTS EXIST, IT IS THE CONTRACTOR'S RESPONSIBILITY TO REQUEST ADDITIONAL INFORMATION AND CLARIFICATIONS FROM THE ENGINEER-OF-RECORD (EOR) PRIOR TO CONSTRUCTION.
3. ALL WORK SHALL BE IN CONFORMANCE WITH THE 2021 WASHINGTON STATE BUILDING CODE WITH 2021 INTERNATIONAL BUILDING CODE AMENDMENTS AS WELL AS USDA NATURAL RESOURCE CONSERVATION SERVICE (NRCS) PRACTICE STANDARDS WITH WASHINGTON SPECIFIC AMENDMENTS. ALL BUILDING ELEMENTS AND COMPONENTS NOT SPECIFICALLY DETAILED IN THESE CONSTRUCTION DOCUMENTS SHALL BE FABRICATED AND CONSTRUCTED IN ACCORDANCE WITH THE MINIMUM STANDARDS CONTAINED IN SECTION 2308 - CONVENTIONAL LIGHT-FRAMED CONSTRUCTION OR CHAPTER 23 OF THE IBC.
4. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS, ELEVATIONS AND QUANTITIES BEFORE CONSTRUCTION. THE EOR SHALL BE NOTIFIED OF ANY DISCREPANCIES OR INCONSISTENCIES PRIOR TO CONTINUATION OF WORK.
5. THE CONTRACT STRUCTURAL DRAWINGS REPRESENT THE FINISHED STRUCTURE. MEANS, METHODS AND SEQUENCE OF CONSTRUCTION ARE THE RESPONSIBILITY OF THE CONTRACTOR. CONTRACTOR TO ENSURE THE INTEGRITY OF THE STRUCTURE AT ALL STAGES OF CONSTRUCTION USING TEMPORARY BRACING OR OTHER METHODOLOGY AS NECESSARY.
6. CONSTRUCTION LOADS SHALL NOT EXCEED THE DESIGN LIVE LOAD FOR THE STRUCTURE. PROVIDE SHORING AND/OR BRACING WHERE LOADS EXCEED DESIGN CAPACITY AND WHERE STRUCTURES HAVE NOT REACHED DESIGN STRENGTH.
7. CONSTRUCTION OF ROOF STRUCTURE SHALL COMPLY WITH NATURAL RESOURCES CONSERVATION SERVICE (NRCS) - CONSERVATION PRACTICE STANDARD 367.

DESIGN LOADS:

IBC 1603.1.1 - FLOOR LOADS

- CONCRETE WEIGHT - 150 PCF
- LIVE LOAD - 40 PSF UNIFORM, 3000 LBS CONCENTRATED
- RETAINING WALL LOADING - INFILL WASTE ACTIVE INTERNAL LATERAL PRESSURE - 60 PSF/FT (NRCS, CPS 313)

IBC 1603.1.2 - ROOF LOADS

- DEAD LOAD - 15 PSF
- LIVE LOAD - 20 PSF UNIFORM, 300 LBS CONCENTRATED
- IBC 1603.1.3 - SNOW LOADS - SEE ATTACHED STRUCTURAL CALCULATIONS FOR MORE INFORMATION
- GROUND SNOW LOAD (Pg) - 20 PSF (PER THURSTON COUNTY)
- CALCULATED FLAT/SLOPED ROOF SNOW LOAD (Pf) - 12.1 PSF
- CONSERVATIVE DESIGN SNOW LOAD FOR DESIGN - 20 PSF**
- SNOW EXPOSURE FACTOR (Ce) - 0.9 FULLY EXPOSED
- SNOW LOAD IMPORTANCE FACTOR (Is) - 0.8, CATEGORY I
- THERMAL FACTOR (Ct) - 1.2
- FROST DEPTH - 12 INCHES

IBC 1603.1.4 - WIND DESIGN CRITERIA -

- BASIC DESIGN WIND SPEED (3-SECOND GUST) (V) - 110 MPH (PER THURSTON COUNTY)
- RISK CATEGORY - I
- EXPOSURE CATEGORY - B
- ENCLOSURE CATEGORY - OPEN
- TOPOGRAPHIC EFFECTS (Kzt) - 1

CONCRETE:

1. ALL CONCRETE SHALL BE HARD ROCK CONCRETE MEETING THE REQUIREMENTS OF ACI-301, "SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS". MIX PROPORTIONS SHALL BE PER ACI-301, METHOD 2 OR ALTERNATE PROCEDURE.
2. STRUCTURAL CONCRETE SHALL ATTAIN THE FOLLOWING MINIMUM COMPRESSIVE STRENGTH AT 28 DAYS:
 - 2.1. f_c - 4000 PSI
 - 2.2. SLUMP - 1-4"
 - 2.3. W/C - 0.45
3. SPECIAL INSPECTION NOT REQUIRED. 4000 PSI COMPRESSIVE STRENGTH IS SPECIFIED FOR WEATHERING PROTECTION.
4. ALL CONCRETE EXPOSED TO WEATHER SHALL CONTAIN 6% (+/- 1%) AIR ENTRAINMENT BY VOLUME. AIR ENTRAINMENT SHALL BE PER ASTM C260.
5. CHAMFER EXTERIOR CORNERS $\frac{3}{8}$ " UNLESS SHOWN OTHERWISE.

6. CEMENT SHALL BE TYPE I OR II IN CONFORMANCE WITH ASTM C150. AGGREGATES SHALL BE IN CONFORMANCE WITH ASTM C33 AND USE CRUSHED (NOT ROUND) GRAVEL OR STONE. COARSE AGGREGATE SHALL NOT EXCEED $\frac{3}{4}$ " IN ANY DIRECTION. WATER SHALL BE CLEAN AND POTABLE.
7. REINFORCING STEEL SHALL CONFORM TO ASTM A615, GRADE 60.
8. UNLESS OTHERWISE NOTED, PROVIDE MINIMUM 48 BAR DIAMETERS AT BAR SPLICES. NOR MORE THAN 50% OF REINFORCING SHALL BE SPLICED AT ANY LOCATION.
9. FORMWORK SHALL BE IN ACCORDANCE WITH ACI-347. FORMS SHALL BE DESIGNED BY THE CONTRACTOR. BRACING SHALL BE PROVIDED AS REQUIRED OR UNTIL THE CONCRETE HAS REACHED ITS SPECIFIED 28-DAY STRENGTH. FORMWORK, SUPPORTS AND SHORING SHALL PROVIDE FINISHED CONCRETE SURFACES AT ALL FACES: LEVEL, PLUMB AND TRUE TO DIMENSIONS AND ELEVATIONS SHOWN IN DRAWINGS.

FOUNDATIONS:

1. SOIL CHARACTERISTICS HAVE BEEN CONSERVATIVELY ASSUMED PER THE 2021 IBC WITH WASHINGTON AMENDMENTS, SECTION 1806 PRESUMPTIVE LOAD BEARING VALUES OF SOILS CONSISTENT WITH CLAY, SANDY CLAY, SILTY CLAY, AND CLAYEY SILT, SILT AND SANDY SILT (CL, ML, MH AND CH) SOIL TYPES. THE CONTRACTOR SHALL VERIFY THAT THE PRESUMED SOIL TYPES PRIOR TO THE INITIATION OF CONSTRUCTION AND NOTIFY THE EOR OF NON-CONFORMING IN-SITU CONDITIONS IF PRESENT PRIOR TO INITIATION OF CONTINUATION OF WORK.
2. ALL FOUNDATIONS TO BEAR ON UNDISTURBED NATIVE MATERIAL OR GRANULAR FILL COMPACTED TO 95% R.C.
3. SOIL DESIGN CRITERIA PER 2018 IBC SECTION 1806:
 - 3.1. SOIL BEARING - 1500 PSF
 - 3.2. $\frac{1}{2}$ INCREASE ALLOWED FOR SHORT TERM LOADING
 - 3.3. SOIL PROFILE - D
 - 3.4. COEFFICIENT OF FRICTION - 0.35 (GRANULAR COMPACTED SUBGRADE)
4. ALL EXCAVATIONS SHALL BE PROPERLY BACKFILLED. DO NOT PLACE ANY MATERIALS ON CONCRETE UNTIL IT HAS REACHED ITS FULL DESIGN COMPRESSIVE STRENGTH.
5. BACKFILL S.O.G. TO FINISHED SLAB GRADE.

CONCRETE ANCHORS AND POST BASES:

1. ALL CONCRETE ANCHORS AND POST BASES TO BE INSTALLED WITH MINIMUM EMBEDMENT STATED IN THE STRUCTURAL DRAWINGS OR PER MANUFACTURER RECOMMENDATIONS WHICHEVER IS GREATER.

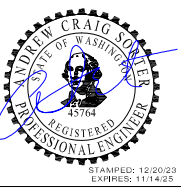
SOLID SAWN LUMBER AND ENGINEERED LAMINATE BEAMS:

1. UNLESS NOTED OTHERWISE, STRUCTURAL LUMBER SHALL BE DOUGLAS FIR OR HEM FIR CONFORMING TO WWSA GRADING RULES.
2. MINIMUM GRADES ARE, EXCEPT AS NOTED OTHERWISE:
 - 2.1. STRUCTURAL JOISTS AND PLANKS - #2
 - 2.2. STRINGERS AND BLOCKING - #2
 - 2.3. BEAMS - SHALL BE ENGINEERED 24F-V4 LAMINATE BEAMS
 - 2.4. POSTS AND TIMBERS - #1
3. NOTCHING IS NOT PERMITTED IN JOISTS, RAFTERS, BEAMS, LINTELS, COLUMNS AND BRACING MEMBERS UNLESS OTHERWISE NOTED.
4. PRESSURE TREATED LUMBER SHALL CONFORM TO THE AWPA AND SHALL BEAR THE QUALITY MARK OF AN ACCREDITED ALSI INSPECTION AGENCY.
5. ALL LUMBER IN CONTACT WITH CONCRETE SHALL BE PRESSURED TREATED WITH ACZA TO A MINIMUM RETENTION OF 0.25 PCF.
6. TREAT ALL PRESSURE TREATED POST ENDS IN CONTACT WITH CONCRETE WITH ELASTOMERIC COATING TO FULL DEPTH OF CONCRETE EMBEDMENT.
7. NAILING SHALL BE IN ACCORDANCE WITH THE 2018 IBC WITH WASHINGTON AMENDMENTS UNLESS OTHERWISE NOTED. FASTENERS FOR PRESERVATIVE TREATED WOOD SHALL BE OF HOT-DIPPED ZINC-COATED GALVANIZED STEEL, STAINLESS STEEL, SILICON BRONZE OR COPPER. THE COATING WEIGHTS FOR ZINC-COATED FASTENERS SHALL BE IN ACCORDANCE WITH ASTM A-135. $\frac{3}{8}$ " DIAMETER STEEL ANCHOR BOLTS & LARGER DO NOT NEED TO BE GALVANIZED UNLESS OTHERWISE NOTED.
8. PROVIDE STANDARD 3"x3"x $\frac{3}{4}$ " PLATE WASHERS UNDER ALL INTERMEDIATE BOLT HEADS AND NUTS AT THE SILL PLATE, POST TO CONCRETE WALL CONNECTIONS, AND SWAY BRACE ANCHOR BOLTS. USE STANDARD WASHERS FOR ALL OTHER BOLTS AND NUTS IN CONTACT WITH WOOD.
9. ALUMINUM FASTENERS, CONNECTORS, OR CLADDING MUST NOT BE USED IN DIRECT CONTACT WITH TREATED WOOD UNLESS SPECIFICALLY ALLOWED BY THE PRESERVATIVE MANUFACTURER. USE HOT-DIPPED GALVANIZED OR STAINLESS STEEL BOLTS, WASHERS, NUTS, NAILS AND OTHER HARDWARE WHICH MEET ASTM A153.

INSPECTIONS WILL BE COMPLETED BY ENGINEER OF RECORD OR AUTHORIZED REPRESENTATIVE.

REQUIRED INSPECTIONS INCLUDE BUT MAY NOT BE LIMITED TO:

1. ALL FORMS AND STEEL WORK SHALL BE INSPECTED PRIOR TO CONCRETE POURS.
2. ALL CAST-IN-PLACE APPURTENANCES INCLUDING, BUT NOT LIMITED TO POST BASES, FOUNDATION BOLTS, ETC. TO BE INSPECTED AFTER SUBSTANTIAL CONCRETE CURE.
3. UPON SUBSTANTIAL COMPLETION OF FRAMING, PRIOR TO APPLICATION OF ROOF SHEATHING AN INSPECTION OF WOOD TO WOOD AND WOOD TO CONCRETE CONNECTIONS SHALL BE COMPLETED.
4. INSPECTION OF ROOF SHEATHING NAILING TO BE COMPLETED BEFORE APPLICATION OF ROOFING MATERIALS.
5. A FINAL INSPECTION WILL BE COMPLETED AFTER SUBSTANTIAL COMPLETION AND, AS NECESSARY A PUNCH LIST WILL BE PROVIDED TO CONTRACTOR FOR COMPLETION PRIOR TO ACCEPTANCE OF WORK.
6. PROVIDE MINIMUM 24 HOURS NOTICE FOR INSPECTION SCHEDULING.
7. PHOTO INSPECTIONS MAY BE COMPLETED ON A CASE BY CASE BASIS WITH PRIOR APPROVAL BY ENGINEER OF RECORD.

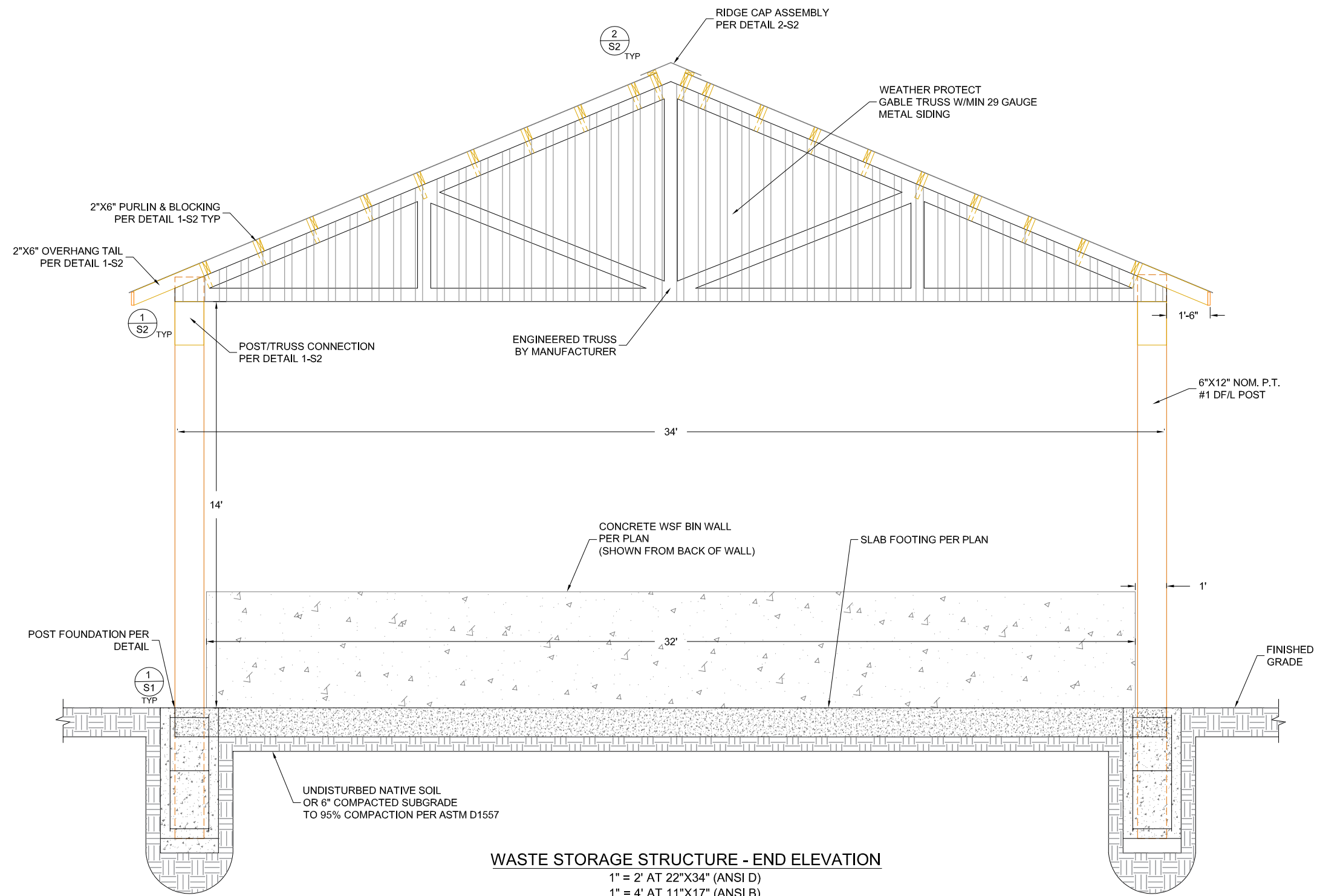


MASON CONSERVATION DISTRICT
450 W. BUSINESS PARK ROAD
SHELTON, WA 98584
360.427.9436

NO.	HISTORY / REVISION	BY	CHK	DATE

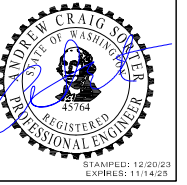
MEYER
WASTE STORAGE FACILITY - ROOF AND COVER (NRCS PS367)
20140 SE OTOOLE ROAD, YELM, WA 98597
ENGINEERING NOTES

DRAWN	ACS
CHECK	ACS
APPROVED	ACS
DATE	12/20/2023
JOB NUMBER	MCD-116
SHEET G1	



WASTE STORAGE STRUCTURE - END ELEVATION

1" = 2' AT 22"X34" (ANSI D)
 1" = 4' AT 11"X17" (ANSI B)



MASON CONSERVATION DISTRICT
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 SHELTON, WA 98584
 360.427.9436

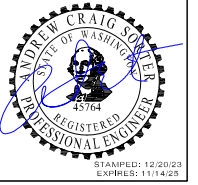
NO.	HISTORY / REVISION	BY	CHK.	DATE

MEYER
 WASTE STORAGE FACILITY - ROOF AND COVER (NRCS PS367)
 20140 SE O'TOOLE ROAD, YELM, WA 98597

WASTE STORAGE STRUCTURE - END ELEVATION

DRAWN	ACS
CHECK	ACS
APPROVED	ACS
DATE	12/20/2023
JOB NUMBER	MCD-116

SHEET
 A1



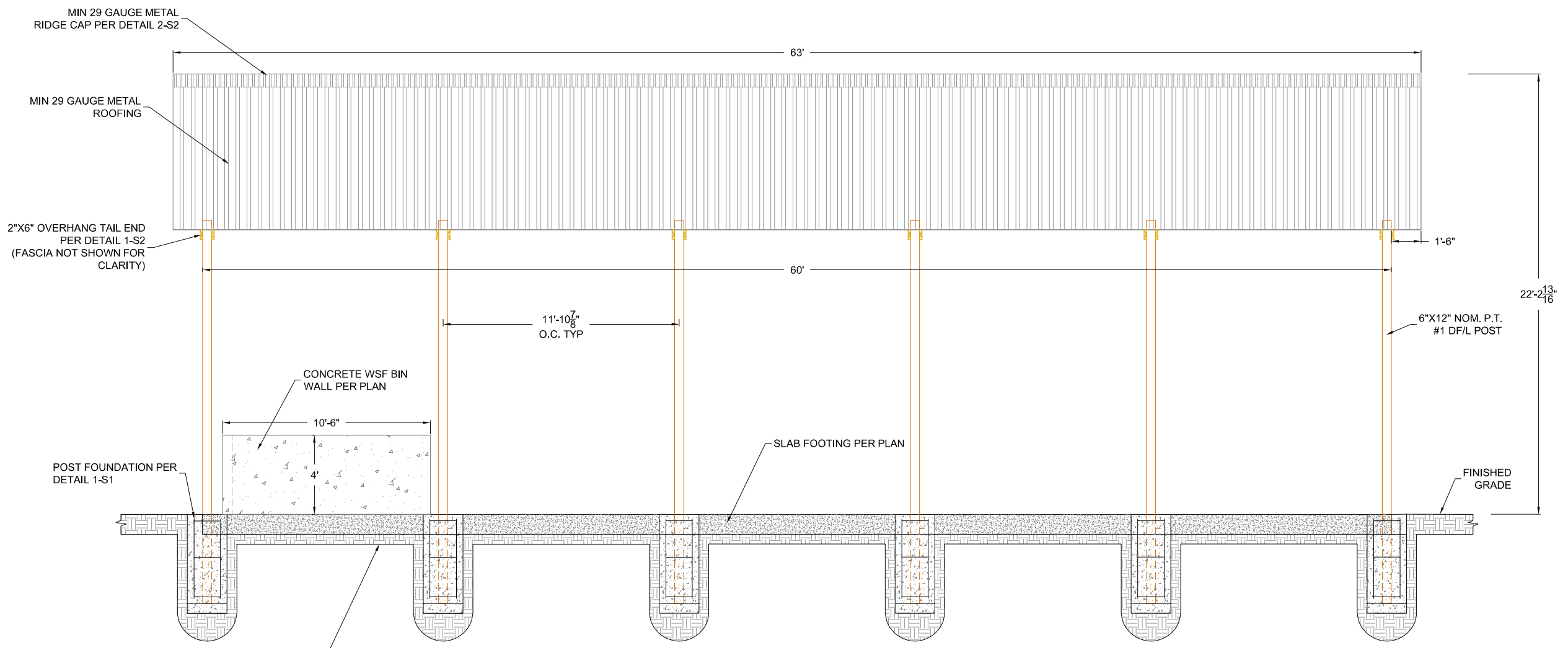
MASON CONSERVATION DISTRICT
 450 W. BUSINESS PARK ROAD
 SHELTON, WA 98584
 360.427.9436

