



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

March 25, 2025, 5:00 pm - 7:50 pm

Zoom Meeting Link:

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

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Food Processing & Tool Rental Programs: *Aimee Richardson*
3. Community Partner Presentation: Wolf Haven International, *Amy Porter*
4. Annual and Strategic Planning, *Sarah Moorehead*
5. Legislative Update, *Sarah Moorehead*
6. Long Term Funding Committee, *TJ Johnson & Sarah Moorehead*
7. CBA Metric Committee, *Sarah Moorehead*
8. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:50 pm

- | | |
|---|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Consent Agenda – Action Item | 6:40 PM |
| A. February 25, 2025, Board Work Session & Meeting Minutes | 5 minutes |
| B. March Financial Report | |
| C. WA State Department of Fish & Wildlife Funding Agreement | |
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | 10 minutes |
| 5. Partner Reports (<i>if present</i>) | 6:55 PM |

- A. Natural Resources Conservation Service, (NRCS) *DaShell Burnham* 15 minutes
- B. Washington State Conservation Commission (WSCC), *Josh Giuntoli*
- C. Washington Association of Conservation Districts (WACD), *Doug Rushton*
- D. National Association of Conservation Districts (NACD), *Doug Rushton*

- 6. Governance, All – Action Item** **7:10 PM**
- A. 2025 TCD Election and Appointment Update 15 minutes
 - B. April 22, 2025 Work Session Topic List & Meeting Agenda Development

- 7. Executive Session: To consider the selection of a site or the acquisition of real estate** **7:25 PM**
- RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.* 20 minutes

- 8. Executive Session Report Out – Action Item** **7:45 PM**
- 5 minutes

Adjourn **7:50 PM**

Informational Only Items:

- I. *Executive Director’s Report*
- II. *Department of Ecology Nonpoint Newsletter*

Important Future Dates

April 2025

- WACD Board Meeting April 21
- TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) April 22

May 2025

- WSCC Meeting, Yakima May 14-15
- WACD Board Meeting May 19
- TCD Office Closed, Memorial Day May 26
- TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) May 27

June 2025

- Annual WADE Training Conference, Leavenworth June 9-11
- WACD Strategic Planning Meeting, Bow June 16-17
- TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) June 24

July 2025

- TCD Offices Closed July 4
- WSCC Meeting, Jefferson County July 17
- TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) July 22

Item

3



Thurston Conservation District Consent Agenda Decision Sheet March 25, 2025 Board Meeting

-
- A. February 25, 2025 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. March 2025 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. WA State Department of Fish & Wildlife 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

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON
March 25, 2025 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Board Vice-Chair

David Iyall, Board Auditor

Doug Rushton, Board Member

Marianne Tompkins, Board Member

Attest: Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Work Session Minutes

February 25, 2025

Hybrid: In-Person and Virtual on Zoom

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

Actual Meeting Time: 5:00 p.m. – 6:07 p.m.



Present at Work Session:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

Marianne Tompkins, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Joey Burgess, TCD Staff

Ben Cushman, TCD Legal Counsel

- 1 **1.** Topic List Review, *All*
- 2 **2.** Staff Presentation: Skookumchuck River Restoration Monitoring, *Joey Burgess*
- 3 **3.** Annual and Strategic Planning, *Sarah Moorehead*
- 4 **4.** WACD Legislative Day Debrief, *All*
- 5 **5.** Thurston Regional Planning Council Representation, *TJ Johnson*
- 6 **6.** Conservation and Education Center (CEC) Development, *All*
- 7 **7.** TCD Long Term Funding Committee, *All*
- 8 **8.** Important Updates & Announcements
- 9 a. Board of Supervisors, *All*
- 10 b. Executive Director, *Sarah Moorehead*
- 11

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

February 25, 2025

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 7:35 p.m.

Actual Meeting Time: 6:30 pm – 7:00 p.m.



Present at Meeting:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

Marianne Tompkins, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Josh Giuntoli, Washington State

Conservation Commission (WSCC)

DaShell Burnham, National Resources

Conservation Service (NRCS)

Audrey Mechtenberg, NRCS Partner

Biologist, Pheasants Forever

Summary of Action Items

- 1 • None.

Summary of Motions Passed

- 2
- 3 *Supervisor Rushton moved to approve the Amended Agenda. Supervisor DeWreede seconded.*
- 4 *Motion passed unanimously, (4-0).*
- 5 *Supervisor DeWreede moved to approve the Consent Agenda. Supervisor Tompkins seconded.*
- 6 *Motion passed unanimously, (4-0).*
- 7 *Supervisor DeWreede moved to approve the TCD Resolution #2025-02: WA State Local*
- 8 *Government Investment Pool (LGIP). Supervisor Rushton seconded. Motion passed*
- 9 *unanimously, (4-0).*
- 10 *Supervisor Tompkins moved to adjourn the February 25, 2025 TCD Board Meeting. Supervisor*
- 11 *DeWreede seconded. Motion passed unanimously, (4-0).*

Full Version of the Minutes

12 Welcome & Introductions

13 At 6:30 p.m., TCD Board Chair TJ Johnson called the February 25, 2025 Regular Board Meeting

14 to order. TCD Board, Staff, members of the public, and Legal Counsel were introduced by Board

15 Chair Johnson. For each vote, TCD Board Chair Johnson called out Supervisors by name. He

16 announced that the meeting was being video recorded. TCD Supervisors Johnson, DeWreede,

17 Rushton, Tompkins and Executive Director Moorehead attended the meeting in person at the

18 TCD office. Supervisor Iyall was not in attendance and was excused.

19 **Agenda Review**

20 Supervisor TJ Johnson proposed removing *Item 8 Executive Session: To discuss potential*
21 *litigation* from the agenda.

22 ***Supervisor Rushton moved to approve the Amended Agenda. Supervisor DeWreede seconded.***
23 ***Motion passed unanimously, (4-0).***

24 **Consent Agenda**

- 25 A. January 28, 2025, Board Work Session & Meeting Minutes
26 B. 2025 February Financial Report
27 C. 2025-2035 Thurston County Rates and Charges Funding Agreement

28 ***Supervisor DeWreede moved to approve the Consent Agenda. Supervisor Tompkins seconded.***
29 ***Motion passed unanimously, (4-0).***

30 **Public Comment**

31 No public members made comments.

32 **Partner Reports**

- 33 A. National Resources Conservation Service (NRCS) Update, DaShell Burnham
34 • Ms. Burnham gave an update.
35 • Ms. Burnham introduced Audrey Mechtenberg who will be doing private lands
36 conservation work for NRCS.
37 B. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli
38 • Mr. Giuntoli gave an update.
39 C. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor Doug
40 Rushton.
41 • Supervisor Rushton gave an update.
42 • A written update was provided to the board.
43 D. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD
44 Board Member Rushton
45 • A written update was provided to the board.

46 **TCD Resolution #2025-02: WA State Local Government Investment Pool (LGIP)**

47 ***Supervisor DeWreede moved to approve the TCD Resolution #2025-02: WA State Local***
48 ***Government Investment Pool. Supervisor Rushton seconded. Motion passed unanimously, (4-***
49 ***0).***

50 **Governance**

- 51 A. March 25, 2025 Work Session Topic List & Meeting Agenda Development

52 **Work Session**

- 53 • Topic List Review, All

- 54 • Staff Presentation: Food Processing and Tool Rental Program Update, *Aimee*
- 55 *Richardson*
- 56 • Community Partner Presentation: Wolf Haven International, *Amy Porter*
- 57 • Annual and Strategic Planning, *Sarah Moorehead*
- 58 • Long-Term Funding Committee, *All*
- 59 • Riverbend Ranch Project Update, *Sarah Moorehead*
- 60 • Conservation & Education Center (CEC) Development, *All*
- 61 • Important Updates & Announcements
- 62 ○ Board of Supervisors, *All*
- 63 ○ Executive Director, *Sarah Moorehead*

64 **Board Meeting Agenda**

- 65 • Welcome, Introductions, Audio Recording Announcement
- 66 • Agenda Review
- 67 • Consent Agenda
- 68 ○ February 25, 2025 Board Work Session & Meeting Minutes
- 69 ○ March 2025 Financial Report
- 70 • Public Comment
- 71 • Partner Reports (if present)
- 72 ○ National Resources Conservation Service
- 73 ○ Washington State Conservation Commission
- 74 ○ Washington Association of Conservation Districts
- 75 ○ National Association of Conservation Districts
- 76 • Governance, *All*
- 77 ○ April 22, 2025 Work Session Topic List & Meeting Agenda Development
- 78 • **Executive Session:** to consider the selection of a site or the acquisition of real
- 79 estate by lease or purchase when public knowledge regarding such consideration
- 80 would cause a likelihood of increased price.

81 ***Supervisor Tompkins moved to adjourn the February 25, 2025 TCD Board Meeting. Supervisor***

82 ***DeWreede seconded. Motion passed unanimously, (4-0).***

83 **Adjourn 7:00 pm**

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District

March 2025 Financial Notes



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

1. So far in 2025, TCD has reported a net income loss of \$203,582 and \$75,710 for the month of February.

Previous Year P&L Comparison

2. It's just 2 months into the year, but as of now, TCD's overall income is 89% higher this year compared to last year:
 - a. Plant Sales income is up 69% compared to this time last year and that doesn't count the income from the 2025 Plant Sale on March 1, which will be reported in next month's Financial Report.
 - b. So far Soil Testing income is down 36% from last year.
 - c. Compared to this time last year, grant revenues are up 118%.
3. Meanwhile, TCD's overall expenses are up 34% from last year.
 - a. Staff Salaries & Benefits are up 21%.
 - b. Janitorial Service expenses are 133% higher this year compared to last year. In 2024, right after the office move, TCD switched its Janitorial Service and we did not have a services for the first few months of the year.
 - c. On the ground conservation and restoration project expenditures are higher this year: Cultural Resources 100%; Construction & Restoration Work 219%; and Cost Share 100%.

Unrestricted Budget vs Actual

4. TCD had a large computer hardware expense (row 66) in February that used 45% of the 2025 Computer Hardware annual budget. The District was required to purchase a network switch to replace the network switch that had been on loan from WSU Energy. WSU Energy will no longer provide IT Support Services to the District. The Admin team is currently facilitating a procurement process to engage a new IT Support services provider.

6:19 PM

03/20/25

Accrual Basis

Thurston Conservation District
Profit & Loss
February 2025

	Feb 25
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	467.85
3451130 · Poultry Equipment & Tool Rentals	29.40
3451140 · Plant Sales	963.51
Total 3451100 · Soil/Water Conservation Service	1,460.76
Total 3400000 · Charges for Goods and Services	1,460.76
3300000 · Grant Revenues	253,319.51
3600000 · Miscellaneous Revenues	
3699100 · Miscellaneous Other	830.00
3685000 · Special Assessments - Service	20,670.98
3610000 · Interest and Other Earnings	44.45
Total 3600000 · Miscellaneous Revenues	21,545.43
Total Income	276,325.70
Gross Profit	276,325.70
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	212,075.16
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	468.45
5314103 · Computer Services	1,928.75
5314100 · Professional Services	13,973.50
5314400 · Advertising	45.30
5314104 · Janitorial Services	700.00
5314501 · Office Rent	8,427.00
5314700 · Utilities	532.58
5314503 · Equipment Leases	348.17
5314504 · Vehicle Leases	455.11
5314200 · Communications	1,392.84
5354800 · Repairs & Maintenance	351.12
5314505 · Software Licenses	496.84
5313101 · Office Supplies	108.52
5314202 · Postage & Shipping	462.28
5314307 · Licenses and Permits	20.00
5314117 · Soil Testing	189.13
5313401 · Plants for Resale	1,741.43
Project Expenses	8,511.77
5314302 · Staff - Conference & Training	1,420.00
5314306 · Board - Conference & Training	78.68
5314300 · Staff - Travel	2,795.28
5314108 · Construction & Restoration Work	34,512.52
5314109 · Cost Share	51,906.02
5314110 · Bank Fees & Interest Charges	-47.43
5314600 · Liability Insurance Premiums	3,496.58
5945360 · Capital Outlays	
5945367 · Restoration Equipment	2,379.76
5945364 · Computer Hardware	1,265.97
Total 5945360 · Capital Outlays	3,645.73
Total Expense	352,035.33
Net Ordinary Income	-75,709.63
Net Income	-75,709.63

Thurston Conservation District

Profit & Loss

January through February 2025

	Jan - Feb 25
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	618.60
3451130 · Poultry Equipment & Tool Rentals	29.40
3451140 · Plant Sales	8,801.54
Total 3451100 · Soil/Water Conservation Service	9,449.54
Total 3400000 · Charges for Goods and Services	9,449.54
3300000 · Grant Revenues	464,244.06
3600000 · Miscellaneous Revenues	
3699100 · Miscellaneous Other	917.49
3685000 · Special Assessments - Service	22,930.59
3670000 · Nongovernmental Contributions	50.00
3610000 · Interest and Other Earnings	109.53
Total 3600000 · Miscellaneous Revenues	24,007.61
Total Income	497,701.21
Gross Profit	497,701.21
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	435,224.62
5314101 · Legal Fees & Services	4,000.00
5314102 · Audit & Accounting	1,000.72
5314103 · Computer Services	2,765.50
5314100 · Professional Services	82,977.02
5314400 · Advertising	179.71
5314203 · Printing Services	366.11
5314104 · Janitorial Services	1,400.00
5314501 · Office Rent	16,854.00
5314700 · Utilities	877.68
5314503 · Equipment Leases	1,003.32
5314504 · Vehicle Leases	934.16
5314200 · Communications	2,866.17
5313102 · Photocopier Usage	148.92
5354800 · Repairs & Maintenance	351.12
5314505 · Software Licenses	993.68
5313101 · Office Supplies	415.49
5314202 · Postage & Shipping	512.44
5314902 · Organizational Dues	1,141.00
5314307 · Licenses and Permits	148.00
5314117 · Soil Testing	536.78
5313401 · Plants for Resale	1,741.43
Project Expenses	11,706.23
5314302 · Staff - Conference & Training	1,420.00
5314306 · Board - Conference & Training	225.07
5314300 · Staff - Travel	3,961.07
5314119 · Cultural Resources	4,419.87
5314108 · Construction & Restoration Work	60,143.61
5314109 · Cost Share	51,906.02
5314110 · Bank Fees & Interest Charges	-153.94

Thurston Conservation District
Profit & Loss
January through February 2025

	Jan - Feb 25
5314600 · Liability Insurance Premiums	6,993.16
66300 · Sales Tax Adjustments	19.59
66900 · Reconciliation Discrepancies	0.00
5945360 · Capital Outlays	
5945367 · Restoration Equipment	2,379.76
5945363 · Equipment & Office Furniture	262.42
5945364 · Computer Hardware	1,562.36
Total 5945360 · Capital Outlays	4,204.54
Total Expense	701,283.09
Net Ordinary Income	-203,581.88
Net Income	-203,581.88

Thurston Conservation District

Profit & Loss Prev Year Comparison

January through February 2025

	Jan - Feb 25	Jan - Feb 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	618.60	961.39	-342.79	-35.7%
3451130 · Poultry Equipment & Tool Rentals	29.40	0.00	29.40	100.0%
3451140 · Plant Sales	8,801.54	5,186.82	3,614.72	69.7%
3451150 · Partner Fee for Service	0.00	10,272.75	-10,272.75	-100.0%
Total 3451100 · Soil/Water Conservation Service	9,449.54	16,420.96	-6,971.42	-42.5%
3417000 · Sales of Merchandise				
3417020 · Event Ticket Income	0.00	8,187.21	-8,187.21	-100.0%
Total 3417000 · Sales of Merchandise	0.00	8,187.21	-8,187.21	-100.0%
Total 3400000 · Charges for Goods and Services	9,449.54	24,608.17	-15,158.63	-61.6%
3300000 · Grant Revenues	464,244.06	212,509.84	251,734.22	118.5%
3600000 · Miscellaneous Revenues				
3691000 · Sale of Surplus	0.00	12.00	-12.00	-100.0%
3699100 · Miscellaneous Other	917.49	170.40	747.09	438.4%
3685000 · Special Assessments - Service	22,930.59	25,185.66	-2,255.07	-9.0%
3670000 · Nongovernmental Contributions	50.00	0.00	50.00	100.0%
3610000 · Interest and Other Earnings	109.53	61.19	48.34	79.0%
3620000 · Rents and Leases	0.00	65.94	-65.94	-100.0%
Total 3600000 · Miscellaneous Revenues	24,007.61	25,495.19	-1,487.58	-5.8%
Total Income	497,701.21	262,613.20	235,088.01	89.5%
Gross Profit	497,701.21	262,613.20	235,088.01	89.5%
Expense				
Equipment Allocation	0.00	1,167.00	-1,167.00	-100.0%
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 · Salaries & Benefits	435,224.62	360,236.15	74,988.47	20.8%
5314101 · Legal Fees & Services	4,000.00	4,000.00	0.00	0.0%
5314102 · Audit & Accounting	1,000.72	913.01	87.71	9.6%
5314103 · Computer Services	2,765.50	7,702.00	-4,936.50	-64.1%
5314100 · Professional Services	82,977.02	40,565.44	42,411.58	104.6%
5314400 · Advertising	179.71	917.65	-737.94	-80.4%
5314203 · Printing Services	366.11	1,803.72	-1,437.61	-79.7%
5314104 · Janitorial Services	1,400.00	600.00	800.00	133.3%
5314501 · Office Rent	16,854.00	17,374.00	-520.00	-3.0%
5314700 · Utilities	877.68	2,909.30	-2,031.62	-69.8%
5314503 · Equipment Leases	1,003.32	1,082.34	-79.02	-7.3%
5314504 · Vehicle Leases	934.16	954.06	-19.90	-2.1%
5314200 · Communications	2,866.17	2,465.54	400.63	16.3%
5313102 · Photocopier Usage	148.92	165.91	-16.99	-10.2%
5354800 · Repairs & Maintenance	351.12	859.70	-508.58	-59.2%
5314505 · Software Licenses	993.68	9,447.05	-8,453.37	-89.5%
5313101 · Office Supplies	415.49	1,830.69	-1,415.20	-77.3%
5314202 · Postage & Shipping	512.44	368.56	143.88	39.0%
5314902 · Organizational Dues	1,141.00	1,000.00	141.00	14.1%
5314307 · Licenses and Permits	148.00	1,640.91	-1,492.91	-91.0%
5314117 · Soil Testing	536.78	620.05	-83.27	-13.4%
5313401 · Plants for Resale	1,741.43	15,367.75	-13,626.32	-88.7%
Project Expenses	11,706.23	17,605.76	-5,899.53	-33.5%

