



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

April 22, 2025, 5:00 pm - 7:20 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. Engaging Thurston County Residents in Oregon Spotted Frog Conservation: *Kiana Sinner*
 - a. Demonstrating the Power of Voluntary Incentive-Based Conservation, *Sarah Moorehead*
3. Legislative Update, *Executive Director Moorehead*
 - a. SHB 1488 Rates & Charges Update
 - b. Puget Sound on the Hill Day
4. Review: Policy 1.2: Board of Supervisors Guidelines
5. Required OPMA & PDR Training
6. Long-Term Funding Committee, *TJ Johnson & Executive Director Moorehead*
7. Conservation and Education Center (CEC) Development, *All*
8. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:20 pm

- | | |
|---|------------------------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
<i>5 minutes</i> |
| 2. Agenda Review | 6:35 PM
<i>5 minutes</i> |
| 3. Consent Agenda – Action Item | 6:40 PM |
| A. March 25, 2025, Board Work Session & Meeting Minutes | <i>5 minutes</i> |
| B. April Financial Report | |
| C. 2025 Annual Work Plan | |
| D. 2020-2025 Strategic Plan | |

E. WA State Department of Health Funding Agreement

- 4. Public Comment** **6:45 PM**
*Three minutes per person *10 minutes*
- 5. Partner Reports (if present)** **6:55 PM**
A. Natural Resources Conservation Service, (NRCS) *DaShell Burnham* *15 minutes*
B. Washington State Conservation Commission (WSCC), *Josh Giuntoli*
C. Washington Association of Conservation Districts (WACD), *Ryan Baye & Doug Rushton*
D. National Association of Conservation Districts (NACD), *Doug Rushton*
- 6. Governance, All – Action Item** **7:10 PM**
A. May 27, 2025 Work Session Topic List & Meeting Agenda Development *10 minutes*
- Adjourn** **7:20 PM**

Informational Only Items:

- I. *Executive Director's Report*
II. *April Ecology Nonpoint Newsletter*
-

Important Future Dates

May 2025

WSCC Meeting, Yakima	May 14-15
WACD Board Meeting 6:00 - 8:30 p.m. (Zoom)	May 19
Memorial Day, TCD Office Closed	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 Board Meeting, Bow, 6:00 - 8:30 p.m. (Zoom)	June 16
WACD Strategic Planning Session	June 17
Juneteenth, TCD Office Closed	June 19
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	June 24

July 2025

Independence Day, TCD Office Closed	July 4
WSCC Meeting Jefferson Co. CD, Port Townsend	July 17
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	July 22
NACD Summer Meeting, Milwaukee, WI	July 24-30
Thurston County Fair, TCD Tabling	July 31, August 1-3

August 2025

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

3



Thurston Conservation District Consent Agenda Decision Sheet April 22, 2025 Board Meeting

-
- A. March 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. April 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. 2025 Annual Work Plan
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- D. 2020-2025 Strategic Plan
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- E. WA State Department of Health 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 April 22, 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

March 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. – 6:03 p.m.



Present at Work Session:

TJ Johnson, TCD Board Chair

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Marianne Tompkins, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Aimee Richardson, TCD Staff

Ben Cushman, TCD Legal Counsel

Amy Porter, Wolf Haven International

- 1 **1.** Topic List Review, *All*
- 2 **2.** Staff Presentation: Food Processing & Tool Rental Program, *Aimee Richardson*
- 3 **3.** Community Partner Presentation: Wolf Haven International, *Amy Porter*
- 4 **4.** Honoring Betsie's Board Service, *All*
- 5 **5.** Tumwater Fresh Program Support, *All*
- 6 **6.** Annual and Strategic Planning, *Executive Director Moorehead*
- 7 **7.** Legislative Update, *Executive Director Moorehead*
- 8 **8.** TCD Long Term Funding Committee, *All*
- 9 **9.** CBA Metric Committee, *Executive Director Moorehead*
- 10 **10.** Important Updates & Announcements
- 11 a. Board of Supervisors, *All*
- 12 b. Executive Director, *Executive Director Moorehead*
- 13

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

March 25, 2025

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 7:50 p.m.

Actual Meeting Time: 6:30 pm – 7:05 p.m.



Present at Meeting:

TJ Johnson, TCD Board Chair

David Iyall, TCD Board Supervisor

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)

Summary of Action Items

- 1 • None.

Summary of Motions Passed

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

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

7 *Supervisor Tompkins moved to adjourn the March 25, 2025 TCD Board Meeting. Supervisor*
8 *Rushton seconded. Motion passed unanimously, (4-0).*

Full Version of the Minutes

9 Welcome & Introductions

10 At 6:30 p.m., TCD Board Chair TJ Johnson called the March 25, 2025 Regular Board Meeting to
11 order. TCD Board, Staff, members of the public, and Legal Counsel were introduced by Board
12 Chair Johnson. For each vote, TCD Board Chair Johnson called out Supervisors by name. He
13 announced that the meeting was being video recorded. TCD Supervisors Johnson, Rushton,
14 Tompkins and Executive Director Moorehead attended the meeting in person at the TCD office.
15 Supervisor Iyall attended the meeting online. Supervisor DeWreede was not in attendance and
16 was excused.

17 Agenda Review

18 Supervisor TJ Johnson noted that, earlier at the Work Session, the supervisors agreed to
19 decreased the length of time from 20 minutes to 10 minutes for *Item 7 Executive Session: To*
20 *consider the selection of a site or the acquisition of real estate.*

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

23 **Consent Agenda**

- 24 A. February 25, 2025, Board Work Session & Meeting Minutes
25 B. 2025 March Financial Report
26 C. WA State Department of Fish & Wildlife Funding Agreement

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

29 **Public Comment**

30 No public members made comments.

31 **Partner Reports**

- 32 A. National Resources Conservation Service (NRCS) Update, DaShell Burnham
33 • Ms. Burnham was not present.
34 • Supervisor Johnson gave an update.
35 • At least in Western Washington, the current Environmental Quality Incentive
36 Programs (EQIP) and Conservation Stewardship Programs (CSP) applications
37 have been ranked and are expected to be funded. At this point the next round of
38 EQIP applications (in the autumn) are also expected to be funded.
39 B. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli
40 • Mr. Giuntoli gave an update.
41 • The Commission is considering offering multiyear funding opportunities in
42 addition to the current biennium funding model.
43 C. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor Doug
44 Rushton.
45 • Supervisor Rushton gave an update.
46 D. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD
47 Board Member Rushton
48 • Supervisor Ruston gave a report.
49 • A written update was provided to the board.
50 • TCD Board Supervisors are encouraged to reach out to NACD's Director of
51 Government Affairs Chris Young to share updates and concerns about how
52 recent changes at the federal level are directly affecting CDs.

53 **Governance**

- 54 A. April 22, 2025 Work Session Topic List & Meeting Agenda Development

55 **Work Session**

- 56 • Topic List Review, *All*
57 • Staff Presentation: *TBD*

- 58 • Community Partner Presentation: *TBD*
- 59 • Legislative Update, *Executive Director Moorehead*
- 60 • Long-Term Funding Committee, *All*
- 61 • Conservation & Education Center (CEC) Development, *All*
- 62 • Important Updates & Announcements
- 63 ○ Board of Supervisors, *All*
- 64 ○ Executive Director, *Sarah Moorehead*
- 65 **Board Meeting Agenda**
- 66 • Welcome, Introductions, Audio Recording Announcement
- 67 • Agenda Review
- 68 • Consent Agenda
- 69 ○ March 25, 2025 Board Work Session & Meeting Minutes
- 70 ○ April 2025 Financial Report
- 71 ○ Adopt 2020-2025 Strategic Plan
- 72 ○ Adopt 2025 Annual Plan
- 73 • Public Comment
- 74 • Partner Reports (if present)
- 75 ○ National Resources Conservation Service
- 76 ○ Washington State Conservation Commission
- 77 ○ Washington Association of Conservation Districts
- 78 ○ National Association of Conservation Districts
- 79 • Governance, *All*
- 80 ○ 2025 Election and Appointment Update
- 81 ○ May 27, 2025 Work Session Topic List & Meeting Agenda Development
- 82 • **Executive Session:** to consider the selection of a site or the acquisition of real
- 83 estate by lease or purchase when public knowledge regarding such consideration
- 84 would cause a likelihood of increased price.

85 **Executive Session: To consider the selection of a site or the acquisition of real estate**
86 *RCW 42.30.110 (1)(b) To consider the selection of a site or the acquisition of real estate by*
87 *lease or purchase when public knowledge regarding such consideration would cause the*
88 *likelihood of increased price.*

89 The Executive Session opened at 6:54 p.m. to last no more than 10 minutes and concluded at
90 7:04 p.m. In attendance: TCD Board Members, Johnson, Rushton, Tompkins and Iyall;
91 Executive Director Moorehead; TCD Legal Counsel Ben Cushman.

92 **Executive Session Report Out:**

93 No action was taken.

94 ***Supervisor Tompkins moved to adjourn the March 25, 2025 TCD Board Meeting. Supervisor***
95 ***Rushton seconded. Motion passed unanimously, (4-0).***

96 **Adjourn 7:05 pm**

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District April 2025 Financial Notes



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

1. TCD is reporting a positive net income for March of \$24,167. Between February and March, TCD experienced a 48% bump in total income.
2. For the March Walk-up Plant Sale, TCD earned just over \$16,000.
3. Despite the income increase between February and March, TCD is still recording a net loss of \$177,009 for the year. It is expected that the District will recover that loss with the April Rates and Charges payment.

Previous Year P&L Comparison

4. TCD's overall income continues to be higher (42%) than it was this time last year.
 - a. Poultry processing rentals kicked off a little earlier this year.
 - b. Plant sales are 24% higher this year compared to last year.
 - c. Grant revenues continue to top the grant income collected in 2024 – as of March by 57%.
 - d. Donations (Nongovernmental Contributions) are up 271%. The District seems to be seeing an increase in donations for Envirothon this year.
5. As expected with a grant funded organization, increases in income are matched by increases in expenditures. So far this year, expenditures have increased by 36%.
 - a. On the ground conservation and restoration project expenditures continue to be higher this year compared to last year: Cultural Resources 100%; Construction & Restoration Work 278%; and Cost Share 100%.

Unrestricted Budget vs Actual

6. In March, the District incurred a \$2,834 expense to repair one of the trucks. This expense put spending for Vehicle Repairs & Maintenance (line 65) at 64% of the budget.

Thurston Conservation District

Profit & Loss

March 2025

	Mar 25
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	1,296.17
3451120 · Nutrient Spreader Rentals	193.15
3451130 · Poultry Equipment & Tool Rentals	342.93
3451140 · Plant Sales	16,030.60
Total 3451100 · Soil/Water Conservation Service	17,862.85
Total 3400000 · Charges for Goods and Services	17,862.85
3300000 · Grant Revenues	340,333.55
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	28,503.79
3670000 · Nongovernmental Contributions	72.43
3610000 · Interest and Other Earnings	0.03
Total 3600000 · Miscellaneous Revenues	28,576.25
Total Income	386,772.65
Gross Profit	386,772.65
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	212,484.24
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	468.45
5314103 · Computer Services	1,438.75
5314100 · Professional Services	31,005.92
5314400 · Advertising	116.32
5314203 · Printing Services	143.23
5314104 · Janitorial Services	875.00
5314501 · Office Rent	8,427.00
5314700 · Utilities	496.07
5314503 · Equipment Leases	423.17
5314504 · Vehicle Leases	595.71
5314200 · Communications	1,392.80
5354800 · Repairs & Maintenance	2,892.15
5314505 · Software Licenses	9,665.84
5313101 · Office Supplies	345.72
5314202 · Postage & Shipping	225.59
5314117 · Soil Testing	318.45
5313401 · Plants for Resale	17,472.10
Project Expenses	10,744.85
5314302 · Staff - Conference & Training	1,388.28
5314306 · Board - Conference & Training	87.93
5314300 · Staff - Travel	2,692.30
5314108 · Construction & Restoration Work	37,427.82
5314109 · Cost Share	13,320.00
5314110 · Bank Fees & Interest Charges	-170.65
5314600 · Liability Insurance Premiums	3,496.58

Thurston Conservation District
Profit & Loss
March 2025

	Mar 25
5945360 · Capital Outlays	
5945367 · Restoration Equipment	23.11
5945363 · Equipment & Office Furniture	839.17
5945364 · Computer Hardware	1,969.40
Total 5945360 · Capital Outlays	2,831.68
Total Expense	362,605.30
Net Ordinary Income	24,167.35
Net Income	24,167.35