NO.	HISTORY / REVISION	BY	CHK.	DATE

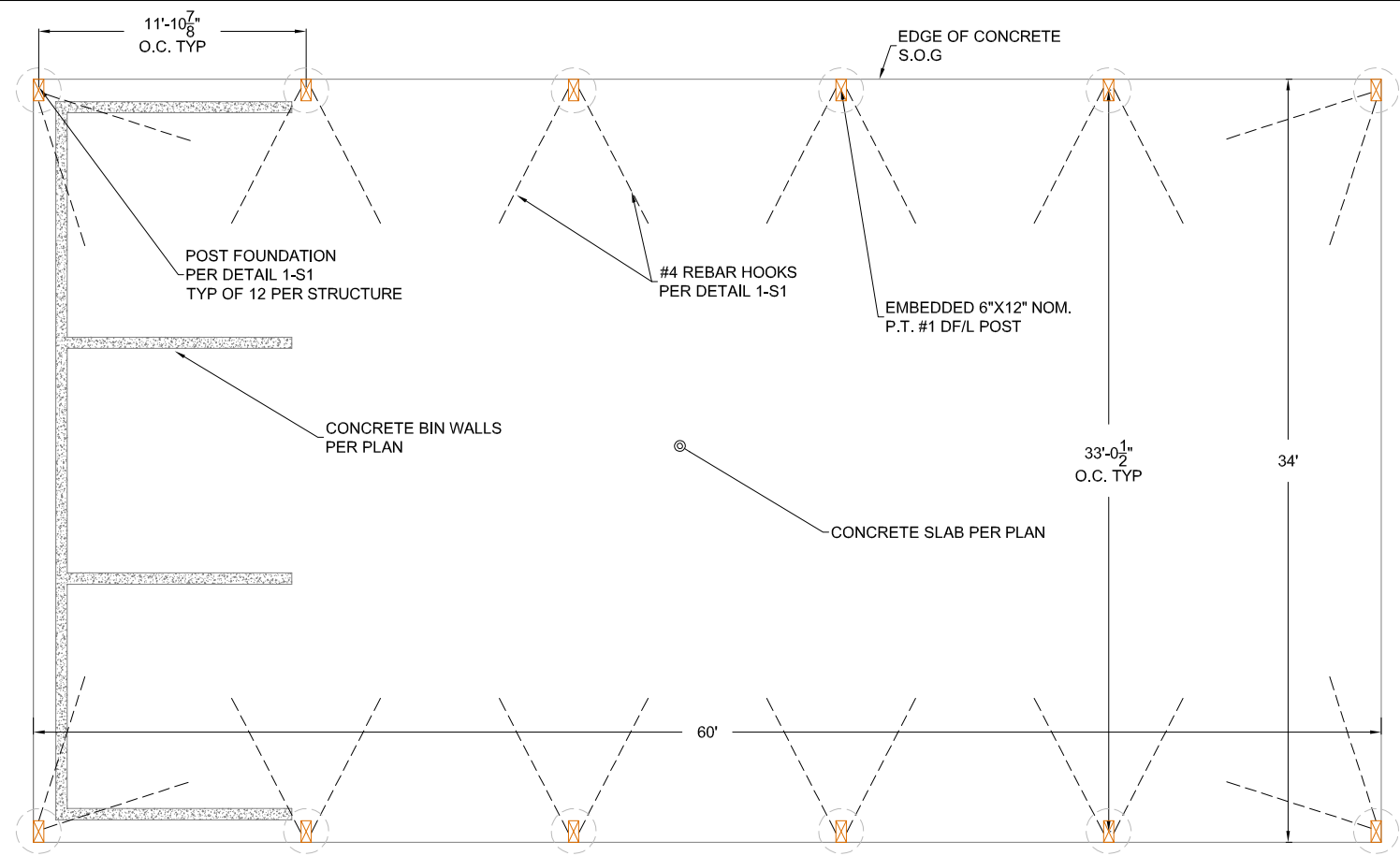
MEYER
 WASTE STORAGE FACILITY - ROOF AND COVER (NRCS PS367)
 20140 SE O'TOOLE ROAD, YELM, WA 98597

WASTE STORAGE STRUCTURE - SIDE ELEVATION

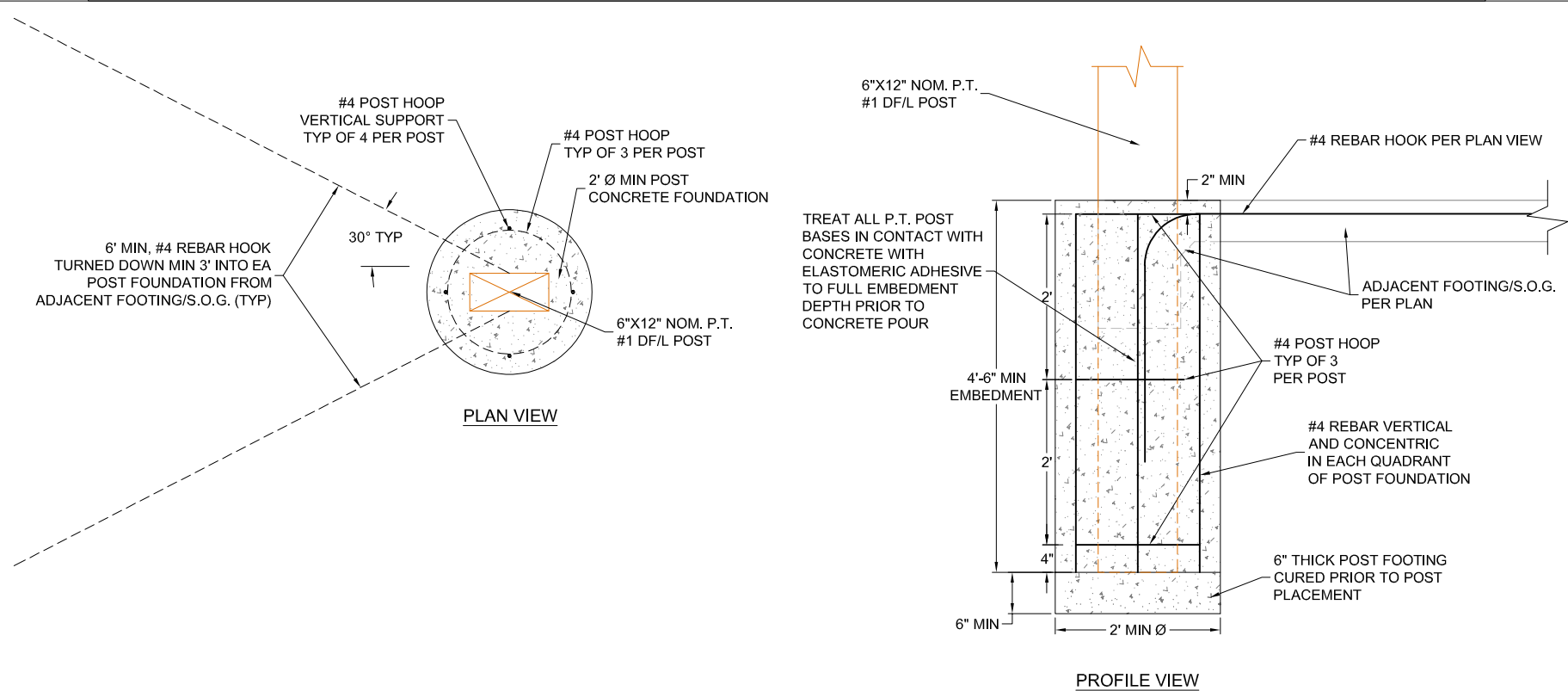
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CHECK	ACS
APPROVED	ACS
DATE	12/20/2023
JOB NUMBER	MCD-116
SHEET	A2



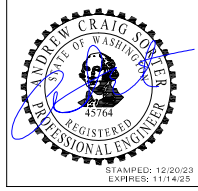
WASTE STORAGE STRUCTURE - SIDE ELEVATION
 1" = 3' AT 22"X34" (ANSI D)
 1" = 6' AT 11"X17" (ANSI B)



POST FOUNDATION PLAN
 1" = 4' AT 22"X34" (ANSI D)
 1" = 8' AT 11"X17" (ANSI B)



1 POST FOUNDATION DETAIL
 S1 1" = 1' AT 22"X34" (ANSI D)
 1" = 2' AT 11"X17" (ANSI B)



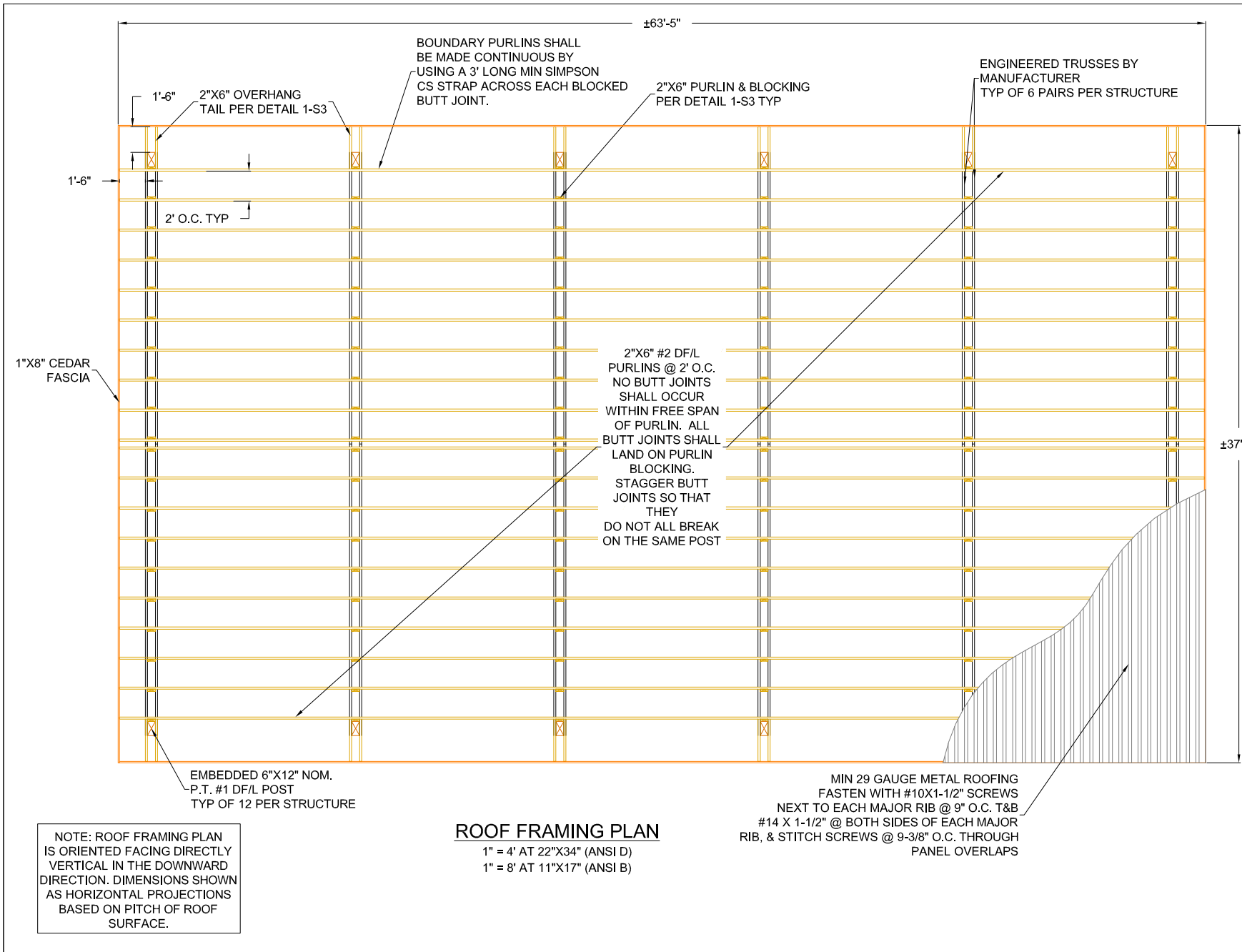
MASON CONSERVATION DISTRICT
 450 W. BUSINESS PARK ROAD
 SHELTON, WA 98584
 360.427.9436

NO.	HISTORY / REVISION	BY	CHK	DATE

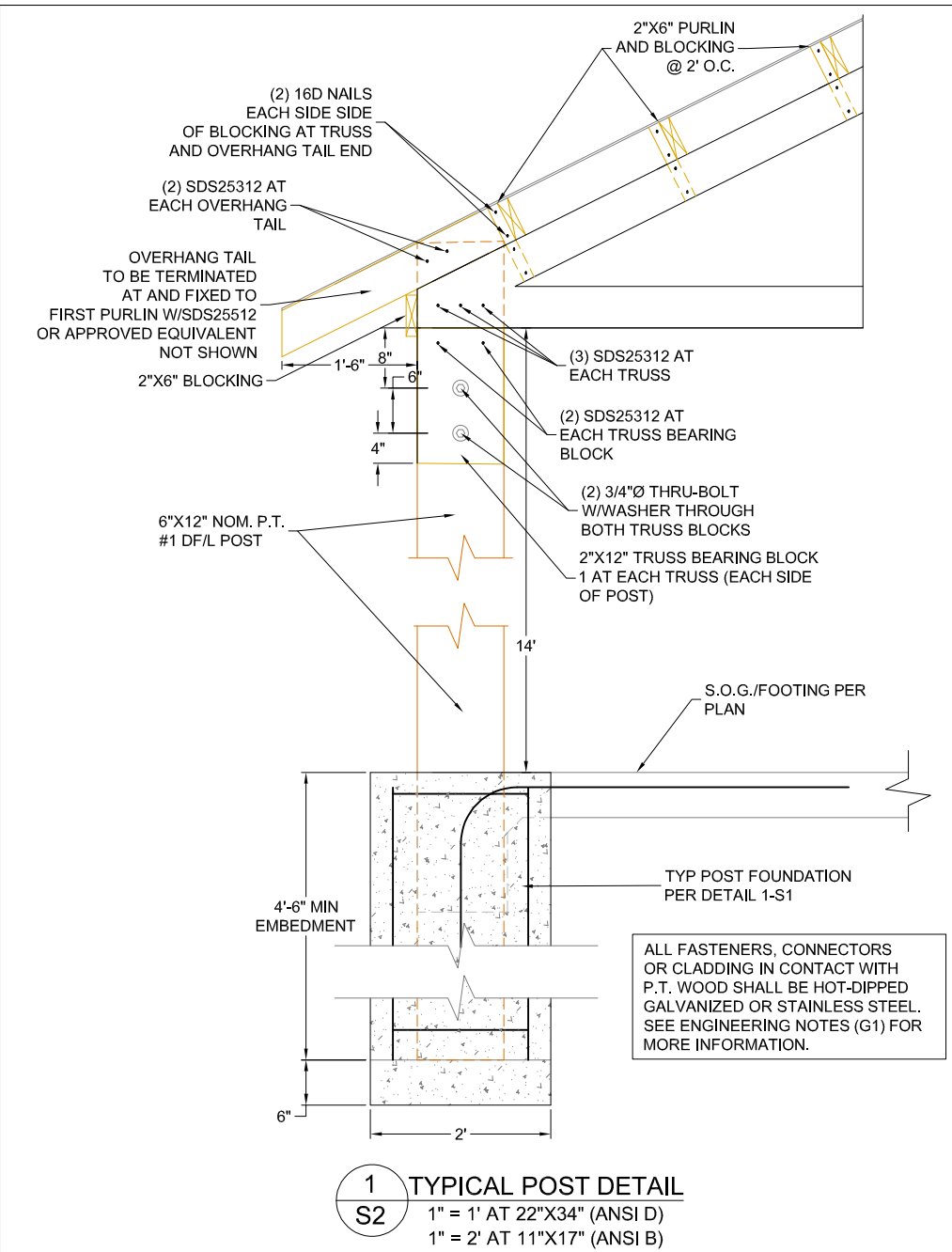
MEYER
 WASTE STORAGE FACILITY - ROOF AND COVER (NRCS P5367)
 20140 SE OTOOLE ROAD, YELM, WA 98597

POST FOUNDATION PLAN & DETAILS

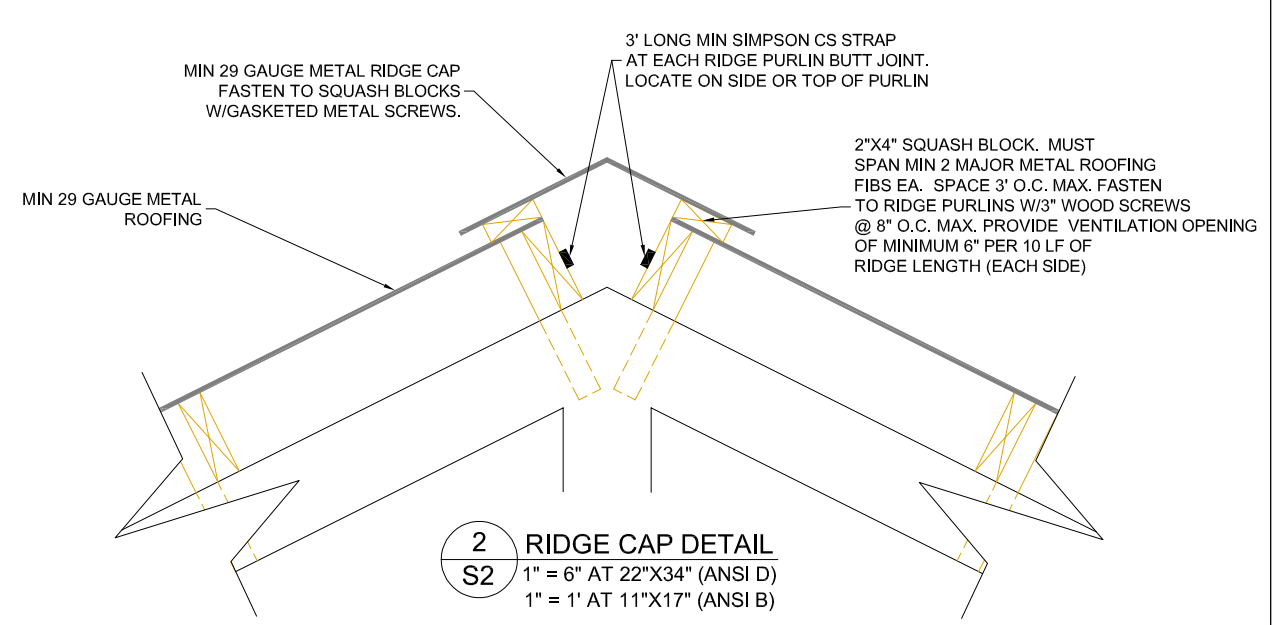
DRAWN	ACS
CHECK	ACS
APPROVED	ACS
DATE	12/20/2023
JOB NUMBER	MCD-116
SHEET	S1



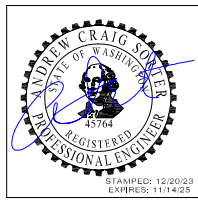
ROOF FRAMING PLAN
 1" = 4' AT 22"X34" (ANSI D)
 1" = 8' AT 11"X17" (ANSI B)