6:15 PM

03/20/25

Accrual Basis

Thurston Conservation District
Profit & Loss Prev Year Comparison
January through February 2025

	Jan - Feb 25	Jan - Feb 24	\$ Change	% Change
5314302 · Staff - Conference & Training	1,420.00	2,179.94	-759.94	-34.9%
5314306 · Board - Conference & Training	225.07	158.11	66.96	42.4%
5314300 · Staff - Travel	3,961.07	3,036.96	924.11	30.4%
5314119 · Cultural Resources	4,419.87	0.00	4,419.87	100.0%
5314108 · Construction & Restoration Work	60,143.61	18,876.02	41,267.59	218.6%
5314109 · Cost Share	51,906.02	0.00	51,906.02	100.0%
5314110 · Bank Fees & Interest Charges	-153.94	0.00	-153.94	-100.0%
5314600 · Liability Insurance Premiums	6,993.16	5,452.50	1,540.66	28.3%
66300 · Sales Tax Adjustments	19.59	0.00	19.59	100.0%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
5945360 · Capital Outlays				
5945367 · Restoration Equipment	2,379.76	0.00	2,379.76	100.0%
5945363 · Equipment & Office Furniture	262.42	87.57	174.85	199.7%
5945364 · Computer Hardware	1,562.36	2,579.09	-1,016.73	-39.4%
Total 5945360 · Capital Outlays	4,204.54	2,666.66	1,537.88	57.7%
Total Expense	701,283.09	523,966.78	177,316.31	33.8%
Net Ordinary Income	-203,581.88	-261,353.58	57,771.70	22.1%
Net Income	-203,581.88	-261,353.58	57,771.70	22.1%

Thurston Conservation District

Balance Sheet

As of February 28, 2025

	Feb 28, 25
ASSETS	
Current Assets	
Checking/Savings	
3088010 · Checking-103 Beneficial	75,302.82
3081001 · Checking-7444 Timberland	3,377.32
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reserve	4,169.89
3088022 · Saving-129 Beneficial CEC	119,370.30
Total 3088020 · Savings Accounts	123,540.19
3088030 · Counter Cash	100.00
3088040 · PayPal Account	2,462.34
Total Checking/Savings	204,782.67
Accounts Receivable	478,150.40
Other Current Assets	
3090500 Prepaid Accounts	
3090508 · Refundable Deposit Paid	200.00
3090501 · Prepaid Insurance	21,447.52
3090507 · Security Deposit - Tilley Court	8,427.00
Total 3090500 Prepaid Accounts	30,074.52
3091000 · 309.10.00 Inventory Asset	2,666.56
3092000 · 309.20.00 Cash on Hand	21,136.79
Total Other Current Assets	53,877.87
Total Current Assets	736,810.94
Fixed Assets	89,000.00
TOTAL ASSETS	825,810.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	25,795.86
Credit Cards	17,038.54
Other Current Liabilities	
3471000 · Grant Advances	
3471100 · RCO Advances	38,618.98
Total 3471000 · Grant Advances	38,618.98
3861100 · Sales Tax Payable	477.05
3861000 · Payroll Liabilities	180,376.32
Total Other Current Liabilities	219,472.35
Total Current Liabilities	262,306.75
Total Liabilities	262,306.75
Equity	563,504.19
TOTAL LIABILITIES & EQUITY	825,810.94

2025 Unrestricted Budget vs Actual



February 16.67%

	Account Name	2025 Budget	2025 Actual	\$ Over Budget	% of Budget
1	<input checked="" type="checkbox"/> Income	1,213,975	97,928	-1,116,047	8.07%
2	<input checked="" type="checkbox"/> Retail Sales	66,320	9,652	-56,668	14.55%
3	<input checked="" type="checkbox"/> Food Production and Consumption	2,300	29	-2,271	1.28%
4	Poultry Equipment & Tool Rentals	2,300	29	-2,271	1.28%
5	<input checked="" type="checkbox"/> Soil Conservation and Health	9,920	619	-9,301	6.24%
6	Soil Testing	8,600	619	-7,981	7.19%
7	Nutrient Spreader Rentals	820	0	-820	0.00%
8	No-Till Drill Rentals	500	0	-500	0.00%
9	<input checked="" type="checkbox"/> Community Outreach and Education	53,100	8,802	-44,298	16.58%
10	Plant Sales	53,000	8,802	-44,198	16.61%
11	TCD Swag Shop	100	0	-100	0.00%
12	<input checked="" type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	0	0	0	N/A
13	Partner Fee for Service - Restoration Crew	0	0	0	N/A
14	<input checked="" type="checkbox"/> Other Income	1,000	202	-798	20.20%
15	Contributions Private	0	0	0	N/A
16	Interest Income	1,000	110	-890	10.95%
17	Miscellaneous Income	0	92	92	N/A
18	<input checked="" type="checkbox"/> Grant Revenue	204,491	0	-204,491	0.00%
20	Rates and Charges	564,110	22,931	-541,179	4.06%
21	<input checked="" type="checkbox"/> Overhead	379,054	65,346	-313,708	17.24%
22	Overhead Allocation	357,054	62,356	-294,698	17.46%
23	Vehicle Allocation	22,000	2,990	-19,010	13.59%
24	2024 Carry Overs	50,000	50,000	0	100.00%
25	<input checked="" type="checkbox"/> Program Allocation	443,884	80,707	-363,177	18.18%
26	<input checked="" type="checkbox"/> Local Food Production and Consumption	26,000	3,541	-22,459	13.62%
27	Poultry Equipment Rentals	26,000	3,541	-22,459	13.62%
28	<input checked="" type="checkbox"/> Producer Support & Preservation and Expansion of Working Lands	1,000	0	-1,000	0.00%
29	Working Lands Preservation Initiative	1,000	0	-1,000	0.00%
30	<input checked="" type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	44,157	19,159	-24,998	43.39%
31	Restoration Crew & Equipment (T050)	0	0	0	N/A
32	Conservation TA 1	44,157	9,579	-34,577	21.69%
33	<input checked="" type="checkbox"/> Soil Conservation and Health	42,770	4,971	-37,799	11.62%
34	Soil Health Testing	32,000	3,662	-28,338	11.44%
35	Nutrient Spreader Rentals	5,770	970	-4,800	16.81%
36	No-Till Drill Rentals	5,000	339	-4,661	6.79%
37	<input checked="" type="checkbox"/> Community Outreach and Engagement	190,875	36,434	-154,441	19.09%
38	Conservation & Education Center	60,000	7,524	-52,476	12.54%
39	District Communications	61,875	11,074	-50,801	17.90%
40	Plant Sale	54,000	8,701	-45,299	16.11%
41	Elections	15,000	9,135	-5,865	60.90%
42	<input checked="" type="checkbox"/> Adult and Youth Conservation Education	47,870	13,330	-34,540	27.85%
43	South Sound Green	41,670	12,563	-29,107	30.15%

	Account Name	2025 Budget	2025 Actual	\$ Over Budget	% of Budget
44	Teens in Thurston Volunteer Program	2,200	590	-1,610	26.82%
45	Envirothon	4,000	177	-3,823	4.42%
46	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	91,213	3,271	-87,941	3.59%
47	Conservation TA 2	44,157	9,579	-34,577	21.69%
48	Investing in Future Conservation	47,056	3,271	-43,785	6.95%
49	<input type="checkbox"/> Administrative Expenses - A010	713,433	148,057	-565,376	20.75%
50	Administrative Salaries & Benefits	377,006	79,113	-297,893	20.98%
51	36-Hour Leave Accrual Adjustment	8,050	8,050	0	100.00%
52	<input type="checkbox"/> Professional Services	72,684	7,766	-64,918	10.68%
53	Legal Services	24,000	4,000	-20,000	16.67%
54	Audit & Accounting	9,940	1,001	-8,939	10.07%
55	Computer Services	35,744	2,766	-32,979	7.74%
56	Professional Services	3,000	0	-3,000	0.00%
57	<input type="checkbox"/> Facility, Vehicles and Maintenance	165,793	26,582	-139,211	16.03%
58	Janitorial Services	9,100	1,400	-7,700	15.38%
59	Office Rent	101,124	16,854	-84,270	16.67%
60	Utilities	5,785	878	-4,907	15.17%
61	Equipment Leases	3,920	778	-3,142	19.86%
62	Vehicle Leases	7,000	934	-6,066	13.35%
63	Communications	16,152	2,650	-13,502	16.40%
64	Photocopier Usage	1,000	149	-851	14.89%
65	Vehicle Repairs & Maintenance	5,000	336	-4,664	6.72%
66	Computer Hardware Purchases	3,000	1,347	-1,653	44.91%
67	Computer Software	11,612	994	-10,618	8.56%
68	Equipment & Office Furniture	2,100	262	-1,838	12.50%
69	<input type="checkbox"/> Supplies	11,400	1,521	-9,879	13.34%
70	Office Supplies	5,000	347	-4,653	6.95%
71	Postage & Shipping	300	8	-292	2.63%
72	Organizational Dues	6,000	1,141	-4,859	19.02%
73	Licenses & Permits	100	25	-75	25.00%
74	<input type="checkbox"/> Conferences, Training and Travel	32,850	1,992	-30,859	6.06%
75	Staff Conference & Training (A037)	16,100	823	-15,277	5.11%
76	Board Conference and Training Fees	3,250	81	-3,169	2.50%
77	Board Meeting Snacks	1,000	142	-858	14.19%
78	Staff Travel	10,000	946	-9,054	9.46%
79	Board Travel	2,500	0	-2,500	0.00%
80	<input type="checkbox"/> Insurance and Banking	45,650	6,933	-38,717	15.19%
81	Bank Fees & Interest Charges	650	-60	-710	-9.20%
82	Liability Insurance Premiums	45,000	6,993	-38,007	15.54%
83	Late Fees & Penalties	0	0	0	N/A
84	<input type="checkbox"/> Savings	106,658	0	-106,658	0.00%
85	Reserve Fund	56,658	0	-56,658	0.00%
86	Conservation Education Center Savings Plan	50,000	0	-50,000	0.00%
87	Net Income (Surplus or Deficit)	0	-80,836	-80,836	N/A

2025 Restricted Budgets vs Actuals



As of February 28, 2025

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2025 Budget	2025 Actual	2025 Remaining Budget	% of Total Time	% of Total Budget Spent
1	RCO											
2	FY22-27 ASRP Riverbend	R050	22-1548C	03/28/22	06/30/27	7,673,670	1,513,162	169,583	61,381	108,201	55.65%	80.28%
3	SRFB Cozy Valley	R060	21-1089C	09/23/21	06/01/25	132,778	9,059	12,761	3,706	9,055	93.10%	93.18%
4	ESRP Zangle Cove	R070	20-1517R	07/01/21	06/30/25	110,072	22,411	22,654	265	22,390	91.65%	79.64%
5	FY23-25 ESRP Lower Eld Bulkhead Removal	R090	22-1201R	07/01/23	07/01/26	125,200	6,656	7,251	595	6,656	55.52%	94.68%
6	South Sound Outreach (HSIL)	R100	23-1853O	05/07/24	04/30/27	109,846	107,487	29,900	401	29,499	27.36%	2.15%
7	DOE											
8	Ecology Elwanger	E200	WQC-2025-ThurCD-00165	11/01/24	10/31/27	500,000	496,315	276,515	3,685	272,830	10.96%	0.74%
9	Federal											
10	Frogs on Farm	US80	F20AC11306-00	08/15/20	08/15/25	93,135	61,567	61,567	0	61,567	90.80%	33.89%
11	USFWS Restoring South Sound Prairies	US90	F22AC01820-00	07/01/22	07/01/27	190,000	88,670	1,000	0	1,000	53.31%	53.33%
12	WSCC											
13	FY23-25 Livestock	W025	24-13-LT	07/01/23	06/30/25	20,000	6,431	6,622	192	6,431	83.31%	67.85%
14	Early Action Reaches (EAR) Skookumchuck Project	W030	20-13-EA	04/01/20	12/31/25	744,780	128,977	141,513	22,222	119,291	85.44%	82.68%
15	FY21-25 Flood (FL) Chehalis Project	W050	22-13-FL	09/01/21	06/30/25	261,333	33,476	37,157	3,683	33,475	91.28%	87.19%
16	FY23-25 Shellfish Cost Share	W060	24-13-SH	11/27/23	06/30/25	125,000	103,274	105,550	2,276	103,274	79.04%	17.38%
17	FY23-25 CREP	W070	24-13-CE	07/01/23	06/30/25	118,502	43,373	58,838	15,465	43,373	83.31%	63.40%
18	FY23-25 NRI Cost Share	W080	24-13-NR	08/21/23	06/30/25	100,722	38,443	42,698	4,255	38,443	82.06%	61.83%
19	FY24-25 Engineering	W100	25-13-PE	09/11/24	06/30/25	34,800	17,166	23,603	6,437	17,166	58.36%	50.67%
20	FY24-25 Salmon Riparian Funding	W110	24-13-SRF	02/27/24	06/30/25	207,514	138,407	156,345	17,938	138,407	75.10%	33.30%
21	FY24-25 Sustainable Farms and Fields	W120	25-13-SFF	08/29/24	06/30/25	72,730	52,302	56,990	4,688	52,302	60.13%	28.09%
22	Forest Health and Community Wildfire Resiliency	W130	24-13-FH	09/22/23	06/30/25	471,000	167,236	221,030	53,794	167,236	81.17%	64.49%
23	Irrigation Efficiencies	W140	24-13-IE	04/03/24	06/30/25	45,778	21,683	24,450	2,767	21,683	73.13%	52.63%
24	Regional Implementation Team (RIT)	W150	22-13-RIT	10/01/21	06/30/25	102,000	10,963	14,650	3,687	10,963	91.09%	89.25%
25	Community Engagement Plan (CEP)	W160	24-13-CEP	02/20/24	06/30/25	17,500	2,556	10,651	8,095	2,556	75.45%	85.39%
26	FY24-25 Riparian Grant Program (RGP)	W170	24-13-RGP	04/15/24	06/30/25	931,396	592,654	727,247	134,593	592,654	72.40%	36.37%

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2025 Budget	2025 Actual	2025 Remaining Budget	% of Total Time	% of Total Budget Spent
27	FY24-25 Sustainable Farms and Fields CCA	W180	24-13-SF1	05/16/24	06/30/25	63,838	4,307	44,523	40,216	4,307	70.32%	93.25%
28	Thurston County											
29	FY23-25 VSP	TC400	08-23	07/01/23	06/30/25	227,500	39,863	60,053	20,190	39,863	83.31%	82.48%
30	FY23-25 VSP Cost Share	TC450		08/08/23	06/30/25	485,649	195,023	200,024	5,217	194,807	82.40%	59.84%
31	FY24-26 Thurston County Working Lands Outreach	TC500		08/13/24	06/30/26	5,500	5,408	5,408	0	5,408	29.11%	1.67%
32	Sentinel Landscape Program (SLP)											
33	NACD SLP	SLP075	NA	10/01/21	06/30/28	1,353,000	369,357	187,747	77,776	109,971	50.59%	72.70%
34	Miscellaneous											
35	FY23-25 ESRP Shore Friendly Phase 3	M035	19-1703C	07/01/23	06/30/25	388,883	191,517	213,950	22,433	191,517	83.31%	50.75%
36	FY25-29 Olympia Urban Farmland	M065	NA	01/01/25	12/31/29	259,000	254,003	51,800	4,997	46,803	3.23%	1.93%
37	GRuB Beginning Farmer Development	M066	NA	01/01/24	08/31/25	10,259	8,609	8,609	0	8,609	69.79%	16.08%
38	FY24-25 NACD Bucoda Community Farm	M077	NA	09/24/24	11/15/25	60,000	51,084	56,791	5,707	51,084	37.80%	14.86%
39	One Tree Planted	M085	NA	09/03/21	until spent	33,076	25,006	3,998	0	3,998	NA	24.40%
40	WCRRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/25	111,954	26,668	32,298	5,630	26,668	90.45%	76.18%
41	WFC Meyer Phase 2	M100	NA	01/01/23	09/01/25	106,546	25,956	25,955	0	25,955	81.03%	75.64%
42	DOH Eld Inlet Manure Management	M500	GVL29108-0	05/13/24	07/31/27	294,313	243,283	86,939	15,273	71,665	24.85%	17.34%
43	FY24-26 Pierce County Shellfish NTA	M600	SC-111404	01/01/24	01/31/27	191,000	121,942	60,238	8,187	52,051	37.71%	36.16%
44	Farm Plan Catalog	M800	G-8233	06/07/24	05/31/25	10,553	1,632	7,460	5,828	1,632	74.37%	84.53%
45	South Sound GREEN											
46	2025 Interlocal	G019-SS		01/01/25	12/31/25	64,160	57,828	64,160	6,332	57,828	16.16%	9.87%
47	FY24-25 WSC Mini Grant	G019.50		12/10/24	until spent	500	10	500	490	10	NA	97.99%
48	FY24 OSD i-Grant	G019.10		03/01/24	until spent	4,000	1,012	0	0	0	NA	74.71%
49	2025 McLane Salmon Trail							0	0	0	NA	NA
50	FY23-25 Outdoor Learning	G019.10		10/01/23	06/30/25	38,825	24,020	24,550	530	24,020	80.91%	38.13%
51	Every Kid Outdoors	G019.12		07/01/24	until spent	500	500	0	0	0	NA	0.00%
52	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	2,500	2,500	0	2,500	NA	0.00%
53	2024 Community Foundation	G019.29		11/01/24	until spent	2,500	2,500	0	0	0	NA	0.00%
54	2024 Dawkins	G019.28		01/01/24	until spent	20,750	14,435	14,461	26	14,435	NA	30.43%
55	Carlson Charitable	G019.31		12/05/23	until spent	2,500	45	279	234	45	NA	98.19%
56	2024 Nisqually for Water Quality Testing	G019.60		01/01/24	until spent	5,000	2,942	2,942	0	2,942	NA	41.16%
57	TCC General	G019		01/01/18	until spent	11,561	1,708	1,708	0	1,708	NA	85.23%
58	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	0	0	0	NA	0.00%
59	Inspire Olympia	G019.13		07/09/24	07/31/25	29,975	15,035	17,456	2,421	15,035	60.57%	49.84%