Thurston Conservation District

Profit & Loss

January through March 2025

	Jan - Mar 25
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	1,914.77
3451120 · Nutrient Spreader Rentals	193.15
3451130 · Poultry Equipment & Tool Rentals	372.33
3451140 · Plant Sales	24,832.14
Total 3451100 · Soil/Water Conservation Service	27,312.39
Total 3400000 · Charges for Goods and Services	27,312.39
3300000 · Grant Revenues	787,102.66
3600000 · Miscellaneous Revenues	
3699100 · Miscellaneous Other	917.49
3685000 · Special Assessments - Service	51,434.38
3670000 · Nongovernmental Contributions	2,622.43
3610000 · Interest and Other Earnings	109.56
Total 3600000 · Miscellaneous Revenues	55,083.86
Total Income	869,498.91
Gross Profit	869,498.91
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	647,641.61
5314101 · Legal Fees & Services	6,000.00
5314102 · Audit & Accounting	1,469.17
5314103 · Computer Services	4,204.25
5314100 · Professional Services	100,369.76
5314400 · Advertising	296.03
5314203 · Printing Services	509.34
5314104 · Janitorial Services	2,275.00
5314501 · Office Rent	25,281.00
5314700 · Utilities	1,373.75
5314503 · Equipment Leases	1,426.49
5314504 · Vehicle Leases	1,529.87
5314200 · Communications	4,258.97
5313102 · Photocopier Usage	148.92
5354800 · Repairs & Maintenance	3,243.27
5314505 · Software Licenses	10,659.52
5313101 · Office Supplies	761.21
5314202 · Postage & Shipping	738.03
5314902 · Organizational Dues	1,141.00
5314307 · Licenses and Permits	148.00
5314117 · Soil Testing	855.23
5313401 · Plants for Resale	19,213.53
Project Expenses	18,693.88
5314302 · Staff - Conference & Training	2,808.28
5314306 · Board - Conference & Training	313.00
5314300 · Staff - Travel	6,617.47
5314119 · Cultural Resources	17,833.05
5314108 · Construction & Restoration Work	97,571.43
5314109 · Cost Share	51,906.02
5314110 · Bank Fees & Interest Charges	-324.59

9:30 AM

04/18/25

Accrual Basis

Thurston Conservation District
Profit & Loss
January through March 2025

	<u>Jan - Mar 25</u>
5314600 · Liability Insurance Premiums	10,489.74
66300 · Sales Tax Adjustments	19.59
66900 · Reconciliation Discrepancies	0.00
5945360 · Capital Outlays	
5945367 · Restoration Equipment	2,402.87
5945363 · Equipment & Office Furniture	1,101.59
5945364 · Computer Hardware	<u>3,531.76</u>
Total 5945360 · Capital Outlays	<u>7,036.22</u>
Total Expense	<u>1,046,508.04</u>
Net Ordinary Income	<u>-177,009.13</u>
Net Income	<u><u>-177,009.13</u></u>

9:55 AM

04/18/25

Accrual Basis

Thurston Conservation District

Profit & Loss Prev Year Comparison

January through March 2025

	Jan - Mar 25	Jan - Mar 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	1,914.77	2,412.03	-497.26	-20.6%
3451120 · Nutrient Spreader Rentals	193.15	134.94	58.21	43.1%
3451121 · No-Till Drill Rentals	0.00	398.22	-398.22	-100.0%
3451130 · Poultry Equipment & Tool Rentals	372.33	8.37	363.96	4,348.4%
3451140 · Plant Sales	24,832.14	20,060.96	4,771.18	23.8%
3451150 · Partner Fee for Service	0.00	23,568.40	-23,568.40	-100.0%
Total 3451100 · Soil/Water Conservation Service	27,312.39	46,582.92	-19,270.53	-41.4%
3417000 · Sales of Merchandise	0.00	8,187.21	-8,187.21	-100.0%
Total 3400000 · Charges for Goods and Services	27,312.39	54,770.13	-27,457.74	-50.1%
3300000 · Grant Revenues	787,102.66	502,522.77	284,579.89	56.6%
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	51,434.38	52,171.13	-736.75	-1.4%
3670000 · Nongovernmental Contributions	2,622.43	706.16	1,916.27	271.4%
3610000 · Interest and Other Earnings	109.56	335.58	-226.02	-67.4%
3620000 · Rents and Leases	0.00	131.88	-131.88	-100.0%
Total 3600000 · Miscellaneous Revenues	55,083.86	53,527.15	1,556.71	2.9%
Total Income	869,498.91	610,820.05	258,678.86	42.4%
Gross Profit	869,498.91	610,820.05	258,678.86	42.4%
Expense				
Equipment Allocation	0.00	3,773.00	-3,773.00	-100.0%
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 · Salaries & Benefits	647,641.61	545,393.98	102,247.63	18.8%
5314000 · Intern Stipends	0.00	1,000.00	-1,000.00	-100.0%
5314101 · Legal Fees & Services	6,000.00	6,000.00	0.00	0.0%
5314102 · Audit & Accounting	1,469.17	1,178.00	291.17	24.7%
5314103 · Computer Services	4,204.25	11,361.00	-7,156.75	-63.0%
5314100 · Professional Services	100,369.76	56,517.77	43,851.99	77.6%
5314400 · Advertising	296.03	987.85	-691.82	-70.0%
5314203 · Printing Services	509.34	1,861.21	-1,351.87	-72.6%
5314104 · Janitorial Services	2,275.00	1,650.00	625.00	37.9%
5314501 · Office Rent	25,281.00	17,374.00	7,907.00	45.5%
5314700 · Utilities	1,373.75	3,555.26	-2,181.51	-61.4%
5314503 · Equipment Leases	1,426.49	1,527.03	-100.54	-6.6%
5314504 · Vehicle Leases	1,529.87	1,451.26	78.61	5.4%
5314200 · Communications	4,258.97	3,726.72	532.25	14.3%
5313102 · Photocopier Usage	148.92	165.91	-16.99	-10.2%
5354800 · Repairs & Maintenance	3,243.27	2,623.93	619.34	23.6%
5314505 · Software Licenses	10,659.52	11,547.25	-887.73	-7.7%
5313101 · Office Supplies	761.21	2,057.01	-1,295.80	-63.0%
5314202 · Postage & Shipping	738.03	895.11	-157.08	-17.6%
5314902 · Organizational Dues	1,141.00	1,000.00	141.00	14.1%
5314307 · Licenses and Permits	148.00	1,695.66	-1,547.66	-91.3%
5314117 · Soil Testing	855.23	1,126.17	-270.94	-24.1%
5313401 · Plants for Resale	19,213.53	14,974.78	4,238.75	28.3%
Project Expenses	18,716.99	21,874.35	-3,157.36	-14.4%
5314302 · Staff - Conference & Training	2,808.28	2,255.82	552.46	24.5%
5314306 · Board - Conference & Training	313.00	275.89	37.11	13.5%
5314300 · Staff - Travel	6,617.47	6,489.38	128.09	2.0%
5314301 · Board Travel	0.00	576.52	-576.52	-100.0%
5314119 · Cultural Resources	17,833.05	0.00	17,833.05	100.0%
5314108 · Construction & Restoration Work	97,571.43	25,801.02	71,770.41	278.2%
5314109 · Cost Share	51,906.02	0.00	51,906.02	100.0%
5314110 · Bank Fees & Interest Charges	-324.59	50.00	-374.59	-749.2%
5314600 · Liability Insurance Premiums	10,489.74	8,178.75	2,310.99	28.3%
66300 · Sales Tax Adjustments	19.59	415.97	-396.38	-95.3%
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	1,101.59	87.57	1,014.02	1,158.0%
5945364 · Computer Hardware	3,531.76	3,265.98	265.78	8.1%
5945366 · Vehicle Purchases	0.00	5,497.80	-5,497.80	-100.0%
Total 5945360 · Capital Outlays	7,013.11	8,851.35	-1,838.24	-20.8%
Total Expense	1,046,508.04	768,211.95	278,296.09	36.2%
Net Ordinary Income	-177,009.13	-157,391.90	-19,617.23	-12.5%
Net Income	-177,009.13	-157,391.90	-19,617.23	-12.5%

Thurston Conservation District
Balance Sheet
As of March 31, 2025

	Mar 31, 25
ASSETS	
Current Assets	
Checking/Savings	
3088010 · Checking-103 Beneficial	87,385.27
3081001 · Checking-7444 Timberland	3,377.35
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reserve	4,174.00
3088022 · Saving-129 Beneficial CEC	99,481.19
Total 3088020 · Savings Accounts	103,655.19
3088030 · Counter Cash	200.00
3088040 · PayPal Account	4,790.49
Total Checking/Savings	199,408.30
Accounts Receivable	531,764.91
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · Prepaid Insurance	17,950.94
3090507 · Security Deposit - Tilley Court	8,427.00
Total 3090500 Prepaid Accounts	26,377.94
3091000 · 309.10.00 Inventory Asset	2,666.56
3092000 · 309.20.00 Cash on Hand	43,578.04
Total Other Current Assets	72,622.54
Total Current Assets	803,795.75
Fixed Assets	
3090600 · Tenant Improvements	89,000.00
Total Fixed Assets	89,000.00
TOTAL ASSETS	892,795.75
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	78,834.32
Credit Cards	27,828.46
Other Current Liabilities	
3471000 · Grant Advances	
3471100 · RCO Advances	171.86
Total 3471000 · Grant Advances	171.86
3861100 · Sales Tax Payable	2,209.74
3861000 · Payroll Liabilities	193,540.68
Total Other Current Liabilities	195,922.28
Total Current Liabilities	302,585.06
Total Liabilities	302,585.06
Equity	590,210.69
TOTAL LIABILITIES & EQUITY	892,795.75

2025 Unrestricted Budget vs Actual



March 25%

	Account Name	2025 Budget	2025 Actual	\$ Over Budget	% of Budget
1	[-] Income	1,213,975	179,811	-1,034,164	14.81%
2	[-] Retail Sales	66,320	27,516	-38,804	41.49%
3	[-] Food Production and Consumption	2,300	372	-1,928	16.19%
4	Poultry Equipment & Tool Rentals	2,300	372	-1,928	16.19%
5	[-] Soil Conservation and Health	9,920	2,108	-7,812	21.25%
6	Soil Testing	8,600	1,915	-6,685	22.26%
7	Nutrient Spreader Rentals	820	193	-627	23.55%
8	No-Till Drill Rentals	500	0	-500	0.00%
9	[-] Community Outreach and Education	53,100	24,832	-28,268	46.76%
10	Plant Sales	53,000	24,832	-28,168	46.85%
11	TCD Swag Shop	100	0	-100	0.00%
12	[-] 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	[-] Other Income	1,000	203	-797	20.34%
15	Contributions Private	0	1	1	N/A
16	Interest Income	1,000	110	-890	10.96%
17	Miscellaneous Income	0	92	92	N/A
18	[+] Grant Revenue	204,491	0	-204,491	0.00%
20	Rates and Charges	564,110	51,434	-512,676	9.12%
21	[-] Overhead	379,054	100,861	-278,193	26.61%
22	Overhead Allocation	357,054	95,612	-261,442	26.78%
23	Vehicle Allocation	22,000	5,249	-16,751	23.86%
24	2024 Carry Overs	50,000	50,000	0	100.00%
25	[-] Program Allocation	443,884	133,569	-310,315	30.09%
26	[-] Local Food Production and Consumption	26,000	5,290	-20,710	20.35%
27	Poultry Equipment Rentals	26,000	5,290	-20,710	20.35%
28	[-] 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	[-] Water Quality & Quantity and Protection & Restoration of Ecosystems	44,157	17,909	-26,247	40.56%
31	Restoration Crew & Equipment (T050)	0	0	0	N/A
32	Conservation TA 1	44,157	8,955	-35,202	20.28%
33	[-] Soil Conservation and Health	42,770	9,537	-33,233	22.30%
34	Soil Health Testing	32,000	7,227	-24,773	22.58%
35	Nutrient Spreader Rentals	5,770	1,785	-3,985	30.94%
36	No-Till Drill Rentals	5,000	525	-4,475	10.49%
37	[-] Community Outreach and Engagement	190,875	74,971	-115,904	39.28%
38	Conservation & Education Center	60,000	11,961	-48,039	19.93%
39	District Communications	61,875	16,073	-45,802	25.98%
40	Plant Sale	54,000	33,590	-20,410	62.20%
41	Elections	15,000	13,346	-1,654	88.97%
42	[-] Adult and Youth Conservation Education	47,870	22,432	-25,438	46.86%
43	South Sound Green	41,670	19,130	-22,540	45.91%

	Account Name	2025 Budget	2025 Actual	\$ Over Budget	% of Budget
44	Teens in Thurston Volunteer Program	2,200	1,179	-1,021	53.58%
45	Envirothon	4,000	2,123	-1,877	53.08%
46	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	91,213	3,430	-87,782	3.76%
47	Conservation TA 2	44,157	8,955	-35,202	20.28%
48	Investing in Future Conservation	47,056	3,430	-43,626	7.29%
49	<input type="checkbox"/> Administrative Expenses - A010	713,433	189,064	-524,369	26.50%
50	Administrative Salaries & Benefits	377,006	93,193	-283,813	24.72%
51	36-Hour Leave Accrual Adjustment	8,050	8,050	0	100.00%
52	<input type="checkbox"/> Professional Services	72,684	11,673	-61,011	16.06%
53	Legal Services	24,000	6,000	-18,000	25.00%
54	Audit & Accounting	9,940	1,469	-8,471	14.78%
55	Computer Services	35,744	4,204	-31,540	11.76%
56	Professional Services	3,000	0	-3,000	0.00%
57	<input type="checkbox"/> Facility, Vehicles and Maintenance	165,793	43,776	-122,017	26.40%
58	Janitorial Services	9,100	2,275	-6,825	25.00%
59	Office Rent	101,124	25,281	-75,843	25.00%
60	Utilities	5,785	1,374	-4,411	23.75%
61	Equipment Leases	3,920	1,051	-2,869	26.82%
62	Vehicle Leases	7,000	1,530	-5,470	21.86%
63	Communications	16,152	3,934	-12,218	24.36%
64	Photocopier Usage	1,000	149	-851	14.89%
65	Vehicle Repairs & Maintenance	5,000	3,200	-1,800	64.01%
66	Computer Hardware Purchases	3,000	1,347	-1,653	44.91%
67	Computer Software	11,612	3,179	-8,433	27.38%
68	Equipment & Office Furniture	2,100	454	-1,646	21.64%
69	<input type="checkbox"/> Supplies	11,400	1,780	-9,620	15.61%
70	Office Supplies	5,000	606	-4,394	12.12%
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	4,233	-28,617	12.89%
75	Staff Conference & Training (A037)	16,100	1,201	-14,899	7.46%
76	Board Conference and Training Fees	3,250	81	-3,169	2.50%
77	Board Meeting Snacks	1,000	232	-768	23.18%
78	Staff Travel	10,000	2,719	-7,281	27.19%
79	Board Travel	2,500	0	-2,500	0.00%
80	<input type="checkbox"/> Insurance and Banking	45,650	10,259	-35,391	22.47%
81	Bank Fees & Interest Charges	650	-230	-880	-35.45%
82	Liability Insurance Premiums	45,000	10,490	-34,510	23.31%
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	-92,822	-92,822	N/A