1 TYPICAL POST DETAIL
 1" = 1' AT 22"X34" (ANSI D)
 1" = 2' AT 11"X17" (ANSI B)



2 RIDGE CAP DETAIL
 1" = 6" AT 22"X34" (ANSI D)
 1" = 1' AT 11"X17" (ANSI B)



MASON CONSERVATION DISTRICT
 450 W. BUSINESS PARK ROAD
 SHELTON, WA 98584
 360.427.9436

NO.	HISTORY / REVISION	BY	CHK	DATE

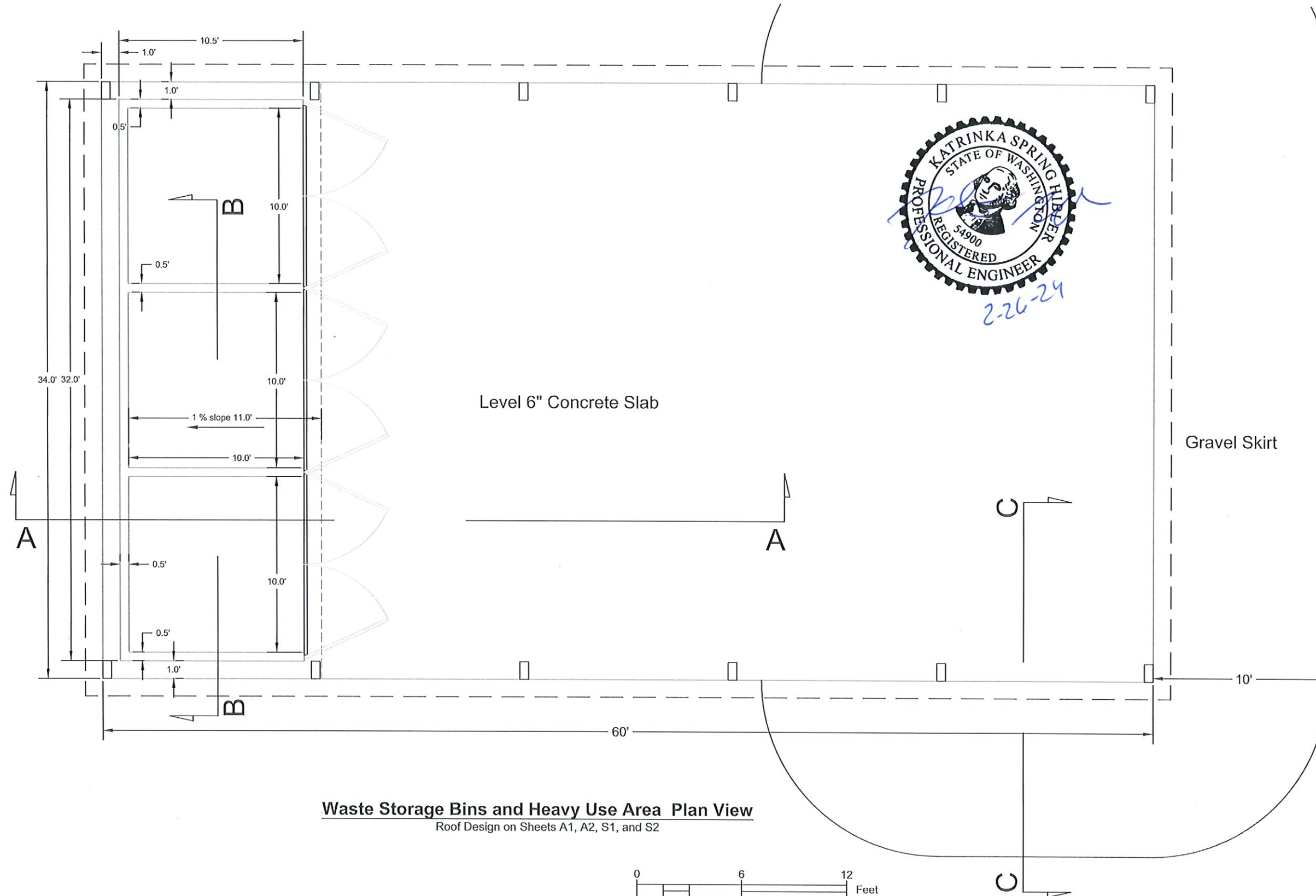
MEYER
 WASTE STORAGE FACILITY - ROOF AND COVER (NRCS PS367)
 20140 SE O'TOOLE ROAD, YELM, WA 98597

ROOF FRAMING PLAN AND DETAILS

DRAWN	ACS
CHECK	ACS
APPROVED	ACS
DATE	12/20/2023
JOB NUMBER	MCD-116
SHEET	S2

Site Grading Notes:

1. Site prep to include removal of all organic matter and top soil down to mineral, undisturbed soil in a 62' x 36' leveled area.
2. Leveled building pad to be 1 foot wider than structure base in all directions. Grade to undisturbed mineral soils or place a minimum 6 inch leveling course of course sand, pea gravel or 5/8ths minus gravel.
3. When building is complete, excavated site soils to be graded to fill level with structure slab on back and sides and graded to drain away from the structure.
4. Gravel Heavy Use Area Protection, Gravel Skirt, to be installed on the north, east and south edges of the covered slab. Details on Sheet WS 3



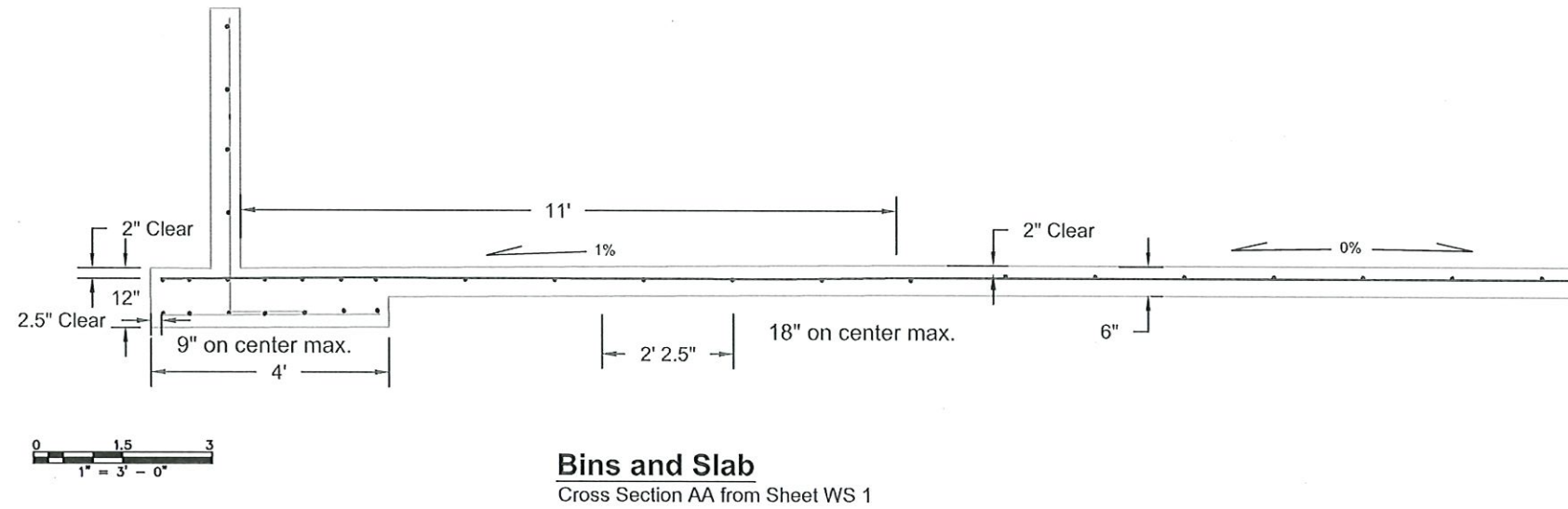
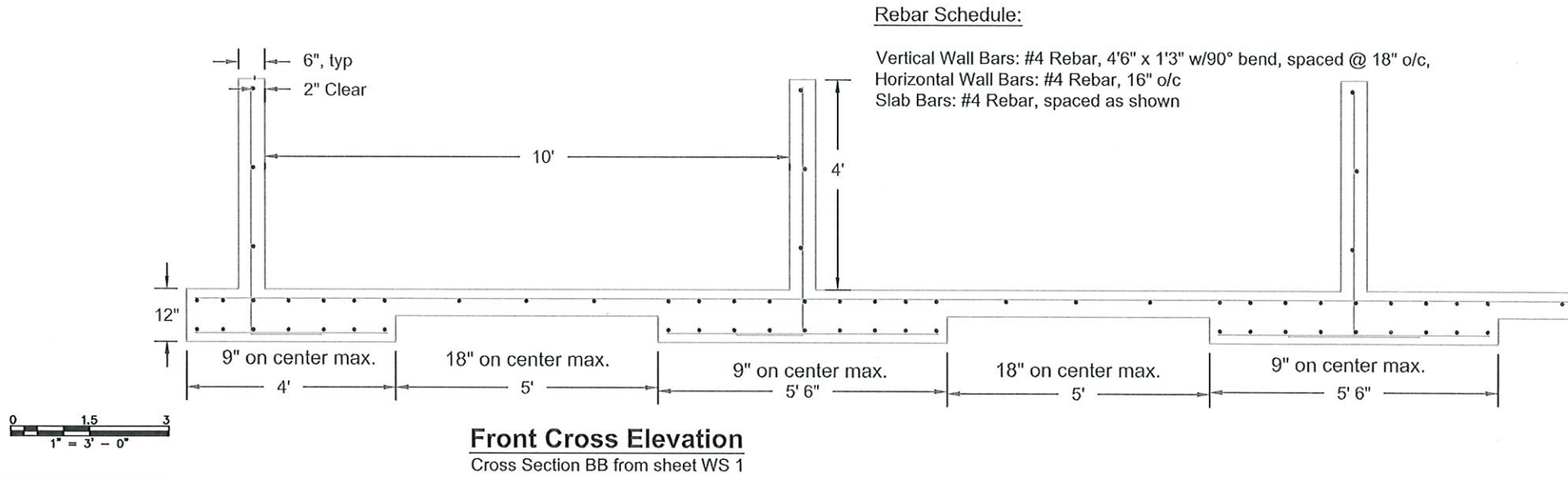
Waste Storage Bins and Heavy Use Area Plan View
Roof Design on Sheets A1, A2, S1, and S2

Date: 2/23/2024
Sheet No.: C 1

Plan View
Waste Storage and Heavy Use Area Protection Project
20140 SE O'Toole Rd, Yelm WA - Parcel No. 23508310200
Thurston County, Washington

Designed: KH
Drawn: KH



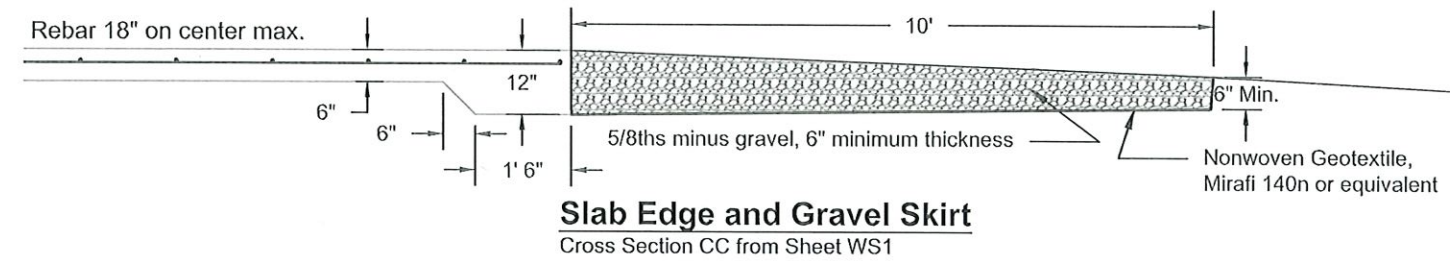
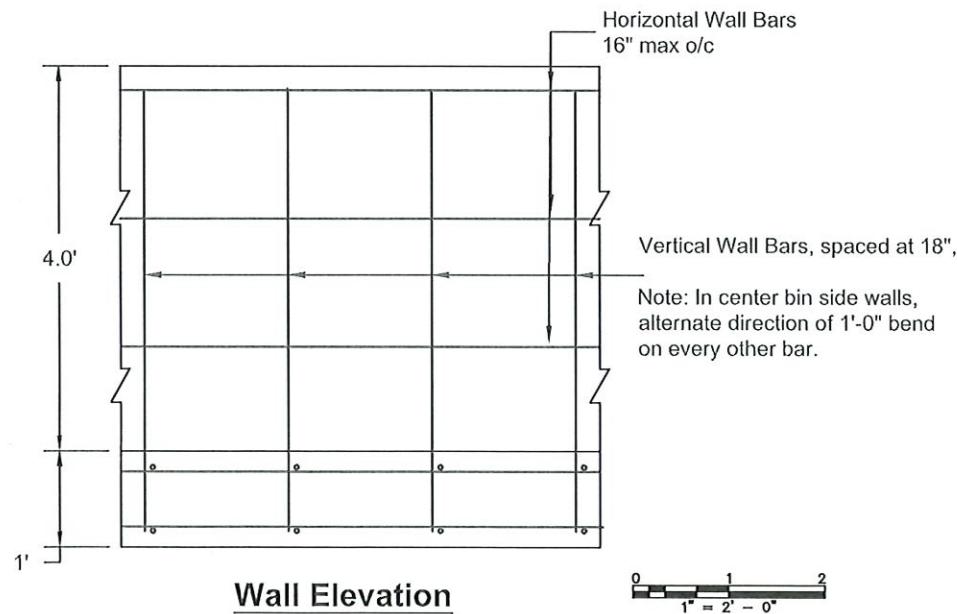


DESIGN ASSUMPTIONS:

- 1) Internal equivalent fluid pressure is 60 pcf.
- 2) Allowable soil bearing pressure is 1500 psf.

CONSTRUCTION NOTES:

- 1) Concrete mix shall be approved by TCD prior to pours and shall have the following properties:
 - a. 28 day compressive strength greater than 4000 psi for exposure. Testing not required.
 - b. Air Entrained
 - c. Maximum coarse aggregate size shall not exceed 1-1/2".
- 2) All reinforced steel shall be #4 rebar, grade 60.
- 3) Minimum lap length of splices is 15" for #4 bars.
- 4) Footing base shall be undisturbed mineral soils or a minimum of 6" of medium to firm sand or gravel.



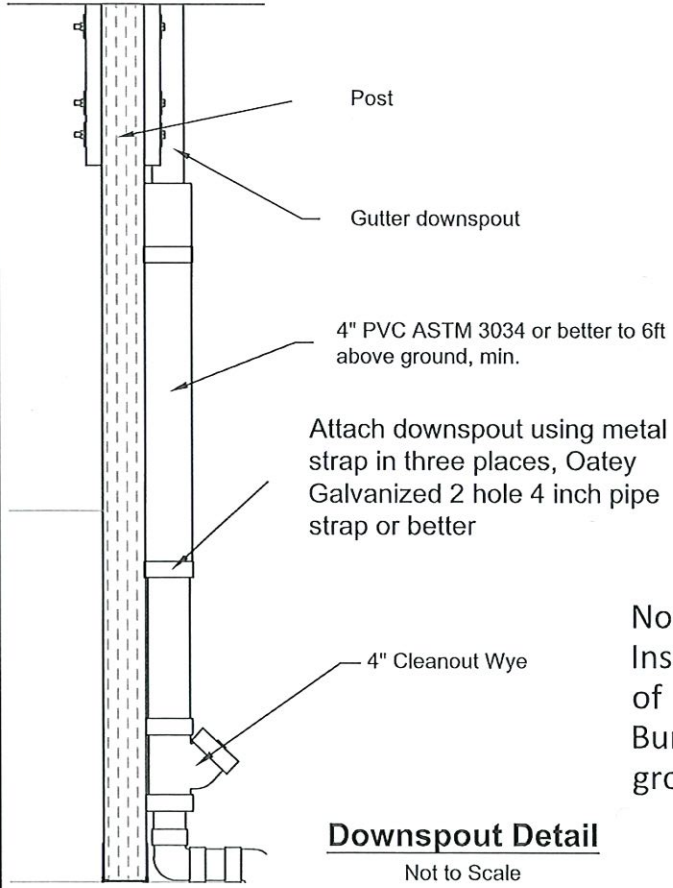
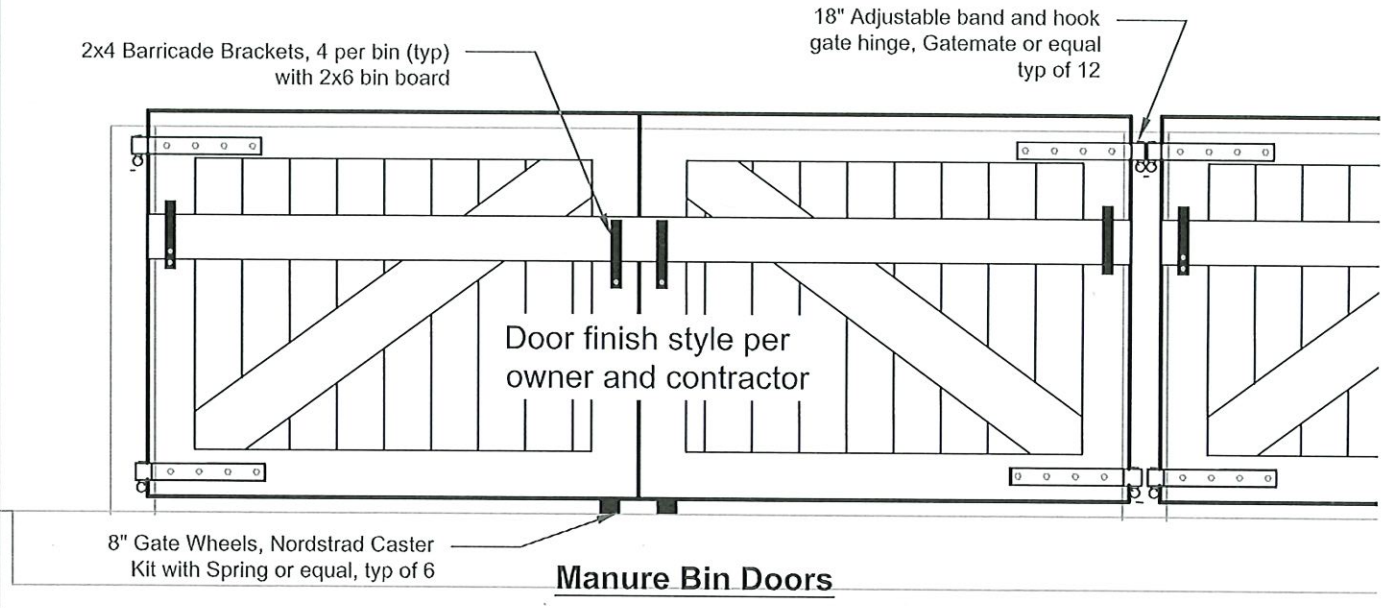
Notes: Gravel skirt to provide transition to existing ground at edge of HUA on east end most easterly bay on north and south side of structure.