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2025 Budget	2025 Actual	2025 Remaining Budget	% of Total Time	% of Total Budget Spent
60	<input type="checkbox"/> Teens in Thurston Volunteer Program											
61	Nisqually TNT 2024	T070	NA	01/01/24	until spent	5,581	5,357	224	0	224	NA	4.01%
62	<input type="checkbox"/> Envirothon Program											
63	2025 Chehalis Tribe Envirothon	T040		03/01/25	until spent	2,500	2,500	2,500	0	2,500	NA	0.00%
64	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	34	34	0	34	NA	93.19%
65	Olympia Food Co-op Envirothon	T040		01/01/24	until spent	100	100	100	0	100	NA	0.00%

Thurston Conservation District
Payment Report
February 2025

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Check	EFT	02/01/2025	Tilley Court Caves, LLC	UNRESTRICTED:A010 - Administrative Expenses	5314501 · Office Rent	8,427.00
Bill Pmt -Check	EFT	02/02/2025	Comcast	UNRESTRICTED:A010 - Administrative Expenses	5314204 · Internet Services	271.09
Credit Card Charge	13756	02/04/2025	Amazon	TCD Programs:T097 - Plant Sale	5314116 · Project Equipment	70.60
Credit Card Charge	13722	02/04/2025	Katrinka Hibler	UNRESTRICTED:A010 - Administrative Expenses	5314110 · Bank Fees & Interest Charges	94.14
Credit Card Charge	13801	02/04/2025	WA St Capitol Campus Parking	TCD Programs:T021 - Conservation Education Center	5314307 · Parking fees	6.00
Bill Pmt -Check	22773	02/05/2025	Ashley Lewis	Various	Restoration Crew Intern Stipend	1,371.42
Credit Card Charge	13802	02/05/2025	City of Olympia	TCD Programs:T021 - Conservation Education Center	5314307 · Parking fees	3.00
Check	EFT	02/05/2025	Delta Dental		5531212 · Dental Benefits	2,254.90
Bill Pmt -Check	22774	02/05/2025	Drayton Archaeology	WSSC:W170 - Riparian Grant Program	5314100 · Professional Services	2,847.20
Bill Pmt -Check	22775	02/05/2025	Elizavyeta Dmitrieva	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	22776	02/05/2025	FP Mailing Solutions	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	231.98
Bill Pmt -Check	22777	02/05/2025	Garden-Raised Bounty (GRuB)	MISC:M065 - FY23-24 City of Olympia Urban Ag	5314100 · Professional Services	30,997.67
Bill Pmt -Check	22778	02/05/2025	Ghader Alrashid	Various	Restoration Crew Intern Stipend	1,600.00
Credit Card Charge	13696	02/05/2025	Harbor Freight	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	149.19
Credit Card Charge	13697	02/05/2025	Harbor Freight	UNRESTRICTED:A010 - Administrative Expenses	5314202 · Postage & Shipping	7.88
Bill Pmt -Check	22779	02/05/2025	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	22780	02/05/2025	Marguerite Abplanalp	Various	5314304 · Mileage	55.30
Bill Pmt -Check	22781	02/05/2025	Midwest Labs	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	189.13
Bill Pmt -Check	22782	02/05/2025	Minuteman Press	TCD Programs:T036 - Elections	5314203 · Printing Services	366.11
Bill Pmt -Check	22783	02/05/2025	Natural Waters, LLC	RCO:R060 - SRFB Cozy Valley	5314100 · Professional Services	1,000.00
Bill Pmt -Check	22784	02/05/2025	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	303.32
Check	EFT	02/05/2025	Regence - Health Care		5531210 · Medical Benefits	26,309.64
Bill Pmt -Check	22785	02/05/2025	South Sound YMCA	MISC:M065 - FY23-24 City of Olympia Urban Ag	5314100 · Professional Services	14,835.00
Bill Pmt -Check	22786	02/05/2025	Thurston Regional Planning Council	UNRESTRICTED:A010 - Administrative Expenses	5314902 · Organizational Dues	1,141.00
Credit Card Charge	13690	02/05/2025	Ubiquiti Store USA	UNRESTRICTED:A010 - Administrative Expenses	5945364 · Computer Hardware	1,215.46
Bill Pmt -Check	22787	02/05/2025	WA St University Energy Program	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	1,928.75
Bill Pmt -Check	22788	02/05/2025	WSU Sponsored Programs Services	SLP Program:SLP075 - NACD SLP	5314100 · Professional Services	41,307.49
Credit Card Charge	13803	02/06/2025	City of Olympia	TCD Programs:T021 - Conservation Education Center	5314307 · Parking fees	2.60
Credit Card Charge	13798	02/06/2025	Just Buttons	GREEN:TCC:G019.31 Fidelity Carlson Charitable	5314107 · Project Supplies	234.00
Bill Pmt -Check	EFT	02/06/2025	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	273.17
Credit Card Charge	13698	02/06/2025	US Postal Service	TCD Programs:T098	5314202 · Postage & Shipping	13.03
Bill Pmt -Check	EFT	02/06/2025	USAbLe.Life		5531214 · Life Insurance	105.20
Credit Card Charge	13766	02/07/2025	Grocery Outlet	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	14.34
Liability Check	EFT	02/07/2025	Internal Revenue Service		Payroll Tax Payable	17,529.14
Liability Check		02/07/2025	QuickBooks Payroll Service		Payroll	51,617.74

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	1371038962	02/07/2025	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	250.12
Credit Card Charge	13717	02/07/2025	Safeway	TCD Programs:T070	5314901 · Meeting & Event	24.32
Liability Check	EFT	02/07/2025	WA St Dept of Retirement Systems		PERS Payable	26,840.32
Credit Card Charge	13799	02/09/2025	Amazon	TCD Programs:G019.110 TCD SS Green Allocation	5314107 · Project Supplies	119.64
Credit Card Charge	13823	02/09/2025	Lyft	UNRESTRICTED:A037 - Staff Training	5314309 · Public Transportation & Taxis	29.66
Check	EFT	02/09/2025	Postal IA	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	90.00
Credit Card Charge	3870498	02/09/2025	Rightworks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	26.33
Credit Card Charge	13705	02/10/2025	Deer Busters	WSCC:W170 - Riparian Grant Program	5314108 · Construction & Restoration Work	2,946.43
Credit Card Charge	13715	02/10/2025	Tidal Wave	TCD Programs:T080 - Conservation TA	5354803 · Vehicle Maintenance	15.35
Credit Card Charge	13743	02/11/2025	Amazon	MISC:M800 - Farm Plan Catalog	5314107 · Project Supplies	33.93
Credit Card Charge	13742	02/11/2025	Hyatt Regency	UNRESTRICTED:A037 - Staff Training	5314303 · Lodging	608.46
Credit Card Charge	13828	02/11/2025	Hyatt Regency	SLP Program:SLP075 - NACD SLP	5314303 · Lodging	608.46
Credit Card Charge	13824	02/11/2025	Lyft	UNRESTRICTED:A037 - Staff Training	5314309 · Public Transportation & Taxis	21.71
Credit Card Charge	13707	02/11/2025	O Reilly Auto Parts	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	89.99
Credit Card Charge	13710	02/11/2025	O Reilly Auto Parts	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	8.77
Credit Card Charge	13711	02/11/2025	O Reilly Auto Parts	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	43.91
Credit Card Charge	13822	02/11/2025	SeaTac Airport Parking	UNRESTRICTED:A037 - Staff Training	5314307 · Parking fees	111.00
Credit Card Charge	13738	02/11/2025	Tenino Short Stop	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	22.30
Credit Card Charge	13744	02/11/2025	Underground Printing	TCD Programs:T097 - Plant Sale	5313401 · Plants for Resale	1,741.43
Credit Card Charge	13811	02/12/2025	Facebook	TCD Programs:T097 - Plant Sale	5314400 · Advertising	1.35
Credit Card Charge	13812	02/12/2025	Facebook	TCD Programs:T097 - Plant Sale	5314400 · Advertising	43.95
Credit Card Charge	13768	02/12/2025	Target	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	27.30
Credit Card Charge	13767	02/12/2025	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	3.28
Credit Card Charge	13725	02/13/2025	Lenovo	TCD Programs:T036 - Elections	5945364 · Computer Hardware	50.51
Credit Card Charge	13748	02/13/2025	Olympia Food Co-Op	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	18.97
Credit Card Charge	13714	02/13/2025	PrintRunner	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	434.84
Credit Card Charge	7241289	02/14/2025	Buzzsprout	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	12.00
Check	EFT	02/14/2025	Wells Fargo		Wells Fargo	526.97
Check	EFT	02/17/2025	Postal IA	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	180.00
Credit Card Charge	13752	02/18/2025	Best Buy	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	9.87
Bill Pmt -Check	EFT	02/18/2025	VSP - Vision Care	UNRESTRICTED:A010 - Administrative Expenses	5531213 · Vision Insurance	217.84
Credit Card Charge	13731	02/19/2025	Forestry Distributing	WSCC:W170 - Riparian Grant Program	5945367 · Restoration Equipment	2,379.76
Credit Card Charge	E0300VJDE2	02/19/2025	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	16.46
Credit Card Charge	E0300VJBRR	02/19/2025	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	480.38
Credit Card Charge	13759	02/19/2025	Northwest Meadowsapes, LLC	Various	5314108 · Construction & Restoration Work	569.91
Bill Pmt -Check	EFT	02/19/2025	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	532.58
Credit Card Charge	13746	02/20/2025	Amazon	TCD Programs:T097 - Plant Sale	5314116 · Project Equipment	64.59
Bill Pmt -Check	22791	02/20/2025	Anchor QEA	RCO:R050 - FY 22-27 ASRP Riverbend	5314100 · Professional Services	5,546.50
Bill Pmt -Check	22792	02/20/2025	Ashley Lewis	RCO:R050 - FY 22-27 ASRP Riverbend	Restoration Crew Intern Stipend	800.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	13760	02/20/2025	Atlas 46	WSCC:W130- Forest Health & Wildfire Resiliency	5314116 · Project Equipment	312.10
Bill Pmt -Check	22810	02/20/2025	Christina Wagner	MISC:M077 - NACD Bucoda Community Farm	5314304 · Mileage	19.60
Bill Pmt -Check	22811	02/20/2025	Deschutes Law Group	UNRESTRICTED:A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	22794	02/20/2025	Elizavyeta Dmitrieva	RCO:R050 - FY 22-27 ASRP Riverbend	Restoration Crew Intern Stipend	1,600.00
Credit Card Charge	13761	02/20/2025	Forestry Supplies	WSCC:W130- Forest Health & Wildfire Resiliency	5314116 · Project Equipment	245.19
Credit Card Charge	47430202	02/20/2025	Garmin	UNRESTRICTED:A010 - Administrative Expenses	5314205 · Garmin	43.90
Bill Pmt -Check	22795	02/20/2025	Ghader Alrashid	RCO:R050 - FY 22-27 ASRP Riverbend	Restoration Crew Intern Stipend	1,000.00
Bill Pmt -Check	22796	02/20/2025	Goebel Septic Tank Service, Inc	RCO:R050 - FY 22-27 ASRP Riverbend	5314503 · Equipment Leases	150.00
Bill Pmt -Check	22812	02/20/2025	Hannah's Cleaning Service	UNRESTRICTED:A010 - Administrative Expenses	5314104 · Janitorial Services	700.00
Bill Pmt -Check	22797	02/20/2025	Jaden McGinty	RCO:R050 - FY 22-27 ASRP Riverbend	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	22798	02/20/2025	Katreaan Hall	MISC:M077 - NACD Bucoda Community Farm	5314100 · Professional Services	2,000.00
Bill Pmt -Check	22799	02/20/2025	Linda Patraca	WSCC:W130- Forest Health & Wildfire Resiliency	5314100 · Professional Services	200.00
Bill Pmt -Check	22800	02/20/2025	N Lewis	WSCC:W180 - Sustainable Farms and Fields CCA	5314109 · Cost Share	38,586.02
Bill Pmt -Check	22801	02/20/2025	Olympia Ecosystems	Depart of Ecology:E200 - Ecology Elwanger	5314100 · Professional Services	2,070.00
Bill Pmt -Check	22802	02/20/2025	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	318.74
Bill Pmt -Check	22803	02/20/2025	Ross Strategic	WSCC:W130- Forest Health & Wildfire Resiliency	5314100 · Professional Services	10,773.50
Credit Card Charge	13804	02/20/2025	Safeway	TCD Programs:G019.110 TCD SS Green Allocation	5314107 · Project Supplies	7.85
Bill Pmt -Check	22804	02/20/2025	Salix Solutions	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	2,220.16
Credit Card Charge	13758	02/20/2025	SWI Wyoming's Fence Company	WSCC:W080 - NRI Cost Share	5314108 · Construction & Restoration Work	1,181.00
Credit Card Charge	13747	02/20/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	11.37
Credit Card Charge	13800	02/20/2025	Vortex Optics	GREEN:G019.50 WCS Mini Grant	5314116 · Project Equipment	489.96
Bill Pmt -Check	22805	02/20/2025	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	455.11
Bill Pmt -Check	22806	02/20/2025	WA St Dept of Agriculture	TCD Programs:T097 - Plant Sale	5314307 · Licenses and Permits	20.00
Bill Pmt -Check	22793	02/20/2025	WA St Dept of Ecology - Cashiering Unit	Various	5314108 · Construction & Restoration Work	29,034.75
Bill Pmt -Check	22807	02/20/2025	WACD	WSCC:W170 - Riparian Grant Program	5314107 · Project Supplies	1,495.59
Bill Pmt -Check	22809	02/20/2025	Wild Fish Conservancy	Various	5314100 · Professional Services	1,284.00
Liability Check	22790	02/20/2025	WSCCE - Council 2		3861008 · Union Dues	1,254.37
Bill Pmt -Check	EFT	02/21/2025	Verizon	UNRESTRICTED:A010 - Administrative Expenses	5314201 · Telephone	1,004.16
Credit Card Charge	P110296751	02/23/2025	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	192.00
Check	EFT	02/23/2025	Postal IA	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	60.00
Credit Card Charge	13763	02/24/2025	Forestry Supplies	WSCC:W130- Forest Health & Wildfire Resiliency	5314116 · Project Equipment	85.66
Liability Check	EFT	02/24/2025	Internal Revenue Service		Payroll Tax Payable	17,331.14
Credit Card Charge	13771	02/24/2025	O Reilly Auto Parts	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	43.91
Liability Check		02/24/2025	QuickBooks Payroll Service		Payroll	52,313.74
Credit Card Charge	13762	02/24/2025	Staples	WSCC:W130- Forest Health & Wildfire Resiliency	5313101 · Office Supplies	68.07
Credit Card Charge	13772	02/24/2025	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	45.37
Liability Check	EFT	02/24/2025	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	3,804.46
Credit Card Charge	13769	02/25/2025	Costco	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	106.55
Check	EFT	02/25/2025	Postal IA	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	100.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	13814	02/25/2025	Seed Balls	WSCC:W110 - FY24-25 Salmon Riparian Funding	Restoration Crew Intern Stipend	1,275.00
Credit Card Charge	13813	02/26/2025	Amazon	WSCC:W130- Forest Health & Wildfire Resiliency	5314901 · Meeting & Event	153.68
Credit Card Charge	13820	02/26/2025	Amazon	TCD Programs:T097 - Plant Sale	5314901 · Meeting & Event	11.85
Credit Card Charge	13821	02/27/2025	Amazon	TCD Programs:T097 - Plant Sale	5314901 · Meeting & Event	27.44
Credit Card Charge	17179945	02/27/2025	Mail Chimp	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	96.27



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		WA State Dept Fish & Wildlife Funding Agreement	
Lead Staff:		Karin Strelloff	Board Meeting Date: 03/25/25
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>"Building Conservation Capacity in South Sound" supports project development and staffing for the subrecipient and four coalition members working to achieve a common objective: the conservation, restoration, and stewardship of working forests, farms, and habitats in South Puget Sound. This project comprises the first phase of a pilot effort to accelerate working land protection through strategic collaboration at a time of immense development pressure. As climate change continues and population growth surges, South Puget Sound communities face an urgent need to protect vibrant agricultural, forest, and habitat landscapes to maintain resilient natural resource economies, tribal treaty right fisheries, and viable wildlife populations.</p> <p>Thurston Conservation District (TCD) heads up a coalition that includes Nisqually Land Trust (NLT), Capitol Land Trust (CLT), Olympia Ecosystems (OlyEco), and the Community Farm Land Trust (CFLT). Together, the subrecipient and coalition partners will facilitate outcomes from the Land Development and Cover Implementation Strategy. This project prevents conversion of ecologically important lands, supports long-term viability of agricultural lands and working forests, and develops projects to restore key habitats.</p>			
Pros: Excellent project funding TCD internal capacity and supporting capacity for our strategic partners.		Cons: n/a	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
\$500,000 invested in conservation staff. TCD's portion is \$280,000. Each land trust partner will receive \$55,000 to support their work.			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve the contract for Sarah's signature.			
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>			
Draft contract for Board review.			





GRANT AGREEMENT - EPA FUNDS

TITLE: Building Conservation Capacity in South Sound **WDFW NUMBER:** 24-25744
GRANTEE: Thurston Conservation District **CONTRACT PERIOD:** 03/17/2025 to 06/30/2027
TYPE: Payable / Grant / Sub-Recipient Federal - EPA **CONTRACT AMOUNT :** \$500,000.00

A. PARTIES TO THIS CONTRACT

This contract is entered into between the Washington State Department of Fish and Wildlife (WDFW), Post Office Box 43200, Olympia, WA 98504-3200; and Thurston County Conservation District (Grantee), 2400 Bristol Ct. SW, Olympia, WA 98502; and shall be binding upon the agents and all persons acting by or through the parties.