2025 Restricted Budgets vs Actuals



As of March 31, 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	- Federal											
2	Frogs on Farm	US80	F20AC11306-00	08/15/20	08/15/25	93,135	60,720	61,567	847	60,720	92.50%	34.80%
3	USFWS Restoring South Sound Prairies	US90	F22AC01820-00	07/01/22	07/01/27	190,000	88,670	1,000	0	1,000	55.01%	53.33%
4	- Sentinel Landscape Program (SLP)											
5	NACD SLP	SLP075	NA	10/01/21	06/30/28	1,353,000	363,784	187,747	83,349	104,398	51.85%	73.11%
6	- RCO											
7	FY22-27 ASRP Riverbend	R050	22-1548C	03/28/22	06/30/27	7,673,670	1,503,229	169,583	71,313	98,269	57.26%	80.41%
8	SRFB Cozy Valley	R060	21-1089C	09/23/21	06/01/25	132,778	7,952	12,761	4,813	7,948	95.40%	94.01%
9	ESRP Zangle Cove	R070	20-1517R	07/01/21	04/30/26	110,072	22,358	22,654	318	22,337	77.62%	79.69%
10	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	58.34%	94.68%
11	South Sound Outreach (HSIL)	R100	23-1853O	05/07/24	04/30/27	109,846	107,487	29,900	401	29,499	30.21%	2.15%
12	- DOE											
13	Ecology Elwanger	E200	WQC-2025-ThurCD-00165	11/01/24	10/31/27	500,000	490,135	276,515	9,865	266,650	13.79%	1.97%
14	- WSCC											
15	FY23-25 Livestock	W025	24-13-LT	07/01/23	06/30/25	20,000	3,725	6,622	2,897	3,725	87.55%	81.37%
16	Early Action Reaches (EAR) Skookumchuck Project	W030	20-13-EA	04/01/20	12/31/25	744,780	125,112	141,513	26,088	115,425	86.91%	83.20%
17	FY21-25 Flood (FL) Chehalis Project	W050	22-13-FL	09/01/21	06/30/25	261,333	28,979	37,157	8,180	28,978	93.50%	88.91%
18	FY23-25 Shellfish Cost Share	W060	24-13-SH	11/27/23	06/30/25	125,000	102,507	105,550	3,043	102,507	84.36%	17.99%
19	FY23-25 CREP	W070	24-13-CE	07/01/23	06/30/25	118,502	40,387	58,838	18,451	40,387	87.55%	65.92%
20	FY23-25 NRI Cost Share	W080	24-13-NR	08/21/23	06/30/25	100,722	31,240	42,698	11,458	31,240	86.62%	68.98%
21	FY24-25 Engineering	W100	25-13-PE	09/11/24	06/30/25	34,800	17,166	23,603	6,437	17,166	68.94%	50.67%
22	FY24-25 Salmon Riparian Funding	W110	24-13-SRF	02/27/24	06/30/25	207,514	116,028	156,345	40,317	116,028	81.43%	44.09%
23	FY24-25 Sustainable Farms and Fields	W120	25-13-SFF	08/29/24	06/30/25	72,730	39,403	56,990	17,587	39,403	70.26%	45.82%
24	Forest Health and Community Wildfire Resiliency	W130	24-13-FH	09/22/23	06/30/25	471,000	131,756	221,030	89,274	131,756	85.96%	72.03%
25	Irrigation Efficiencies	W140	24-13-IE	04/03/24	06/30/25	45,778	21,683	24,450	2,767	21,683	79.96%	52.63%
26	Regional Implementation Team (RIT)	W150	22-13-RIT	10/01/21	06/30/25	102,000	8,111	14,650	6,539	8,111	93.35%	92.05%
27	Community Engagement Plan (CEP)	W160	24-13-CEP	02/20/24	06/30/25	17,500	2,556	10,651	8,095	2,556	81.69%	85.39%

	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
28	FY24-25 Riparian Grant Program (RGP)	W170	24-13-RGP	04/15/24	06/30/25	931,159	528,500	727,010	198,510	528,500	79.41%	43.24%
29	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	77.86%	93.25%
30	Other State Grants											
31	FY25-27 WDFW Land Conservation Capacity	S100	24-25744	03/17/25	06/30/27	500,000	500,000	180,563	0	180,563	1.79%	0.00%
32	DOH Eld Inlet Manure Management	S500	GVL29108-0	05/13/24	07/31/27	294,313	238,826	86,939	19,730	67,209	27.49%	18.85%
33	Farm Plan Catalog	S800	G-8233	06/07/24	05/31/25	10,553		7,210	6,519	691	83.01%	100.00%
34	Thurston County											
35	FY23-25 VSP	TC400	08-23	07/01/23	06/30/25	227,500	31,481	60,053	28,572	31,481	87.55%	86.16%
36	FY23-25 VSP Cost Share	TC450		08/08/23	06/30/25	485,649	190,827	200,024	9,413	190,611	86.87%	60.71%
37	FY24-26 Thurston County Working Lands Outreach	TC500		08/13/24	06/30/26	5,500	5,408	5,408	0	5,408	33.62%	1.67%
38	Miscellaneous											
39	FY23-25 ESRP Shore Friendly Phase 3	M035	19-1703C	07/01/23	06/30/25	388,883	162,516	213,950	51,434	162,516	87.55%	58.21%
40	FY25-29 Olympia Urban Farmland	M065	NA	01/01/25	12/31/29	259,000	251,999	51,800	7,001	44,799	4.93%	2.70%
41	GRuB Beginning Farmer Development	M066	NA	01/01/24	08/31/25	10,259	8,609	8,609	0	8,609	74.88%	16.08%
42	FY24-25 NACD Bucoda Community Farm	M077	NA	09/24/24	11/15/25	60,000	43,914	56,791	12,877	43,914	45.22%	26.81%
43	One Tree Planted	M085	NA	09/03/21	until spent	33,076	25,006	3,998	0	3,998	NA	24.40%
44	WCRR I Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/25	111,954	20,389	32,298	11,909	20,389	92.87%	81.79%
45	WFC Meyer Phase 2	M100	NA	01/01/23	09/01/25	106,546	25,676	25,955	280	25,675	84.21%	75.90%
46	FY24-26 Pierce County Shellfish NTA	M600	SC-111404	01/01/24	01/31/27	191,000	114,469	60,238	15,659	44,579	40.46%	40.07%
47	South Sound GREEN											
48	2025 Interlocal	G019-SS		01/01/25	12/31/25	64,160	52,312	64,160	11,848	52,312	24.66%	18.47%
49	FY24-25 WSC Mini Grant	G019.50		12/10/24	until spent	500	0	500	500	0	NA	100.00%
50	FY24 OSD i-Grant	G019.10		03/01/24	until spent	4,000	1,012	0	0	0	NA	74.71%
51	2025 McLane Salmon Trail							0	0	0	NA	NA
52	FY23-25 Outdoor Learning	G019.10		10/01/23	06/30/25	38,825	24,020	24,550	530	24,020	85.76%	38.13%
53	Every Kid Outdoors	G019.12		07/01/24	until spent	500	500	0	0	0	NA	0.00%
54	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	2,500	2,500	0	2,500	NA	0.00%
55	2024 Community Foundation	G019.29		11/01/24	until spent	2,500	2,500	0	0	0	NA	0.00%
56	2024 Dawkins	G019.28		01/01/24	until spent	20,750	14,326	14,461	135	14,326	NA	30.96%
57	Carlson Charitable	G019.31		12/05/23	until spent	2,500	45	279	234	45	NA	98.19%
58	2024 Nisqually for Water Quality Testing	G019.60		01/01/24	until spent	5,000	2,708	2,942	234	2,708	NA	45.85%

	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
59	TCC General	G019		01/01/18	until spent	11,561	1,681	1,708	27	1,681	NA	85.46%
60	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	0	0	0	NA	0.00%
61	Inspire Olympia	G019.13		07/09/24	07/31/25	29,975	14,510	17,456	2,946	14,510	68.56%	51.59%
62	 Teens in Thurston Volunteer Program											
63	Nisqually TNT 2024	T070	NA	01/01/24	until spent	5,581	5,357	224	0	224	NA	4.01%
64	 Envirothon Program											
65	2025 Chehalis Tribe Envirothon	T040		03/01/25	until spent	2,500	2,500	2,500	0	2,500	NA	0.00%
66	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	34	34	0	34	NA	93.19%
67	Olympia Food Co-op Envirothon	T040		01/01/24	until spent	100	100	100	0	100	NA	0.00%

Thurston Conservation District
Payment Report
March 2025

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	13905	03/01/2025	Costco	TCD Programs:T097 - Plant Sale	5314901 · Meeting & Event	109.15
Credit Card Charge	13906	03/01/2025	Costco	TCD Programs:T097 - Plant Sale	5314901 · Meeting & Event	274.57
Credit Card Charge	13904	03/01/2025	Kiperts	TCD Programs:T097 - Plant Sale	5314901 · Meeting & Event	5.46
Check	EFT	03/01/2025	Tilley Court Caves, LLC	UNRESTRICTED:A010 - Administrative Expenses	5314501 · Office Rent	8,427.00
Bill Pmt -Check	EFT	03/02/2025	Comcast	UNRESTRICTED:A010 - Administrative Expenses	5314204 · Internet Services	236.51
Credit Card Charge	13787	03/03/2025	Forestry Supplies	WSCC:W130- Forest Health & Wildfire Resiliency	5314116 · Project Equipment	1,266.20
Credit Card Charge	13788	03/03/2025	Target	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	127.03
Credit Card Charge	13770	03/03/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	11.37
Credit Card Charge	13929	03/04/2025	Ace Hardware	WSCC:W130- Forest Health & Wildfire Resiliency	5945367 · Restoration Equipment	23.11
Credit Card Charge	13785	03/04/2025	Amazon	WSCC:W130- Forest Health & Wildfire Resiliency	5314116 · Project Equipment	12.60
Credit Card Charge	13796	03/04/2025	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	10.96
Credit Card Charge	13869	03/04/2025	Amazon	TCD Programs:T099 - Food Processing and Tools Rentals	5354802 · Rental Equipment Maintenance	27.44
Credit Card Charge	13923	03/04/2025	Amazon	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314107 · Project Supplies	9.87
Credit Card Charge	13925	03/04/2025	Amazon	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314107 · Project Supplies	69.14
Credit Card Charge	13931	03/04/2025	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	14.70
Credit Card Charge	13786	03/04/2025	Office Depot	UNRESTRICTED:A010 - Administrative Expenses	5945363 · Equipment & Office Furniture	191.96
Credit Card Charge	13784	03/04/2025	Staples	WSCC:W130- Forest Health & Wildfire Resiliency	5313101 · Office Supplies	26.26
Credit Card Charge	13848	03/04/2025	Tractor Supply	WSCC:W080 - NRI Cost Share	5314108 · Construction & Restoration Work	715.61
Credit Card Charge	13930	03/05/2025	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	37.64
Credit Card Charge	13927	03/05/2025	Costco	GREEN:TCC:G019.28 Dawkins	5314901 · Meeting & Event	109.15
Credit Card Charge	13945	03/05/2025	Facebook	Various	5314400 · Advertising	75.00
Check	EFT	03/05/2025	Regence - Health Care		5531210 · Medical Benefits	26,309.64
Credit Card Charge	13911	03/05/2025	Safeway	WSCC:W130- Forest Health & Wildfire Resiliency	5314901 · Meeting & Event	93.19
Credit Card Charge	13849	03/05/2025	Tractor Supply	WSCC:W080 - NRI Cost Share	5314108 · Construction & Restoration Work	251.51
Credit Card Charge	13793	03/05/2025	Walmart	MISC:M077 - NACD Bucoda Community Farm	5945363 · Equipment & Office Furniture	647.21
Credit Card Charge	13907	03/05/2025	Walmart	WSCC:W130- Forest Health & Wildfire Resiliency	5314107 · Project Supplies	62.51
Bill Pmt -Check	22818	03/06/2025	Barrels n More	MISC:M077 - NACD Bucoda Community Farm	5314107 · Project Supplies	860.48
Check	EFT	03/06/2025	Delta Dental	UNRESTRICTED:A010 - Administrative Expenses	5531212 · Dental Benefits	2,196.25
Credit Card Charge	13954	03/06/2025	DocuSign	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	35.58
Bill Pmt -Check	22817	03/06/2025	Elizavyeta Dmitrieva	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	22815	03/06/2025	Ghader Alrashid	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	22816	03/06/2025	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,600.00
Credit Card Charge	13850	03/06/2025	Pilot Travel Center	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	30.71
Credit Card Charge	13870	03/06/2025	Tenino Market Fresh	TCD Programs:T099 - Food Processing and Tools Rentals	5314107 · Project Supplies	14.07
Credit Card Charge	13797	03/06/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	20.15