Date 2/23/2024
 Sheet No. C 2

Concrete Reinforcement
Waste Storage and Heavy Use Area Protection Project
 20140 SE O'Toole Rd, Yelm WA - Parcel No. 23508310200
 Thurston County, Washington

Designed: KH
 Drawn: KH





Note:
Install continuous metal gutters with a minimum of 4 downspouts for the roof area.
Bury conveyance pipe a minimum of 12" below ground surface.

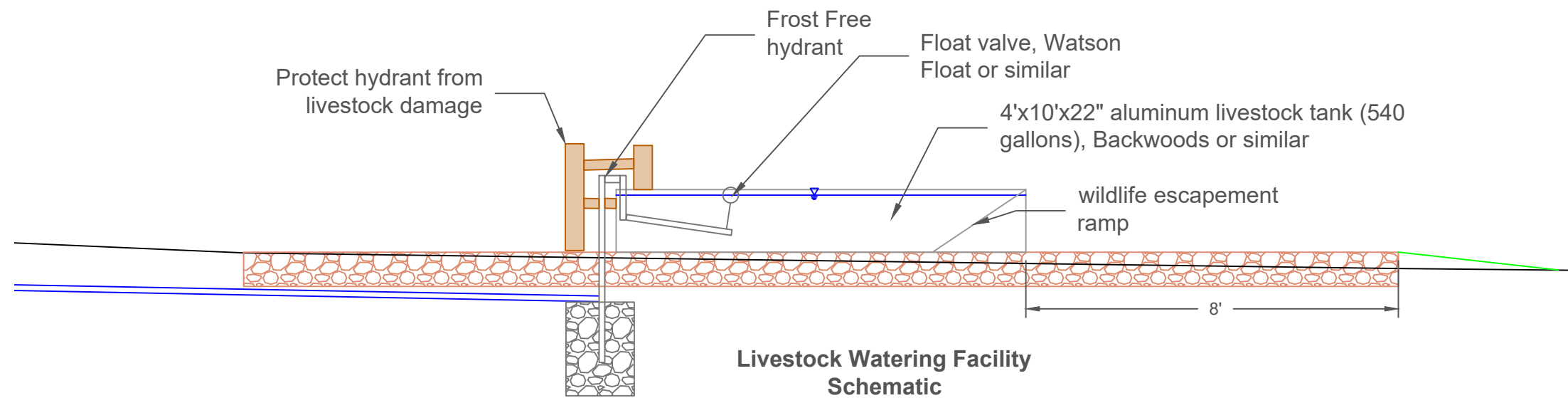


Date 2/23/2024
Sheet No. C 3

Details
Waste Storage and Heavy Use Area Protection Project
20140 SE O'Toole Rd, Yelm WA - Parcel No. 23508310200
Thurston County, Washington

Designed: KH
Drawn: KH





Livestock Water Trough Sizing:

To provide two days worth of water storage for 6 cow calf pairs and 2 yearlings, 540 gallons is required. Tanks are to be located in fencelines for access from more than one pasture. Protect hydrant from livestock damage.

Install Floating Submersible Pump in Existing Shallow Well

- Minimum pumping rate of 2 gallons per minute.
- Minimum system pressure of 30 psi.
- Back flow prevention check valve required.
- Controls to include shut off when livestock tanks are full or water in well is low.
- Connect to electrical service and install pump controls in adjacent building.

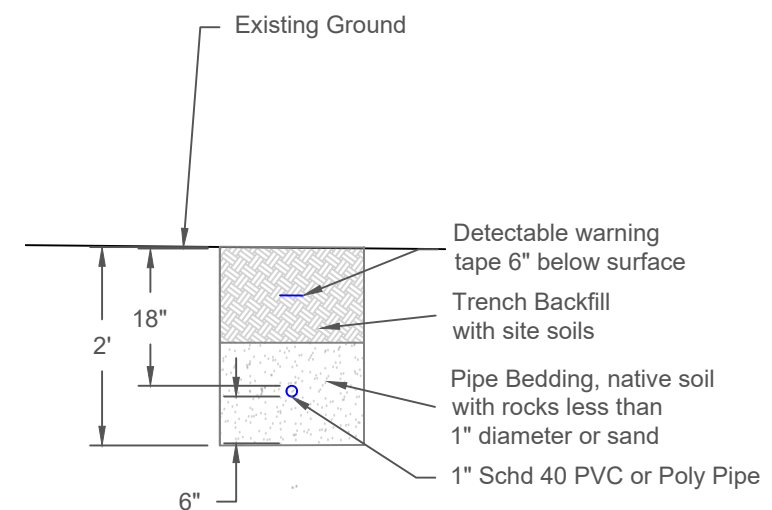
Install waterline

- Waterline to be 1 inch diameter schedule 40 pvc or poly pipe with compatible fittings.
- Waterline trench to be 24 inches deep with waterline pipe a minimum of 18 inches below ground surface.
- Native soils may be used for backfill unless rock greater than 1 inch in diameter is found. Pipe to be bedded in 6 inches of sand if rock is found in native soils.
- Place detectable warning tape 6 inches below the ground surface when backfilling the pipe trench.
- 1 frost free hydrant to be installed per manufacturer's specifications at each water trough location.

Heavy Use Area preparation for water troughs:

- Remove topsoil and organic matter to native mineral soils creating a level surface.
- Place Mirafi 140n non woven geotextile or equal. Overlap by 2 feet if more than one width of fabric is required.
- Place and compact 12 inches of 5/8ths minus angular gravel as a base for the tanks in an area that extends 8 feet from each side of the tank.
- Install tanks and piping.
- Inflow pipe should be equipped with a float valve to shut off flow when tank is full.

- Install protective fencing around inlet and float valve.
- Provide a wildlife escapement ramp in each watering trough.



Trench Detail

Re: J1155863
Katrinka Hibler

Tri-State Engineering, Inc.
12810 NE 178th Street
Suite 218
Woodinville, WA 98072
425.481.6601

The truss drawing(s) referenced below have been prepared by Tri-State Engineering under my direct supervision based on the parameters provided by The Truss Company (Centralia).

Pages or sheets covered by this seal: I14996030 thru I14996031

My license renewal date for the state of Washington is August 20, 2024.



January 23, 2024

Terry Powell

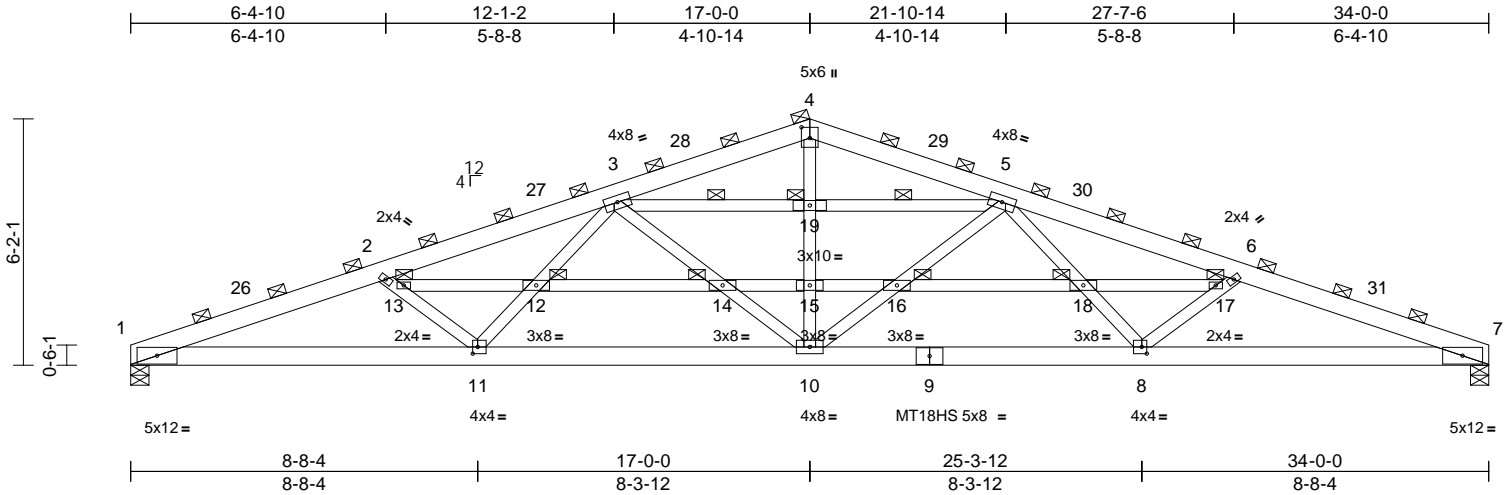
The seal on these drawings indicate acceptance of professional engineering responsibility solely for the truss components shown. The suitability and use of this component for any particular building is the responsibility of the building designer, per ANSI/TPI 1.

Job J1155863	Truss A01	Truss Type Common	Qty 2	Ply 1	Katrinka Hibler Job Reference (optional)	114996030
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The Truss Company (Centralia), Centralia, WA - 98351,

Run: 8.73 S Jan 4 2024 Print: 8.730 S Jan 4 2024 MiTek Industries, Inc. Tue Jan 23 09:51:04
ID:99JySIGqhXvwgS7LNlrVnkzEs8?-RfC?PsB70Hq3NSgPqnL8w3UTXbGKWrCdoi7J4zJC?f

Page: 1



Scale = 1:57.7

Plate Offsets (X, Y): [4:0-3-4,0-2-8], [8:0-1-8,0-2-0], [11:0-1-8,0-2-0]

Loading	(psf)	Spacing	6-0-0	CSI	DEFL	in (loc)	l/defl	L/d	PLATES	GRIP		
TCLL	25.0	Plate Grip DOL	1.15	TC	0.80	Vert(LL)	-0.43	10-11	>948	360	MT20	220/195
(Roof Snow = 25.0)		Lumber DOL	1.15	BC	0.87	Vert(CT)	-0.58	10-11	>706	240	MT18HS	220/195
TCDL	5.0	Rep Stress Incr	NO	WB	0.60	Horz(CT)	0.18	7	n/a	n/a		
BCLL	0.0*	Code	IBC2018/TPI2014	Matrix-MSH								
BCDL	3.0											
											Weight: 222 lb	FT = 20%

LUMBER
TOP CHORD 2x6 DF SS
BOT CHORD 2x6 DF SS
WEBS 2x4 HF Stud *Except* 10-4:2x4 HF No.2
OTHERS 2x4 HF Stud

BRACING
TOP CHORD 2-0-0 oc purlins (2-3-14 max.)
(Switched from sheeted: Spacing > 2-0-0).
BOT CHORD 5-10-7 oc
bracing.
WEBS 1 Row at midpt 3-19, 5-19
JOINTS 1 Brace at Jt(s): 4,
12, 13, 14, 16, 17,
18, 19

REACTIONS (lb/size) 1=3366/0-5-8, 7=3366/0-5-8
Max Horiz 1=193 (LC 17)
Max Uplift 1=732 (LC 8), 7=732 (LC 9)

FORCES (lb) - Max. Comp./Max. Ten. - All forces 250
(lb) or less except when shown.
TOP CHORD 1-26=-8708/2230, 2-26=-8626/2248,
2-27=-7601/1964, 3-27=-7360/1982,
3-28=-3933/1099, 4-28=-3781/1123,
4-29=-3781/1123, 5-29=-3933/1099,
5-30=-7360/1982, 6-30=-7600/1964,
6-31=-8626/2248, 7-31=-8708/2230
BOT CHORD 1-11=-2025/8183, 10-11=-1609/6695,
9-10=-1609/6695, 8-9=-1609/6695,
7-8=-2025/8183

WEBS
2-13=-1318/495, 11-13=-1042/416,
11-12=-250/1111, 3-12=-255/1132,
3-14=-1413/401, 10-14=-1532/436,
10-15=-304/1337, 15-19=-304/1337,
4-19=-400/1668, 10-16=-1532/436,
5-16=-1413/401, 5-18=-253/1132,
8-18=-248/1111, 8-17=-1042/412,
6-17=-1318/500, 12-13=-361/121,
12-14=-392/125, 14-15=-303/94,
15-16=-303/94, 16-18=-392/125,
17-18=-361/121, 3-19=-2112/614,
5-19=-2112/614

- NOTES (13)**
- 1) Wind: ASCE 7-16; Vult=110mph (3-second gust)
Vasd=87mph; TCDL=3.0psf; BCDL=1.8psf; h=25ft; Cat.
II; Exp B; Enclosed; MWFRS (envelope) exterior zone
and C-C Exterior(2E) 0-0-0 to 3-0-0, Interior (1) 3-0-0 to
14-0-0, Exterior(2R) 14-0-0 to 20-0-0, Interior (1) 20-0-0
to 31-0-0, Exterior(2E) 31-0-0 to 34-0-0 zone; cantilever
left and right exposed ; end vertical left and right
exposed;C-C for members and forces & MWFRS for
reactions shown; Lumber DOL=1.60 plate grip
DOL=1.60
 - 2) Truss designed for wind loads in the plane of the truss
only. For studs exposed to wind (normal to the face),
see Standard Industry Gable End Details as applicable,
or consult qualified building designer as per ANSI/TPI 1.
 - 3) TCLL: ASCE 7-16; Pf=25.0 psf (Lum DOL=1.15 Plate
DOL=1.15); Is=1.0; Rough Cat B; Partially Exp.; Ce=1.0;
Cs=1.00; Ct=1.20; IBC 1607.11.2 minimum roof live load
applied where required.
 - 4) Unbalanced snow loads have been considered for this
design.
 - 5) The bottom chord dead load shown is sufficient only to
cover the truss weight itself and does not allow for any
additional load to be added to the bottom chord.

- 6) Dead loads shown include weight of truss. Top chord
dead load of 5.0 psf (or less) is not adequate for a
shingle roof. Architect to verify adequacy of top chord
dead load.
 - 7) All plates are MT20 plates unless otherwise indicated.
 - 8) Horizontal gable studs spaced at 2-0-0 oc.
 - 9) This truss has been designed for a 10.0 psf bottom
chord live load nonconcurrent with any other live loads.
 - 10) * This truss has been designed for a live load of 23.0psf
on the bottom chord in all areas where a rectangle
3-06-00 tall by 2-00-00 wide will fit between the bottom
chord and any other members.
 - 11) Provide mechanical connection (by others) of truss to
bearing plate capable of withstanding 732 lb uplift at joint
1 and 732 lb uplift at joint 7.
 - 12) This truss is designed in accordance with the 2018
International Building Code section 2306.1 and
referenced standard ANSI/TPI 1.
 - 13) All dimensions given in feet-inches-sixteenths (FFIIS)
format.
- LOAD CASE(S)** Standard



January 23,2024

WARNING - Verify design parameters and READ NOTES ON THIS AND INCLUDED MITEK REFERENCE PAGE MII-7473 BEFORE USE.
Design valid for use only with MiTek connectors. This design is based only upon parameters shown, and is for an individual building component.
Applicability of design parameters and proper incorporation of component is responsibility of building designer - not truss designer. Bracing shown
is for lateral support of individual web members only. Additional temporary bracing to insure stability during construction is the responsibility of the
erector. Additional permanent bracing of the overall structure is the responsibility of the building designer. For general guidance regarding
fabrication, quality control, storage, delivery, erection and bracing, consult
ANSI/TPI1 Quality Criteria, DSB-89 and BCS11 Building Component
Safety Information available from Truss Plate Institute, 583 D'Onofrio Drive, Madison, WI 53719.

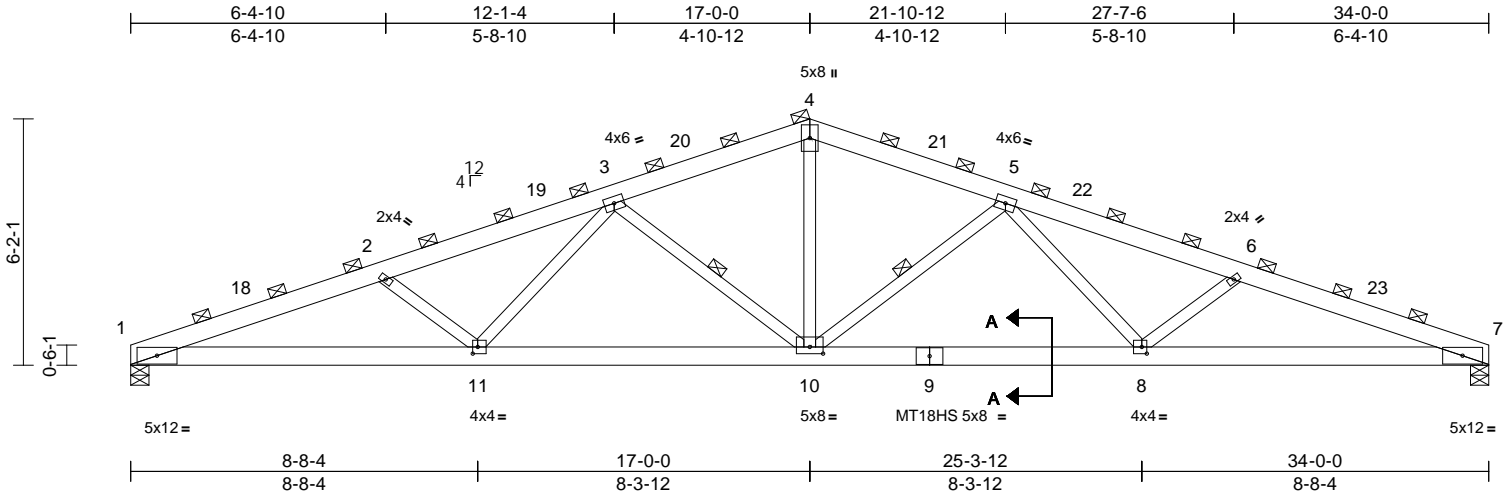


Job J1155863	Truss A02	Truss Type Common	Qty 10	Ply 1	Katrinka Hibler Job Reference (optional)	I14996031
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The Truss Company (Centralia), Centralia, WA - 98351,

Run: 8.73 S Jan 4 2024 Print: 8.730 S Jan 4 2024 MiTek Industries, Inc. Tue Jan 23 09:51:07
ID:99JySIGqhXvwgS7LNlrVnkzEs8?-RfC?PsB70Hq3NSgPqnL8w3uTXbGKWrCdoi7J4zJC?f

Page: 1



Scale = 1:57.7

Plate Offsets (X, Y): [8:0-1-8,0-2-0], [10:0-4-0,0-2-0], [11:0-1-8,0-2-0]

Loading	(psf)	Spacing	6-0-0	CSI	DEFL	in (loc)	l/defl	L/d	PLATES	GRIP		
TCLL (Roof Snow = 25.0)	25.0	Plate Grip DOL	1.15	TC	0.80	Vert(LL)	-0.45	10-11	>903	360	MT20	220/195
TCDL	5.0	Lumber DOL	1.15	BC	0.88	Vert(CT)	-0.61	10-11	>674	240	MT18HS	220/195
BCLL	0.0*	Rep Stress Incr	NO	WB	0.65	Horz(CT)	0.18	7	n/a	n/a		
BCDL	3.0	Code	IBC2018/TPI2014	Matrix-MSH								
											Weight: 188 lb	FT = 20%

LUMBER
TOP CHORD 2x6 DF SS
BOT CHORD 2x6 DF SS
WEBS 2x4 HF Stud *Except* 10-4:2x4 HF No.2

BRACING
TOP CHORD 2-0-0 oc purlins (2-3-13 max.)
(Switched from sheeted: Spacing > 2-0-0).
BOT CHORD 5-10-8 oc
bracing.
WEBS 1 Row at midpt 3-10, 5-10

REACTIONS
(lb/size) 1=3366/0-5-8, 7=3366/0-5-8
Max Horiz 1=-193 (LC 13)
Max Uplift 1=-732 (LC 8), 7=-732 (LC 9)

FORCES
(lb) - Max. Comp./Max. Ten. - All forces 250
(lb) or less except when shown.