B. PURPOSE OF CONTRACT

The purpose of this contract is to provide a grant award to the Grantee for the project specified herein. For this contract the Environmental Protection Agency is the Federal awarding agency, WDFW is the pass-through entity, and the Grantee is the subrecipient.

C. DESCRIPTION OF PROJECT

The Grantee shall perform the project as described in Attachments, which are incorporated herein by this reference:

Attachment - A - General Terms and Conditions
Attachment - B - Contract/Project Summary
Attachment - C - Special Terms and Conditions
Attachment - D - Statement of Work

The Grantee is a subrecipient of federal funds as identified under "Federal Funding Information" in Attachment B.

D. PERIOD OF PERFORMANCE

The performance period under this contract shall commence on 03/17/2025 and terminate on 06/30/2027. No expenditures made before or after this period are eligible for reimbursement unless incorporated by written amendment into this contract. The contract may be terminated or the performance period extended pursuant to terms set forth in Attachment A.

E. COMPENSATION / PAYMENT

The total dollars provided by WDFW for this contract shall not exceed \$500,000.00 minus any matching requirements identified in this contract. The Grantee shall be responsible for all project costs exceeding this amount. Only eligible reimbursement activities that are in direct support of the project deliverables identified in this contract will be reimbursed. Any additional services provided by the Grantee must have prior written approval of WDFW.

Compensation for services rendered shall be payable upon receipt of properly completed invoices, which shall be submitted to the Project Manager by the Grantee not more often than monthly. The invoices shall describe the document to WDFW's satisfaction, a description of work performed, activities accomplished, or the progress of the project. The rates shall be in accordance with those herein agreed to.

Payment shall be considered timely if made by WDFW within 30 days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Grantee. WDFW may, in its sole discretion, terminate the contract or withhold payments claimed by the Grantee for the services rendered if the Grantee fails to satisfactorily comply with any term or conditions of this contract.

F. RIGHTS AND OBLIGATIONS

All rights and obligations of the parties of this contract are subject to this contract, including the Attachments, which are incorporated herein by this reference. By signing this contract the Grantee acknowledges that they have read, fully understand, and agree to be bound by all terms and conditions set forth in this contract.

G. COMPLIANCE WITH APPLICABLE STATUTES, RULES, AND WDFW POLICIES

The Grantee shall comply with, all applicable state, federal, and local laws and regulations, including published WDFW policies, while performing under this contract

H. ORDER OF PRECEDENCE

In the event of an inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:

Applicable Federal and State of Washington statutes and regulations.

Attachment - A - General Terms and Conditions.

Attachment - C - Special Terms and Conditions

Attachment - D - Statement of Work, and

Any other provision, term or material incorporated herein by reference or otherwise incorporated.

I. CONTRACT REPRESENTATIVES

The below named representatives for each of the parties shall be the contact people for all communications and billings regarding the performance of this contract. All written communications regarding this contract shall be sent to the designated representatives at the addresses below unless notified in writing of any change.

Grantee's Representative

Karin Strelhoff
Thurston Conservation District
582 Tilley Court SE, Suite 152
Tumwater, Washington, 98501
(360) 972-4565
karin@thurstoncd.com

Sarah Moorehead
Thurston Conservation District
582 Tilley Court SE, Suite 152
Tumwater, Washington, 98501
(360) 754-3588
smorehead@thurstoncd.com

Susan Shelton
Thurston Conservation District
582 Tilley Court SE, Suite 152
Tumwater, Washington, 98501
(360) 754-3588
accounting@thurstoncd.com

WDFW's Project Manager

Jennifer Griffiths
PO Box 43143
Olympia, Washington, 98504-3143
(360) 706-4302
Jennifer.Griffiths@dfw.wa.gov

J. ENTIRE CONTRACT

This contract, along with all attachments and exhibits, constitutes the entire agreement of the parties. No other understandings, verbal or otherwise, regarding this contract shall exist or bind any of the parties.

K. APPROVAL

This contract shall be subject to the written approval of WDFW'S authorized representative and shall not be binding until so approved. This contract may be altered, amended, or waived only by a written amendment executed by both parties.

IN WITNESS WHERE, WDFW and the Grantee have signed this contract.

THURSTON CONSERVATION DISTRICT

**WASHINGTON DEPARTMENT OF FISH AND
WILDLIFE**

SIGNATURE AND DATE

SIGNATURE AND DATE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

Attachment A -

GENERAL TERMS AND CONDITIONS Grant Agreement - EPA Funds

DEFINITIONS

As used throughout this contract, the following terms shall have the meaning set forth below:

- A. "AGENCY" or "WDFW" shall mean the **Department of Fish and Wildlife** of the State of Washington, any division, section, office, unit or other entity of the AGENCY, or any of the officers or other officials lawfully representing that AGENCY.
- B. "AGENT" shall mean the AGENCY Director, and/or the delegate authorized in writing to act on the Director's behalf.
- C. "ARCHAEOLOGIST" shall mean an individual meeting the Secretary of the Interior's Professional Qualifications Standards as it relates to Archaeology.
- D. "CFR" shall mean the Code of Federal Regulations. All references in the contract to CFR chapters or sections shall include any successor, amended or replacement regulations.
- E. "EPA" shall mean the Environmental Protection Agency.
- F. "GRANTEE" shall mean any organization or individual that is performing service(s) under this contract, and shall include all employees of the GRANTEE.
- G. "RCW" shall mean the Revised Code of Washington. All references in the contract to RCW chapters or sections shall include any successor, amended or replacement statutes.
- H. "Subcontractor" shall mean one not in the employment of the GRANTEE, who is performing all or part of those services under this contract under a separate contract with the GRANTEE. The terms "Subcontractor" and "Subcontractors" means Subcontractor(s) in any tier.
- I. "USC" shall mean United States Code. All references in the contract to USC chapters or sections shall include any successor, amended or replacement statutes.

ACCESS TO DATA

In compliance with RCW 39.26.180, the GRANTEE shall provide access to data generated under this contract to AGENCY, the Joint Legislative Audit and Review Committee, the State Auditor, and Federal auditors at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the GRANTEE'S reports, including computer models and methodology for those models.

ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the AGENCY.

AMENDMENTS

This contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

Both parties shall comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

ARCHAEOLOGICAL AND CULTURAL RESOURCES

The work conducted by the GRANTEE is subject to Compliance with all applicable local, state, and federal cultural resources laws and regulations. These may include, but are not limited to, Governor's Executive Order 21-02 (EO 21-02), the State Environmental Policy Act, the National Historic Preservation Act, and the National Environmental Policy Act. Compliance must be completed and documentation provided by the GRANTEE to WDFW prior to the start of any work on project site(s).

- A. Notice of Cultural Resources Completion. No work shall commence in the project area until WDFW has provided a notice of cultural resources completion. WDFW may require on-site monitoring for impacts to cultural resources during any demolition, construction, land clearing, restoration, or repair work, and may direct that work stop to minimize, mitigate, or avoid cultural resource impacts or concerns. All cultural resources requirements for non-ground disturbing projects (such as acquisition or planning projects) must be met prior to final reimbursement. WDFW will not reimburse the GRANTEE for any deliverables or other invoices requiring a notice of cultural resources completion until the GRANTEE has demonstrated compliance.
- B. Discovery of Human Remains. If *human skeletal remains* are found while conducting work under this contract, the GRANTEE shall immediately stop any

activity that may cause further disturbance. The area of the find will be secured and protected from further disturbance until WDFW provides notice to proceed.

The GRANTEE or their subcontractors must immediately notify WDFW, the Washington State Department of Archaeology and Historic Preservation (DAHP) and either the Cultural Resources Program Manager or Tribal Historic Preservation Officer of all affected Tribes. The GRANTEE will also report the finding of *human skeletal remains* to the county medical examiner/coroner and local law enforcement in the most expeditious manner possible. The remains will not be touched, moved, or further disturbed. The county medical examiner/coroner will assume jurisdiction over the *human skeletal remains* and make a determination of whether those remains are forensic or non-forensic. If the county medical examiner/coroner determines the *human skeletal remains* are non-forensic, then they will report that finding to DAHP, who will then take jurisdiction over the remains.

DAHP will notify any appropriate cemeteries and all affected Tribes of the find. The Washington State Physical Anthropologist will make a determination of whether the *human skeletal remains* are Indian or Non-Indian and report that finding to any appropriate cemeteries and the affected Tribes. DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the *human skeletal remains* (RCWs 68.50.645, 27.44.055, and 68.60.055).

- C. Discovery of Cultural Resources. If suspected *cultural resources* are found while conducting work under this contract, the GRANTEE shall immediately stop any activity that may cause further disturbance. The GRANTEE or their Contractors must immediately notify the WDFW Project Manager. WDFW will contact DAHP and the Cultural Resources Program Manager or Tribal Historic Preservation Officer of all affected Tribes to alert them to a possible identification of cultural resources. The GRANTEE'S ARCHAEOLOGIST will confirm the find represents archaeological material(s) or feature(s) and notify the GRANTEE, WDFW Project Manager, and the WDFW ARCHAEOLOGIST. The GRANTEE's ARCHAEOLOGIST will provide photos of the archaeological material(s) or feature(s) with an appropriate scale. The WDFW Project Manager, in cooperation with the WDFW ARCHAEOLOGIST, will contact DAHP and affected Tribes to identify appropriate points of contact and send the provided photos. WDFW, DAHP, and affected Tribes will consult to determine next steps.

If it can be determined at this step that the material(s) or feature(s) represent a potentially significant archaeological site, the GRANTEE will be advised of interim protective measures. Work may resume outside the affected area plus any necessary buffer, unless the WDFW ARCHAEOLOGIST directs otherwise.

WDFW will initiate Tribal and DAHP consultation regarding evaluation of the find's significance, potential for effects caused by the project, and subsequent treatment plans or Memoranda of Agreement (MOA)s.

Wherever possible, the preferred treatment of significant archaeological resources and historic sites will be in situ preservation. If a treatment plan requires that such resources be excavated or removed, an agreement must first be reached between WDFW, the GRANTEE, and the consulting parties before work can proceed. Failure to abide by this section can result in immediate termination of this contract in addition to any other remedies allowed by law.

ASSIGNMENT

The work to be provided under this contract, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

ATTORNEYS' FEES

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney fees and costs.

BUILD AMERICA, BUY AMERICA

The GRANTEE is subject to the Buy America Sourcing requirements under the Build America, Buy America provisions of the [Infrastructure Investment and Jobs Act](#) (IIJA) (P.L. 117-58, §§70911-70917) for the types of infrastructure projects under the EPA program and activities specified in the [chart, "Environmental Protection Agency's Identification of Federal Financial Assistance Infrastructure Programs Subject to the Build America Buy America Provisions of the Infrastructure Investment and Jobs Act."](#) None of the funds provided under this contract may be used for a project of infrastructure unless all iron and steel, manufactured products, and construction materials that are consumed in, incorporated into, or affixed to an infrastructure project are produced in the United States. The Buy America preference requirement applies to an entire infrastructure project, even if it is funded by both Federal and non-Federal funds. The GRANTEE must implement these requirements in its procurements, and these requirements must flow down to all subawards and contracts at any tier. For legal definitions and sourcing requirements, the recipient must consult EPA's [Build America, Buy America website](#) and the Office of Management and Budget's (OMB) [Memorandum M-22-11, Initial](#)

Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure. The GRANTEE may submit a waiver request to the AGENCY. A list of approved EPA waivers (general applicability and project specific) is available on the EPA [Build America, Buy America website](#).

CENTRAL CONTRACTOR REGISTRATION AND UNIQUE ENTITY IDENTIFIER

Unless exempt under 2 CFR 25.110, the GRANTEE shall comply with 2 CFR 25 and be registered in the federal System for Award Management Registration (SAM); and maintain an active registration with current information at all times during the period of performance for this contract; and provide its Unique Entity Identifier (UEI) number to the AGENCY.

CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

The GRANTEE shall not use or disclose any information concerning the AGENCY, or information that may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of the AGENCY, or as may be required by law.

CONSULTANT CAP

EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by the GRANTEE shall be limited to the maximum daily rate for a Level IV of the Executive Schedule, available at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages>, to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the GRANTEE will pay these in accordance with their normal travel reimbursement practices). Subcontracts with firms for services which are awarded using the procurement requirements in Subpart D of 2 CFR 200, are not affected by this limitation unless the terms of the subcontract provide the GRANTEE with responsibility for the selection, direction and control of the individuals who will be providing services under the subcontract at an hourly or daily rate of compensation.

CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the GRANTEE terminate this contract if it is found after due notice and examination by the AGENT that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the GRANTEE in the procurement of, or performance under this contract. In the event this contract is terminated as provided above, the AGENCY shall be entitled to pursue the same remedies against the GRANTEE as it could pursue in the event of a breach of the contract by the GRANTEE. The

rights and remedies of the AGENCY provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the AGENT makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

EPA's conflict of interest (COI) policy is posted at <http://www.epa.gov/ogd/coi.htm>. The GRANTEE must notify WDFW of any potential conflicts of interest identified in EPA's COI Policy within 5 calendar days of the discovery of the potential COI.

COST PRINCIPLES AND AUDIT REQUIREMENTS

The GRANTEE agrees to comply with the costs principles contained in 2 CFR Part 200 as appropriate for this contract. The GRANTEE agrees to comply with the organizational audit requirements of 2 CFR Subpart F, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from 2 CFR Subpart F audits (and any other audits of Contract funds) are not satisfactorily and promptly addressed.

COPYRIGHT PROVISIONS

Unless otherwise provided, all materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the AGENCY. The AGENCY shall be considered the author of such materials. In the event the materials are not considered "works for hire" under the U.S. Copyright laws, the GRANTEE hereby irrevocably assigns all right, title, and interest in materials, including all intellectual property rights, to the AGENCY effective from the moment of creation of such materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

For materials that are delivered under the contract, but that incorporate pre-existing materials not produced under the contract, the GRANTEE hereby grants to the AGENCY a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The GRANTEE warrants and represents that the GRANTEE has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the AGENCY.

The GRANTEE shall exert all reasonable effort to advise the AGENCY, at the time of delivery of materials furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document that was not produced in the performance of this contract.

The AGENCY shall receive prompt written notice of each notice or claim of infringement received by the GRANTEE with respect to any data delivered under this contract. The AGENCY shall have the right to modify or remove any restrictive markings placed upon the data by the GRANTEE.

In accordance with 40 CFR 31.34 for State, local and Indian Tribal governments or 40 CFR 30.36 for other recipients, the EPA has the right to reproduce, publish, use, and authorize others to use copyrighted works or other data developed under this contract for Federal purposes.

COVENANT AGAINST CONTINGENT FEES

The GRANTEE warrants that no person or selling agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agents maintained by the GRANTEE for securing business. The AGENCY shall have the right, in the event of breach of this clause by the GRANTEE, to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

CYBERSECURITY

The GRANTEE agrees to comply with the current EPA general terms and conditions "Cybersecurity". The terms and conditions can be found on the EPA Grants Terms and Conditions Website.

For STATE AGENCIES:

http://www2.epa.gov/sites/production/files/2015-07/documents/state_grant_cyber_security_condition.pdf.

For TRIBES:

http://www2.epa.gov/sites/production/files/2015-07/documents/tribal_grant_cyber_security_condition.pdf.

For Other Recipients:

http://www2.epa.gov/sites/production/files/2015-07/documents/cyber_security_grant_condition_for_other_recipients.pdf.

DAVIS BACON AND RELATED ACTS

If any work performed by the GRANTEE or Subcontractor employees is subject to the Davis Bacon Act and Davis-Bacon prevailing wage provisions contained in applicable federal laws, the GRANTEE shall ensure that they and their Subcontractor(s) a) pay at least once per week wages to GRANTEE and/or Subcontractor laborers and mechanics at a rate not less than the minimum wages specified in wage determinations made by the U.S. Department of Labor; and b) provide to the AGENCY each week U.S. Department of Labor Form WH-347 "Payroll (For Contractors Optional Use)" stating the wages paid to GRANTEE and /or Subcontractor laborers and mechanics engaged in work funded by this contract.

DISADVANTAGED BUSINESS ENTERPRISE

The Grantee agrees to comply with the requirements of the Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements, contained in 40 CFR, Part 33.

DISALLOWED COSTS

The GRANTEE is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

DISPUTES

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with AGENT.

1. The request for a dispute hearing must:
 - Be in writing;
 - State the disputed issue(s);
 - State the relative positions of the parties;
 - State the GRANTEE'S name, address, and contract number; and
 - Be mailed to the AGENT and the other party's (respondent's) contract manager within 3 working calendar days after the parties agree that they cannot resolve the dispute.
2. The respondent shall send a written answer to the requester's statement to both the AGENT and the requester within 5 calendar days.
3. The AGENT shall review the written statements and reply in writing to both parties within 10 calendar days. The AGENT may extend this period if necessary by notifying the parties.
4. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution method in addition to the dispute resolution procedure outlined above.

DRUG FREE WORKPLACE

The GRANTEE shall comply with the Drug-Free Workplace Act of 1988, 41 USC 701-707, as amended. Compliance with the Drug-Free Workplace Act includes publishing a drug-free workplace statement and establishing a drug-free awareness program for GRANTEE employees; and taking actions concerning GRANTEE employees who are convicted of violating drug statutes in the workplace. The GRANTEE shall provide written notice of a conviction of a GRANTEE employee of a drug violation in the workplace to the AGENCY within

seven (7) calendar days after the GRANTEE learns of the conviction.

DUPLICATE PAYMENT

The AGENCY shall not pay the GRANTEE, if the GRANTEE has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same services or expenses.

ENTIRE AGREEMENT

This contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

EQUIPMENT MANAGEMENT

The GRANTEE may keep any equipment funded through this contract and continue to use it on the project originally funded through this contract or on other federally funded projects whether or not the project or program continues to be supported by federal funds. If the GRANTEE is a state agency, the GRANTEE will manage and dispose of equipment acquired under this contract in accordance with state laws and procedures.