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Liability Check	EFT	03/07/2025	Internal Revenue Service		Various	17,088.80
Credit Card Charge	1378603410	03/07/2025	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	250.12
Credit Card Charge	13810	03/09/2025	Costco	MISC:M065 - FY25-29 Olympia Urban Farmland	5314901 · Meeting & Event	86.65
Credit Card Charge	3904713	03/09/2025	Rightworks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	26.33
Liability Check		03/10/2025	QuickBooks Payroll Service		Payroll	50,793.94
Credit Card Charge	13827	03/11/2025	DocuSign	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	18.80
Credit Card Charge	13830	03/11/2025	Home Goods	UNRESTRICTED:A010 - Administrative Expenses	Various	19.84
Credit Card Charge	13818	03/11/2025	Propagation Nation	TCD Programs:T097 - Plant Sale	5313401 · Plants for Resale	329.10
Credit Card Charge	13825	03/11/2025	Puget Sound Plants	WSCC:W110 - FY24-25 Salmon Riparian Funding	5314108 · Construction & Restoration Work	1,772.06
Credit Card Charge	13829	03/12/2025	Amazon	MISC:M800 - Farm Plan Catalog	5314107 · Project Supplies	18.66
Credit Card Charge	13946	03/12/2025	Facebook	Various	5314400 · Advertising	35.32
Credit Card Charge	13959	03/12/2025	Facebook	WSCC:W120 -FY24-25 Sustainable Farms and Field	5314400 · Advertising	6.00
Credit Card Charge	13831	03/12/2025	Fred Meyer	MISC:M065 - FY25-29 Olympia Urban Farmland	5314901 · Meeting & Event	42.02
Check	EFT	03/12/2025	Postal IA	TCD Programs:T036 - Elections	5314202 · Postage & Shipping	100.00
Liability Check	EFT	03/12/2025	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	26,602.53
Credit Card Charge	13836	03/13/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	11.37
Credit Card Charge	13837	03/13/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	15.83
Credit Card Charge	13838	03/13/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	11.37
Credit Card Charge	7349887	03/14/2025	Buzzsprout	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	12.00
Credit Card Charge	13860	03/14/2025	Costco	MISC:M077 - NACD Bucoda Community Farm	5314901 · Meeting & Event	43.89
Credit Card Charge	13868	03/14/2025	ULINE	MISC:M077 - NACD Bucoda Community Farm	5314107 · Project Supplies	121.77
Credit Card Charge	13839	03/14/2025	Walrath	MISC:M077 - NACD Bucoda Community Farm	5314108 · Construction & Restoration Work	103.81
Credit Card Charge	13865	03/14/2025	Zoom	Various	5314505 · Software Licenses	663.17
Credit Card Charge	13834	03/17/2025	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	10.97
Credit Card Charge	13840	03/17/2025	Olympia Supply	GREEN:TCC:G019.130 Inspire Olympia	5314107 · Project Supplies	7.24
Check	EFT	03/17/2025	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	108.00
Credit Card Charge	13887	03/17/2025	WA St Capitol Campus Parking	UNRESTRICTED:A010 - Administrative Expenses	5314307 · Parking fees	2.00
Credit Card Charge	13863	03/18/2025	Forestry Supplies	Various	5314116 · Project Equipment	244.50
Credit Card Charge	13847	03/18/2025	Puget Sound Plants	WSCC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	396.38
Credit Card Charge	13938	03/18/2025	Tractor Supply	WSCC:W110 - FY24-25 Salmon Riparian Funding	5314108 · Construction & Restoration Work	194.81
Credit Card Charge	13846	03/18/2025	ULINE	WSCC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	1,122.88
Credit Card Charge	13886	03/18/2025	WA St Capitol Campus Parking	UNRESTRICTED:A010 - Administrative Expenses	5314307 · Parking fees	6.00
Credit Card Charge	13884	03/19/2025	Lenovo	WSCC:W130- Forest Health & Wildfire Resiliency	5945364 · Computer Hardware	1,377.20
Credit Card Charge	E0300VVJYN	03/19/2025	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	480.38
Credit Card Charge	E0300VVLJW	03/19/2025	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	16.46
Bill Pmt -Check	EFT	03/19/2025	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	496.07
Credit Card Charge	13947	03/19/2025	Quinalt Beach Resort	WSCC:W170 - Riparian Grant Program	5314302 · Staff - Conference & Training	133.28
Bill Pmt -Check	EFT	03/19/2025	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	273.17
Bill Pmt -Check	EFT	03/19/2025	USABLE.Life	UNRESTRICTED:A010 - Administrative Expenses	5531214 · Life Insurance	105.20

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	EFT	03/19/2025	Verizon	UNRESTRICTED:A010 - Administrative Expenses	5314201 · Telephone	1,004.16
Bill Pmt -Check	EFT	03/19/2025	VSP - Vision Care	UNRESTRICTED:A010 - Administrative Expenses	5531213 · Vision Insurance	222.78
Credit Card Charge	13854	03/19/2025	Walker Dev Landscape Supply	Various	5314108 · Construction & Restoration Work	4,547.00
Credit Card Charge	13856	03/19/2025	Walmart	GREEN:TCC:General	5313101 · Office Supplies	27.14
Liability Check	22819	03/19/2025	WSCCE - Council 2		3861008 · Union Dues	1,251.37
Bill Pmt -Check	22820	03/20/2025	Alyssa Nunke	TCD Programs:T097 - Plant Sale	5314100 · Professional Services	200.00
Credit Card Charge	13958	03/20/2025	Baileys IGA	WSCC:W150 - Chehalis Lead	5314901 · Meeting & Event	43.14
Bill Pmt -Check	22821	03/20/2025	Carl Tosten	TCD Programs:T097 - Plant Sale	5314100 · Professional Services	200.00
Bill Pmt -Check	22840	03/20/2025	Center for Natural Lands Management	WSCC:W110 - FY24-25 Salmon Riparian Funding	5314108 · Construction & Restoration Work	3,785.98
Bill Pmt -Check	22822	03/20/2025	Christy Montermini	TCD Programs:T097 - Plant Sale	5314100 · Professional Services	200.00
Bill Pmt -Check	22823	03/20/2025	Clark's Native Trees	WSCC:W080 - NRI Cost Share	5314108 · Construction & Restoration Work	1,998.28
Bill Pmt -Check	22824	03/20/2025	Commodities Unlimited	WSCC:W170 - Riparian Grant Program	5314108 · Construction & Restoration Work	1,441.58
Bill Pmt -Check	22825	03/20/2025	Elizavyeta Dmitrieva	Various	Restoration Crew Intern Stipend	1,600.00
Credit Card Charge	48394758	03/20/2025	Garmin	UNRESTRICTED:A010 - Administrative Expenses	5314205 · Garmin	43.86
Bill Pmt -Check	22826	03/20/2025	Ghader Alrashid	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	22827	03/20/2025	Goebel Septic Tank Service, Inc	RCO:R050 - FY 22-27 ASRP Riverbend	5314503 · Equipment Leases	225.00
Credit Card Charge	13937	03/20/2025	Grainger	WSCC:W110 - FY24-25 Salmon Riparian Funding	5314108 · Construction & Restoration Work	173.76
Bill Pmt -Check	22828	03/20/2025	Ian McKnight	TCD Programs:T097 - Plant Sale	5314100 · Professional Services	200.00
Bill Pmt -Check	22829	03/20/2025	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,600.00
Credit Card Charge	13903	03/20/2025	Lincoln Creek Lumber Co.	WSCC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	17.53
Bill Pmt -Check	22831	03/20/2025	Marguerite Abplanalp	Various	5314304 · Mileage	55.30
Bill Pmt -Check	22832	03/20/2025	Minuteman Press	TCD Programs:T036 - Elections	5314203 · Printing Services	143.23
Bill Pmt -Check	22833	03/20/2025	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	183.11
Bill Pmt -Check	22835	03/20/2025	Salix Solutions	Various	5314107 · Project Supplies	4,422.68
Bill Pmt -Check	22836	03/20/2025	Sarah Moorehead_V	UNRESTRICTED:A037 - Staff Training (Unfunded)	5314305 · Meals / Per Diems	205.00
Bill Pmt -Check	22837	03/20/2025	The Bark Store	TCD Programs:T097 - Plant Sale	5314107 · Project Supplies	74.00
Credit Card Charge	13878	03/20/2025	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	18.43
Credit Card Charge	13857	03/20/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	8.78
Credit Card Charge	13858	03/20/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	10.16
Credit Card Charge	13859	03/20/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	8.78
Bill Pmt -Check	22839	03/20/2025	W. Townsend	WSCC:W070 - CREP:W070 CS	5314109 · Cost Share	13,320.00
Bill Pmt -Check	22838	03/20/2025	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	595.71
Credit Card Charge	13877	03/21/2025	Haggen	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	41.56
Credit Card Charge	13895	03/21/2025	Home Goods	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	17.97
Credit Card Charge	13955	03/21/2025	Home Goods	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	21.94
Credit Card Charge	13912	03/21/2025	Safeway	WSCC:W120 -FY24-25 Sustainable Farms and Field	5314901 · Meeting & Event	53.25
Credit Card Charge	13862	03/21/2025	Spin Tees	TCD Programs:T040 - Envirothon Program	5314107 · Project Supplies	1,511.29
Credit Card Charge	13957	03/21/2025	Tractor Supply	WSCC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	10.82
Credit Card Charge	P1103978607	03/23/2025	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	192.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Liability Check		03/24/2025	QuickBooks Payroll Service		Payroll	51,930.01
Credit Card Charge	13908	03/25/2025	Amazon	WSSC:W170 - Riparian Grant Program	5945364 · Computer Hardware	592.20
Credit Card Charge	13917	03/26/2025	Ecostudies Institute	SLP Program:SLP075 - NACD SLP	5314302 · Staff - Conference & Training	390.00
Credit Card Charge	13918	03/26/2025	Ecostudies Institute	SLP Program:SLP075 - NACD SLP	5314302 · Staff - Conference & Training	390.00
Credit Card Charge	13919	03/26/2025	Ecostudies Institute	SLP Program:SLP075 - NACD SLP	5314302 · Staff - Conference & Training	475.00
Credit Card Charge	13867	03/26/2025	Gallagher	RCO:R050 - FY 22-27 ASRP Riverbend	5314108 · Construction & Restoration Work	3,483.16
Liability Check	EFT	03/26/2025	Internal Revenue Service		Various	17,277.92
Credit Card Charge	13866	03/26/2025	Rainier Dodge	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	2,834.00
Liability Check	EFT	03/26/2025	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	4,093.24
Credit Card Charge	13883	03/27/2025	Safeway	TCD Programs:G019.110 TCD SS Green Allocation	5314901 · Meeting & Event	29.75
Credit Card Charge	13873	03/27/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	7.79
Credit Card Charge	13874	03/27/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	12.20
Credit Card Charge	13875	03/27/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	7.79
Credit Card Charge	13948	03/28/2025	Alaska Airline	UNRESTRICTED:A010 - Administrative Expenses	5314306 · Airfare	1,021.97
Credit Card Charge	17390637	03/30/2025	Mail Chimp	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	96.27
Credit Card Charge	13885	03/31/2025	Amazon	TCD Programs:T036 - Elections	5313101 · Office Supplies	33.55
Credit Card Charge	13934	03/31/2025	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	25.66
Check	EFT	03/31/2025	TCD Programs:T097 - Plant Sale		3451140 · Plant Sales	75.44
Check	EFT	03/31/2025	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	1,270.15
Check	EFT	03/31/2025	WA St Dept of Revenue		3861100 · Sales Tax Payable	7.32



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	2025 Annual Work Plan		
Lead Staff:	Kirsten Hill	Board Meeting Date:	04/22/25
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>		
This is the draft of the TCD 2025 Annual Work Plan that was provided for Board review at the March meeting.			
Pros: NA	Cons: NA		
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
no costs for approving this plan.			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
Approve the draft of the TCD 2025 Annual Work Plan.			
Legal Review:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
TCD 2025 Annual Work Plan - For Consent 04-2025 Board Meeting			





Thurston Conservation District 2025 Annual Work Plan

Mission

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

Introduction

This Thurston Conservation District 2025 Annual Work Plan links directly to the content and format of the 2020-2025 Strategic Plan and aligns with the adopted annual budget.

For more information, contact Sarah Moorehead, Executive Director 360.754.3588 smoorehead@thurstoncd.com

Natural Resource Priorities, Goals, and Actions

1. Climate Change Adaptation and Mitigation

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

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

GOALS	ACTIONS
1) Assist with drought mitigation.	A. Provide water use technical recommendations to 2 urban and suburban community members.
2) Enhance fire safety for land and homeowners.	A. Develop fire safety strategies and recommendations at 12 sites.
3) Mitigate flood impacts on residents in the Chehalis Basin.	A. Participate in Chehalis Basin Strategy and protect landowner involvement in the process.
4) Assist farms in mitigating and adapting to climate change.	A. Host 2 workshops to help farmers adapt to climate change. B. Improve emergency readiness for 2 community members. C. Host an ag symposium including a focus on climate change.
5) Improve community resilience to climate change.	A. Host 1 professional development opportunity for teachers. B. Develop flood reduction and water supply projects in the Deschutes watershed.