TOP CHORD
1-18=-8697/2225, 2-18=-8614/2243,
2-19=-7829/2040, 3-19=-7588/2058,
3-20=-5509/1562, 4-20=-5360/1579,
4-21=-5360/1580, 5-21=-5509/1562,
5-22=-7588/2058, 6-22=-7829/2040,
6-23=-8614/2243, 7-23=-8697/2225

BOT CHORD
1-11=-2021/8172, 10-11=-1550/6517,
9-10=-1550/6517, 8-9=-1550/6517,
7-8=-2021/8172

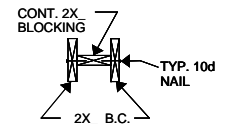
WEBS
2-11=-1168/449, 3-11=-266/1172,
3-10=-2320/616, 4-10=-658/2569,
5-10=-2320/616, 5-8=-267/1172,
6-8=-1168/450

NOTES (11)

- Wind: ASCE 7-16; Vult=110mph (3-second gust)
Vasd=87mph; TCDL=3.0psf; BCDL=1.8psf; h=25ft; Cat. II; Exp B; Enclosed; MWFRS (envelope) exterior zone and C-C Exterior(2E) 0-0-0 to 3-0-0, Interior (1) 3-0-0 to 14-0-0, Exterior(2R) 14-0-0 to 20-0-0, Interior (1) 20-0-0 to 31-0-0, Exterior(2E) 31-0-0 to 34-0-0 zone; cantilever left and right exposed ; end vertical left and right exposed;C-C for members and forces & MWFRS for reactions shown; Lumber DOL=1.60 plate grip DOL=1.60
- TCLL: ASCE 7-16; Pf=25.0 psf (Lum DOL=1.15 Plate DOL=1.15); Is=1.0; Rough Cat B; Partially Exp.; Ce=1.0; Cs=1.00; Ct=1.20; IBC 1607.11.2 minimum roof live load applied where required.
- Unbalanced snow loads have been considered for this design.
- The bottom chord dead load shown is sufficient only to cover the truss weight itself and does not allow for any additional load to be added to the bottom chord.
- Dead loads shown include weight of truss. Top chord dead load of 5.0 psf (or less) is not adequate for a shingle roof. Architect to verify adequacy of top chord dead load.
- All plates are MT20 plates unless otherwise indicated.
- This truss has been designed for a 10.0 psf bottom chord live load nonconcurrent with any other live loads.
- * This truss has been designed for a live load of 23.0psf on the bottom chord in all areas where a rectangle 3-06-00 tall by 2-00-00 wide will fit between the bottom chord and any other members.
- Provide mechanical connection (by others) of truss to bearing plate capable of withstanding 732 lb uplift at joint 1 and 732 lb uplift at joint 7.
- This truss is designed in accordance with the 2018 International Building Code section 2306.1 and referenced standard ANSI/TPI 1.
- All dimensions given in feet-inches-sixteenths (FFIISS) format.

LOAD CASE(S) Standard

NOTE: IF ACTUAL SPACING OF THE TRUSS IS 2-TRUSSES 12'-0" O.C. (ONE EACH SIDE OF POST) THE SPACING OF THE BOTTOM CHORD LATERAL BRACING MAY BE INCREASED TO 12'-0" O.C. PROVIDED CONTINUOUS 2X_ BLOCKING IS USED ALONG THE FULL LENGTH OF THE BOTTOM CHORD (SEE SECTION A-A). CONNECT BLOCKING WITH 10d NAILS AT 6" oc ALONG EACH B.C. WEB BRACES (WHERE OCCUR) MAY BE ELIMINATED IF BLOCKING IS USED SAME AS FOR B.C.



SECTION A-A



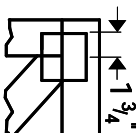
January 23,2024

WARNING - Verify design parameters and READ NOTES ON THIS AND INCLUDED MITTEK REFERENCE PAGE MII-7473 BEFORE USE.
Design valid for use only with MiTek connectors. This design is based only upon parameters shown, and is for an individual building component. Applicability of design parameters and proper incorporation of component is responsibility of building designer - not truss designer. Bracing shown is for lateral support of individual web members only. Additional temporary bracing to insure stability during construction is the responsibility of the erector. Additional permanent bracing of the overall structure is the responsibility of the building designer. For general guidance regarding fabrication, quality control, storage, delivery, erection and bracing, consult ANSITPI1 Quality Criteria, DSB-89 and BCS11 Building Component Safety Information available from Truss Plate Institute, 583 D'Onofrio Drive, Madison, WI 53719.

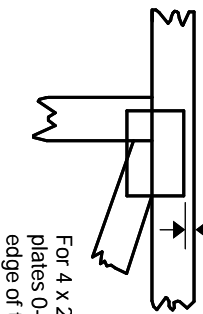


Symbols

PLATE LOCATION AND ORIENTATION



Center plate on joint unless x, y offsets are indicated. Dimensions are in ft-in-sixteenths. Apply plates to both sides of truss and fully embed teeth.



For 4 x 2 orientation, locate plates 0- 1/16" from outside edge of truss.



This symbol indicates the required direction of slots in connector plates.

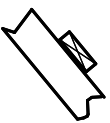
* Plate location details available in MITtek 20/20 software or upon request.

PLATE SIZE

4 X 4

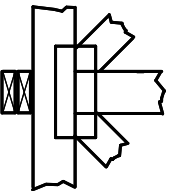
The first dimension is the plate width measured perpendicular to slots. Second dimension is the length parallel to slots.

LATERAL BRACING LOCATION



Indicated by symbol shown and/or by text in the bracing section of the output. Use T, I or Eliminator bracing if indicated.

BEARING

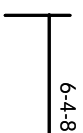


Indicates location where bearings (supports) occur. Icons vary but reaction section indicates joint number where bearings occur.

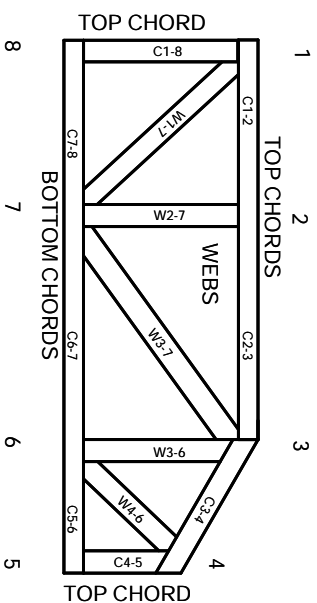
Industry Standards:

ANSI/TP1: National Design Specification for Metal Plate Connected Wood Truss Construction.
DSB-89: Design Standard for Bracing.
BCS11: Building Component Safety Information, Guide to Good Practice for Handling, Installing & Bracing of Metal Plate Connected Wood Trusses.

Numbering System



dimensions shown in ft-in-sixteenths
(Drawings not to scale)



JOINTS ARE GENERALLY NUMBERED CLOCKWISE AROUND THE TRUSS STARTING AT THE JOINT FARTHEST TO THE LEFT.

CHORDS AND WEBS ARE IDENTIFIED BY END JOINT NUMBERS/LETTERS.

PRODUCT CODE APPROVALS

ICC-ES Reports:

ESR-1311, ESR-1352, ER-5243, 9604B,
9730, 95-43, 96-31, 9667A
NER-487, NER-561
95110, 84-32, 96-67, ER-3907, 9432A

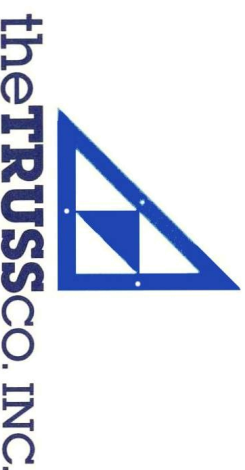
© 2006 MITtek® All Rights Reserved



General Safety Notes

Failure to Follow Could Cause Property Damage or Personal Injury

1. Additional stability bracing for truss system, e.g. diagonal or X-bracing, is always required. See BCS11.
2. Truss bracing must be designed by an engineer. For wide truss spacing, individual lateral braces themselves may require bracing, or alternative T, I, or Eliminator bracing should be considered.
3. Never exceed the design loading shown and never stack materials on inadequately braced trusses.
4. Provide copies of this truss design to the building designer, erection supervisor, property owner and all other interested parties.
5. Cut members to bear tightly against each other.
6. Place plates on each face of truss at each joint and embed fully. Knots and wane at joint locations are regulated by ANSI/TP 1.
7. Design assumes trusses will be suitably protected from the environment in accord with ANSI/TP 1.
8. Unless otherwise noted, moisture content of lumber shall not exceed 19% at time of fabrication.
9. Unless expressly noted, this design is not applicable for use with fire retardant, preservative treated, or green lumber.
10. Camber is a non-structural consideration and is the responsibility of truss fabricator. General practice is to camber for dead load deflection.
11. Plate type, size, orientation and location dimensions indicated are minimum plating requirements.
12. Lumber used shall be of the species and size, and in all respects, equal to or better than that specified.
13. Top chords must be sheathed or purlins provided at spacing indicated on design.
14. Bottom chords require lateral bracing at 10 ft. spacing, or less, if no ceiling is installed, unless otherwise noted.
15. Connections not shown are the responsibility of others.
16. Do not cut or alter truss member or plate without prior approval of an engineer.
17. Install and load vertically unless indicated otherwise.
18. Use of green or treated lumber may pose unacceptable environmental, health or performance risks. Consult with project engineer before use.
19. Review all portions of this design (front, back, words and pictures) before use. Reviewing pictures alone is not sufficient.
20. Design assumes manufacture in accordance with ANSI/TP 1 Quality Criteria.



Thurston Conservation District

Addendum 1

Meyer Agricultural Improvement Project



Issued by:

Katrinka Hibler

**Thurston Conservation District
582 Tilley Court SE, Suite 152
Tumwater, WA 98501**

Phone: 360-878-0591

March 8, 2024

To: Prospective Respondents to the Meyer Agricultural Improvements Project

Subject: **Addendum 1 to Invitation for Bids solicitation 2024-03, Meyer Agricultural Improvements Project**

This addendum modifies the Invitation to Bid for this project.

The sign in sheet attached to this addendum lists the contractors present at the mandatory prebid walk. Bids will only be accepted from contractors represented on the sign in sheet

attached.

All respondents are asked to review this addendum, consider it in preparation for their responses, and acknowledge this consideration in their response.

The following questions were raised at the prebid site walk:

1. Will the entire slab be sloped or just a portion?

The slab will be sloped towards the back of the manure bins starting 11 feet in front of the back bin wall. This is indicated on sheets C1 and C2.

2. Will a well cover be required?

Please include in your bid a cement lid to cover the 42" outside diameter existing well.

3. How is power for the well pump accessed?

There is room to add another breaker to the panel in the building adjacent to the well. Wiring must meet code. Pump controls can be mounted on the outside of the building adjacent to the well.

4. Replace the manure bin doors depicted on sheet C3, with 10 foot tube gates with hanging hardware installed in the bin wall. Gate must have a wheel and closing mechanism.

5. Will the topsoil displaced for site prep need to be hauled off site?

No, topsoil can be used to match grade to slope around the slab and if there is additional topsoil in need of disposal, the landowner will provide a location outside of the flood plain on the property.

6. Is there a footing around the slab?

The thickened edge shown on sheet C2 is required around the three slab edges.

7. Does the gravel skirt require a compaction test?

No, just compaction to resistance.

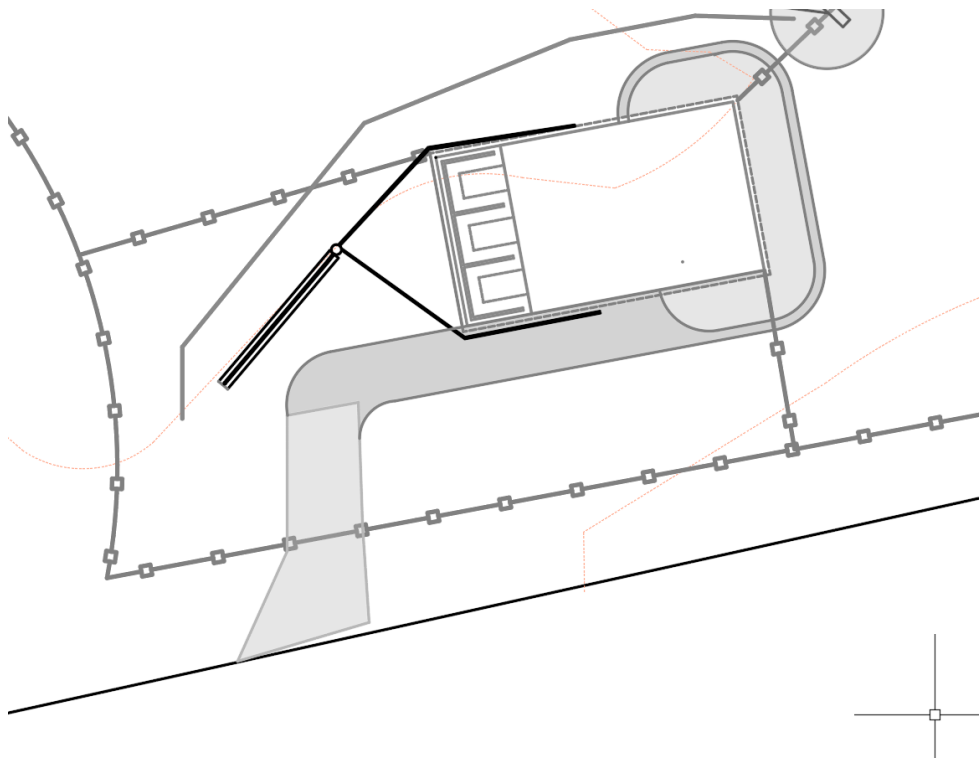
8. Will a vapor barrier be required under the metal roofing?

The pole building engineer recommends adding Dripstop or an equivalent condensation control product to the metal roofing. Include the condensation control your bid.

9. Is the 2x4 Squash Block depicted in the Ridge Cap Detail on Sheet S2 required?

The 2x4 squash blocks will not be used for the roof vent.

10. Expand the gravel skirt so that it extends 14 feet from the building as shown below and provide a gravel access road 14 ft wide to the main road. Access road and gravel skirt footprint shall be cleared of topsoil, install nonwoven geotextile (Mirafi 140n or equivalent) and cover and compact to with a minimum of 6 inches of 5/8ths minus gravel as shown in the gravel skirt detail on sheet C2.



Attachment A



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: Eld Inlet Manure Management and Technical Assistance Program Grant Signat	
Lead Staff: Stephanie Bishop	Board Meeting Date: 04/23/24
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
<p>TCD applied to Department of Health Shellfish Initiative program last fall and were awarded \$294,313 to conduct focused manure outreach, manure management, and nutrient testing in Eld Watershed with the ultimate goal of reducing nutrients entering Eld Inlet, one of Thurston County's largest shellfish growing areas. While this area is currently open for shellfish harvest, water quality tests show increased fecal coliform and nitrates, and we hope to reduce these inputs with this project.</p>	
<p>Pros: This grant will allow TCD to focus manure management efforts in Eld Watershed. Previous funding focused on the Nisqually/Henderson Watersheds. This new opportunity will allow us to expand existing programs into new areas.</p> <p>Funding will include: -Personnel/Salaries \$206,338 -Travel \$1,589 - PTO driven Manure Spreader \$30,000 - Supplies \$3,300 - Conference Registration Fees \$1,500 - Indirect Charges (federally approved rate) 25% \$51,586</p>	<p>Cons: No known cons</p>
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
This will allow TCD access to \$294,313 in funding to be used between the date of the ratified contract to July 31, 2027	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Approve and sign	
Legal Review:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
Eld Inlet Manure Management and Technical Assistance Program Scope of Work	



STATEMENT OF WORK

Eld Inlet Manure Management and Technical Assistance Program

Subrecipient Organization Name: Thurston Conservation District

Unique Entity Identifier: RFVSKKZZLNU4

Other Specific Organization Info: Statewide Vendor #: SWV0018442, UBI: 600-330-344, Federal Tax ID: 91-1011612

Subrecipient Contacts:

Grant Manager: *Stephanie Bishop, sbishop@thurstoncd.com, 360-999-0170, 582 Tilley Ct SE, Suite 152, 98501*

Grant Admin: *Susan Shelton, accounting@thurstoncd.com, 360.742.2313, 582 Tilley Ct SE, Suite 152, 98501*

Fiscal Office: *Yan Dong, ydong@thurstoncd.com, , 360-999-3754, 582 Tilley Ct SE, Suite 152, 98501*

Authorized Contract Signatory: *Sarah Moorehead, smoorehead@thurstoncd.com, (360) 999-0078 | Office: (360) 754-3588, 582 Tilley Ct SE, Suite 152, 98501*

Shellfish Strategic Initiative Lead (SSIL) Contacts:

Contract Manager: Megan Schell, megan.schell@doh.wa.gov, 360-236-3307

Contract Admin: Theo Jones, theo.jones@doh.wa.gov, 360-236-3355

Effective Date: DOE

Expiration Date: July 31, 2027

Not to Exceed: \$ 294,313

Contract Number	GVL29108
FFY Funding Year	2023
Strategic Initiative	Shellfish
Vital sign links	Shellfish
Implementation Strategy alignment	Shellfish
Amount of dollars leveraged	\$51,000
Number of positions supported	6
Project Location: Latitude/Longitude	Latitude: 47.020730913053725 Longitude: -122.94426959360445

OVERVIEW

This proposal addresses investment Priority B, Livestock Manure Management. Overall, Thurston Conservation District's (TCD's) goal for this proposal is to reduce fecal coliform bacteria and nutrient loading into Eld Inlet, reducing the threat to harvestable shellfish growing areas. This will be achieved by TCD through the creation of robust Manure Management and Nutrient Technical Assistance (TA) programs.

Fecal coliform pollution in Eld Inlet is a growing concern. At the beginning of 2023 it was identified as one of 14 threatened shellfish growing areas by the Washington Department of Health (DOH) due to decreasing trends in water quality. According to the End of 2022 Annual Shellfish Growing Area report, Eld Inlet "Meets standards, but threatened with downgrade in classification". This inlet is a key shellfish growing area in Thurston County, boasting 3,820 acres, or approximately one third of the 10,966 approved shellfish growing acres in all of Thurston County.

TCD's experience in working to reduce fecal coliform and improve shellfish growing conditions in Thurston County has a long history. For many years, TCD partnered with DOH, Thurston County, local non-profits, homeowners, shellfish growers, and other stakeholders to improve conditions in the Henderson-Nisqually Shellfish Protection District. TCD provided technical assistance to producers and facilitated cost-share projects throughout the watersheds ranging from the construction of a manure storage structure to the implementation of livestock confinement areas. TCD led workshops on non-point source pollution, created an incentive-based rewards program (Clear Choices for Clean Water), and engaged local youth in water quality testing through TCD's South Sound GREEN program. As a result, more than 300 acres of shellfish beds were opened between 2010-2015! Decreasing water quality once again threatens shellfish beds in the Henderson-Nisqually, and TCD continues carry out landowner engagement through the Voluntary Stewardship Program (VSP) and implement Best Management Practices (BMP's) benefiting clean water.

While the formation of the Henderson-Nisqually Shellfish Protection District allowed TCD to focus resources on the improvement of shellfish beds, we have not yet completed such a focused outreach and implementation program within Eld Watershed. According to the Washington State Department of Agriculture's 2022 Land Use Layer map, this rural watershed is home to 422 acres of agricultural land, and 52 distinct landowners with at least 0.5 acres of hayland, pastureland, or silage on their property. When used properly, manure can be an asset to producers to fertilize hay and pastureland. Proper manure management ensures that nutrients are applied at the right rate, time, and distribution to well-established and actively growing plants that can utilize the nutrients in the manure right away. When improperly stored or applied, manure can run off into nearby waterways, traveling directly into Puget Sound and potentially threatening shellfish growing areas.