FEDERAL DEBARMENT AND SUSPENSION

The GRANTEE certifies, that neither it nor its "principals" (as defined in 49 CFR 29.105) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Further, the GRANTEE agrees not to enter into any arrangements or other contracts with any party that is on the "List of Parties Excluded from Federal Procurement or Non-procurement Programs" which can be found at <https://www.sam.gov>.

FEDERAL EMPLOYEES

The GRANTEE understands that none of the funds provided through this contract (including funds contributed by the recipient as cost sharing) may be used to pay for the travel of Federal employees or for other costs associated with Federal participation in this project unless a Federal agency will be providing services to the GRANTEE as authorized by a Federal statute.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

This contract is subject to the requirements of the Federal Funding Accountability and Transparency Act (FFATA) as stated in 2 CFR 170. The GRANTEE agrees to comply with applicable requirements to assist the AGENCY in reporting first-tier subawards of \$25,000 or more and, in certain circumstances, in reporting the names and total compensation of the five most highly compensated executives of first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS).

The GRANTEE shall submit the final invoice not later than 60 calendar days from the end of the contract period.

GOVERNANCE

This contract is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this contract shall be construed to conform to those laws. In the event of an inconsistency in the terms of this contract, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. Statement of work; and
- c. Any other provisions of the contract, including materials incorporated by reference.

GOVERNING LAW

This contract shall be construed and interpreted in accordance with the laws of the State of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

HOTEL FIRE SAFETY ACT

The Grantee agrees to ensure that all space for conferences, meetings, conventions, or training seminars funded in whole or in part by this contract complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended).

INDEMNIFICATION

To the fullest extent permitted by law, the GRANTEE shall indemnify, defend, and hold harmless State, agencies of State and all officials, agents and employees of State, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim," as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom.

The GRANTEE'S obligations to indemnify, defend, and hold harmless includes any claim by the GRANTEE'S agents, employees, representatives, or any Subcontractor or its employees.

The GRANTEE expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to the GRANTEE'S or any Subcontractor's performance or failure to perform the contract. The GRANTEE'S obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

FINAL INVOICE

The GRANTEE waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, agents or employees.

INDEPENDENT CAPACITY OF THE GRANTEE

The parties intend that an independent contractor relationship will be created by this contract. The GRANTEE and his or her employees or agents performing under this contract are not employees or agents of the AGENCY. The GRANTEE will not hold himself/herself out as or claim to be an officer or employee of the AGENCY or of the State of Washington by reason hereof, nor will the GRANTEE make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with the GRANTEE.

INDIRECT COSTS

The GRANTEE is entitled to reimbursement of indirect costs, subject to any statutory or regulatory administrative cost limitations, if the GRANTEE has a current Federally-approved indirect cost rate agreement or have submitted an indirect cost rate proposal to their cognizant federal agency for review and approval and a final rate has been determined by the cognizant agency. The GRANTEE is responsible for maintaining an approved indirect cost rate for the life of this contract. If the GRANTEE has a difference between their provisional rate and final rate the GRANTEE is not entitled to more than the contract value without prior approval from WDFW.

The GRANTEE must send its proposal to its cognizant federal agency within six (6) months after the close of the governmental unit's fiscal year. If the GRANTEE is an Indian tribe and does not have a previously established indirect cost rate, the GRANTEE must submit their indirect costs rate proposal to the National Business Center, Indirect Cost Services, U.S. Department of the Interior, 2180 Harvard Street, Suite 430, Sacramento, CA 95815-3317. The GRANTEE will comply with the audit requirements in accordance with 2 CFR 200 Subpart F.

INDUSTRIAL INSURANCE COVERAGE

The GRANTEE shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the GRANTEE fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees, as may be required by law, the AGENCY may collect from the GRANTEE the full amount payable to the Industrial Insurance accident fund. The AGENCY may deduct the amount owed by the GRANTEE to the accident fund from the amount payable to the GRANTEE by the AGENCY under this contract, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the GRANTEE.

INSURANCE

The GRANTEE shall provide insurance coverage as set out in

this section. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages or expenses arising from any negligent or intentional act or omission of the GRANTEE or Subcontractor, or agents of either, while performing under the terms of this contract.

The GRANTEE shall provide insurance coverage, which shall be maintained in full force and effect during the term of this contract, as follows:

1. Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence. Additionally, the GRANTEE is responsible for ensuring that any Subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.
1. Automobile Liability. In the event that services delivered pursuant to this contract involve the use of vehicles, either owned or unowned by the GRANTEE, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.
2. Marine Insurance. If the GRANTEE will be using a vessel or boat in the performance of this contract, the GRANTEE shall maintain a Commercial Marine Protection and Indemnity (P&I) Policy with P&I limit of not less than \$1,000,000 per occurrence and with a deductible not to exceed \$25,000 (to include diving operations if diving is a part of the contracted service for any liability which includes coverage for injury to the crew and passengers).
3. The insurance required shall be issued by an insurance company/ies authorized to do business within the state of Washington, and shall name the state of Washington, its agents and employees as additional insureds under the insurance policy/ies. All policies shall be primary to any other valid and collectable insurance. GRANTEE shall instruct the insurers to give AGENCY thirty (30) calendar days advance notice of any insurance cancellation.

If the GRANTEE is self-insured, evidence of its status as a self-insured entity shall be provided to the AGENCY. If requested by the AGENCY, the GRANTEE must describe its financial condition and the self-insured funding mechanism.

The GRANTEE shall submit to AGENCY within fifteen (15) calendar days of the contract effective date, a certificate of insurance or evidence of its status as a self-insured entity that outlines the coverage and limits defined in this section. The GRANTEE shall submit renewal certificates as appropriate during the term of the contract; the failure of the AGENCY to enforce this term in no way reduces the GRANTEE's responsibilities under this section.

LICENSING, ACCREDITATION AND REGISTRATION

The GRANTEE shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary for the performance of this contract.

LIGHT REFRESHMENTS AND/OR MEALS

The GRANTEE will obtain prior approval from WDFW for the use of contract funds for light refreshments and/or meals served at meetings, conferences, training workshops and outreach activities (events).

LIMITATION OF AUTHORITY

Only the AGENT or AGENT'S delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this contract is not effective or binding unless made in writing and signed by the AGENT.

MANAGEMENT FEES

Management fees or similar charges in excess of the direct costs and approved indirect rates are not reimbursable under this contract. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this contract.

MATCHING FUNDS

The GRANTEE shall be responsible for providing matching funds as indicated in the contract (if any). If the GRANTEE is responsible for matching funds they shall state the amount of match used during the billing period and the cumulative amount of match used to date on every invoice submitted for payment to the AGENCY. The GRANTEE shall comply with the uniform administrative rules on matching or cost sharing for Federal grants and cooperative agreements and subawards as contained in 2 CFR Section 200.

MINORITY, WOMEN AND VETERAN-OWNED BUSINESSES

The AGENCY encourages participation by minority and women-owned business enterprises certified by the Office of Minority and Women's Business Enterprises (OMWBE); and veteran-owned businesses certified by the Department of Veteran's Affairs (DVA). If any part of this contract is subcontracted to an OMWBE or DVA-certified firm the GRANTEE shall submit a statement of participation indicating what OMWBE or DVA certified firm was used and the dollar amount of their subcontracts.

Pursuant to 40 CFR, Section 33.301, the GRANTEE agrees to make six good faith efforts whenever procuring construction, equipment, services and supplies funded through this contract, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance

with the six good faith efforts shall be retained by the GRANTEE.

NONDISCRIMINATION

During the performance of this contract, both parties shall comply with all federal and state nondiscrimination laws, regulations and policies, including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and, if applicable, Section 13 of the Federal Water Pollution Control Act Amendments of 1972. In the event of the GRANTEE'S non-compliance or refusal to comply with any nondiscrimination law, regulation, or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the GRANTEE may be declared ineligible for further contracts with the AGENCY. The GRANTEE shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

PREVAILING WAGE

If any work performed by the GRANTEE or its Subcontractors is subject to Chapter 39.12 of the Revised Code of Washington, the GRANTEE shall ensure that the GRANTEE and its Subcontractors pay the prevailing rate of wages to all GRANTEE and/or Subcontractor workers, laborers or mechanics in the performance of any part of the work described in the contract in accordance with state law and Department of Labor and Industries rules and regulations.

PRIVACY

Personal information including, but not limited to, "Protected Health Information," collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification or loss. The GRANTEE shall ensure its directors, officers, employees, Subcontractors or agents use personal information solely for the purposes of accomplishing the services set forth herein. The GRANTEE and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as otherwise required by law.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The GRANTEE agrees to indemnify and hold harmless the AGENCY for any damages related to the GRANTEE'S unauthorized use of personal information.

PROCUREMENT STANDARDS

The GRANTEE will meet the procurement standards contained in 2 CFR 200.317 through 2 CFR 200.326.

PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

As required by 2 CFR 200.216, the GRANTEE is prohibited from obligating or expending loan or grant funds to procure or

obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

RECOGNITION OF EPA FUNDING

The Grantee will ensure that reports, documents, signage, videos, or other media, developed as part of projects funded by this contract contain the following statement: "This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement through the Washington Department of Fish and Wildlife. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency or the Washington Department of Fish and Wildlife, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

RECORDS MAINTENANCE

The parties to this contract shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this contract will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this contract to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RECYCLED PRODUCTS

The Grantee agrees to use recycled paper and double sided printing for all reports which are prepared as a part of this contract. If a governmental entity, the Grantee shall comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (42 USC 6962), including but

not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12872 as they apply to procurement.

RESTRICTIONS ON LOBBYING AND LITIGATION

The GRANTEE certifies that under the requirements of Lobbying Disclosure Act, 2 USC, Section 1601 et seq., no Federal appropriated funds have been paid or will be paid, by or on behalf of the GRANTEE, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. The GRANTEE also ensures that no funds awarded through this contract will be used to engage in litigation against the federal government unless authorized under existing law.

RIGHT OF INSPECTION

The GRANTEE shall provide right of access to its facilities to the AGENCY, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract.

SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the AGENCY may terminate the contract under the "Termination" clause, without the thirty-day notice requirement, subject to renegotiation at the AGENCY'S discretion under those new funding limitations and conditions.

SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

SITE SECURITY

While on AGENCY premises, the GRANTEE, its agents, employees, or Subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

STATEWIDE VENDOR PAYMENT REGISTRATION

The GRANTEE is required to be registered in the Statewide Vendor Payment System prior to submitting a request for payment under this contract. The Washington State Office of Financial Management (OFM) maintains the Statewide Vendor Payment System; to obtain registration materials contact the Statewide Payee Desk at (360) 407-8180; or go to:

<https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>.

SUBCONTRACTING

Neither the GRANTEE nor any Subcontractor(s) shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the AGENCY. AGENCY may deny the use of specific subcontractors if the subcontractors would not be eligible, under federal rules and regulations, to be funding subrecipients. In no event shall the existence of the subcontract operate to release or reduce the liability of the GRANTEE to the AGENCY for any breach in the performance of the GRANTEE's duties. This clause does not include contracts of employment between the GRANTEE and personnel assigned to work under this contract.

Additionally, the GRANTEE is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this contract are carried forward to any subcontracts. The GRANTEE and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law.

TERMINATION

Except as otherwise provided in this contract, the AGENCY may, by 10 calendar days written notice, beginning on the second day after the mailing, terminate this contract, in whole or in part. If this contract is so terminated, the AGENCY shall be liable only for payment required under the terms of this contract for services rendered or goods delivered prior to the effective date of termination.

TERMINATION FOR CAUSE

In the event the AGENCY determines the GRANTEE has failed to comply with the conditions of this contract in a timely manner, the AGENCY has the right to suspend or terminate this contract. Before suspending or terminating the contract, the AGENCY shall notify the GRANTEE in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

The AGENCY reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the GRANTEE from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the GRANTEE or a decision by the AGENCY to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the GRANTEE: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence. The rights and remedies of the AGENCY provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

TERMINATION PROCEDURES

Upon termination of this contract, the AGENCY, in addition to

any other rights provided in this contract, may require the GRANTEE to deliver to the AGENCY any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The AGENCY shall pay to the GRANTEE the agreed upon price, if separately stated, for completed work and services accepted by the AGENCY, and the amount agreed upon by the GRANTEE and the AGENCY for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by the AGENCY, and (iv) the protection and preservation of property, unless the termination is for default, in which case the AGENT shall determine the extent of the liability of the AGENCY. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The AGENCY may withhold from any amounts due the GRANTEE such sum as the AGENT determines to be necessary to protect the AGENCY against potential loss or liability.

The rights and remedies of the AGENCY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the AGENT, the GRANTEE shall:

1. Stop work under the contract on the date, and to the extent specified, in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
3. Assign to the AGENCY, in the manner, at the times, and to the extent directed by the AGENT, all of the rights, title, and interest of the GRANTEE under the orders and subcontracts so terminated, in which case the AGENCY has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the AGENT to the extent AGENT may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to the AGENCY and deliver in the manner, at the times, and to the extent directed by the AGENT any property which, if the contract had been completed, would have been required to be furnished to the AGENCY;
6. Complete performance of such part of the work as shall not have been terminated by the AGENT; and

7. Take such action as may be necessary, or as the AGENT may direct, for the protection and preservation of the property related to this contract, which is in the possession of the GRANTEE and in which the AGENCY has or may acquire an interest.

TRAFFICKING VICTIMS PROTECTION ACT

As described in 2 CFR Part 175 the AGENCY may terminate this contract, without penalty, if the GRANTEE is found to be in violation of the Trafficking Victims Protection Act of 2000.

UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS

The GRANTEE shall comply with the uniform administrative rules for Federal grants and cooperative agreements and subawards contained in 2 CFR Part 200 and as appropriate for this contract:

<u>Federal Grantor Agency</u>	<u>2 CFR Chapter</u>
Environmental Protection Agency	XV

WAIVER

A failure by either party to exercise its rights under this contract

shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this contract unless stated to be such in a writing signed by an authorized representative of the party and attached to the original contract.

WHISTLEBLOWER PROTECTION

If this contract exceeds the federal simplified acquisition threshold of \$100,000 the contract and all employees working on the contract are subject to the whistleblower protections established at 41 USC 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013. If subject to this statute the Grantee shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 USC 4712. This section is applicable to all subcontractors and subawardees related to this contract that exceed the federal simplified acquisition threshold of \$100,000, and the Grantee shall include this section in all such subcontracts and/or subawards.

APPROVED AS TO FORM BY ASSISTANT ATTORNEY GENERAL JOHN HEIDINGER 7/5/2023

**Attachment B -
CONTRACT/PROJECT SUMMARY**

TITLE: Building Conservation Capacity in South Sound	WDFW CONTRACT NUMBER: 24-25744		
PERIOD: 03/17/2025 to 06/30/2027 GRANTEE: Thurston Conservation District CONTRACT TYPE: Payable / Grant / Sub-Recipient Federal - EPA	WDFW PROJECT MANAGER: Jennifer Griffiths (360) 706-4302		
SUMMARY CONTRACT DESCRIPTION: Thurston Conservation District (TCD) heads up a coalition that includes Nisqually Land Trust (NLT), Capitol Land Trust (CLT), Olympia Ecosystems (OlyEco), and the Community Farm Land Trust (CFLT). This award, "Building Conservation Capacity in South Sound" supports project development and staffing for the subrecipient and coalition members working to achieve a common objective: the conservation, restoration, and stewardship of working forests, farms, and habitats in South Puget Sound.			
Master Index Number(s): 37308			
CFDA Number	Award Year	Award Number	Research & Development?
66.123 Puget Sound Action Agenda: Technical Investigations and Implementation Assistance/Environmental Protection Agency	2025		No

Attachment C - SPECIAL TERMS AND CONDITIONS

1. Summary

Thurston Conservation District (TCD) heads up a coalition that includes Nisqually Land Trust (NLT), Capitol Land Trust (CLT), Olympia Ecosystems (OlyEco), and the Community Farm Land Trust (CFLT). This award, “Building Conservation Capacity in South Sound” supports project development and staffing for the subrecipient and coalition members working to achieve a common objective: the conservation, restoration, and stewardship of working forests, farms, and habitats in South Puget Sound.

2. Description of all Project Requirements

The Grantee will perform the project as described in Attachment “D” (Statement of Work).

3. Reporting Requirements

- a. Semiannual Reports. The Grantee shall submit a performance report to the WDFW Project Manager once every six months using the reporting tool supplied by WDFW, unless otherwise specified in this Contract. This report shall include brief information on each of the following areas:
 - A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
 - The reasons for slippages if established outputs/outcomes were not met; and
 - Additional pertinent information, including when appropriate, analysis and information of cost overruns or high unit costs.

The reporting periods for these reports are from October 1 to March 31 and from April 1 to September 30 for each year of the contract. Performance reports are due to the WDFW Project Manager not later than fifteen (15) calendar days after the end of each reporting period.

- b. Final Report. The Grantee will submit a final performance report to the WDFW Project Manager not later than sixty (60) calendar days after contract termination. The final report will generally contain the same information as contained in semiannual reports, but will cover the entire project period.

4. Budget

WDFW will reimburse the Grantee for allowable costs as described in the budget contained in Attachment “D” in accordance with the deliverable and invoice requirements provided in the Habitat Strategic Initiative Lead Funding Guidelines for Subrecipients of EPA Puget Sound Geographic Program Funds located at <https://pspwa.box.com/v/HSI-NEPGrantGuidance>. Final payment is contingent on the approval and acceptance of all deliverables identified in Attachment “D” by the WDFW Project Manager.

5. Peer Review

The results of the project funded through this contract may affect management decisions relating to Puget Sound. Prior to finalizing any significant technical products the Grantee’s 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 WDFW Project Manager prior to releasing any final reports or products resulting from the funded study.