2. Local Food Production & Consumption

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

GOALS	ACTIONS
6) Support urban and suburban food production.	A. Provide technical assistance to 5 community gardens, tribal gardens, school gardens or garden clubs. B. Provide technical assistance to 50 urban and suburban community members. C. Implement conservation BMPs on 2 farms within urban or urban growth areas. D. Host 2 workshops on backyard food production.

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

- A. Partner with local food banks to connect at least 1 community that lacks sufficient support with fresh local food.
- B. Strengthen partnerships with local organizations to support community gardens, school gardens, and home-based food production.
- C. Participate in regional and local food system networks and partnerships (South Sound Food System Network, Regional Food System Partnership, TCAT Regenerative Ag & Food Workgroup)

3. Producer Support & Preservation of Working Lands

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

GOALS

ACTIONS

8) <i>Work with partners to protect critical working lands through easements and acquisitions.</i>	A. Apply for funding to facilitate working lands easements through partnerships (RCPP, Sentinel Landscape Partnership, Conservation Grazing Partnership).
9) <i>Increase voluntary stewardship.</i>	A. Develop 3 Individual Stewardship Plans. B. Support community members through regulatory processes such as inspections and referrals.
10) <i>Support viable farms.</i>	A. Connect producers to business planning and training courses and/or resources. B. Connect local producers to consumers through online tools and marketing support.

	C. Support development of streamlined application and permitting processes for community members.
11) Increase support for forest stewardship.	A. Facilitate the development of 5 forest management plans (FMP's). B. Support efforts to preserve working forest land.
12) Increase technical assistance to producers.	A. Facilitate 200 site visits with producers. B. Provide technical recommendations on 300 BMPs.
13) Bridge the gap between retiring and beginning producers.	A. Educate and connect real estate agents farmland transfer programs. B. Provide resources to 5 new farmers. C. Increase outreach to landowners to share leasing opportunities via South Sound FarmLink D. Collaborate with existing land matching programs.
14) Support sustainable shellfish production.	A. Work with local shellfish producers to identify areas to support and innovative ideas.
15) Increase inventory and use of equipment rental service.	A. Identify additional pieces of equipment needed by the community to expand TCD's rental program. B. Ensure appropriate use of the equipment by creating technically sound guidance documents for all equipment.

4. Protect and Restore Ecosystems

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

GOALS

ACTIONS

16) Work with partners to protect critical habitat through restoration easements and habitat enhancement contracts.	A. Apply for funding to facilitate working lands easements in Thurston County. B. Strengthen partnerships with local accredited land trusts.
17) Increase restoration of degraded habitat.	A. Create 2 site-specific pollinator habitat projects. B. Complete 2 wetland habitat enhancement project. C. Treat 15 acres of invasive species.

<p>18) <i>Restore marine and freshwater habitat to support healthy aquatic species populations and functional floodplains.</i></p>	<p>D. Develop 5 planting plans. E. Provide habitat restoration technical assistance to 100 community members. F. Facilitate 50 site visits with community members focused on habitat restoration.</p>
<p>19) <i>Enhance ESA listed species habitat (plant & animal).</i></p>	<p>A. Plant 25 acres of riparian habitat to support salmon recovery. B. Develop 2 restoration projects in freshwater systems with salmon runs. C. Support 5 shoreline community members to improve shoreline habitat. D. Remove 1 bulkhead on the marine shoreline.</p>
<p>20) <i>Develop local riparian restoration cost-share program.</i></p>	<p>A. Work with community members to improve Oregon Spotted Frog habitat. B. Host 1 Orca Recovery Day event to bring awareness to endangered salmon and orca populations. C. Work with 2 community members through VSP to support on-farm management and recovery of listed species.</p>

5. Soil Conservation and Health

Thurston Conservation District recognizes that soil is a living and life-giving natural resource. As world population and food production demands rise, keeping our soil healthy and productive is of paramount importance. By farming using soil health principles and systems that include no-till, cover cropping and diverse rotations, more and more farmers are actually increasing their soil's organic matter and improving microbial activity. As a result, farmers are sequestering more carbon, increasing water infiltration, improving wildlife and pollinator habitat—all while harvesting better profits and often better yields.¹

GOALS	ACTIONS
<p>21) <i>Establish a soil health management program.</i></p>	<p>A. Provide soil analysis recommendations to 100 community members. B. Host 2 soil health focused workshops.</p>

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

- C. Continue cost share opportunities focused on soil health practices, including: cover cropping, reduced tillage, permanent groundcover integrated into production fields, etc.
- D. Develop guidance resources for farm equipment use to protect soil health.
- E. Seek additional funding to support a soil health program.

6. Water Quality and Quantity

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

GOALS	ACTIONS
22) <i>Improved shoreline conditions.</i>	A. Support healthy shellfish growing areas by providing education and guidance on shoreline BMPs for 30 homeowners.
23) <i>Reduce surface & groundwater impacts from urban and rural land uses.</i>	A. Implement 10 conservation BMPs to reduce nutrient runoff.
24) <i>Improve water use efficiencies and water conservation strategies.</i>	A. Implement 2 conservation projects to support in stream flow targets. B. Develop 5 Irrigation Management Plans for local agricultural operations. C. Share water conservation guidance with community members.

District Operations Priorities, Goals and Actions

1. Community Outreach and Engagement

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

GOALS	ACTIONS
25) <i>Build robust volunteer program to increase organizational impact and engagement.</i>	<ul style="list-style-type: none"> A. Engage 200 community volunteers. B. Host 4 restoration work parties. C. Initiate 500 hours of community service to conservation. D. Support at least 40 youth through the Teens in Thurston volunteer network.
26) <i>Build relationships with elected officials.</i>	<ul style="list-style-type: none"> A. Host at least 1 field tour for elected officials. B. Present CD information and updates at 2 local jurisdiction meetings (ex. BOCC, City Councils, Port, School Boards). C. Connect with legislators at least twice annually.
27) <i>Improve accessibility of CD information.</i>	<ul style="list-style-type: none"> A. Develop relevant multi-lingual resources. B. Ensure TCD website meets current accessibility standards. C. Host 5 events appropriate for families and people of all ages. D. Showcase CD projects and programs on 3 local and TCD-owned media platforms.
28) <i>Demonstrate the impact of our work to our community.</i>	<ul style="list-style-type: none"> A. Host 2nd Annual Harvest Festival to showcase TCD accomplishments and community partnerships. B. Publish an annual report of accomplishments. C. Publish a monthly newsletter of information, announcements and project success stories. D. Host a monthly podcast focusing on TCD programs and issues relevant to our community.

2. Adult and Youth Conservation Education

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

GOALS	ACTIONS
29) Support the implementation of <u>South Sound GREEN's Vision for the Future</u>	<div>A. Engage 2500 students in water quality testing</div> <div>B. Educate 2500 students through watershed and water quality related classroom lessons.</div> <div>C. Host 400 youth at Student GREEN Congress.</div> <div>D. Host 3 professional development opportunities for teachers to strengthen their knowledge of water quality, climate impacts, and local conservation issues.</div> <div>E. Increase involvement in the South Sound GREEN program by 2%.</div>
30) Promote careers in natural resources.	<div>A. Provide instruction to 2 secondary or college classes.</div> <div>B. Engage interns in TCD activities.</div> <div>C. Offer alternative service opportunities for local AmeriCorps/service corps volunteers.</div> <div>D. Participate in Career Technical Educators Advisory Group</div>
31) Educate our community about natural resources conservation.	<div>A. Participate in 40 educational opportunities for our community (workshops, tours, trainings, tabling etc.).</div> <div>B. Engage 1000 community members through our Annual Native Plant Festival.</div>

3. District Operations

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

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

Thurston Conservation District: 2025 Budget

Unrestricted Income Total	\$1,263,975	Unrestricted Expense Total	\$1,263,975
Unrestricted Income	\$1,263,975	Administrative Expenses	\$713,433
Retail Sales	\$66,320	Administrative Salaries & Benefits	\$377,006
WSCC Implementation	\$204,491	36-Hour Workweek Leave Accrual Adjustment	\$8,050
Rates and Charges	\$564,110	Professional Services	\$72,684
Overhead	\$379,054	Facility, Vehicles & Maintenance	\$165,793
Cash Surplus	\$50,000	Supplies	\$11,400
		Conferences, Training & Travel	\$32,850
		Insurance & Banking	\$45,650
		Program Allocations	\$443,884
		Local Food Production & Consumption	\$26,000
		Producer Support & Preservation and Expansion of Working Lands	\$1,000
		Water Quality & Quantity and Protection & Restoration of Ecosystems	\$44,157
		Soil Conservation & Health	\$42,770
		Community Outreach & Engagement	\$190,875
		Adult & Youth Conservation Education	\$47,870
		Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	\$91,213
		Savings	\$106,658
		Conservation & Education Center	\$56,658
		Reserve Fund	\$50,000

Restricted Income	\$3,475,938	Restricted Expense	\$5,380,792
ASRP Riverbend	\$171,283	Salaries & Benefits	\$1,761,346
SRFB Cozy Valley	\$2,330	Overhead	\$357,054
Zangle Cove	\$5,000	Travel	\$35,465
ASRP Oregon Spotted Frog	\$9,400	Goods & Services	\$341,958
Lower Eld Bulkhead Removal	\$108,150	Construction & Restoration	\$329,395
South Sound Outreach (HSIL)	\$116,900	Cost Share	\$572,478
Puget Sound Riparian Restoration	\$43,750	Contractual	\$78,242
Livestock Technical Assistance	\$12,688		
Skookumchuck Early Action Project	\$86,295		
Chehalis Flood Plain Restoration	\$82,398		
Shellfish Cost Share	\$216,438		
Community Reserve Enhancement Program	\$71,600		
Natural Resources Investments Cost Share	\$26,570		
Salmon Recovery	\$127,881		
Sustainable Farms and Fields	\$145,311		
Forest Health & Community Wildfire	\$189,350		
Irrigation Efficiencies	\$22,982		
Regional Implementation Team	\$43,225		
Community Engagement Plan	\$10,775		
Riparian Grant Program	\$486,125		
	\$107,294		
Elwanger Creek Project			
Shore Friendly South Sound	\$252,619		
Olympia Urban Farmland Project	\$51,800		
GRuB Beginning Farmer Development	\$5,141		
Bucoda Community Garden NACD	\$51,870		
WCRRI Prairie Habitat Enhancement	\$49,825		
WFC Meyer Phase 2	\$4,444		
Eld Inlet Manure Management Assistance	\$99,759		
Shellfish Near Term Action	\$116,449		

2024 Income Total

\$4,739,913

2024 Expense Total

\$4,739,913

Administrative Expense-to-Budget Ratio

15%

Farm Plan Catalog	\$6,250
Sentinel Landscape Partnership	\$158,448
Readiness and Environmental Protection	\$61,864
Voluntary Stewardship Program (VSP)	\$293,223
Frogs on the Farm (USFWS)	\$60,800
Restoring South Sound Prairies (USFWS)	\$54,715
South Sound GREEN	\$129,960

DRAFT



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		2020-2025 Strategic Plan	
Lead Staff:		Kirsten Hill	Board Meeting Date: 04/22/25
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>This is the draft of the TCD 2020-2025 Strategic Plan that was provided for Board review at the March meeting.</p>			
Pros:		Cons:	
<p>Approving this one-year extension of the 2020-2024 Strategic Plan allows TCD Staff and Board members to implement the strategic planning process - for the next five-year plan - at a time later this year, when more time and resources are available.</p>		<p>None that we are aware of.</p>	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
<p>Some possible cost savings in not having to do the strategic planning process when time and resources are limited.</p>			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
<p>Approve the draft of the TCD 2020-2025 Strategic Plan.</p>			
Legal Review:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
<p>TCD 2020-2025 Strategic Plan - For Consent 04-2025 Board Meeting</p>			





Thurston Conservation District

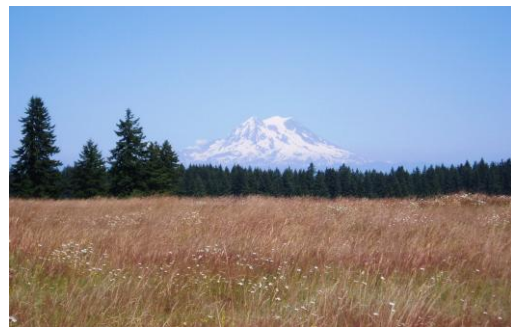
Five-Year Plan (2020 - 2025)

www.thurstoncd.com

For More Information:

Sarah Moorehead, Executive Director

360-754-3588 smoorehead@thurstoncd.com



Organization of the Thurston Conservation District (TCD)

- A non-regulatory, political subdivision of the State of Washington – [Chapter 89.08 RCW](#).
- Formed in 1948. One of 45 conservation districts in Washington.
- District boundaries are all of Thurston County, except for areas falling within the pre-1948 city boundaries of Yelm, Tenino and Rainier.
- The TCD is governed by a Board of five supervisors, three elected by the citizens of Thurston County and two appointed by the Washington State Conservation Commission ([WSCC](#)).

Mission of the Thurston Conservation District

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

Function of the Thurston Conservation District

To obtain and coordinate technical, financial, and educational resources, supporting the people of Thurston County in their efforts to conserve and restore soil, water, and other natural resources.

Vision for the Thurston Conservation District

- A culture of voluntary stewardship of our natural resources built through relationships with individuals, organizations, and governments.
- A resilient community responding to a changing climate.
- People of Thurston County enjoy healthy soils, water, air, and ecosystems.
- Sustainable community-based conservation and restoration of natural resources.
- Prosperous and sustainable working lands.
- Sustainable and consistent funding to achieve our mission.