This project will target Eld Watershed producers through robust and user-friendly Manure Management and Nutrient Technical Assistance programs. The Manure Management program will include a multi-tiered approach to motivate agricultural land users to voluntarily reduce manure runoff impacting Eld Inlet shellfish growing areas. Through a series of manure management workshops, direct outreach and technical assistance to producers, and the integration of web-based manure application tools, Eld Watershed producers will gain knowledge on how to apply the right fertilizers at the right rate and time to the right places that will simultaneously benefit their properties and improve water quality. A manure exchange program feasibility study will identify motivators and barriers to participation as well as areas and audiences of focus to best utilize manure and reduce water quality pollution.

The Nutrient Technical Assistance (TA) program will provide nutrient testing and recommendations on nutrient management BMP's to Eld Watershed producers. While manure can be an abundant, locally available source of organic material, the nutrients contained within the manure can vary greatly and may not be the best solution for every site. The Nutrient TA program will make understanding manure and compost far more accessible to producers in the watershed.

GOALS & MEASURABLE OBJECTIVES

Key metrics and measures of contract activities This table is a component of the FEATS report.

Description (e.g., “shellfish beds reopened”)	Units (e.g., “acres”)	Targets (e.g., “number”)
Maintain shellfish growing areas in watershed assessment growing areas	Acres	3,820
Host Manure Management workshops for Eld Watershed producers	Workshops	2
Develop 3 conservation plans with a focus on manure management	Manure Management Plans	3
Recommend at least 30 manure-related BMPs	BMP	30

TASKS & DELIVERABLES

Thurston Conservation District (hereafter referred to as the subrecipient) will manage all project components, including but not limited to subcontract(s), invoice submission, budget, and deliverable completion and submission. The subrecipient will upload deliverables to their contract folder on the Shellfish SIL’s Subrecipient Share Point site, then email Shellfish SIL Administrative Assistant, Theo Jones, theo.jones@doh.was.gov via email and copy the Contract Manager, Megan Schell, megan.schell@doh.wa.gov. Invoices will be sent to the NEP Invoices inbox at NEPInvoices@doh.wa.gov. The Contract Manager will provide access to the [Shellfish SIL’s Subrecipient Share Point site](#) where the subrecipient can access the [Shellfish SIL Grant Guidance](#).

Tasks, deliverables, and target completion dates for this sub-award are:

▶▶ TASK 1. Project Development

1.1 Quality Assurance Project Plan (QAPP) Development

Per EPA sub-award terms and conditions, for projects that involve the collection, production, evaluation, or use of environmental information, the sub-recipient must submit a Quality Assurance Project Plan (QAPP) to the Washington State Department of Ecology’s NEP Quality Coordinator (NEP QC) using EPA’s NEP guidance for QAPPs. Project work should not begin until the Quality Assurance Project Plan (QAPP) has Quality Assurance approval. At contract start, the subrecipient must work with the NEP QC to ensure the project meets quality assurance requirements per the contract terms and conditions.

The subrecipient is also required to conduct and document an annual review of the approved QAPP with ECOLOGY for projects exceeding one year in duration. For any changes prior to the annual review the subrecipient must contact the NEP QC to confirm required documentation. Changes may include but are not limited to new sampling sites, extended timeline, updated methods, and changes to analysis.

1.2 Project Factsheets

Using the templates provided, the subrecipient must complete an initial one-page Project Factsheet at the outset of the contract. A final one-page Project Factsheet is due at the end of the contract. The initial factsheet will provide an overview of the project and a brief description of the subrecipient’s organization. The subrecipient will submit the initial factsheet with the first quarterly progress report. The subrecipient will submit the final factsheet at the end of the contract to

summarize project outcomes, lessons learned, and next steps. The Shellfish SIL will make the factsheets publicly available through the website <https://pugetsoundestuary.wa.gov/>.

Subtask Number	Deliverable	Task Budget	Target Completion Date
1.1	Copy of signed QAPP or QAPP waiver documentation.	Reimbursement up to \$1,560 based on actual costs	Within 30 days of contract start
1.2	a. Initial Project Factsheet b. Final Project Factsheet		a. Due with first quarterly report b. 2 weeks prior to contract end date

▶▶ **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 1st 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:

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

The subrecipient will email quarterly progress reports and deliverables to the NEP Administrative Assistant and copy their Contract Manager.

Invoices and supporting documentation will be emailed to NEPInvoices@doh.wa.gov. The subrecipient will submit invoices at least quarterly, but no more frequently than monthly. At the end of the contract period, the subrecipient will submit their final invoice within 60 days of contract expiration. The final invoice will be marked “Final”. Invoices received more than 60 days after contract expiration may not be eligible for reimbursement.

2.2 EPA FEATS Reporting

The subrecipient will complete semi-annual FEATS (*Financial and Ecosystem Accounting Tracking System*) progress reports and a closeout FEATS report. The closeout FEATS report will be submitted by the contract expiration date and will reflect the final project billing. The closeout FEATS report will describe task work completed throughout the project, highlight project outcomes, and summarize lessons learned.

FEATS Reporting Periods:

April 1 – September 30

Serves as 3rd quarter progress reporting

October 1 – March 31

Serves as 1st quarter progress reporting

2.3 Data Reporting

The subrecipients will report additional data requirements as determined by NEP. The subrecipient and the NEP Data and Information Coordinator, Abigail Ames abigail.ames@doh.wa.gov, will determine what data variables will be reported on within 60 days of contract execution. Data reporting will be collected every six months with the FEATS reporting cycle.

2.4 MINORITY BUSINESS ENTERPRISE/WOMEN BUSINESS ENTERPRISE (MBE/WBE) REPORTING

The subrecipients will submit MBE/WBE utilization reports each year as required by the [federal terms and conditions](#) included in this contract. Reports will be in the format located on the EPA webpage https://www.epa.gov/system/files/documents/2021-08/epa_form_5700_52a.pdf and will include all qualifying purchases **OR** will clarify that no qualifying purchases were made. MBE/WBE reporting periods are from October 1 to September 30 annually. Reports are due to Taylor Warren at Taylor.warren@doh.wa.gov 15 calendar days after the end of each reporting period with the DOH Contract Manager carbon copied.

2.5 Water Quality exchange (WQX) Data Reporting (if applicable)

The Water Quality Exchange (WQX) is the tool for data partners to submit monitoring data to EPA. If the subrecipient collects any physical, chemical, or environmental data (e.g., dissolved oxygen, water temperature, salinity, turbidity, pH, phosphorous, total nitrogen, *E. coli* or enterococci, and other biological and habitat data), then the subrecipient's QAPP will specify data to be reported through WQX.

Data for a calendar year (Jan. 1 – Dec. 31) must be submitted at least annually.

See WQX information, including tutorials, at <https://www.epa.gov/waterdata/water-quality-data-wqx>.

WQX reporting completed by: Annually by December 31

Subtask Number	Deliverable	Task Budget	Target Completion Date
2.1	Quarterly progress reporting	Reimbursement up to \$26,132 based on actual costs	Annually on January 15
	(FEATS reporting, Task 2.2 serves as 2 nd and 4 th quarter reporting, annually)		Annually on July 15
2.2	FEATS reporting		Annually April 1
			Annually October 1
2.3	a. Data Reporting	a. Annually April 1	
	b. Determination of data needs	Annually October 1	

	c. Data management and sharing plan		b. Within 60 days of contract execution c. Within 60 days of contract execution
2.4	MBE/WBE Reporting		Annually on October 15
2.5	WQX Data Reporting		At least annually by December 31

▶▶ TASK 3. Manure Management

The Manure Management program will include a multi-tiered approach to motivate agricultural land users to voluntarily reduce manure runoff impacting Eld Inlet shellfish growing areas. Through a series of manure management workshops, direct outreach and technical assistance to producers, and the integration of web-based manure application tools, Eld Watershed producers will gain knowledge on how to apply the right fertilizers at the right rate and time to the right places that will simultaneously benefit their properties and improve water quality. A manure exchange program feasibility study will identify motivators and barriers to participation as well as areas and audiences of focus to best utilize manure and reduce water quality pollution.

3.1 Manure Management Program Development

Develop a robust manure management program to motivate agricultural land users to voluntarily reduce manure runoff impacting Eld Inlet shellfish growing areas. This program will use the best available science and will be most accessible to community use. TCD will update current web resources with tools such as a user-friendly web-based manure application calculator, interactive mapping tools using the Application Risk Management (ARM) system, and an interactive map showing manure application risks due to current weather conditions.

3.2 Manure Exchange Feasibility Assessment

A Manure Exchange feasibility assessment will be conducted to identify knowledge gaps and barriers to participation in a TCD led manure exchange program, and ultimately strive to remove these barriers. This process will involve targeted focus groups and social marketing strategies with Eld Watershed producers and potential users of manure. In accordance with the federal Information Collection requirements, we will use a separate funding source for any activities related to collection of information on groups of 10 or more.

3.3 Nutrient Management Workshops

Targeted community outreach will be key to engaging agricultural producers. TCD’s Education and Outreach team will utilize Geographic Information System (GIS) to create direct mailers advertising at least two workshops as well as social media posts targeting these communities. Workshop topics will include manure management (i.e. how to properly compost manure, when and how to apply manure to fields, the effects of fecal coliform on shellfish growing areas, etc.) TCD staff will provide technical nutrient management support to landowners.

3.4 Manure Spreader Rental Program

TCD will expand the current Manure Spreader Rental Program to remove barriers that farmers face in applying manure to fields and farms. Outreach videos, web content and/or printed material will be developed, detailing how to operate TCD’s manure spreader, accurately estimate manure volume and application rates, and calibrate a manure spreader for use in western Washington. TCD will purchase a mid-size PTO manure spreader, trailer and trailer hitch to allow for more efficient manure use (upon DOH approval only).

Draft outreach materials will be provided to DOH for a minimum two-week review. Materials will be batched when possible and sent to DOH for review as early as possible.

Reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement:

“This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”

Subtask Number	Deliverable	Task Budget	Target Completion Date
3.1	Develop a Manure Management Program <ul style="list-style-type: none"> a. Update website with user friendly manure application tools b. Provide 300 hours of technical assistance to manure users c. Complete 3 conservation plans focused on manure management d. Recommend at least 30 manure-related BMPs 	Reimbursement up to \$202,268 based on actual costs	<ul style="list-style-type: none"> a. December 2024 b-d. June 2027
3.2	Complete a Manure Exchange Feasibility Assessment		June 2027
3.3	Host Nutrient Management Workshop (2)		June 2027
3.4	Develop Manure Spreader Rental Program <ul style="list-style-type: none"> a. Develop 2 Outreach videos, update web content and/or printed material b. Purchase a mid-size, PTO manure spreader, trailer, and trailer hitch lock (\$25,000 for mid-size trailer, \$5000 trailer and hitch lock) c. Updated rental procedure to include grant focus area priority for duration of contract performance period. d. Rent manure spreader to community on at least 5 independent dates for a total of 4 acres treated 		<ul style="list-style-type: none"> a. June 2027 (Submit for DOH review of at least 2 weeks) b. June 2027 c. Prior to rental d. June 2027

▶▶ **TASK 4. Nutrient Testing and Application Program**

The Nutrient Technical Assistance (TA) program will provide nutrient testing and recommendations on nutrient management BMP's to Eld Watershed producers, making manure and compost practices far more accessible to producers in the watershed.

4.1 Nutrient Testing and Technical Assistance

TCD staff will:

- Develop short but simple reports, pointing out key metrics using accessible graphics that touch on manure suitability for various uses (nitrogen fertilizer, soil builder, etc.).
- Develop strategies around responsibly dealing with natural resource issues relating to the phosphorus in manure, both in terms of environmental concerns (water quality) and in terms of managing this strategic resource
- Provide technical assistance generating reports, assisting users in interpreting the results, and other recommendations related to soil and nutrient testing (300 hours)
- Work in tandem with the manure exchange program so nutrient needs are matched with the nutrients available.
- Acquire a sampling augur for taking compost and/or manure samples and a thermometer for measuring compost pile temperature will be made available to the community.

Subtask Number	Deliverable	Task Budget	Target Completion Date
4.1	Conduct Nutrient Testing and Provide Technical Assistance <ul style="list-style-type: none"> a. Provide over 300 hours of technical assistance b. Perform at least 10 nutrient tests c. Provide 10 manure/nutrient application reports to producers d. Purchase sampling augur and thermometer 	Reimbursement up to \$35,170 based on actual costs	a-d. June 2027

▶▶ **TASK 5. Broader Impacts and Communication**

The recipient will communicate project outcomes, lessons learned, and recommendations.

5.1 Broader Impact Options

DOH will negotiate with subrecipient; this subtask should note work product, focus audience, method, purpose of communication.

Example options:

- Offer a webinar on project outcomes, recommendations, and lessons learned for a relevant Puget Sound recovery community audience.
- Participate in and present project outcomes at a knowledge exchange event relevant to the project topic (conference, forum, stakeholder workshop).
 - Example: Present at the Salish Sea Ecosystem Conference
- Develop a memo or other communication tool (webpage, storymap, etc.) that gives context for how the project fits into the long-term system-scale recovery planning efforts.

- Submit high-quality project photos or video clips of the project (process, progress, etc.). Ensure anyone in the photo or video has signed a release in case photos or videos are used for future publications.
- Climate change adaptation: Develop deliverables to prepare for and adjust to current and projected impacts of climate change.
- Tribal Treaty Rights: Develop deliverables to incorporate traditional ecological knowledge and enhances shellfish, salmon, and other harvest opportunities through habitat recovery. For more information, refer to the Northwest Indian Fisheries Commission’s Tribal Habitat Strategy. If you are not a tribal nation, consider contacting your local Tribe(s) for additional information.
- Environmental justice: Develop deliverables to address environmental justice, environmental health, and disproportional impacts and opportunities for influence and participation. Refer to the Washington Environmental Health Disparities Map, EPA’s EJ Screen tool for geographically specific information, or other tools and research that may emerge.
- Diversity, Equity, and Inclusion: Develop deliverables to integrate principles and best practices into both the recovery work and the processes involved throughout the proposed workplan.

5.2 FINAL REPORT AND A PROJECT SUMMARY STORYMAP (OPTIONAL)

The subrecipient will complete a 1–2-page final report and may also complete a storymap if they choose. The final report will summarize methods, results, lessons learned, and recommendations for future work. DOH will provide a template for the final report.

Other contract closeout requirements are described above. Please refer to sections 1.2, 2.1 and 2.2 for more information.

Task Number	Deliverable	Task Budget	Target Completion Date
5.1	Presentation at the Washington Association of District Employees (WADE) or other similar conference	Reimbursement up to \$29,183 based on actual costs	June 30, 2027
5.2	a. Draft Final Report and a draft project summary StoryMap b. Final Report and final project summary StoryMap		a. 30 days prior to contract end b. Upon contract completion

BUDGET

Category	Amount
Personnel/Salaries	\$206,338
Fringe Benefits	\$0
Travel	\$1,589
Equipment (federal definition – anything over \$5,000)	\$30,000
Supplies	\$3,300
<u>Contracts</u> (Name, amount, purpose for each; excludes subawards – see below) NOTE: In this document “contractor” refers to the federal definition of a vendor/contractor	\$0
Other Conference Registration Fees	\$1,500
Total Direct Charges	\$242,727
Indirect Charges (federally approved rate) 25%	\$51,586
TOTAL – Not to Exceed	\$ 294,313

EPA TERMS AND CONDITIONS

Administrative Conditions

1. National Administrative Terms and Conditions

General Terms and Conditions

The General Terms and Conditions of this agreement are updated in accordance with the link below. However, these updated conditions apply solely to the funds added with this amendment and any previously awarded funds not yet disbursed by the recipient as of the award date of this amendment. The General Terms and Conditions cited in the original award or prior funded amendments remain in effect for funds disbursed by the recipient prior to the award date of this amendment.

The subrecipient agrees to comply with the current EPA general terms and conditions available at: [EPA General Terms and Conditions effective October 1, 2023 or later](#)

These terms and conditions are binding for disbursements and are in addition to or modify the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

Programmatic Conditions

HABITAT, SHELLFISH, and STORMWATER Strategic Initiative Leads - (PC) Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program Programmatic Terms and Conditions: 6/2021

A. Semi-Annual Performance Reports

The subrecipient shall submit performance reports every six (6) months during the life of the project. Reports are due 30 calendar days after the end of each reporting period. Reports shall be submitted to the NEP Contract Manager and will be provided electronically.

In accordance with 2 CFR 200.328, as appropriate, the subrecipient agrees to submit performance reports that include brief information on each of the following areas:

1. A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
2. The reasons why established goals were not met, if appropriate;
3. Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

In addition to the semi-annual performance reports, the subrecipient shall immediately notify the NEP contract manager of developments that have a significant impact on the award-supported activities. As appropriate, the subrecipient agrees to inform the NEP contract manager as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

The subrecipient will submit performance reports through EPA's Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS). Reports are due 30 calendar days after the end of each reporting period. The reporting periods shall end March 31st and September 30th of each calendar year. Reports shall be submitted to the NEP contract manager

on the FEATS form provided by the NEP administrative assistant and shall be uploaded to the NEP subrecipients Sharepoint page. The subrecipient agrees to submit performance reports that include brief information on each of the following areas:

1. A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
2. The reasons for slippages if established outputs/outcomes were not met;
3. Additional pertinent information, including when appropriate, analysis and information of cost overruns or high unit costs.

B. Final Performance Report

The subrecipient shall submit a final performance report through FEATS, which is due upon the expiration or termination of the award. The report shall be submitted to the NEP contract manager and must be provided electronically. The report shall generally contain the same information as in the periodic reports but should cover the entire project period. After completion of the project, the NEP contract manager may waive the requirement for a final performance report if the NEP contract manager deems such a report is inappropriate or unnecessary.

C. Program Income – Addition

If program income is generated, the subrecipient is required to account for program income related to this project. Program income earned during the project period shall be retained by the subrecipient and shall be added to funds committed to the project by EPA and the subrecipient and shall be used to further eligible project objectives.

D. Information Collection Requirements

NEP and the subrecipient agree to comply with the requirements of the Paperwork Reduction Act in completing the project. Because the scope of work includes a survey, a questionnaire or similar information-gathering activity, the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.*), requires NEP to obtain Office of Management and Budget (OMB) clearance prior to the subrecipient's collection of information by means of identical questions posed to 10 or more persons.

The subrecipient will provide to the NEP contract manager the following information: (1) description of the information to be collected; (2) explanation of the need for the information; and (3) to whom the survey is being directed.

E. Recognition of EPA Funding

Reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement:

“This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”

F. Annual Conferences

The subrecipient may attend one or more appropriate conferences each year, which may be within the Puget Sound region. The specific conferences will be determined in consultation with the NEP contract manager. The purpose of this requirement is to provide subrecipients with opportunities to learn about and benefit from other relevant initiatives and programs that relate to the funded work; to exchange information about their funded work with organizations that may benefit from their experience; and generally to raise awareness within the Puget Sound, Salish Sea, and large aquatic ecosystem protection and restoration communities of the funded work. Example of potentially relevant conferences include, but are not limited to, the biennial Salish Sea Ecosystem Conference; local or regional meetings of Tribal, professional, scientific, or other relevant associations. Specific conferences will depend on the nature of the work proposed. Subrecipient will be allowed to use award funds to pay for travel and lodging. Subrecipient should include anticipated costs for attending conferences in their proposed budget.

G. Peer Review

The results of this project may affect management decisions relating to Puget Sound. Prior to finalizing any significant technical products, the Principal Investigator (PI) of this project must solicit advice, review and feedback from a technical review or advisory group consisting of relevant subject matter specialists. A record of comments and a brief description of how respective comments are addressed by the PI will be provided to the Project Monitor prior to releasing any final reports or products resulting from the funded study.