6. Electronic and Information Technology Accessibility

The Grantee is subject to the program accessibility provisions of Section 504 of the Rehabilitation Act, codified in 40 CFR Part 7, which includes an obligation to provide individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology ("EIT"). In compliance with Section 504, EIT systems or products funded by this contract must be designed to meet the diverse needs of users (e.g., U.S. public, recipient personnel) without barriers or diminished function or quality. Systems shall include usability features or functions that accommodate the needs of persons with disabilities, including those who use assistive technology. At this time, the EPA will consider a recipient's websites, interactive tools, and other EIT as being in compliance with Section 504 if such technologies meet standards established under Section 508 of the Rehabilitation Act, codified at 36 CFR Part 1194. While Section 508 does not apply directly to grant recipients, the EPA encourages recipients of EPA grant funds to follow either the 508 guidelines or other comparable guidelines that concern accessibility to EIT for individuals with disabilities. Recipients may wish to consult the latest Section 508 guidelines issued by the US Access Board or W3C's Web Content Accessibility Guidelines (WCAG) 2.0 (see <http://www.access-board.gov/sec508/guide/index.htm>).

7. 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 and April 9, 2013; or the October 28, 2013 guidance previously agreed to by Lead Organizations). These documents are available from WDFW on request. For projects involving riparian buffer restoration in agricultural areas, the Grantee shall confirm with WDFW in writing projects' consistency with the recommendations referenced above. When evaluating project proposals, WDFW will 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 to WDFW 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.

8. WQX

All water quality data generated in accordance with an EPA approved Quality Assurance Project Plan as a result of this contract will be required to be transmitted into the EPA's Water Quality Portal (WQP) using either WQX or WQX web. Water quality data appropriate for 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 WQX 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 WQP, including tutorials, can be found at <https://www.epa.gov/waterdata/water-quality-data-wqx>.

9. Quality Assurance Requirements

Acceptable Quality Assurance documentation must be submitted to the WDFW Project Manager within 30 days of acceptance of this contract or another date as negotiated with the WDFW Project Manager. The Washington Department of Ecology's National Estuary Program (NEP) Quality Coordinator supports quality assurance for EPA-funded NEP projects. 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 contract until the WDFW Project Manager or the NEP Quality Coordinator has approved the Grantee's quality assurance document. The Grantee will submit all Quality Assurance documentation to the following address; please copy the WDFW Project Manager on all correspondence with the NEP Quality Coordinator listed at:

<https://ecology.wa.gov/Issues-and-local-projects/Investing-in-communities/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>.

10. 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.

11. Information Collection Requirements

The Grantee agrees to comply with the requirements of the Paperwork Reduction Act in completing the project under this contract. 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 the EPA to obtain Office of Management and Budget (OMB) clearance prior to the Grantee's collection of information by means of identical questions posed to 10 or more persons. The Grantee will provide to WDFW 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.

12. International Travel (Including Canada)

All International Travel must be approved by EPA's Office of International and Tribal Affairs (OITA) through WDFW BEFORE travel occurs. Even a brief trip to a foreign country, for example to attend a conference, requires OITA approval. The Grantee will contact WDFW as soon as possible if travel is planned out of the country, including Canada and/or Mexico, so that WDFW can obtain appropriate approvals from EPA Headquarters.

13. Animal Subjects

The Grantee agrees to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 USC 2131-2156. The Grantee 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).

**Attachment D -
STATEMENT OF WORK**

See separate attachment

Attachment D
STATEMENT OF WORK

Building Conservation Capacity in South Sound (BCCSS)

Subrecipient Organization: Thurston Conservation District

Investment Priority: Increase Capacity and Workforce Development to meet Puget Sound Habitat Recovery Goals (Priority A)

Action Agenda Strategy (s): Strategy #2 Working Lands and #1 Smart Growth under Land Development and Cover. Strategy #5 Floodplain and Estuaries.

Implementation Strategy (ies) alignment: Land Development & Cover: Support long-term viability of agricultural lands and working forests (Action Agenda ID #4); Puget Sound-wide support to prevent conversion of ecologically important lands (Action Agenda ID #1 and #178); River-basin scale integrated planning and project implementation (AA ID #20).

Subaward Coalition: Thurston Conservation District, Capitol Land Trust, Nisqually Land Trust, Community Farmland Trust, Olympia Ecosystems

Cross-cutting Priority (ies): Tribal Treaty Rights, climate change resilience and adaptation integration into habitat project development, agriculture/working lands.

Subrecipient Contacts:

Grant Manager:	Karin Strelhoff, karin@thurstoncd.com , (360) 972-4565 Thurston Conservation District, 582 Tilley Court SE, Suite 152, Tumwater, WA 98501
Grant Admin:	Sarah Moorehead, Smooorehead@thurstcd.com , (360) 754-3588 Thurston Conservation District, 582 Tilley Court SE, Suite 152, Tumwater, WA 98501
Fiscal Office:	Susan Shelton, accounting@thurstoncd.com , (360) 754-3588 Thurston Conservation District, 582 Tilley Court SE, Suite 152, Tumwater, WA 98501
Signatory Authority:	Sarah Moorehead, Smooorehead@thurstoncd.com , (360) 754-3588 Thurston Conservation District, 582 Tilley Court SE, Suite 152, Tumwater, WA 98501

Habitat Strategic Initiative Lead (HSIL) Contacts:

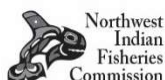
Subaward Manager: Hayley Turner | hayley.turner@dnr.wa.gov C: 564-200-3509, 1111 Washington Street SE, Olympia WA 98501

Subaward Admin email: nep.grants@dfw.wa.gov

Effective Date: March 17, 2025

Expiration Date: June 30, 2027

Not to Exceed: \$ 500,000



OVERVIEW

“Building Conservation Capacity in South Sound” supports project development and staffing for the subrecipient and four coalition members working to achieve a common objective: the conservation, restoration, and stewardship of working forests, farms, and habitats in South Puget Sound. This project comprises the first phase of a pilot effort to accelerate working land protection through strategic collaboration at a time of immense development pressure. As climate change continues and population growth surges, South Puget Sound communities face an urgent need to protect vibrant agricultural, forest, and habitat landscapes to maintain resilient natural resource economies, tribal treaty right fisheries, and viable wildlife populations.

Thurston Conservation District (TCD) heads up a coalition that includes Nisqually Land Trust (NLT), Capitol Land Trust (CLT), Olympia Ecosystems (OlyEco), and the Community Farm Land Trust (CFLT). Together, the subrecipient and coalition partners will facilitate outcomes from the Land Development and Cover Implementation Strategy. This project prevents conversion of ecologically important lands, supports long-term viability of agricultural lands and working forests, and develops projects to restore key habitats.

The subrecipient and coalition partners will focus on identification, development, and implementation of two project types. Land trusts will advance conservation projects to prevent conversion of ecologically important farms, forests, and habitats to other land uses. Using conservation easements or fee-simple acquisitions, projects will result in hundreds of acres of permanently protected land in South Puget Sound. Land trusts will engage willing private landowners via site visits and one-on-one meetings and will offer options for those who are aging and ready to sell their properties or have life circumstances leading to land sales. The trust will develop conservation projects and will lead all necessary activities to achieve permanent land protection, including assessments, due diligence tasks, funding applications, and related actions.

Thurston Conservation District will advance the second project type: habitat restoration opportunities. TCD will focus on landowner engagement through technical assistance to identify and develop restoration plans or conceptual designs and to seek implementation funding. Many projects will be located on working lands and will address key habitat restoration priorities such as lost connectivity, impaired water quality, absent or inadequate riparian buffers, degraded wetland or in-stream aquatic habitat, declining prairie habitat, as well as other priority habitat restoration actions identified by local watershed recovery plans and habitat conservation initiatives. Coalition partners recognize that intact and functional habitat is a critical component of landscape management that also supports the long-term viability of working landscapes like farms and forests. This project builds resilience in South Sound working landscapes by ensuring that critical properties *and* ecosystem services are not lost.

This project focuses on two key Action Agenda Habitat Strategies: “Land Development and Cover” and “Floodplains and Estuaries.” Within the Land Development and Cover framework, the project support land trust capacity to prevent conversion of ecologically important lands (Action Agenda #1, #178) and to support long-term viability of agricultural lands and working forests (Action Agenda #4). Land Trusts will do so by educating, incentivizing, and partnering with landowners to place key properties into conservation through acquisitions and conservation easements. Within the Floodplains and Estuaries framework, Thurston CD will support river-basin scale integrated planning (Action Agenda #20) by increasing its capacity to collaborate with partners and to identify and develop habitat restoration projects that benefit riparian and in-stream fish habitat, connected freshwater habitats, floodplains, and other key habitats. We hope to do so by addressing diverse community needs including those of working lands that straddle key habitat areas, and by integrating climate resilience considerations into project development. Through land conservation and land restoration, the project coalition hopes to support Action Agenda priorities and further the resilience of diverse working lands and habitats in South Puget Sound.

GOALS & MEASURABLE OBJECTIVES

This project will achieve the following goals: 1) protect ecologically important lands by reducing conversion of working lands; 2) protect critical habitat; 3) support long-term regional agricultural viability; 4) support the use of incentives and technical assistance; 5) support resilience planning and collaborative integrated management; and 6) leverage resources and capacity to catalyze the pursuit of additional funding sources.

To accomplish these goals, project objectives include:

- Hire additional staff and/or dedicate existing staff to achieve goals.
- Provide land conservation, habitat restoration, and working land technical assistance; engage landowners to share conservation and restoration opportunities.
- Identify, develop and implement land conservation projects (land trusts) and restoration projects (TCD).
- Support staff with technology, software, and professional development training opportunities; establish paid DEI internships.
- Engage in relevant stakeholder workgroups that align with project objectives (Watershed Resource Inventory Area (WRIA) Lead Entity committees, the Joint Base Lewis McChord (JBLM)-Sentinel Landscape Partnership, Alliance for a Healthy South Sound LIO, Natural Resource Conservation Service (NRCS) Regional Partnership Program efforts etc.)

We anticipate the following key outcomes:

- **Strategic Alignment:** coalition meetings will be held to enable strategy alignment and to advance shared objectives. Coalition members will also participate in local or regional meetings to support project goals.
- **Land Conservation:** Coalition land trusts will advance at least 4 key land conservation projects, and will initiate additional land conservation projects through outreach, landowner engagement, and administrative tasks.
- **Habitat Project Development:** At least 30 landowners will receive technical assistance from TCD; TCD will identify and develop at least 10 habitat restoration projects for future implementation.

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 submit deliverables and invoices to the Habitat Strategic Initiative Lead (HSIL) subaward manager via the SmartSimple Grant Management System. Deliverables and invoice submission procedures are described in the [HSIL Subrecipient Manual](#).

The following are tasks, deliverables, and target completion dates associated with this subaward:

►► TASK 1. Project Development

This task must be completed before initiating any other work under this subaward. **Work completed on other tasks prior to completion of Task 1 may be ineligible for reimbursement.**

1.1 DEVELOP PROJECT PLAN

The subrecipient will complete the project plan template describing the work necessary to achieve the subaward deliverables. The purpose of the project plan is to describe deliverables associated with each task in the Statement of Work, estimate completion dates for each deliverable, and state which quarters subrecipient will be working on

deliverables and corresponding tasks. This will allow the HSIL subaward manager to track the anticipated progress on subaward implementation. The Habitat Implementation Strategy (IS) lead and subaward manager will have the opportunity to provide input on the template and establish mutual expectations. The template provides the framework for quarterly reporting (Task 2.1) and clear communication between the HSIL and the subrecipient.

1.2 CULTURAL RESOURCES REVIEW

HSIL facilitates the review of projects for potential impacts to cultural resources, except as those listed below.

State or Federally Managed Lands.

Cultural resources compliance for projects implemented on state or federally owned or managed lands will be the responsibility of the land managing agency, regardless of subrecipient.

Prior to ground disturbing work or alteration of a potentially historic or culturally significant structure, or release of final payments on an acquisition, the subrecipient must provide HSIL documentation from the state or federal land managing agency's cultural resources responsible official demonstrating compliance with all applicable cultural resource laws and regulations.

The subrecipient shall follow HSIL guidance and directives to assist it with such review as may apply. The subrecipient will work with the HSIL subaward manager to fulfill cultural resource review requirements. Costs associated with project review and evaluation of archeology and cultural resources are eligible for reimbursement under this agreement. Costs that exceed the budget grant amount shall be the responsibility of the subrecipient.

These tasks (Task 4) may not begin until the required consultation and review processes and documentation have been approved by the HSIL in coordination with the WDFW Cultural Resources Division.

No work shall commence in the project area until the HSIL has provided a notice of cultural resources completion. The HSIL may require on-site monitoring for impacts to cultural resources during any demolition, construction, land clearing, restoration, or repair work, and may direct that work stop to minimize, mitigate, or avoid impacts to cultural resource impacts or concerns. All cultural resources requirements for non-ground disturbing projects (such as acquisition or planning projects) must be met prior to final reimbursement.

At all times, the subrecipient shall take reasonable action to avoid, minimize, or mitigate adverse effects to cultural resources in the project area, and comply with any HSIL direction to manage adverse effects such as project re-design, relocation, or mitigation.

All federal or state cultural resources requirements under Governor's Executive Order 21-02 and the National Historic Preservation Act, and the State Environmental Policy Act and the National Environmental Policy Act, and any local laws that may apply, must be completed prior to the start of any work on the project site. The subrecipient must agree to indemnify and hold harmless the State of Washington in relation to any claim related to historical or cultural artifacts discovered, disturbed, or damaged due to the project funded under this Agreement.

Subrecipient shall comply with RCW 27.53, RCW 27.44.055, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting cultural resources and human remains.

HSIL retains the right to terminate a project due to anticipated or actual impacts to cultural resources.

Inadvertent Discovery Plan

Using the WDFW-provided template, the subrecipient will adopt an Inadvertent Discovery Plan (IDP). If subrecipients would like to use a template used by their organization, they will work with the HSIL Subaward Manager to ensure the template contains all information required by WDFW Cultural Resources Division. Subrecipients are required to keep a copy of the IDP at all the project sites at all times.

If any *archaeological or historic resources* are found while conducting work under this Agreement, the subrecipient shall immediately stop work and notify:

HSIL/WDFW HSIL subaward manager
DAHP Dr. Lance Wollwage - 360-586-3064

HSIL/WDFW will contact any affected Tribe. Immediately stop any activity that may cause further disturbance to the archeological or historic resources.

If ground disturbing activities encounter *human skeletal remains* during construction, then all activity will cease that may cause further disturbance to those remains. The area of the find will be secured and protected from further disturbance until the State provides notice to proceed. The finding of human skeletal remains will be reported to the county medical examiner/coroner and local law enforcement in the most expeditious manner possible. The remains will not be touched, moved, or further disturbed. The county medical examiner/coroner will assume jurisdiction over the human skeletal remains and make a determination of whether those remains are forensic or non-forensic. If the county medical examiner/coroner determines the remains are non-forensic, then they will report that finding to the Department of Archaeology and Historic Preservation (DAHP) who will then take jurisdiction over the remains. The DAHP will notify any appropriate cemeteries and all affected tribes of the find. The State Physical Anthropologist will make a determination of whether the remains are Indian or Non-Indian and report that finding to any appropriate cemeteries and the affected tribes. The DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the remains (RCWs 68.50.645, 27.44.055, and 68.60.055).

Inadvertent Discovery Plan Training

Subrecipient will take an IDP training from a resource approved by the HSIL subaward manager. Subrecipient will submit documentation via email of IDP training completion including the type of training (in-person or virtual), the provider of training, training date, and staff trained.

SUMMARY OF TASK 1 DELIVERABLES -

Subtask Number	Deliverable	Target Completion Date
1.1	Project Plan	July 10, 2025
1.2a	Completed Inadvertent Discovery Plan	July 10, 2025

1.2b	Documentation via email of IDP training completion	July 10, 2025
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TOTAL ESTIMATED COST FOR TASK 1: \$2,230.00

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

Task 2 describes 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 to the subaward manager via the SmartSimple grant management system as described in the [HSIL Subrecipient Manual](#).

Quarterly reporting periods are:

Quarter 1 reporting period:	January 1 – March 31	Due April 10th
Quarter 2 reporting period:	April 1 – June 30	Due July 10th
Quarter 3 reporting period:	July 1 – September 30	Due October 10th
Quarter 4 reporting period:	October 1 – December 31	Due January 10th

Progress reports shall include:

- A description of:
 - Work completed for each task/deliverable during the reporting period, including what deliverables were completed and submitted.
 - Status updates for ongoing project tasks.
 - Challenges affecting task-specific or overall project completion date(s), scope of work, or costs.
 - Success measures completed during the reporting period.

The subrecipient will submit invoices at least quarterly, but no more frequently than monthly.

2.2 MINORITY BUSINESS ENTERPRISE/WOMEN BUSINESS ENTERPRISE AND VETERAN-OWNED BUSINESS (MWBE-VOB) REPORTING

Subrecipient will submit MWBE-VOB utilization reports each year as required by EPA terms and conditions included in this contract. Reports will be completed utilizing a form in the SmartSimple grant management system and will include all qualifying purchases or will clarify that no qualifying purchases were made. MWBE-VOB reporting periods are from October 1 to September 30 annually. Reports are due to the subaward manager 15 calendar days after the end of each reporting period.

2.3 CONTRACTS AND SUBAWARDS

The subrecipient will pass-through funds through subawards to applicant coalition partners Nisqually Land Trust, Capitol Land Trust, Olympia Ecosystems, and the Community Farm Land Trust to achieve the goals of this subaward. The subrecipient will submit copies of the final pass-through agreements as a deliverable.

2.4 CLOSE-OUT FORM IN SMARTSIMPLE

The subrecipient will complete a final Close-out form using an HSIL provided template generated in SmartSimple. The Close-out form is intended to be an internal HSIL administrative report to document the successful completion of the project.

2.5 CLOSE-OUT REPORT

The Close-Out report is intended to be distributed externally of the HSIL and may summarize lessons learned during the project, big takeaways, and new ideas for future projects. This closeout report could include, but is not limited to, an overview of measures taken during the project lifecycle and their effectiveness, lessons learned from grant and project management, outreach engagement effectiveness and future strategies, and measures taken by Thurston Conservation District and Land Trusts to inform future efforts. The close-out report may also include specific stories of technical assistance given to partners, quotes from landowners engaged and worked with, or any additional stories or quotes from the subrecipient or coalition members that provide a cohesive and compelling story about the project.