Values of the Thurston Conservation District

- Best available science
- Compassion and respect
- Education and learning
- Effective collaboration
- Inclusion and diversity
- Innovation
- Professionalism
- Public trust
- Staff empowerment
- Transparent governance
- Wise stewardship of public funding

Criteria for Selecting Priorities

- Best available science
 - Community need
 - Economic and social feasibility
 - Laws and regulations
 - Local, national and global data
 - Long term impact
 - Resources available (funding and personnel)
 - Willing partners
 - Urgency
-

Natural Resource Priorities

- Climate change adaptation and mitigation
 - Local food production and consumption
 - Preservation and expansion of working lands
 - Protect and restore ecosystems
 - Soil conservation and health
 - Water quality and quantity
-

Actions to Address Natural Resource Priorities – [See Attachment 1](#)

District Operations Priorities

- Act ethically and respectfully.
 - Appropriate facilities to carry out our conservation and education programs.
 - Building a broad presence and support in the community, particularly under-represented community members.
 - Diversity within our staff, volunteers and Board Supervisors.
 - Environmental justice.
 - Ensure transparent and accountable policies and procedures.
 - Fulfilled and knowledgeable professional staff, volunteers, and Board Supervisors.
 - Maintain positive relationships and expand partnerships.
 - Organizational resiliency.
 - Satisfied, informed and inspired community members.
 - Stable funding and fiscal accountability.
-

Actions to Address District Operations Priorities - [See Attachment 2](#)

Natural Resource Data & Information

Thurston Conservation District recognizes the diversity within our community and adapts to meet the needs of our urban and rural settings. Through technical assistance and education, we work to foster stewardship of natural resources from all individuals in our community. Thurston Conservation District strives to be the go-to resource for community members of Thurston County concerning all natural resource conservation issues on their land.

TCD relies on information, data, and best available science from sources listed in [Attachment 3](#).

Attachment 1

Priority Natural Resource Conservation Needs & Goals

Climate Change Adaptation and Mitigation

To help producers and community members understand and adapt to the changing climate, we continue to engage in and relay the best available science through education and technical assistance services. We seek to support our community in proactive climate change adaptation measures such as flood and fire prevention, drought, ocean acidification in local marine waters, suitable crops, and forest regeneration incorporating climate adaptability, and alternative pest and plant disease control. We are committed to working with our community to conserve and protect our natural resources in response to climate change. In addition, we strive as an organization to demonstrate sustainable practices in our work and office culture.

Goal	How
1) Assist with drought mitigation.	A. Provide water use technical recommendations to 20 urban and suburban community members.
2) Enhance fire safety for land and homeowners.	A. Develop fire safety strategies and recommendations at 100 sites.
3) Mitigate flood impacts on residents in the Chehalis Basin.	A. Host 2 community meetings focused on the Chehalis Basin Strategy to keep residents informed. B. Develop 3 floodplain restoration guidance documents for landowners. C. Participate in Chehalis Basin Strategy and protect landowner involvement in the process.
4) Assist farms mitigating and adapting to climate change.	A. Host 22 workshops to help farmers adapt to climate change. B. Work with 10 farms to implement carbon sequestration practices. C. Improve emergency readiness for 30 community members.
5) Improving community resilience to climate change.	A. Host 12 professional development opportunities for teachers.

Local Food Production & Consumption

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

Goal	How
6) Support urban and suburban food production.	<ul style="list-style-type: none"> A. Provide technical assistance to 60 community gardens, tribal gardens, school gardens or garden clubs. B. Provide technical assistance to 300 urban and suburban community members. C. Implement conservation BMPs on 10 farms within urban or urban growth areas. D. Host 17 workshops on backyard food production.
7) Increase accessibility to healthy local food for community members of Thurston County.	<ul style="list-style-type: none"> A. Partner to expand food bank services with fresh local food in 3 areas without current or sufficient support. B. Strengthen partnerships with local organizations to support community gardens, school gardens, and home-based food production (ex. Bounty for Families and TCFB). C. Partner to host 2 workshops for families on cooking with fresh food.

Producer Support & Preservation of Working Lands

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

Goal	How
8) Work with partners to protect critical working lands through easements and acquisitions.	<ul style="list-style-type: none"> A. Facilitate 1 new easement through the Chehalis Basin Strategy. B. Apply for funding for working lands easements through partnerships (RCPP, Sentinel Landscape Partnership, Conservation Grazing Partnership)
9) Increase voluntary stewardship.	<ul style="list-style-type: none"> A. Increase participation in the Voluntary Stewardship Program to 150 participants. B. Develop 50 Individual Stewardship Plans. C. Support community members through regulatory processes such as inspections and referrals.
10) Support viable farms.	<ul style="list-style-type: none"> A. Support the enrollment of 6 producers in business planning training courses. B. Connect local producers to consumers through online tools and marketing support. C. Support streamlined application and permitting processes for community members.
11) Increase support for forest stewardship.	<ul style="list-style-type: none"> A. Facilitate the development of 50 forest management plans (FMP's). B. Secure access to a local forester serving Thurston County. C. Support efforts to preserve working forest land.
12) Increase technical assistance to producers.	<ul style="list-style-type: none"> A. Host 750 site visits to producers. B. Develop 3 NRCS Certified conservation plans. C. Provide technical recommendations on 1,300 BMPs.
13) Bridge the gap between retiring and beginning producers.	<ul style="list-style-type: none"> A. Offer 2 successional planning training courses. B. Seek sustainable funding for South Sound FarmLink program. C. Provide resources to 80 new farmers.

	D. Collaborate with existing land matching programs.
14) Support sustainable shellfish production.	A. Work with shellfish operations to implement conservation BMPs. B. Conduct a needs assessment for local shellfish producers to identify areas to support and innovative ideas. C.
15) Increase inventory and use of equipment rental service.	A. Expand equipment rental program to include: no-till drill and other pieces identified by the community. B. Ensure appropriate use of the equipment by creating technically sound guidance documents for all equipment. C. Increase marketing and outreach to maximize appropriate equipment usage.

Protect & Restore Ecosystems

Thurston Conservation District recognizes the quantity and diversity of critical ecosystems within our region and strives to protect intact habitat, while also working to restore degraded

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

Goal	How
16) Work with partners to protect critical habitat through restoration easements and habitat enhancement contracts.	<ul style="list-style-type: none"> A. Develop new CREP contracts. B. Facilitate 6 conservation easements (termed or permanent) through TCD and partner programs. C. Strengthen partnerships with local accredited land trusts.
17) Increase restoration of degraded habitat.	<ul style="list-style-type: none"> A. Create 15 pollinator habitat projects. B. Complete 10 wetland habitat enhancement projects. C. Treat 150 acres of invasive species. D. Develop 40 planting plans. E. Provide technical assistance to 350 community members. F. Facilitate 300 site visits with community members.
18) Restore marine and freshwater habitat to support healthy aquatic species populations and functional floodplains.	<ul style="list-style-type: none"> A. Plant 500 acres of riparian habitat to support salmon recovery. B. Develop 12 restoration projects in freshwater systems with salmon runs. C. Support 200 shoreline community members to improve shoreline habitat.
19) Enhance ESA listed species habitat (plant & animal).	<ul style="list-style-type: none"> A. Work with 5 community members to improve Oregon Spotted Frog habitat. B. Host 6 Orca Recovery Day events to bring awareness to endangered salmon and orca populations. C. Work with 5 community members through VSP to support on-farm management and recovery of listed species.
20) Develop local riparian restoration cost-share program.	<ul style="list-style-type: none"> A. Work with local and state partners to secure funding for local riparian restoration program.

Soil Conservation and Health

Thurston Conservation District recognizes that soil is a living and life-giving natural resource. As world population and food production demands rise, keeping our soil healthy and

productive is of paramount importance. By farming using soil health principles and systems that include no-till, cover cropping and diverse rotations, more and more farmers are actually increasing their soil's organic matter and improving microbial activity. As a result, farmers are sequestering more carbon, increasing water infiltration, improving wildlife and pollinator habitat—all while harvesting better profits and often better yields.¹

Goal	How
21) Establish a soil health management program.	<ul style="list-style-type: none">A. Provide soil analysis recommendations to 850 community members.B. Host 12 soil health focused workshops.C. Develop cost share opportunities focused on soil health practices, including: cover cropping, reduced tillage, permanent groundcover integrated into production fields, etc.D. Develop guidance resources for farm equipment use to protect soil health.E. Seek additional funding to support a soil health program.

Water Quality & Quantity

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

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

Goal	How
22) Improved shoreline conditions.	<ul style="list-style-type: none"> A. Work with partners to facilitate the repair/upgrade of 2 septic systems in shellfish production areas. B. Support healthy shellfish growing areas by providing education and guidance on shoreline BMPs for 150 homeowners.
23) Reduce surface & groundwater impacts from urban and rural land uses.	<ul style="list-style-type: none"> A. Implement 50 conservation BMPs to reduce nutrient runoff.
24) Improve water use efficiencies and water conservation strategies.	<ul style="list-style-type: none"> A. Implement 5 conservation projects to support in stream flow targets. B. Develop 10 Irrigation Management Plans for local agricultural operations. C. Develop written irrigation guidance resources for backyard gardeners.

Attachment 2

Operations: Information & Education Priorities, District Operations, Measures of Success & Goals

Community Outreach & Engagement

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

Goal	How
25) Build robust volunteer program to increase organizational impact and engagement.	<ul style="list-style-type: none">A. Engage 1000 community volunteers.B. Host 25 restoration work parties.C. Dedicate 2000 hours of community service to conservation.D. Develop a youth volunteer network, engaging 50 youth in TCD volunteer opportunities.
26) Build relationships with elected officials.	<ul style="list-style-type: none">A. Host 16 virtual or field tours for elected officials.B. Present CD information and updates at 18 local jurisdiction meetings (ex. BOCC, City Council, Port).C. Connect with legislators twice annually.
27) Improve accessibility of CD information.	<ul style="list-style-type: none">A. Develop relevant multi-lingual resources.B. Ensure TCD website meets current accessibility standards.C. Host 50 events appropriate for families and people of all ages.D. Showcase CD projects and programs on 25 local and TCD-owned media platforms.
28) Demonstrate the impact of our work to our community.	<ul style="list-style-type: none">A. Host annual gathering to showcase our community impact, our strong partnerships, and to recognize the stewardship accomplishments of community members and partners.B. Create a story map to showcase TCD projects and partnerships.

Adult & Youth Conservation Education

The Thurston Conservation District seeks to provide in-depth natural resource conservation education to both youth and adults. Education is the first step to conservation. In collaboration with our partners, we provide workshops, on-site tours, training courses, and other events that help individuals become stewards of our shared natural resources.

Providing education to youth education opportunities helps to create a lifelong stewardship ethic. Education fosters a strong connection with - and understanding of - natural resource conservation issues that can create future stewards of our local natural resources. We also strive to inform Thurston County community members about training and education opportunities by acting as a clearing house for information about natural resources and related topics.

Goal	How
29) Support the implementation of South Sound GREEN's Vision for the Future.	<ul style="list-style-type: none"> A. Engage 10,000 students in water quality testing B. Educate 10,000 students through watershed and water quality related classroom lessons C. Host 2000 youth at Student GREEN Congress D. Host 30 professional development opportunities for teachers to strengthen their knowledge of water quality and local conservation issues. E. Engage 2,500 youth in Puget Sound Nearshore trips F. Increase involvement in the South Sound GREEN program by 10 percent.
30) Promote careers in natural resources.	<ul style="list-style-type: none"> A. Provide instruction to 50 secondary or college classes. B. Engage 10 interns. C. Offer alternative service opportunities for local AmeriCorps volunteers. D. Involve 250 students in the South Puget Sound Regional Envirothon.
31) Educate our community about natural resources conservation.	<ul style="list-style-type: none"> A. Host 200 educational opportunities for our community (workshops, tours, trainings, etc.). B. Engage 5,000 community members through our Annual Native Plant Festival.

District Operations

As an organization, Thurston Conservation District operates in a transparent and ethical manner. We leverage funding from multiple sources to increase our conservation impact on the ground. We pride ourselves in accountable financial processes, diligent and wise use of

public and private dollars, and clean audits. In addition, we will continue to find sustainable avenues to grow as an organization and increase our positive impact in Thurston County.

Goal	How
32) Sustainable and consistent funding to achieve our mission.	A. Renew Rates and Charges in 2024 for a 10 year term.
33) Design and plan for TCD's Conservation and Education Center.	A. Set aside funding annually. B. Develop conceptual designs. C. Locate and engage in securing land by 2024.
34) Thurston CD Board and Staff represent our community and have the capacity to support its needs.	A. Ensure on-going professional development for all staff positions. B. Develop and practice inclusive recruitment strategies. C. Hire to meet staffing need identified in Table 1 (below). D. Develop relationships to include all cities in Thurston County in the district boundaries.
35) Improve data management and internal tracking systems.	A. Develop Smartsheet platform for programmatic and financial data tracking.
36) Improve office sustainability and lower TCD's carbon footprint.	A. Move towards paperless practices (where feasible). B. Purchase goods and services from local businesses first. C. Purchase/lease hybrid vehicles for District use.
37) Conduct transparent, accountable, and ethical operations.	A. Update Policies and Procedures Manual to reflect Collective Bargaining Agreement. B. Timely responses to Public Disclosure Requests. C. Include opportunities for public involvement in organizational planning and budget processes. D. Maintain clean audits from the State Auditor's Office. E. Establish a citizen advisory committee to provide input on TCD priorities and activities

Projected Staffing Needs Based on Current Funding (Table 1)

Position	Current Staff	Additional Staff Needed to Implement Plan
Executive Director	1 FTE	Need Met

Conservation Program Manager	1 FTE	Need Met
Finance Manager	.8 FTE	Need Met
Finance Team	None	2 FTE
Administrative Team	1 FTE	1 FTE
South Sound GREEN Program Manager	1 FTE	Need Met
SSG Assistant	1 FTE	Need Met
Education & Outreach Team	2 FTE	1 FTE
Farm Resource Team	3 FTE	3 FTE
Habitat Team	1 FTE	3 FTE
Engineer	None	1 FTE
Forester	None	1 FTE
Restoration Crew	None	2 FTE
Totals	11.8 FTE currently	4.2 FTE needed (14 Total FTE)

*FTEs will be filled as needed through 2024.