H. Competency of Organizations Generating and/or Using Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, subrecipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <http://www.epa.gov/fem/lab> or a copy may also be requested by contacting the NEP contract manager for this award.

Federal Assistance Agreement Funds Up To \$200,000

Subrecipient agrees that if the total federal funding obligated on this award exceeds \$200,000 (resulting from subsequent amendments to this agreement) and will involve the use or generation of environmental data it will (unless it has otherwise done so) demonstrate competency prior to carrying out any activities involving the generation or use of environmental data under this agreement. Federal Assistance Agreement Funds Exceed or Expect to Exceed \$200,000

Subrecipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre- award demonstration of competency is not practicable. Subrecipient agrees to submit documentation and demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data.

I. WQX Requirement

Subrecipients are required to institute standardized reporting requirements into their work plans and include such costs in their budgets. All water quality data generated in accordance with an EPA approved Quality Assurance Project Plan as a result of this assistance agreement, either directly or by subaward, will be required to be transmitted into the Water

Quality Portal (WQP) using either WQX or WQX web. Water quality data appropriate for the Water Quality Portal (WQP) include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. The Water Quality Exchange (WQX) is the water data schema associated with the EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the Water Quality Portal structure. WQX web is a web-based tool to convert data into the WQX format for smaller data generators that are not direct partners on the Exchange Network. More information about WQX, WQX web, and the Water Quality Portal, including tutorials, can be found at <https://www.epa.gov/waterdata/water-quality-data-wqx>

If activities submitted as match for this federal assistance agreement involve the generation of water quality data, the resulting information must be publicly accessible (in the Water Quality Portal or some other database). Subrecipients are encouraged to develop a cross walk between any non-WQX database utilized for the storage of water quality data associated with match activities and EPA's Water Quality Exchange (WQX).

J. Riparian Buffers

Riparian buffer restoration projects in agricultural areas shall be consistent with the interim riparian buffer recommendations provided to EPA and the Natural Resource Conservation Service by National Marine Fisheries Service letters of January 30, 2013 (stamp received date - February 4, 2013) and April 9, 2013 (stamp received date – April 16, 2013), or the October 28, 2013 guidance.

Grantees shall confirm in writing projects' consistency with the recommendations referenced above. When developing project proposals, grantees also should consider the extent to which proposals include appropriate riparian buffers or otherwise address pollution sources on other water courses on the properties in the project area to support water quality and salmon recovery.

Deviations can only be obtained through an exception approved by EPA. In order for EPA to evaluate a request for an exception, the grantee must submit the scientific rationale demonstrating adequacy of buffers for supporting water quality and salmon recovery. The request must summarize tribal input on the scientific rationale or other relevant issues. The scientific rationale could be developed from sources such as site-specific assessment data, salmon recovery plans, Total Maximum Daily Loads (TMDLs) and the state nonpoint plan. EPA will confer with the National Oceanic and Atmospheric Administration (NOAA) and the Washington Department of Ecology and provide the opportunity for affected tribes to consult with EPA before making a final decision on a deviation request.

NEP contact for riparian buffers: Lea Shields, lea.shields@doh.wa.gov.

K. International Travel (Including Canada) – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

All International Travel must be approved by the Office of International and Tribal Affairs (OITA) BEFORE travel occurs. Even a brief trip to a foreign country, for example to attend a conference, requires OITA approval. Please contact your NEP contract manager as soon as possible if travel is planned out of the country, including Canada and/or Mexico, so that they can obtain appropriate approvals from EPA Headquarters. If you have questions, please contact your NEP contract manager listed on the front page of the Award Document.

L. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov

M. Model Programmatic Subaward Reporting Requirement (GPI-16-01)

The subrecipient must report on its subaward monitoring activities under 2 CFR 200.331(d).

Examples of items that must be reported if the pass-through entity has the information available are: Summaries of results of reviews of financial and programmatic reports. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance. Environmental results the subrecipient achieved. Summaries of audit findings and related pass-through entity management decisions.

Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.331(e), 2 CFR 200.207 and the 2 CFR Part 200.338 Remedies for Noncompliance.

N. Lobbying and Litigation — PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

All Subrecipients.

- a. The chief executive officer of this subrecipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the U.S. unless authorized under existing law. The subrecipient shall abide by the Cost Principles available at 2 CFR 200 which generally prohibits the use of federal grant funds for litigation against the U.S. or for lobbying or other political activities.
- b. The subrecipient agrees to comply with Title 40 CFR Part 34, New Restrictions on Lobbying. The recipient shall include the language of this provision in award documents for all subawards exceeding \$100,000 and require that subrecipients submit certification and disclosure forms accordingly.
- c. In accordance with the Byrd Anti-Lobbying Amendment, any subrecipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
- d. Contracts awarded by a subrecipient shall contain, when applicable, the anti-lobbying provision as stipulated in the Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- e. Pursuant to Section 18 of the Lobbying Disclosure Act, the subrecipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as

defined in Section 3 of the Lobbying Disclosure Act. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are ineligible for EPA subawards.

O. EPA's Substantial Involvement

EPA will be substantially involved in this project by participating in the following activities: (1) Within the first nine months of the project, EPA reserves the right to negotiate work plan and budget; (2) monitor the project management and execution throughout the assistance agreement's project and budget period; (3) provide technical assistance and coordination as requested or needed by the subrecipient; and (4) review and approve technical deliverables, including 30-day preaward review of subaward agreements to ensure consistency with the collaborative intent of the National Estuary Program.

P. Quality Assurance Requirements (2 CFR 1500.11)

As of February 17, 2023 any project, including work performed by Grantees, that involves the collection, production, evaluation, or use of environmental information requires an approved QAPP prior to the start of work.

Acceptable Quality Assurance documentation (QAPP) must be submitted to the DOH Contract Manager and NEP Quality Coordinator (NEP QC) within 30 days of the acceptance of this agreement or another date as negotiated with the DOH Contract Manager. No work involving direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology shall be initiated under this project until the DOH Contract Manager, in concert with the NEP Quality Coordinator, has approved the quality assurance document. Additional information on these requirements can be found at the EPA Office of Grants and Debarment website: <https://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial>.

Instructions to Submit Quality Assurance Documents for Review

DOH and the NEP QC will determine if a QAPP is required for this project. If a QAPP is required, subrecipients will work with DOH and NEP QC to develop and submit a QAPP for approval. The QAPP development and approval process is a multi-step process. More information about QAPPs can be found at <https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>.

Q. ULO Stretch Goal:

Subrecipients of EPA assistance agreements that include subawards in the approved workplan should manage their programs and subaward funding in ways that reduce the length of time that federal funds obligated and committed to subaward projects are "unspent" federal funds, not yet drawn down through disbursements to subaward recipients. EPA encourages the reduction of these unliquidated obligations (ULOs) by applying the following programmatic term and condition to the FY2021 Strategic Initiative Lead cooperative agreements with subaward projects. Assistance agreement subrecipients are to apply these "stretch" goals throughout the life of the assistance agreement and to confer with your NEP Contract Manager whenever instances arise that make attainment of these stretch goals unlikely.

Stretch Goal: A stretch goal for utilization of funds for each new strategic initiative lead grant with subawards is established. All funds should be spent by 2 1/2 years in order for incremental funding to be considered at levels otherwise available for the fourth year of the grant.

Funds Awarded July 2021 Should All Be Drawn Down by March 2024.

Funds Awarded in FY2022 (October 1, 2021-September 30, 2022) Should all Be Drawn Down by March 2025
Funds Awarded in FY2023 (October 1, 2022-September 30, 2023) Should all Be Drawn Down by March 2026
Funds Awarded in FY2024 (October 1, 2023-September 30, 2024) Should all Be Drawn Down by March 2027
Funds Awarded in FY2025 All Should Be Drawn down by award end date + 90 days.

R. Animal Subjects — PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

Subrecipient agrees to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 USC 2131-2156. Subrecipient also agrees to abide by the “U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training.” (Federal Register 50(97): 20864-20865. May 20,1985). The nine principles can be viewed at: <http://www.nal.usda.gov/awic/pubs/IACUC/vert.htm>.

S. Copyrighted Material and Data – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

In accordance with 2 CFR 200.315, EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes.

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the subrecipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as “co-regulators” or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA’s authorization to the other grantee to use the copyrighted works or other data.

Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

1. the selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
2. termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

T. Light Refreshments and/or Meals PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

APPLICABLE TO ALL AGREEMENTS EXCEPT STATE CONTINUING ENVIRONMENTAL PROGRAMS (AS DESCRIBED BELOW):

Unless the event(s) and all of its components are described in the approved workplan, the subrecipient agrees to obtain prior approval from EPA for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops and outreach activities (events). The subrecipient must send requests for approval to the NEP Contract Manager and include:

1. An estimated budget and description for the light refreshments, meals, and/or beverages to be served at the event(s);
2. A description of the purpose, agenda, location, length and timing for the event; and,
3. An estimated number of participants in the event and a description of their roles.

Costs for light refreshments and meals for subrecipient staff meetings and similar day-to-day activities are not allowable under EPA assistance agreements.

Subrecipients may address questions about whether costs for light refreshments, and meals for events may be allowable to the subrecipient's NEP Contract Manager; however, the Agency Award Official or Grant Management Officer will make final determinations on allowability.

Agency policy prohibits the use of EPA funds for receptions, banquets and similar activities that take place after normal business hours unless the subrecipient has provided a justification that has been expressly approved by EPA's Award Official or Grants Management Officer.

EPA funding for meals, light refreshments, and space rental may not be used for any portion of an event where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

Note: U.S. General Services Administration regulations define light refreshments for morning, afternoon or evening breaks to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. (41 CFR 301-74.7)

FOR STATE CONTINUING ENVIRONMENTAL PROGRAM GRANT SUBRECIPIENTS EXCLUDING STATE UNIVERSITIES:

If the state maintains systems capable of complying with federal grant regulations at 2 CFR 200.432 and 200.438, EPA has waived the prior approval requirements for the use of EPA funds for light refreshments and/or meals served at meetings, conferences, and training, as described above. The state may follow its own procedures without requesting prior approval from EPA. However, notwithstanding state policies, EPA funds may not be used for (1) evening receptions, or (2) other evening events (with the exception of working meetings). Examples of working meetings include those evening events in which small groups discuss technical subjects on the basis of a structured agenda or there are presentations being conducted by experts. EPA funds for meals, light refreshments, and space rental may not be used for any portion of an event (including evening working meetings) where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

By accepting this award, the state is certifying that it has systems in place (including internal controls) to comply with the requirements described above.

U. State Grant Cybersecurity - PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

1. The subrecipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.

2. (1) EPA must ensure that any connections between the subrecipient's network or information system and EPA networks used by the subrecipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition. If the subrecipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the NEP Contract Manager and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(2) The subrecipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The subrecipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the subrecipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the NEP Contract Manager. Nothing in this condition requires the subrecipient to contact the NEP Contract Manager on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

END OF SECTION

This table includes only active funding sources.

Federal Grant Information Sheet								
Subrecipient/Contractor:		Thurston Conservation District			DOH Contract Manager:		Contact Information:	
Contract Number:		GVL29108			Megan Schell		dohcon.mgmt@doh.wa.gov	
UEI Number:		RFVSKKZZLNU4			Approved Indirect Rate:		25%	
Period of Performance:		Start Date: <input type="checkbox"/> DOE		End Date: <input type="checkbox"/> July 31, 2027		Limiting Indirect Cost Rate:		N/A
Project Description:		Thurston Conservation District's (TCD's) goal for this proposal is to reduce fecal coliform bacteria and nutrient loading into Eld Inlet, reducing the threat to harvestable shellfish growing areas. This will be achieved by TCD through the creation of robust Manure Management and Nutrient Technical Assistance (TA) programs.						
						Research and Development? (If YES, check box)		<input type="checkbox"/>

Federal Award Identification Number	Federal Award Date	Federal Agency Name	Total Amount of the Federal Award to DOH	CFDA #	CFDA Program Title	Name of Pass-Through Agency	Amount of Federal Funds Obligated by This Action	Total Amount of Federal Funds Obligated for This Funding Source
PC-01J89801	3/28/2023	U.S Environmental Protection Agency	\$18,500,000	66.123	Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program	Washington State Department of Health	\$294,313	\$485,313

The information below is included for program awareness and possible inclusion of additional language in the SOW. Remove the language below as necessary and if addressed in the SOW.

Certifications and Assurances – all requirements imposed on the subrecipient by the federal awarding agency: **The contract boilerplate covers all standard certifications and assurances.** Are there any additional requirements imposed by the pass-through entity (DOH) to meet its own responsibilities to the awarding agency? Yes No **identified by the DOH program staff writing the contract. This can also be found in the "Statement of Work" section of the contract.**

All subrecipients are required to make their accounting records available and accessible to the awarding agency: **This requirement can be found in the "Records Maintenance" section of the contract.**

Closeout Requirements:

- Submit all final billings within 60 days of the end of the contract (This is required per standard contract language.)
- Submit all required program reports and deliverables within 60 days (This is required per standard contract language.)
- Dispose of property purchased with subaward funds and dispose of or return government-furnished property no longer used for subaward related activities (If applicable DOH must be contacted for disposal requirements.)
- Additional DOH program specific contract closeout requirements (If applicable, see statement of work for additional closeout requirements.)



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: IEGP Grant Funding	
Lead Staff: Adam Peterson	Board Meeting Date: 04/23/24
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
<p>We applied for and have been approved for a grant under the WSCC's Irrigation Efficiencies Grant Program (IEGP). This grant will help support internal irrigation program development. It includes support for developing Irrigation Water Management Plans (IWMPs), cross-training staff on IWMP development, and creating new and accessible tools to make irrigation planning more accessible through automation.</p> <p>It will also help locate future opportunities for potential irrigation cost-share projects.</p>	
Pros: -Provides a dedicated source of funding for irrigation-related technical assistance. We can follow up on wait list for irrigation related TA. -Allows us to identify potential future cost-share opportunities for irrigation efficiencies. -Provides professional development opportunities for staff. -Provides support to create tools that make irrigation planning more accessible.	Cons: None identified.
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
We would receive \$45,777.92	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Accept the grant funds	
Legal Review:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
WSCC Addendum and WSCC Award Letter.	



Susan Shelton

From: Commission@scc.wa.gov <noreply+29899f926be69dff@formstack.com>
Sent: Wednesday, April 3, 2024 10:02 AM
To: Susan Shelton
Subject: FORM 4: Addendum

Washington State Conservation Commission

FORM 4: ADDENDUM

Apr 3, 2024 10:02 AM

Conservation District: Thurston

GRANT PROGRAM: Irrigation Efficiencies

Overhead Rate: 25%

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

Total Grant Award: 45777.92

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 45777.92

Intermediate Outcome #1: 41846.66

Staff Time and Overhead

Intermediate Outcome #2: 1150.00

Training

Intermediate Outcome #3: 449.00

Outreach/Education Costs

Intermediate Outcome #4: 2332.26

Equipment

Intermediate Outcome #5:

Total of Intermediate Outcomes: 45777.92

Susan Shelton

From: Woods, Courtney (SCC) <CWoods@scc.wa.gov>
Sent: Wednesday, April 3, 2024 8:18 AM
To: Sarah Moorehead; Yan Dong; Susan Shelton
Cc: Groth, Sarah (SCC); Fike, Jean (SCC); Culp, Jon (SCC); Wood, Ashley (SCC)
Subject: Thurston Irrigation Efficiencies Funding Award Notification - Technical Assistance

Good morning,

This email is to notify the district of an Irrigation Efficiencies funding award of \$45,777.92 in technical assistance.

Outcome 1: Staff Time and Overhead \$41,846.66

Outcome 3: Training \$1,150

Outcome 4: Outreach/Education Costs \$449

Outcome 5: Equipment \$2,332.26

The funding is awarded from SCC's capital budget. All funding is effective as of April 3, 2024 and must be expended by June 30, 2025.

For additional information regarding the Irrigation Efficiencies grant program, please view the [Programmatic Guidelines](#).

The grant number will be 24-13-IE. Please submit an [addendum](#) and remember all addendums must be approved by the board.

Please let me know if you have any questions.

Thanks,

Courtney Woods, Grants Manager

Washington State Conservation Commission

PO Box 47721 Olympia, WA 98504-7721

Office: 360-407-6114 | cwoods@scc.wa.gov

Office hours: 7:30 am – 12:30 pm



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Email communications with state employees are public records and may be subject to disclosure, pursuant to Ch. 42.56 RCW.



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: ASRP Riverbend Ranch RCO Grant Amendment #1 - Cost Change	
Lead Staff: Mara Healy	Board Meeting Date: 04/23/24
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
<p>The purpose of this amendment is to add \$424,000 of additional funding to increase the total project amount from \$7,674,839 to \$8,098,839 for construction of the in-water river restoration elements of the project and implementation monitoring as requested by ASRP TRT.</p>	
Pros: Funding necessary to complete grant deliverables.	Cons: None.
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
None-- grant funding.	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Approve	
Legal Review:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
Amendment #1 - Cost Change	



Amendment to Grant Agreement

Project Sponsor: Thurston Conservation District
Project Title: Riverbend Ranch Reach Design & Construction

Project Number: 22-1548C
Amendment Number: 1

Amendment Type:

Cost Change

Amendment Description:

The purpose of this amendment is to add \$424,000 of additional funding to increase the total project amount from \$7,674,839 to \$8,098,839 for construction of the in-water river restoration elements of the project and implementation monitoring as requested by ASRP TRT. Additionally, project scope is being added that was accidentally omitted from the original project application and other metrics are being corrected due to refinement of the design.

Project Funding:

The total cost of the project for the purpose of this Agreement changes as follows :

	Old Amount		New Amount	
	Amount	%	Amount	%
RCO - CBS HRP	\$7,674,838.00	100.00%	\$8,098,838.00	100.00%
RCO - SALMON ST PROJ	\$1.00	0.00%	\$1.00	0.00%
Project Sponsor	\$0.00	0.00%	\$0.00	0.00%
Total Project Cost	\$7,674,839.00	100%	\$8,098,839.00	100%
Admin Limit	\$0.00	0.00%	\$0.00	0.00%
A&E Limit	\$890,000.00	13.37%	\$890,000.00	12.57%

Agreement Terms

In all other respects the Agreement, to which this is an Amendment, and attachments thereto, shall remain in full force and effect. In witness whereof the parties hereto have executed this Amendment.

State of Washington
Recreation and Conservation Office

Thurston Conservation District

BY: _____
 For Megan Duffy

AGENCY: _____

BY: _____

TITLE: Director

TITLE: _____

DATE: _____

DATE: _____

Pre-approved as to form:

BY: _____ /S/
 Assistant Attorney General

Item

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BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: ASRP RBR Habitat Restoration Project #2024-02	
Lead Staff: Mara Healy	Board Meeting Date: 04/23/24
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
Construction of the river and floodplain restoration elements of the ASRP Riverbend Ranch project, to take place over the summer seasons of 2024 and 2025.	
Pros: Complete project deliverables. Lowest responsive, responsible bidder.	Cons: None.
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
None, grant funding.	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Approve.	
Legal Review:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
Contract W9 requested, I'll submit it when I have it.	





CONTRACT

THIS CONTRACT, made and entered into this ____ day of _____, 2024, shall be the agreed basis of performing the following work by and between Thurston Conservation District, hereinafter referred to as the Conservation District, and **Brumfield Construction Inc.** hereinafter referred to as the Contractor.

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

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

Project Name: **Riverbend Ranch Habitat Restoration project #2024-02**

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

Proposed Schedule Start Date: May 1 2024

Proposed Schedule Completion Date: January 1 2026

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

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

TOTAL CONTRACT AMOUNT not to exceed \$4,463,719.25 Including all applicable taxes.