SUMMARY OF TASK 2 DELIVERABLES -

Subtask Number	Deliverable	Target Completion Date
2.1	Quarterly progress reporting (Quarter 1) (Quarter 2) (Quarter 3) (Quarter 4)	 Annually on April 10 Annually on July 10 Annually on October 10 Annually on January 10
2.2	MWBE-VOB Reporting	Annually on October 10
2.3	Copy of the executed subaward to Nisqually Land Trust Copy of the executed subaward to Capitol Land Trust Copy of the executed subaward to Olympia Ecosystems Copy of the executed subaward to Community Farm Land Trust	October 10, 2025
2.4	Close-Out Form	June 30, 2027
2.5a	Draft Close-out Report	April 10, 2027
2.5b	Final Close-out Report	June 10, 2027

TOTAL ESTIMATED COST FOR TASK 2: \$25,525.00

►► TASK 3. Broader Impacts and Communication

The subrecipient will communicate project outcomes, lessons learned, and recommendations for next steps. The project factsheet, presenting at a conference and participation in the HSIL Subrecipient Summit are required tasks. The

subrecipient will share project outcomes with two target audiences: (1) South Sound landowners who might be inspired to participate in conservation or restoration projects, and (2) community restoration/conservation practitioners who are local stakeholders and invested in the success of the project.

3.1 PROJECT FACTSHEETS

Using the HSIL project factsheet template provided, the subrecipient will complete an initial one-page project factsheet at the outset of the grant and a final one-page factsheet at the end of the grant. The initial factsheet will provide an overview of the project and a brief description of the subrecipient's organization and will be due in the first quarter of the subaward. The final factsheet will be submitted at the end of the subaward to summarize project outcomes, lessons learned, and next steps. The HSIL will make the factsheets publicly available through the website

<https://pugetsoundestuary.wa.gov/>.

3.2 CONFERENCE ATTENDANCE AND PRESENTATION

Subrecipients are required to attend the Salish Sea Ecosystem Conference, or an alternative comparable conference, and submit an abstract for an oral or poster presentation. Provide documentation of "non-acceptance" if not accepted.

If an alternative conference is selected, the subrecipient will obtain approval from the Subaward Manager prior to conference registration. The selected conference should give subrecipients an opportunity to share knowledge that informs habitat restoration and protection in the Puget Sound and Salish Sea region(s) or brings back knowledge to this end. Additionally, it should align with the specific goals of the project and allow the subrecipient to showcase how EPA funds have been utilized to achieve Puget Sound recovery goals.

Conference registration documentation and, if accepted, a copy of the conference abstract and presentation, will be provided as deliverables.

3.3 HSIL SUBRECIPIENT SUMMIT

HSIL is committed to building community and supporting knowledge exchange among HSIL subrecipients. HSIL will organize an annual gathering of active subrecipients to provide an opportunity for them to exchange information and connect on shared interests and goals for Puget Sound Recovery. Attendance at the Summit will be documented by the subrecipient submitting a one-page PowerPoint slide summarizing the current status of their project via SmartSimple.

3.4 CONSERVATION ENGAGEMENT THROUGH PODCASTS

The Subrecipient will produce at least two "Conservation Starters" podcasts featuring interviews with coalition members and/or participating property owners. The podcasts will discuss project goals, successful outcomes, and future opportunities for continuing landowner engagement. Podcasts will be shared via social media and on the Thurston Conservation District website. Podcasts will be developed to inspire other landowners who might want to take part in land conservation or restoration projects. The subrecipient coalition partners will also provide at least 3 presentations about the project and its outcomes to stakeholder groups such as the JBLM-SLP partnership group, AHSS LIO, interested WRIA committees and any other interested parties.

SUMMARY OF TASK 3 DELIVERABLES -

Subtask Number	Deliverable	Target Completion Date
3.1a	Initial Project Factsheet	July 10, 2025
3.1	Final Project Factsheet	June 10, 2027
3.2a	Alternative conference subaward manager approval	October 10, 2025
3.2b	Conference registration	January 10, 2026
3.2c	Submitted conference abstract. Provide documentation on “non-acceptance” if not accepted.	April 10, 2026
3.2d	If abstract accepted, copy of poster or presentation.	July 10, 2026
3.3	Documentation of attendance at HSIL Subrecipient Summit	Annually on April 10
3.4a	Link to recordings of podcasts	January 10, 2026 January 10, 2027
3.4b	Presentation materials (PowerPoints, summaries)	January 10, 2027

TOTAL ESTIMATED COST FOR TASK 3: \$24,930.00

►► TASK 4. Thurston Conservation District Capacity

The goals of this task are (1) to facilitate coalition collaboration in support of land conservation, and (2) to increase capacity and therefore progress developing projects that restore ecologically important habitats. The subrecipient will support strategic land conservation by working closely with coalition members via regular meetings and communications to advance land preservation strategies and to identify efficiencies and ways to accelerate land protection. The subrecipient will focus on restoration project development by providing habitat technical assistance to area landowners, focusing especially on properties that provide habitat and ecosystem services while enhancing the resilience and viability of adjacent working lands. This work will result in identification and development of new restoration projects for future implementation. Staff will align priority restoration projects with grant sources and apply to secure implementation funding. Under this task, the subrecipient will also advance TCD habitat staff professional development, by supporting access to relevant training opportunities.

4.1 COALITION COORDINATION AND PROJECT DEVELOPMENT

The subrecipient will act as the project facilitator, coordinating with coalition members to help them advance priority land conservation projects and to collaborate strategically. Thurston Conservation District will host a minimum of 5 coalition meetings during the project period, to facilitate interconnections between TCD, Nisqually Land Trust, Capitol Land Trust,

the Community Farm Land Trust, and Olympia Ecosystems. These meetings will identify existing conservation projects, explore potential new projects to develop, seek to identify opportunities for efficiencies through collaboration, and will track progress, insights, and resources to accelerate land conservation in South Puget Sound. Coalition coordination will be documented through brief summaries of coalition meetings, outcomes and/or meeting minutes.

4.2 HABITAT RESTORATION PROJECT DEVELOPMENT

The subrecipient will use dedicated funding to enable habitat restoration staff to engage landowners via site visits and provide habitat management/restoration technical assistance. This will advance project development and allow TCD staff to support the project coalition by also sharing land conservation opportunities with landowners, from permanent protections such as conservation easements or acquisitions, to termed easement programs and other opportunities through partner agencies that help to maintain working farms, forests, and habitats. To advance restoration projects, TCD will provide direct technical assistance site visits to at least 30 landowners and will provide technical guidance to landowners about habitat stewardship. As an outcome of this work, TCD will identify and further develop at least 10 restoration projects over the course of the grant. Project development will involve restoration plans and/or conceptual designs that support grant applications for implementation or final design, as project appropriate.

Thurston Conservation District's restoration project development progress will be documented through a log that may include but is not limited to:

- The number of habitat technical assistance site visits provided to landowners.
- The number of conversations held with landowners about land preservation options.
- The number of landowners referred to land trust coalition partners.
- The number of sites advanced for further project development.
- The number of projects elevated to full project development, with restoration plans or conceptual designs that can support supplemental funding applications for future implementation. The project type (freshwater, marine, wetland, prairie, etc.), size in acres/linear feet of shoreline etc., and the Puget Sound subbasin/waterway where each project is located will also be reported.
- The number of funding proposals developed and submitted to advance habitat restoration, and the number and dollar value of successful proposals, because of this capacity funding.

4.3 PROFESSIONAL DEVELOPMENT AND INTERNSHIPS

The subrecipient will support habitat team professional development and technology needs by making tools such as computers or field tech, software licenses, drone supplies, and training opportunities available for staff and restoration crew members. Advancing TCD staff's professional expertise will empower them to develop and execute more complex or specialized habitat restoration projects to support Puget Sound ecosystems and wildlife. The subrecipient will report on the types of trainings attended in the quarterly progress report.

In addition, the subrecipient will create DEI internship opportunities for up to two college-level (or Masters-level) students who seek exposure to the professional world of restoration ecology, habitat project development, land conservation, and the objectives supported by this project. To make the internships accessible to a wide range of candidates, stipends will be provided, and internships will be designed for up to two interns, with flexibility to accommodate unique schedules and timelines.

Progress will be reported as:

- The total number and type of training opportunities attended by staff, reported on in the quarterly progress report.

- The internship description/advertisement used for recruiting; the number of internships completed successfully; an assessment completed by each intern at the end of service, to provide feedback on the experience and to improve future internship opportunities. These are deliverables 4.3a and 4.3b.

SUMMARY OF TASK 4 DELIVERABLES

Subtask Number	Deliverable	Target Completion Date
4.1	Meeting summaries and/or notes from coalition gatherings	Biannually on October 10
4.2	Log of restoration project development	Quarterly on January 10, April 10, July 10, October 10
4.3a	Internship recruitment materials	January 10, 2026
4.3b	2 end of service intern assessments	June 10, 2027

TOTAL ESTIMATED COST FOR TASK 4: \$219,575.00

►► TASK 5. Land Trust Coalition Capacity

Land Trust Coalition members will advance a range of land protection and preservation initiatives with these capacity funds. Activities will range from completion of existing conservation projects to new conservation project development. Tasks will include but not be limited to the steps necessary for implementation of conservation easements or fee-simple acquisitions, new project development, collaboration, landowner outreach, and due diligence activities. Each Land Trust will report on achievements that further the proposal objectives, including the number and type of meetings attended, the number of projects developed or executed, the type of landscape protected and total acreage; the number of grants applied for to achieve conservation projects, and the amount of grant funds obtained. We anticipate that this funding will contribute to the completion of at least one priority conservation project per land trust, if not more.

5.1 CAPACITY AND COLLABORATION

Land Trust Coalition members will participate in coordination meetings and collaborative work groups. They will complete due diligence steps for conservation projects, conduct strategic outreach (as necessary; dependent on the project status provided by the land trust coalition) and project development, and execute conservation agreements (easements or acquisitions) where feasible to stop the conversion of South Puget Sound landscapes from working farms, forests, and habitats to other land uses.

The subrecipient will update on each Land Trust coalition member's conservation project development in the Quarterly Progress Reports. The subrecipient will include a line for each Land Trust coalition member and report within the Quarterly Progress Reports on the type, number, and status of conservation projects developed with and supported by this capacity funding. The reporting will also include any strategic outreach measures or activities taken on by each land trust if applicable. The HSIL understands that each land trust may be at different phases in their work and projects.

The subrecipient will round out this task through the submission of a summary memo that is between two to five pages. This summary memo aims to capture a picture of the work accomplished from each Land Trust coalition member in the

duration of the award, and how this funding has supported conservation projects throughout the region. The subrecipient will add this document to the close-out report in Task 2.6 near the project end.

SUMMARY OF TASK 5 DELIVERABLES

Subtask Number	Deliverable	Target Completion Date
5.1	Summary memo from Thurston Conservation District on partner’s project development efforts, including but not limited to the type, number, and status of projects developed.	June 10, 2027

TOTAL ESTIMATED COST FOR TASK 5: \$ 227,740.00

TOTAL GRANT AMOUNT: \$500,000.00

PUGET SOUND
National Estuary Program

HABITAT STRATEGIC INITIATIVE NEP GRANT

PROJECT BUDGET AND NARRATIVE

Project Name: Building Conservation Capacity in South Puget Sound (BCCSS)
Project Sponsor: Thurston Conservation District
Not to Exceed (\$): \$ 500,000.00 Begin Date: Mar 17, 2025
Award Fiscal Year: _____ End Date: Jun 30, 2027

Add deliverable columns and summary task columns as needed. Deliverables listed must match deliverables described in the project's Statement of Work.

Deliverable Number <i>Description of Deliverable</i>	1.1 Project Plan Template	TOTAL TASK 1	2.1-2.5 Quarterly Progress Reports	TOTAL TASK 2	3.1-3.4 Project Factsheets	TOTAL TASK 3	4.1 Meeting Summaries & Notes	4.2 Restoration Project Development Capacity & Log	4.3a-b Internship Materials & End of Service Assessments	TOTAL TASK 4	5.1 Land Trust Capacity & Summary Memo	TOTAL TASK 5	TOTAL AWARD
Personnel	\$ 1,079.00	\$ 1,079.00	\$ 12,732.00	\$ 12,732.00	\$ 12,436.00	\$ 12,436.00		\$ 91,234.00		\$ 91,234.00	\$ 3,753.00	\$ 3,753.00	\$ 121,234.00
Fringe Benefits	\$ 705.00	\$ 705.00	\$ 7,688.00	\$ 7,688.00	\$ 7,508.00	\$ 7,508.00		\$ 55,092.00		\$ 55,092.00	\$ 2,439.00	\$ 2,439.00	\$ 73,432.00
Travel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,068.00		\$ 2,068.00	\$ -	\$ -	\$ 2,068.00
Equipment (anything over \$5,000)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 12,000.00		\$ 12,000.00	\$ -	\$ -	\$ 12,000.00
Contractual Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contract 1													
Contract 2													
Other Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,600.00	\$ 12,000.00	\$ 22,600.00	\$ 220,000.00	\$ 220,000.00	\$ 242,600.00
Other - General								\$ 10,600.00					
Other - Participant Support Costs								\$ -	\$ 12,000.00				
Other - Subaward 1											\$ 55,000.00		
Other - Subaward 2											\$ 55,000.00		
Other - Subaward 3											\$ 55,000.00		
Other - Subaward 4											\$ 55,000.00		
Indirect/Overhead	445.75	\$ 445.75	\$ 5,105.00	\$ 5,105.00	\$ 4,986.00	\$ 4,986.00		\$ 36,581.00		\$ 36,581.00	\$ 1,548.00	\$ 1,548.00	\$ 48,665.75
Total (Task Totals Rounded)	\$ 2,229.75	\$ 2,230.00	\$ 25,525.00	\$ 25,525.00	\$ 24,930.00	\$ 24,930.00	\$ -	\$ 207,575.00	\$ 12,000.00	\$ 219,575.00	\$ 227,740.00	\$ 227,740.00	\$ 500,000.00

BUDGET NARRATIVE	Description of whole project cost estimates and how costs were calculated
Personnel	Costs are estimates based on past benefits, costs, COLAs, anticipated raises etc. and updated with current comp rates, (1) Executive Director @50 hours, (Avg. Comp Rate \$117): responsibilities include partner collaboration, project input, meetings. (2)
Fringe Benefits	Fringe Benefits are approximately 61% of personnel costs (\$73,433)
Travel	Travel is anticipated at \$2068 over two years, for meetings and miscellaneous site visits averaging 50 miles roundtrip, 31 trips a year @0.67 reimbursement rate
Equipment (anything over \$5,000)	n/a
Supplies	Includes TCD Capacity support: 2 computers, conference costs, field supplies incl. drone, 4 staff license costs for Smartsheets software used to manage projects and budgets (\$12,000 total estimate).
Contractual	\$220,000 covers \$55,000 capacity contracts for each of 4 partnering land trusts to support their staff and efforts to permanently conserve at-risk working lands and habitat in South Sound.
Other	\$22,600 for professional development investments (\$10,600 in training costs for TCD staff and \$12,000 for materials and end of service assessments)
Indirect/Overhead	TCD has a federally-accepted 25% OH rate. (\$48,666)
Matching dollars or resources being provided for this project (optional):	TBD (inevitable leveraging of capacity funds that will result in new project development, on

DEFINITIONS

<i>Personnel</i>		Wages and salaries for staff engaged in project implementation. Break down costs by staff type, by rates, and hours. Identify project roles for project managers and key staff.
<i>Fringe Benefits</i>		Employee costs for providing a package of benefits beyond salary or wages. Can be described as a percentage of wage costs.
<i>Travel</i>		Include the method used to calculate travel costs (mileage rate; estimated miles traveled). Costs must not exceed the Washington State per diem rates.
<i>Equipment</i>		Items with a value greater than \$5,000 per unit and a useful life of more than 1 year. Items with a unit cost of less than \$5,000 are deemed to be supplies, pursuant to 40 CFR 31.3 and 30.2. If applicable, provide an itemized list of equipment and indicate why it is more
<i>Supplies</i>		Material costs that are not equipment. Describe quantities and unit costs of supplies.
<i>Contractual</i>		Any subcontracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 C.F.R. Part 200. Itemize individual subcontracts associated with implementing the proposed work including a summary of scope, subcontractor's qualifications, the basis for the estimate (e.g., engineers estimate or firm fixed bid), and the status of the sub-contract (e.g., bid documents prepared
<i>Other</i>		Costs should be described by the nature of the expense and the method of estimation. The following subcategories should be used in the narrative description: Other - General: Meeting rooms, meals, light refreshments, conference fees or registration, phone services. Other - Subaward: Subaward to applicant coalition partners. Include the subrecipient name,
<i>Indirect/Overhead</i>		Indirect costs are limited to the organization's federally approved indirect rate as negotiated with the organization's federal cognizant agency. If the organization does not have a federally approved indirect rate, per 2 CFR 200.414(f) the organization can elect the de minimis rate of 10% of modified total direct costs (MTDC). Documentation of the federally approved indirect rate will be required before subaward execution.

The following costs are not eligible for funding:

- o Proposal submittal costs
- o Management fees or similar charges in excess of the direct costs and indirect costs. Expenses added to the direct costs in order to accumulate and reserve
- o Mitigation requirements or obligatory compensation incurred by the sponsor or a third-party. Funding, however, may be provided for actions associated with
- o Lobbying or litigation against Federal, State or local Governments
- o Ordinary operating expenses of local government, such as the salaries and expenses of a mayor, city council member, city attorney, etc., overtime differential
- o Bad debts, uncollected accounts or claims
- o Alcoholic beverages
- o Interest and other financial costs
- o Raffle, door, or other prizes unless authorized by the Grant Program

Item

5

NACD Update for the
Thurston Conservation District Meeting of March 25, 2025

RESOLUTIONS FROM WACD GOING TO NACD

All three of our WACD [resolutions](#) to NACD were passed with no substantive changes. The next step is for them to be assigned to one of NACD's standing committees.