Note:

Goal numbers for each priority, found above, are numerically referenced in TCD's Annual Plan

Attachment 3

The following are examples of the sources of data considered by TCD in both identifying natural resource concerns and addressing them. (Note: sources in blue text are links to online information.)

[Thurston County](#) is located on the southern end of the Puget Sound in Western Washington, referred to as the South Sound. It covers 774 square miles, of which 722 square miles is land and 52 square miles is water.

- Thurston County is the seventh smallest county in the state, but the sixth most populous with 349.4 persons per square mile (269,851 persons county-wide), according to the [July 2014 census](#).
- Waters within the district drain to both the Puget Sound and the Pacific Ocean. They are conveyed via the major watersheds, including Black River, Budd Inlet, Deschutes River, Chehalis River, Eld Inlet, Henderson Inlet, Nisqually River, Skookumchuck River, and Totten Inlet.
- In the most recent [USDA agricultural census \(2012\)](#), there were 1,336 farms operating in Thurston County, encompassing a total of 76,638 acres. The number of farms is increasing, while farm size has decreased over the last 15 years.
- Since the mid-1950s, when Thurston County was primarily farmland, the County has lost over 75 percent of our working agricultural lands. Though the land area dedicated to agricultural activities has been steadily declining, agricultural production is still of significant importance to the County's economy. [\(WSU Extension\)](#)
- Forest and timber lands in Thurston County provide both ecological benefits and economic opportunities. Studies show that basins with more than 65% canopy cover tend to have intact stream health. In addition, forestry is an important aspect of Thurston County's history and economic base. Public and private forest and timber lands are in decline in Thurston County, with the highest rate of recently recorded forest land loss occurring from 2005 to 2010. During this time, more than 910 acres were removed from the Rural & Forest Land inventory annually, including a large decrease in the amount of public timber lands in Thurston County. [\(TRPC\)](#)
- While forests still cover over 40% of the county's area, forested land covers declined by over 42,000 acres between 1992 and 2011 due to logging, development, and other factors. [\(TRPC\)](#)
- Between 1992 and 2011, large-scale changes detectable from satellite imagery indicate over 8,000 acres were converted to low, medium or high-density developed land covers. [\(TRPC\)](#)
- Watersheds or basins generally exhibit degraded water quality when 10% or more of the land cover is impervious. Two watersheds in Thurston County were near or above this level in 2014: Henderson Inlet, with approximately 17.3% impervious surface coverage, and Budd/Deschutes with 9.4%. [\(TRPC\)](#)
- The total market value of agricultural production in Thurston County is about \$118 million from 1,288 farms, with crops accounting for approximately 42% of the total and livestock and poultry the remaining 58% [\(U.S. Census of Agriculture\)](#). These figures are greater than all adjacent counties. [\(WSU Extension\)](#)
Data representing the local economic impact of forestry and timber lands will be included as available.
- Portions of every watershed in Thurston County have water quality impairments, which include, but are not limited to, temperature, dissolved oxygen, bacteria (such as fecal coliform), pH, and fine sediment. These water impairments have resulted in segments being included in the [Department of Ecology's 303\(d\) listings](#).
- Portions of every watershed in Thurston County have invasive plant, animal, and aquatic species, lack adequate instream large woody debris and riparian cover, and exhibit reduced summer low-flows. All of which are noted on the [303\(d\) listings](#) and the [Limiting Factors Analyses for WRIAs 11,13,14, and 22](#).
- [Reduced salmon populations, including ESA-listed fish and state species of concern](#) have been affected by several factors in the South Sound, which includes Thurston County fresh and estuarine systems. Factors include: degraded habitat, land use, overfishing, among others. [Watershed Recovery Plans](#) have been developed to address these issues.

Attachment 4

Glossary of Definitions

303(d) list: Water quality-limited water bodies (ocean waters, estuaries, lakes, and streams) which fall short of state surface water quality standards and are not expected to improve within the next two years. Section 303(d) of the federal Clean Water Act requires Washington State to periodically prepare a list of all surface waters in the state for which beneficial uses of the water (e.g. for drinking, recreation, aquatic habitat, and industrial uses) are impaired by pollutants.

Best Available Science: The most defensible and reliable peer reviewed data available at the time of reference. Most typically this data is determined through research studies by land grant universities.

Best Management Practices (BMPs): Physical, vegetative, and/or management practices which, when used singularly or in combination, address identified natural resource concern(s). Best Management Practices utilized by Thurston Conservation District include:

- Conservation Practice Standards– Natural Resources Conservation Service (as found in Section IV of the [Electronic Field Office Technical Guide](#))
- Stormwater BMP's and Low Impact Development Practices– Department of Ecology (as found in the [Stormwater Management Manual](#))
- Stream Habitat Restoration Techniques – Washington Department of Fish and Wildlife (as found in the [Stream Habitat Restoration Guidelines](#))

In addition, TCD may use practices recommended by Land Grant University guidance or other sources of best available science.

Conservation Plans: A voluntary process to improve natural resource management on private property, which includes exploration of management challenges and objectives, an inventory of natural resources on the property and a list of recommended alternatives to solve production and natural resources issues.

Economically Viable Working Lands: Lands utilized for agricultural production (including forestry) and are sustainable in terms of investing financial resources into the operations.

Firewise: A program which assists community members to implement home and neighborhood-scale practices that reduce fire risks to structures in the wildland-urban interface.

Green Infrastructure/Low Impact Development: An approach to water management that protects, restores, and/or mimics the natural water cycle. This approach allows resource managers to treat stormwater on site, while providing environmental, economic, and social benefit to the community. [Examples include:](#) green roofs, raingardens, permeable pavement, etc.

Locally Produced Food: Food grown and/or processed in a geographic area inclusive of the South Sound Region and the Pacific Northwest. Emphasis is placed on production in the South Sound Region when possible. We understand that due to production and processing limitations, our definition of 'locally' produced food must include a broader geographical area.

Regenerative Agriculture: Regenerative agriculture is an approach to food and farming systems that regenerates topsoil and enhances biodiversity now and long into the future.

Regenerative Resource Management: When a system has lost its ability to sustainably maintain ecological functions, regenerative resource management can restore, renew or revitalize sources of

energy and materials, creating systems that integrate the needs of society with the integrity of natural systems.

Sustainable Forestry: Environmentally appropriate, socially beneficial, and economically viable management of forests for present and future generations.

Thurston Conservation District's Sustainability Plan: An implementation plan that guides Thurston Conservation District's goals to foster environmental and community sustainability. Sustainability Plan to be developed by end of 2018 and implemented by end of 2022.

Total Maximum Daily Load (TMDL): A TMDL is a pollution budget and includes a calculation of the maximum amount of a pollutant that can occur in a waterbody and allocates the necessary reductions to one or more pollutant sources.

Voluntary Stewardship Program (VSP): An alternative approach for counties to protect critical areas on agricultural lands. Rather than enacting further critical areas regulation on agricultural lands, the VSP allows Thurston Conservation District to work with community members and partners to develop voluntary, site-specific stewardship plans.

Vulnerable Populations: Marginalized members of our communities characterized by traits such as: economic disadvantage, racial and ethnic minorities, the uninsured, low-income children, the elderly, the homeless, and those with chronic health conditions, including severe mental illness. This may also include rural community members, who often encounter barriers to accessing community resources/services.

Working Lands: Those lands utilized for the production of food, fiber and fuel.



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		WA State Dept of Health Funding Agreement Amendment	
Lead Staff:		Kenna Fosnacht	Board Meeting Date: 04/22/25
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>This adjustment maintains the original scope of work outlined in the initial grant (formerly the Eld Manure Management Grant, now known as the Promoting Local Agriculture and Nutrient Technical Assistance Grant—PLANT Grant). However, the target area has expanded beyond Eld Inlet to also include Totten Inlet, Henderson Inlet, and Nisqually Reach. Additionally, two new tasks have been added. These will provide additional funding for Ag TA and engineer design capacity in Thurston County's shellfish-growing districts. The final added task focuses on streamlining compliance/referral cases at the district and strengthening collaboration with regulatory partners to enhance resource sharing.</p>			
Pros:		Cons:	
<p>This will bring in additional funding for all shellfish producer areas and widen our scope of work. Previously the grant just covered the Eld Inlet, but is now extended to the Nisqually Reach, Totten Inlet, and Henderson Inlet.</p>		N/A	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
<p>This will bring in an additional \$481,934. This will be added to the original grant of \$294,313, bringing the new total to \$776,247.</p>			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve funding			
Legal Review:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
PLANT (Promoting Local Agricultural and Nutrient Technical Assistance) Statement of Work			





CONTRACT AMENDMENT

1. NAME OF CONTRACTOR Thurston Conservation District		2. CONTRACT NUMBER GVL29108
1a. ADDRESS OF CONTRACTOR (STREET) 582 Tilley Ct SE, Suite 152		2a. AMENDMENT NUMBER 1
1b. CITY, STATE, ZIP CODE Olympia, WA 98501		
3. <input checked="" type="checkbox"/> THIS ITEM APPLIES ONLY TO BILATERAL AMENDMENTS. The Contract identified herein, including any previous amendments thereto, is hereby amended as set forth in Item 5 below by mutual consent of all parties hereto.		
4. <input type="checkbox"/> THIS ITEM APPLIES ONLY TO UNILATERAL AMENDMENTS. The Contract identified herein, including any previous amendments thereto, is hereby unilaterally amended as set forth in Item 5 below pursuant to that changes and modifications clause as contained therein.		
5. DESCRIPTION OF AMENDMENT: The purpose of this amendment is for Thurston Conservation District's (TCD's) goal for this proposal is to reduce fecal coliform bacteria and nutrient loading into Eld, Henderson, Nisqually, and Totten Inlets, reducing the threat to harvestable shellfish growing areas. This will be achieved by TCD through the creation of robust Manure Management and Nutrient Technical Assistance (TA) programs.		
5a. Statement of Work: Exhibit A is revised in accordance with Exhibit A-1 , attached hereto and incorporated herein.		
5b. Consideration: This amendment increases the Contract Consideration by \$481,934.00 ; therefore, the revised maximum consideration of this contract and all amendments shall not exceed \$776,247.00 .		
Source of Funds for this Amendment: (FED) \$481,934.00 ; (ST) \$-0- ; (Other) \$-0- ; Total \$481,934.00 Contractor agrees to comply with applicable rules and regulations associated with these funds.		
5c. Period of Performance: is extended through September ^{30 2027} 29, 2025 .		
5d. The Effective Date of this Amendment: is the Date of Execution .		
6. All other terms and conditions of the original contract and any subsequent amendments thereto remain in full force and effect.		
7. <input type="checkbox"/> This is a unilateral amendment. Signature of contractor is not required below. <input checked="" type="checkbox"/> Contractor hereby acknowledges and accepts the terms and conditions of this amendment. Signature is required below.		
8. CONTRACTOR SIGNATURE (also, please print/type your name)		DATE
9. DOH CONTRACTING OFFICER SIGNATURE		DATE

This document has been approved as to form only by the Assistant Attorney General.

STATEMENT OF WORK

Promoting Local Agricultural and Nutrient Technical Assistance

P.L.A.N.T.

Subrecipient Organization Name: Thurston Conservation District

Unique Entity Identifier: RFVSKKZZLNU4

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

Subrecipient Contacts:

Grant Manager: Marguerite Abplanalp mabplanalp@thurstoncd.com, 360-972-4023, 582 Tilley Ct SE, Suite 152, 98501

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

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

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

Shellfish Strategic Initiative Lead (SSIL) Contacts:

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

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

Effective Date: DOE

Expiration Date: September 30, 2027

Not to Exceed: \$ 776,247

Contract Number	GVL29108
FFY Funding Year	2023, 2024
Strategic Initiative	Shellfish
Vital sign links	Shellfish
Implementation Strategy alignment	Shellfish
Amount of dollars leveraged	\$51,000
Number of positions supported	6
Project Location: Latitude/Longitude	Latitude: 47.020730913053725 Longitude: -122.94426959360445

OVERVIEW

Thurston County hosts productive shellfish beds and bountiful upland farms. Within this landscape, Thurston Conservation District (TCD) recognizes the cultural and economic significance of aquaculture and prioritizes water quality protection to sustain this valued resource. TCD works with farmers - many located near waterways that drain into Puget Sound to make positive changes while managing their landscapes and livestock. This proposal addresses investment Priority A, through accelerating work with the farming community. Providing technical assistance, education & outreach, and resources to have better Livestock Manure Management. Overall, Thurston Conservation District's (TCD's) goal for this proposal is to reduce fecal coliform bacteria and nutrient loading into Eld, Henderson, Nisqually, and Totten Inlets, reducing the threat to harvestable shellfish growing areas. This will be achieved by TCD through the creation of robust Manure Management and Nutrient Technical Assistance (TA) programs, increasing efficiency with compliance cases, strengthening working relationships with partners, and offering engineering designs for Best Management Practices Fecal coliform pollution in Nisqually Reach, Eld, Totten, and Henderson Inlet is a growing concern. At the beginning of 2023 Henderson and Eld Inlet were identified as two of 14 threatened shellfish growing areas by the Washington Department of Health (DOH) due to decreasing trends in water quality. According to the End of 2022 Annual Shellfish Growing Area report, Eld and Henderson Inlets "Meets standards, but threatened with downgrade in classification". These inlets are a key shellfish growing area in Thurston County, boasting 3,820 acres, or approximately one third of the 10,966 approved shellfish growing acres in all of Thurston County.