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

FIFTH: Indemnification: Contractor agrees to defend, indemnify and hold harmless Thurston Conservation District from any and all claims, demands, losses, and liabilities to or by Thurston Conservation District, by any regulatory agency, or by any other third parties arising from, resulting from, or connected with work performed or to be performed under this Contract by Contractor, its agents, employees and sub-tier subcontractors and suppliers of any tier, even

though such claim may prove to be false, groundless or fraudulent, to the fullest extent permitted by law and subject to the limitations provided below.

The indemnification obligation under this Contract shall not be limited in any way by type of damages, compensation or benefits payable to or for any third party under workers compensation acts, disability acts or other employee benefits acts (including RCW Title 51), provided Contractor's waiver of immunity by the provisions of this paragraph extends only to claims against Thurston Conservation District or subcontractor employee claims against Contractor and does not include or extend to any claims by Contractor's employees directly against Contractor.

Defense cost recovery shall include all fees (attorneys and experts) and costs and expenses relating to or arising from the indemnified claim. In addition, Conservation District shall be entitled to recover compensation for all of its in-house expenses (including materials, administrative costs, and labor) consumed in its defense.

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

SIXTH: The contractor shall procure and shall maintain until final acceptance of the work, such insurance as will protect the following entities: (1) Thurston Conservation District, and its supervisors, director, agents, employees, and volunteers, and (2) Riverbend Ranch LLC, for claims arising out of or resulting from Contractor's work under this Contract Agreement, whether performed by the Contractor, or by anyone directly or indirectly employed by Contractor, or by anyone for whose acts Contractor may be liable. The Contractor's insurance shall include contractual liability coverage and additional insured coverage for the benefit of the Contractor, Owner, and anyone else the Owner is required to name (as set forth in the schedule below), and shall specifically include coverage for completed operations. The insurance required to be carried by the Contractor and any subcontractors shall be PRIMARY AND NON-CONTRIBUTORY. With respect to each type of insurance specified hereunder, the Thurston Conservation District's insurances shall be excess to Subcontractor's insurance.

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

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

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

- (a) Commercial General Liability using an industry standard unmodified coverage form including contractual liability & products/completed operations with minimum limits of

\$5,000,000 each occurrence, \$10,000,000 aggregate with either per project or per location endorsement for property damage and bodily injury;

(b) Comprehensive Automobile Liability insurance with minimum limits of \$1,000,000 combined single limit each accident, including bodily injury and property damage liability.

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

(d) Contractors Pollution Liability insurance with minimum limits of \$1,000,000 each claim with a minimum aggregate limit of \$2,000,000, including pollution conditions caused or made worse by the Contractor, and the vicarious liability of subcontractors of any tier.

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

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

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

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

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

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

THIRTEENTH: Amendments and Waivers -- All amendments and other modifications of this

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

FOURTEENTH: Payments—For all the services and deliverables to be performed and/or delivered by Contractor in pursuant to this Contract, the Thurston Conservation District shall pay the Contractor total compensation not to exceed the amount above, including applicable Washington state taxes, and reimbursable expenses without the prior written consent of the Thurston Conservation District (“Contract Amount”). Expenses and subcontractors shall be billed at cost. Invoices may be submitted no more frequently than monthly, and shall correspond to the completed portion of the work, which shall be stated with the invoices. Receipts for authorized expenses and invoices for services must be presented to the District before payment can be made.

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

Contractor:	Conservation District: Thurston Conservation District
By:	By:
Title:	Title:
Date:	Date:

Washington State Contractor’s License No. _____

Federal Tax Id. No. _____ UBI. NO. _____

INVOICES:

Thurston Conservation District, C/o Yan Dong

582 Tilley Court SE, Suite 152

Tumwater, WA 98501

Yan Dong

YDong@ThurstonCD.com

PERFORMANCE BOND TO THE THURSTON CONSERVATION DISTRICT

Resolution No. _____

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, _____

as principal, and _____

a corporation organized and existing under the laws of the State of _____

as a surety corporation, and qualified under the laws of the State of Washington to become surety upon bonds of contractors with municipal corporations, as surety, are jointly and severally held and firmly bound to the THURSTON CONSERVATION DISTRICT

in the penal sum of \$ _____, for the payment of

which sum on demand we bind ourselves and our successors, heirs, administrators or personal representatives, as the case may be. This obligation is entered into in pursuance of the statutes of the State of Washington, the Ordinances of the County of Thurston.

Dated at Tumwater, Washington, this _____ day of _____, 20____.

Nevertheless, the conditions of the above obligation are such that:

WHEREAS, the Thurston Conservation District or is about to enter with the above bounden principal, a certain contract, providing for

Specification No.: NA

Specification Title: **Riverbend Ranch Habitat Restoration Project #2024-02**

Contract No: NA

(which contract is referred to herein and is made a part hereof as though attached hereto), and

WHEREAS, the said principal has accepted, or is about to accept, the said contract, and undertake to perform the work therein provided for in the manner and within the time set forth;

NOW, THEREFORE, if the said _____

shall faithfully perform all of the provisions of said contract in the manner and within the time therein set forth, or within such extensions of time as may be granted under said contract, and shall pay all laborers, mechanics, subcontractors and materialmen, and all persons who shall supply said principal or subcontractors with provisions and supplies for the carrying on of said work, and shall indemnify and hold the Thurston Conservation District harmless from any damage or expense by reason of failure of performance as specified in said contract or from defects appearing or developing in the material or workmanship provided or performed under said contract after its acceptance thereof by the Thurston Conservation District, then and in that event this obligation shall be void; but otherwise it shall be and remain in full force and effect.

Approved:

Principal:

Chair, Thurston Conservation District Board of Supervisors

By: _____

Thurston Conservation District Executive Director

Surety:

By: _____

Agent's Name: _____

Agent's Address: _____

Item

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BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: Proposed 2024 Annual Plan	
Lead Staff: Kirsten Hill	Board Meeting Date: 03/26/24
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
<p>As part of Washington state law and the WSCC Conservation, Accountability and Performance Program (CAPP) Conservation Districts are required to submit annual plans by the end of May. This proposed annual plan is derived from the 5-year strategic plan developed in 2019.</p>	
Pros: TCD will be in compliance with Washington state law and WSCC CAPP.	Cons: None
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
None	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Approve the proposed 2024 Annual Plan.	
Legal Review:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
Proposed 2024 Annual Plan	





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

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 3 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 1 community meeting 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. B. Develop flood reduction and water supply projects in the Deschutes watershed.

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.

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

- C. Implement conservation BMPs on 5 farms within urban or urban growth areas.
- D. Host 2 workshops on backyard food production.
- 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

- 8) *Work with partners to protect critical working lands through easements and acquisitions.*
- 9) *Increase voluntary stewardship.*

ACTIONS

- A. Apply for funding to facilitate working lands easements through partnerships (RCPP, Sentinel Landscape Partnership, Conservation Grazing Partnership).
- A. Increase participation in the Voluntary Stewardship Program by 15 participants.
- B. Develop 15 Individual Stewardship Plans.

10) Support viable farms.	<ul style="list-style-type: none"> C. Support community members through regulatory processes such as inspections and referrals. A. Connect producers to business planning and training courses and/or resources. B. Connect local producers to consumers through online tools and marketing support. C. Support streamlined application and permitting processes for community members.
11) Increase support for forest stewardship.	<ul style="list-style-type: none"> A. Facilitate the development of 4 forest management plans (FMP's). B. Hire TCD Stewardship Forester. C. Support efforts to preserve working forest land.
12) Increase technical assistance to producers.	<ul style="list-style-type: none"> A. Facilitate 220 site visits with producers. B. Provide technical recommendations on 300 BMPs.
13) Bridge the gap between retiring and beginning producers.	<ul style="list-style-type: none"> A. Offer 1 successional planning training course. B. Provide resources to 10 new farmers. C. Increase outreach to landowners to share leasing opportunities via South Sound FarmLink D. Collaborate with existing land matching programs. E. Educate and connect real estate agents farmland transfer programs.
14) Support sustainable shellfish production.	<ul style="list-style-type: none"> A. Work with 1 shellfish operation to implement conservation BMPs. B. Conduct a needs assessment for local shellfish producers to identify areas to support and innovative ideas.
15) Increase inventory and use of equipment rental service.	<ul style="list-style-type: none"> A. Identify additional pieces of equipment needed by the community to expand TCD's rental program. B. Purchase a manure spreader and turkey processor to add to TCD's rental program. C. Plan hands-on training for no-till drill. D. Ensure appropriate use of the equipment by creating technically sound guidance documents for all equipment.

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
<p>16) <i>Work with partners to protect critical habitat through restoration easements and habitat enhancement contracts.</i></p>	<ul style="list-style-type: none"> A. Develop 1 new CREP contract. B. Facilitate 3 conservation easements (termed or permanent) through TCD and partner programs. C. Strengthen partnerships with local accredited land trusts.
<p>17) <i>Increase restoration of degraded habitat.</i></p>	<ul style="list-style-type: none"> A. Create 3 site-specific pollinator habitat projects. B. Complete 1 wetland habitat enhancement project. C. Treat 15 acres of invasive species. D. Develop 5 planting plans. E. Provide habitat restoration technical assistance to 50 community members. F. Facilitate 50 site visits with community members focused on habitat restoration.
<p>18) <i>Restore marine and freshwater habitat to support healthy aquatic species populations and functional floodplains.</i></p>	<ul style="list-style-type: none"> A. Plant 6 acres of riparian habitat to support salmon recovery. B. Develop 2 restoration projects in freshwater systems with salmon runs. C. Support 25 shoreline community members to improve shoreline habitat.
<p>19) <i>Enhance ESA listed species habitat (plant & animal).</i></p>	<ul style="list-style-type: none"> A. Work with 1 community member to improve Oregon Spotted Frog habitat. B. Host 1 Orca Recovery Day event to bring awareness to endangered salmon and orca populations. C. Work with 10 community members through VSP to support on-farm management and recovery of listed species.
<p>20) <i>Develop local riparian restoration cost-share program.</i></p>	<ul style="list-style-type: none"> A. Work with local and state partners to secure funding for local riparian restoration program.

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.¹

GOALS	ACTIONS
<p>21) <i>Establish a soil health management program.</i></p>	<ul style="list-style-type: none"> 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
<p>22) <i>Improved shoreline conditions.</i></p>	<ul style="list-style-type: none"> A. Support healthy shellfish growing areas by providing education and guidance on shoreline BMPs for 20 homeowners.
<p>23) <i>Reduce surface & groundwater impacts from urban and rural land uses.</i></p>	<ul style="list-style-type: none"> A. Implement 2 conservation BMPs to reduce nutrient runoff.
<p>24) <i>Improve water use efficiencies and water conservation strategies.</i></p>	<ul style="list-style-type: none"> A. Implement 2 conservation projects to support in stream flow targets.

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

- B. Develop 3 Irrigation Management Plans for local agricultural operations.

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
<p>25) <i>Build robust volunteer program to increase organizational impact and engagement.</i></p>	<ul style="list-style-type: none"> A. Engage 100 community volunteers. B. Host 8 restoration work parties. C. Initiate 120 hours of community service to conservation. D. Support at least 10 youth through the Teens in Thurston volunteer network.
<p>26) <i>Build relationships with elected officials.</i></p>	<ul style="list-style-type: none"> A. Host at least 1 field tour for elected officials. B. Present CD information and updates at 2 local jurisdiction meetings (ex. BOCC, City Councils, Port, School Boards). C. Connect with legislators at least twice annually.
<p>27) <i>Improve accessibility of CD information.</i></p>	<ul style="list-style-type: none"> A. Develop relevant multi-lingual resources. B. Host 5 events appropriate for families and people of all ages. C. Showcase CD projects and programs on 3 local and TCD-owned media platforms.
<p>28) <i>Demonstrate the impact of our work to our community.</i></p>	<ul style="list-style-type: none"> A. Host 3rd Annual Harvest Festival to showcase TCD accomplishments and community partnerships. B. Publish an annual report of accomplishments. C. Publish a monthly newsletter of information, announcements and project success stories. D. Host a monthly podcast focusing on TCD programs and issues relevant to our community.

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
<p>29) Support the implementation of <u>South Sound GREEN's Vision for the Future</u></p>	<ul style="list-style-type: none"> A. Engage 1500 students in water quality testing. B. Educate 500 students through watershed and water quality related classroom lessons. C. Host 450 youth at Student GREEN Congress. D. Host 3 professional development opportunities for teachers to strengthen their knowledge of water quality, climate impacts, and local conservation issues. E. Engage 700 youth in Puget Sound Nearshore trips. F. Increase involvement in the South Sound GREEN program by 2 percent.
<p>30) Promote careers in natural resources.</p>	<ul style="list-style-type: none"> A. Provide instruction to 1 secondary or college class. B. Offer service and alternative service opportunities for local AmeriCorps/service corps volunteers. C. Participate in Career Technical Educators Advisory Group D. Involve 50 students in the South Puget Sound Envirothon.
<p>31) Educate our community about natural resources conservation.</p>	<ul style="list-style-type: none"> A. Participate in 50 educational opportunities for our community (workshops, tours, trainings, tabling etc.). B. Engage 1,300 community members through our Annual Native Plant Festival.

3. District Operations

As an organization, Thurston Conservation District operates in a transparent, inclusive, 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
<p>32) <i>Sustainable and consistent funding to achieve our mission.</i></p>	<ul style="list-style-type: none"> A. Renew Rates and Charges in 2024 for a 10 year term. B. Demonstrate impact of current Rates and Charges funding in the community through support, programming, resources and outreach efforts.
<p>33) <i>Design and plan for TCD’s Conservation and Education Center.</i></p>	<ul style="list-style-type: none"> A. Develop phased CEC development strategy including business plan, financial and communication strategies. B. Locate and engage in securing land by 2024.
<p>34) <i>Thurston CD Board and Staff represent our community and have the capacity to support its needs.</i></p>	<ul style="list-style-type: none"> 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.
<p>35) <i>Improve data management and internal tracking systems.</i></p>	<ul style="list-style-type: none"> A. Utilize SmartSheet systems for programmatic and financial data tracking.
<p>36) <i>Improve office sustainability and lower TCD’s carbon footprint.</i></p>	<ul style="list-style-type: none"> A. Move towards paperless practices. B. Purchase goods and services from local businesses first. C. Facilitate and support staff working from home to reduce carbon impacts from commuting.
<p>37) <i>Conduct transparent, accountable, and ethical operations.</i></p>	<ul style="list-style-type: none"> 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. Develop an investment policy. F. Transfer to socially and environmentally responsible financial institutions. G. Engage in re-negotiations of CBA.

Thurston Conservation District: 2024 Budget

Unrestricted Income Total	\$1,093,134	Unrestricted Expense Total	\$1,093,134
Unrestricted Income	\$1,093,124	Administrative Expenses	\$638,003
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
		Program Allocations	\$455,131
		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
		Savings	\$0

Conservation & Education Center	-
Reserve Fund	-

Restricted Income	\$5,380,792	Restricted Expense	\$5,380,792
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		

2024 Income Total
\$6,473,926

2024 Expense Total
\$6,473,926

Administrative Expense-to-Budget Ratio
10%

Frogs on the Farm	\$54,625
Restoring South Sound Prairies	\$74,100
South Sound GREEN	\$116,449

DRAFT



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

May 28, 2024, 5:00 pm - 8:05 pm

Zoom Meeting Link:

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

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation: Plant Sale Recap, *Kiana Sinner*
3. Community Partner Presentation: *TBD*
4. Rates and Charges, *Sarah Moorehead*
5. Conservation and Education Center (CEC) Development, *All*
6. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 8:05 pm

- | | |
|---|-------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM |
| | <i>5 minutes</i> |
| 2. Agenda Review | 6:35 PM |
| | <i>5 minutes</i> |
| 3. Consent Agenda – Action Item | 6:40 PM |
| A. April 23, 2024, Board Work Session & Meeting Minutes | <i>5 minutes</i> |
| B. May 2024 Financial Report | |
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | <i>10 minutes</i> |
| 5. Partner Reports (if present) | 6:55 PM |
| A. Natural Resources Conservation Service (NRCS), <i>Lynn Khuat</i> | <i>15 minutes</i> |

- B. Washington State Conservation Commission (WSCC), *Jean Fike*
- C. Washington Association of Conservation Districts (WACD), *Doug Rushton*
- D. National Association of Conservation Districts (NACD), *Doug Rushton*

6. Welcome Board Supervisor Tompkins **7:10 PM**
5 minutes

7. Officer Elections **7:15 PM**
15 minutes

8. Governance, All – Action Item **7:30 PM**
 A. June 25, 2024 Work Session Topic List & Meeting Agenda Development *20 minutes*

9. Executive Session **7:50 PM**
 RCW 42.30.110 (1) To discuss with legal counsel representing the agency *15 minutes*
 litigation or potential litigation.

Adjourn **8:05 PM**

Informational Only Items:
 I. *Executive Director’s Report*

Important Future Dates

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

July 2024

July 4th TCD office closed	July 4
WSCC Commission Meeting Board Meeting, Clark CD	July 17 & 18
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	July 23

August 2024

NACD 2024 Summer Meeting, Boston,	August 10-14
WACD Board Meeting 6:00 - 8:30 p.m. (Zoom)	August 19
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	August 27

Informational Items



Executive Director's Report

Sarah Moorehead – Executive Director

April 23, 2024

Priority Initiative Updates

Conservation and Education Center Update

CEC Property Search: TCD staff continue to work with EDC staff to review and evaluate identified partnerships and other site opportunities. Currently, there are not many suitable properties openly listed that meet many of the identified desirable criteria for the CEC. Staff are working to schedule a CEC Subcommittee Meeting in June to present preliminary findings from our property search and partnership opportunity review.

CEC Communications and Marketing Plan: CEC website development will follow the creation of the Rates and Charges webpage, incorporating the same theme and branding. Messaging about the CEC will be included in the outreach campaign for Rates and Charges, then transition to include the current phases of development and public engagement.

TCD Business Plan: After conducting research into business planning tools, this steering document will include the elements of financial strategy and project planning that have been identified as action items. Staff are working on building this plan to help guide the project and for use in partnership and funding development.

2024 Rates and Charges Renewal

A campaign logo has been created and website development is underway, along with a strategic messaging framework. This will be used to conduct the communications plan, presentations, and be reflected in our 2023 Annual Report.

Draft resolutions and public hearing materials will be shared with the board for discussion at the April Board Work Session.

Puget Sound Local Working Group – IRA Proposal Development

TCD will hold space for the Puget Sound Local Working Group members to work on developing Inflation Reduction Act (IRA) proposals:

Thursday, March 25th - 10:00am – 12:00pm

In-person:

TCD Office 582 Tilley Rd SW Suite #152, Tumwater, WA 98501


Virtual:

<https://us06web.zoom.us/j/87855640542?pwd=POz2cslWbbaDlpzHi3wTsPQ09Bccy1.1>

Meeting ID: 878 5564 0542 Passcode: 1234

31st Annual South Sound GREEN Congress

The Chehalis Basin Education Consortium, Nisqually River Education Project, and South Sound GREEN were so excited to meet more than 430 students at The Evergreen State College last week for the 31st Student GREEN Congress! Students from around the South Puget Sound and Chehalis Basin watersheds gathered to present water quality data, brainstorm action projects, and participate in hands-on, exploration-based, educational workshops. The day was filled with student-led discovery, learning, and plenty of bright smiles!

<p>437 local students served as delegates for the over 5,000 students who conducted water quality testing</p>	<p>46 classrooms investigated water health at dozens of sites throughout western Washington</p>
<p>26 workshops facilitated by community partners</p>	



We asked students
“WHAT IS ONE NEW THING YOU LEARNED AT
CONGRESS?”
Here are just a few of their responses:

- “How important the creeks are to our environment and to take care of them.”
- “I learned that you can combine science and art together!”
- “How to protect my watershed.”
- “There [are] so many schools and groups working on water quality testing and [it] is a big community.”

District Operations

March 26, 2024 Board Meeting Action Items

- No Action Items to report on.

Collective Bargaining

Council 2 has requested to begin collective bargaining in July 2024. TCD will discuss the process at the April Board meeting in preparation to select board representatives to participate in the bargaining process.

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.