1. Conservation Reserve Program (CRP) signature requirements (2024-03); (Lincoln).
2. Improving the USDA Forest Service Community Wildfire Defense Grant Scoring Process (2024-06); (Cascadia, Okanogan).
3. The Role of FSA and NRCS in Managing CREP and CRP (2024-09); (Whitman).

[Louis Aspey](#) is the Acting Chief of NRCS. As Acting Chief, Louis ensures NRCS conservation mission is carried out in line with the Chief's priorities with an emphasis on doing what is best for the agency's customers. When not serving as Acting Chief, Louis holds the role of Associate Chief for NRCS, where he provides national leadership and strategic direction across the agency's key initiatives.

- **Diversity, Equity, Inclusion, and Accessibility (DEIA)NACD Call for Action:** NACD issued a [survey](#) to all members to better understand the local impacts of executive actions. We have received nearly 400 responses and appreciate your candid input. You can view NACD's updated survey report [here](#), which includes anonymized responses from conservation districts across the country. The report has been shared with lawmakers and covered by several media outlets, including [Politico](#) and [Agri-Pulse](#). Thank you to those who have completed the survey, and we encourage all districts to share local impacts and updates as executive actions develop. NACD staff are reviewing each submission and contacting those who requested a response. On February 18, NACD issued a letter [template](#) to assist conservation districts and their associations in sharing stories and impacts of administrative actions with members of Congress. Thank you to those who have reached out to your representatives. We encourage all districts to share specific local impacts with their federal representatives and send updates as the situation develops.

SPRING FLY-IN

NACD's 2025 [Fly-In](#) will be held in Washington, D.C. on March 26, 2025. This Fly-In is critical for conservation districts and our country's conservation delivery system. Your members of Congress need to hear from you directly about the significant local impacts of recent executive actions. If you cannot attend NACD the Fly-In in-person, we encourage you to schedule virtual meetings with your members of Congress.

Submitted by [Doug Rushton](#), Thurston CD, WACD Board, NACD Board Member
Information current as of March 8, 2025. Some information excerpted from NACD emails.
K:\WACD\2025\Board Meetings & Work Sessions\3-17-25\NACD 3-17-25 Update for WACD.docx
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Item

6

Thurston Conservation District 2025 Board of Supervisor Election Update Memo



To: TCD Board of Supervisors
From: Susan Shelton, TCD Election Supervisor
Cc: S. Moorehead, Kirsten Hill, S. Barashkoff, N. Carman-White
Date: March 18, 2025
Subject: 2025 Board of Supervisor Election Update

Per your request, I am happy to provide a brief update on the 2025 Board of Supervisor Election process.

Appointed Candidates

TCD has begun outreach for the appointed supervisor seat. The TCD website has a page dedicated to the appointed position, with a link to the WSCC application. Information about the position is included in the March newsletter, as well as in social media posts.

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

Voting

Election day is today, March 18; TCD will accept drop-off ballots until 4:30pm today. Mailed-in ballots must be postmarked by March 18th to be counted.

For the 2025 election, a total of 368 ballots have been requested and mailed out/given to voters as of this morning. And as of this morning, 266 completed ballots have been returned.

Signature Verification and Ballot Counting

On March 21st and 28th, the Thurston County Auditor's office will verify the signatures of returned ballots. On March 28th, the polling officers will count verified ballots. We expect to announce preliminary results of the 2025 election on March 28th.



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

April 22, 2025, 5:00 pm - 8:20 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: TBD
3. Community Partner Presentation: TBD
4. Blank, All
5. Blank, All
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 – 8:20 pm

- | | |
|---|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Consent Agenda – Action Item | 6:40 PM |
| A. March 25, 2025, Board Work Session & Meeting Minutes | 5 minutes |
| B. April Financial Report | |
| C. Blank | |
| D. Blank | |
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | 10 minutes |
| 5. Partner Reports (<i>if present</i>) | 6:55 PM |

- | | |
|--|-------------------------------------|
| A. Natural Resources Conservation Service, (NRCS) <i>DaShell Burnham</i> | <i>15 minutes</i> |
| B. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i> | |
| C. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> | |
| D. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | |
| 6. Blank, All - Action Item | 7:10 PM
<i>10 minutes</i> |
| 7. Governance, All – Action Item | 7:20 PM |
| A. 2025 Election and Appointment Update | <i>15 minutes</i> |
| B. May 27, 2025 Work Session Topic List & Meeting Agenda Development | |
| 8. Blank, All - Action Item | 7:35 PM
<i>20 minutes</i> |
| 9. Executive Session: To Consider the selection of a site or the acquisition of real estate | 7:55 PM |
| <i>RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.</i> | <i>20 minutes</i> |
| 10. Executive Session Report Out – Action Item | 8:15 PM
<i>5 minutes</i> |
| Adjourn | 8:20PM |
| Informational Only Items: | |
| <i>I. Executive Director’s Report</i> | |

Important Future Dates

May 2025

WSCC Meeting, Yakima	May 14-15
WACD Board Meeting	May 19
TCD Office Closed, Memorial Day	May 26
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	May 27

June 2025

Annual WADE Training Conference, Leavenworth	June 9-11
WACD Strategic Planning Meeting, Bow	June 16-17
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	June 24

July 2025

TCD Office Closed, Independence Day	July 4
WSCC Meeting Jefferson Co. CD, Port Townsend	July 16-17
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	July 22

August 2025

TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) August 26

Informational Items



Executive Director's Report

Sarah Moorehead – Executive Director

March 25, 2025

Priority Initiatives Updates

2025 Legislative Session

Information relating to Conservation Districts in the legislature can be found on the WACD Hub: <https://wadistricts.us/wacd/member-services/>

TCD staff and board members continue to meet with legislators to articulate key priorities around state budget funded programs, the development of the Conservation and Education Center, and legislation regarding Rates and Charges. Meetings this month have included members of the 22nd District: Sen. Bateman, Rep. Doglio and Rep. Parshley.

Enthusiastic support for TCD continues, including excitement around supporting the Conservation and Education Center – both through letters of support for TCD's Congressionally Directed Spending application, but also through future years of state funding requests. Concerns around the state budget deficit continue to be mixed, with many electeds interested in generating additional revenue to close future shortfalls. Overall, the sentiment is to preserve community-focused programs first.

TCD has shared the importance of priority WSCC funding programs that directly impact service to our community and the implementation of conservation on the ground: Conservation Technical Assistance (CTA), Community Wildfire and Forest Health, and Engineering.

Rates and Charges Legislation

Legislation to localize decision-making to determine rates collected via Rates and Charges is still alive! SHB 1488 continues through the Senate. Currently, the bill is with the Rules Committee, with population-based caps still being considered via amendment. WACD and CDs are working to support more conversations around the importance of the original bill language, and other potential alternatives that still may accomplish the intent of the bill.

To follow the latest regarding SHB1488:

<https://app.leg.wa.gov/bills/summary?BillNumber=1488&Year=2025&Initiative=false>

Community Wildfire Protection Plan Survey

TCD is facilitating the development of a Community Wildfire Protection Plan (CWPP) for South Thurston County, in partnership with a broad range of community members and stakeholders.

Currently, to inform the planning process, TCD is conducting a survey of residents that live in or around Tumwater, Rochester, Rainier, Bucoda, or Yelm. This survey will help TCD,

partners and stakeholders to better understand community priorities, risks, and concerns about wildfire in south Thurston County.

Learn more about the CWPP development:

<https://www.thurstoncd.com/community-wildfire-protection-plan-cwpp/>

Learn more about community wildfire resilience programs:

<https://www.thurstoncd.com/community-wildfire-resilience/>

2025 Native Plant Festival and Sale



TCD celebrated record-breaking attendance at this year's Native Plant Festival and Sale – with over 1700 attendees! With over 500 attendees from 2024, and doubled inventory, the sale still sold out of nearly all its plant stock. Staff continue to aggregate sales data, volunteer, attendee and partner feedback, and place orders for the 2026 sale. Overall, the day was a huge success, with new layouts, more volunteers, and innovative ways to reduce waiting times.

Reminder – plant pre-orders open October 1st and run through January 31st!

Stay up to date with Native Plant Festival and Sale information:

<https://store.thurstoncd.com/>

District Operations

February 25, 2025 Board Meeting Action Items

- None

2025 Board Supervisor Election

TCD's election day was March 18th. Preliminary election results will be shared March 28th and provided to the Washington State Conservation Commission for certification at their May 2025 Commission Meeting.

Please refer to TCD's election webpage for more information:

<https://www.thurstoncd.com/about-us/board-member-elections/>

2025 Board Appointed Position

Applications and supporting materials are due to the WA State Conservation Commission March 31, 2025. Instructions to apply and links to application materials can be found here:

<https://www.thurstoncd.com/about-us/2025-regular-appointment/>

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.



Nonpoint

Newsletter

March 2025

Welcome!

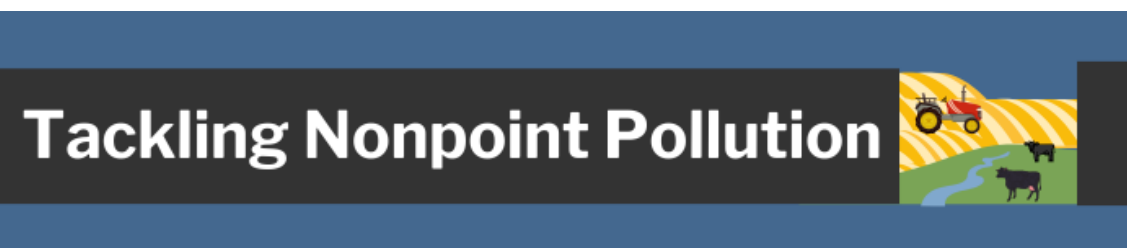
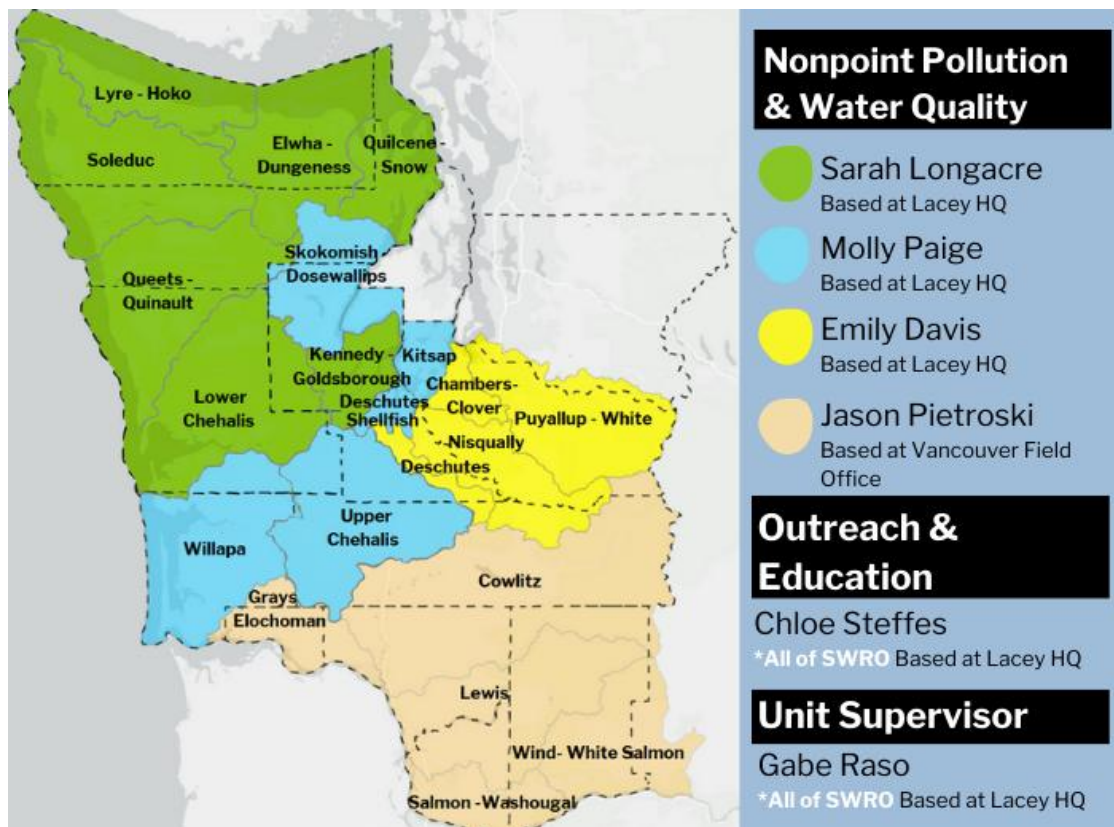
Welcome to the latest edition of the Southwest Regional Nonpoint Newsletter from the Washington State Department of Ecology! Below, you'll find our monthly updates on ongoing projects, events, and resources relating to nonpoint source pollution and water quality in southwestern Washington.

Our Team



Who's Working In Your Watershed?

Our SWRO Nonpoint team is fully staffed! Check out the map below to see who is working in your local watersheds.



Tracking Nonpoint Pollution: February 2025

Environmental Report Tracking System (ERTS)

In February, we received a total of **4 nonpoint-related ERTS reports** from community members in southwestern Washington. See the attached table for the location of the reports by county.

Watershed Evaluations

In addition to responding to ERTS reports, our team proactively addresses nonpoint pollution through watershed evaluations. These evaluations involve visits to targeted areas during the wet season where we assess potential sites from public rights-of-way. In the month of February, we conducted a total of **6 watershed evaluations** as listed in the table above. During these evaluations a total of **36 new sites were identified** in southwestern Washington.

County	ERTS	Watershed Evals
Mason	1	2
Thurston	0	0
Pierce	1	1
Lewis	0	0
Grays Harbor	1	0
Pacific	0	0
Clallam	0	0
Jefferson	0	0
King	0	0
Cowlitz	0	0
Skamania	0	0
Wahkiakum	0	1
Clark	1	2

Technical Assistance Letters

Directly addressing ERTS reports and identified sites of concern from watershed evaluations, Ecology's Nonpoint staff generate and send Technical Assistance (TA) letters as a means of communicating nonpoint related issues to landowners/ operators and establishing a collaborative plan for BMP implementation. In

February 2025, our staff sent out a total of **17 TA letters** across southwestern Washington as depicted in the chart attached.

County	TA 1	TA 2
Mason	2	0
Thurston	0	1
Pierce	0	0
Lewis	0	0
Grays Harbor	0	0
Pacific	0	0
Clallam	0	0
Jefferson	0	0
King	14	0
Cowlitz	0	0
Skamania	0	0
Wahkiakum	0	0
Clark	0	0

What's the Difference Between a TA1 and a TA2?



A TA1 is the first letter sent to the landowner/ operator of a property of concern.

TA1 letters typically include:

- Specific information about pollution problems reported at the site, i.e. site conditions and land use practices that led to discharges and impacts on water quality
- Information on Ecology's authority and landowners' responsibility to prevent pollution from discharging into state waters under state law (Chapter 90.48 RCW)
- An offer to complete a site visit and answer any questions
- An offer to provide access to any documentation related to their operation
- Information on and an offer to connect them with available technical and financial assistance resources
- A clear timeline for responding to the letter



A TA2 is a follow-up letter to a TA1.



TA2s are sent in the event that no response from the landowner/ operator is received in the timeline established in the TA1.

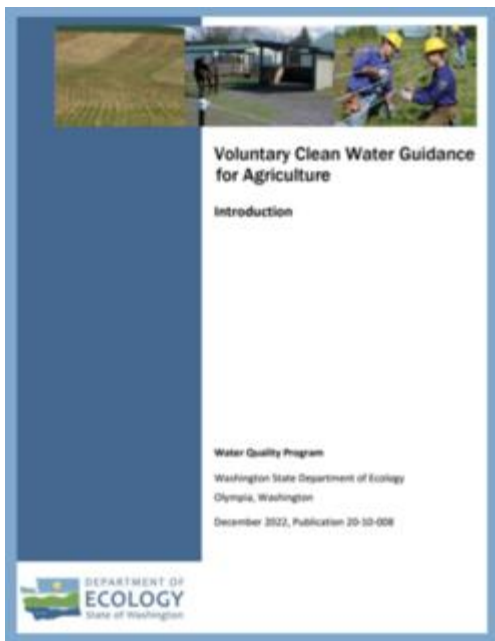
TA1 letters typically include:

- A repetition of the information included in the TA1
- A clear timeline for responding to the letter
- A statement informing the landowner/operator that the next step will be a warning letter if no response is received within the timeline given

Ecology Resources



Seeking More Information On Ecology's BMPs?



Check out our *Voluntary Clean Water Guidance for Agriculture*, a guide to water quality BMPs intended to support healthy farms while helping producers meet clean water standards. This guide complements existing resources like the NRCS Field Office Technical Guides and helps producers make productive water quality decisions during farm planning. Ecology uses this guidance for grant funding, watershed cleanup, technical assistance, and outreach, while supporting other programs in recommending water quality projects to landowners. [Voluntary Clean Water Guidance for Agriculture](#)

Did You Know? Ecology Offers Language Services

Ecology provides language services to ensure individuals whose primary language is not English can access important information about our programs and resources. Language services are available to community members and partners collaborating with Ecology, including landowners and partner organizations/agencies.

We can help with:

- Information written in your preferred language
- Access to qualified interpreters, both in person and over the phone

For more information, please reach out to your Ecology Nonpoint staff contact.

Contact Us



Emily Davis

**Senior Nonpoint
Pollution Specialist-**

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Chambers-Clover,
Puyallup**

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Quinault, Kennedy
Goldsborough, Lower
Chehalis**

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Molly Paige

**Nonpoint Water
Quality Specialist-**

**Olympic peninsula,
South Sound
shellfish growing
areas, Key Peninsula,
Chehalis, Willapa
Bay**

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Gabe Raso

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To Report Environmental Concerns:

Online: [Statewide Report Form](#)

Email: swroerts@ecy.wa.gov

Phone: 360-407-6300

Subscribe / Unsubscribe from SWRO Nonpoint Newsletter

[Click Here](#)