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

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

This project will target all shellfish draining districts with priorities focused on the Eld and Henderson Watershed producers through robust and user-friendly Manure Management and Nutrient Technical Assistance programs. The Manure Management program will include a multi-tiered approach to motivate agricultural land users to voluntarily reduce manure runoff impacting shellfish growing areas. Through a series of manure management workshops, direct outreach and technical assistance to producers, and the integration of web-based manure application tools, producers in shellfish growing areas will gain knowledge on how to apply the right fertilizers at the right rate and time to the right places that will simultaneously benefit their properties and improve water quality. A manure exchange program feasibility

study will identify motivators and barriers to participation as well as areas and audiences of focus to best utilize manure and reduce water quality pollution.

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

Owning livestock in the Puget Sound region requires thoughtful, well-planned management of manure and other potential nutrient contaminants. Our county's population is growing rapidly, and many new landowners are starting small livestock farms, increasing the need for education and assistance. TCD provides education, site-specific technical assistance, and planning services to help farmers manage nutrients in a responsible manner. While farmers do not intentionally pollute nearby waterways, a lack of knowledge, experience, and resources can result in water quality impacts. TCD often becomes a resource when livestock farmers face regulatory enforcement. TCD also offers proactive assistance to stop new problems from arising. When pollution issues arise, TCD is the best resource available for landowners seeking to make positive changes. Using a non-regulatory, incentive-based approach has proven successful over our 75 plus years of service to our farming community.

GOALS & MEASURABLE OBJECTIVES

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

Description (e.g., "shellfish beds reopened")	Units (e.g., "acres")	Targets (e.g., "number")
Maintain shellfish growing areas in watershed assessment growing areas	Acres	10,132
Host Manure Management workshops for Totten, Eld, Henderson, and Nisqually Watershed producers	Workshops, Tours, and/or Events	5
Develop 3 conservation plans with a focus on manure management	Manure Management Plans	3
15 engineered designed BMPs that reduce nutrient movement to waterways.	Engineered BMP Designs	15
Recommend at least 30 manure-related BMPs	BMP	30
Technical assistance provided to 30 community members through site visits on working lands in shellfish protection areas	Site Visits	30

TASKS & DELIVERABLES

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

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

►► TASK 1. Project Development

1.1 Quality Assurance Project Plan (QAPP) Development

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

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

1.2 Project Factsheets

Using the templates provided, the subrecipient must complete an initial one-page Project Factsheet at the outset of the contract. A final one-page Project Factsheet is due at the end of the contract. The initial factsheet will provide an overview of the project and a brief description of the subrecipient's organization. The subrecipient will submit the initial factsheet with the first quarterly progress report. The subrecipient will submit the final factsheet at the end of the contract to summarize project outcomes, lessons learned, and next steps. The Shellfish SIL will make the factsheets publicly available through the website <https://pugetsoundestuary.wa.gov/>.

Subtask Number	Deliverable	Task Budget	Target Completion Date
1.1	Copy of signed QAPP or QAPP waiver documentation.	Reimbursement up to \$6,282 based on actual costs	Within 30 days of contract start
1.2	a. Initial Project Factsheet b. Final Project Factsheet		a. Due with first quarterly report

			b. 2 weeks prior to contract end date
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►► TASK 2. Project Administration and Reporting

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

2.1 Progress Reporting and invoicing

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

Quarterly reporting periods are:

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

Progress reports shall include:

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

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

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

2.2 EPA FEATS Reporting

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

FEATS Reporting Periods:

April 1 – September 30
October 1 – March 31

Serves as 3rd quarter progress reporting
Serves as 1st quarter progress reporting

2.3 Data Reporting

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

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

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

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

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

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

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

WQX reporting completed by: Annually by December 31

Subtask Number	Deliverable	Task Budget	Target Completion Date
2.1	Quarterly progress reporting (FEATS reporting, Task 2.2 serves as 2 nd and 4 th quarter reporting, annually)	Reimbursement up to \$34,587 based on actual costs	Annually on January 15 Annually on July 15
2.2	FEATS reporting		Annually April 1 Annually October 1
2.3	a. Data Reporting b. Determination of data needs c. Data management and sharing plan		a. Annually April 1 Annually October 1 b. Within 60 days of contract execution c. Within 60 days of contract execution
2.4	MBE/WBE Reporting		Annually on October 15

2.5	WQX Data Reporting		At least annually by December 31
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►► TASK 3. Manure Management

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

3.1 Manure Management Program Development

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

3.2 Manure Exchange Feasibility Assessment

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

3.3 Nutrient Management Workshops

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

3.4 Manure Spreader Rental Program

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

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

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

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

Subtask Number	Deliverable	Task Budget	Target Completion Date
3.1	Develop a Manure Management Program a. Update website with user friendly manure application tools. Create PLANT grant page on the TCD website. Submit screenshots of website. b. Provide 300 hours of technical assistance to manure users c. Complete 3 conservation plans focused on manure management d. Recommend at least 30 manure-related BMPs	Reimbursement up to \$201,268 based on actual costs	a. September 30, 2026 b. Ongoing through September 30, 2027 c. Complete 1 conservation plan that has a manure management focus by September 30, 2026, completed this deliverable fully by September 30, 2027. d. Recommend 15 manure related BMPs by September 30, 2026, and complete full task by September 30, 2027.
3.2	Complete a Manure Exchange Feasibility Assessment		Preliminary Assessment by July of 2027, with completion by September 2027
3.3	Host Nutrient Management Workshop (2)		1 Workshop to be completed by July 2025, Fully completed by September 2027
3.4	Develop Manure Spreader Rental Program a. Develop 2 Outreach videos, update web content and/or printed material b. Purchase a mid-size, PTO manure spreader, dump trailer, and trailer hitch locks (\$25,000 for mid-size manure spreader , \$5000 dump trailer and hitch locks) c. Updated rental procedure to include grant focus area priority		a. 1 updated outreach material for manure spreader rental by November 2026 with all deliverables completed by September 2027 (Submit for DOH review of least 2 weeks)

	for duration of contract performance period. d. Rent manure spreader to community on at least 5 independent dates for a total of 4 acres treated		b. Purchase manure equipment by June 2026, and all other supporting accessories by September 2027. c. Update rental procedure by June 2026 prior to rental d. 2 rentals executed by November 2026, and all deliverables met by September 2027
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►► TASK 4. Nutrient Testing and Application Program

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

4.1 Nutrient Testing and Technical Assistance

Thurston Conservation District (TCD) staff will:

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

Subtask Number	Deliverable	Task Budget	Target Completion Date
4.1	Conduct Nutrient Testing and Provide Technical Assistance a. Provide over 300 hours of technical assistance b. Perform at least 10 nutrient tests c. Provide 10 manure/nutrient application reports to producers d. Purchase sampling augur and thermometer	Reimbursement up to \$36,170 based on actual costs	a. Provide 150 hrs. of TA by September 30, 2026, and complete full 300 hrs. by September 30, 2027 b. Perform 5 nutrient tests by September 30, 2026, and complete full 10 by September 30, 2027

			c. Provide 5 manure/nutrient application reports by September 30, 2026, and complete full 10 reports by September 30, 2027 d. Purchase sampling augur and thermometer by 12/31/2025
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►► TASK 5. Broader Impacts and Communication

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

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

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

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

5.1 Broader Impact Options

Thurston CD will participate in and present project outcomes at a knowledge exchange event relevant to the project topic (conference, forum, stakeholder workshop). TCD has identified the Washington Association of District Employees (WADE) conference for this task. Alternate or additional events may be eligible with DOH pre-approval.

5.2 FINAL REPORT AND A PROJECT SUMMARY STORYMAP

The subrecipient will complete a 1–2-page final report and a storymap. The final report/storymap will summarize methods, results, lessons learned, and recommendations for future work. Staff may attend relevant training to develop StoryMap. Specific training and costs must be pre-approved by DOH. DOH will provide a template for the final report.

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

Task Number	Deliverable	Task Budget	Target Completion Date
5.1	Attend and present at the Washington Association of District Employees (WADE) or other similar conference.	Reimbursement up to \$52,332 based on actual costs	June 2026 and June 2027
5.2	a. Complete relevant StoryMap training (DOH pre-approval required) b. Draft Final Report and draft project summary StoryMap		a. June 2027 b. 30 days prior to contract end

	c. Final Report and final project summary StoryMap		c. Upon contract completion
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►TASK 6. Agricultural TA

Thurston Conservation District (TCD) staff will:

- Provide Technical assistance (TA) to at least 30 community members within the shellfish protection target area
- Create 15 engineered designs for BMPs that will reduce nutrient movement in sensitive areas
- Produce 4 targeted mailings in areas of risk for shellfish downgrade and update TCD website to include shellfish protection BMPs.
- Conduct 3 Educational events, farm tours, and/or workshops within the shellfish protection districts.
- Create 10 guidance materials for community members

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

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

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

SECTION 106

Before any ground disturbing work has started the Subrecipient will work with DOH to conduct cultural resource review for funded repairs in a timely manner. The Subrecipient will submit an EZ1 Form and will maintain an up-to-date Inadvertent Discovery Plan (IDP). (The IDP is also submitted as a deliverable.)

The Subrecipient shall comply with the additional requirements under Section 106 of the National Historic Preservation Act (NHPA, 36 CFR 800).

Subrecipient shall take reasonable action to avoid, minimize, or mitigate adverse effects to archeological and historic resources. Activities associated with archaeological and historic resources are an eligible reimbursable cost subject to approval by DOH.

Subrecipient shall:

a) Contact DOH NEP Program to discuss any Cultural Resources requirements for the project:

- For capital construction projects, if required, comply with Governor Executive Order 05-05, Archaeology and Cultural Resources.
- For projects with any federal involvement, if required, comply with the National Historic Preservation Act.
- Any cultural resources federal or state requirements must be completed prior to the start of any work on the project site.

b) Submit an Inadvertent Discovery Plan (IDP) to DOH prior to implementing any project that involves ground disturbing activities. DOH will provide the IDP form. DOH shall:

- d. Keep the IDP at the project site.
- e. Make the IDP readily available to anyone working at the project site.
- f. Discuss the IDP with staff and contractors working at the project site.
- g. Implement the IDP when cultural resources or human remains are found at the project site.

c) If any archeological or historic resources are found while conducting work under this Agreement:

- Immediately stop work and notify the DOH NEP Program, the Department of Archaeology and Historic Preservation at (360) 586-3064, any affected Tribe, and the local government.

d) If any human remains are found while conducting work under this Agreement:

- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, and then the DOH NEP Program.

e) 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.

6.1 Accelerated TA and BMP Design

This task will decrease barriers for community members to implement Best Management Practices (BMPs) on their operations and provide tailored conservation driven solutions to water quality concerns.

TCD's proposal significantly increases dedicated staff capacity to provide TA in shellfish areas (supporting a dedicated .5 FTE ag planner each year and ~12% of the District Engineer's time annually); building on momentum from current and past Shellfish NTA funding. This will allow staff to provide additional TA, BMP engineering design, and educating landowners near shellfish production areas or waterways draining into them.

Engineering design of at least 15 nutrient-management BMPs that will be proposed for construction funding through outside funding sources (WSCC). TCD may elect to use this funding to complete cultural resources review, following DOH process [for Section 106](#).

It is required that AgBMP engineering designs are reviewed and approved for practices as outlined in the [Washington State Department of Health National Estuary Program Shellfish Strategic Initiative Agricultural Best Management Practice Guidelines](#).

Task Number	Deliverable	Task Budget	Target Completion Date
6	a. TA to at least 30 landowners in shellfish producing areas. Report number, type and growing area. b. Engineering design of at least 15 nutrient-management BMPs that will be proposed for construction funding through outside funding sources (WSCC). Report number, type and growing area.	Reimbursement up to \$416,894 based on actual costs	a. TA to 15 landowners in the shellfish producing area by July 2026, with being fully complete by September 30, 2027 b. Engineered Designs completed for 7 nutrient management BMPs in the target area by July 2026

	c. Send 4 Targeted mailings in hot spot areas at risk of downgrade; screenshots of website update d. Conduct 3 Educational events, tours, and/or workshops e. Create 10 guidance materials		c. 2 Target mailings in hot spot areas by September 30, 2026 with being fully complete by September 30, 2027 d. 1 education event, farm tour, and/or workshop done by September 30, 2026, with being fully complete by September 30, 2027 e. 5 guidance materials created by September 30, 2026, with being fully complete and circulating through the County by September 30, 2027.
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►►TASK 7 Better Collaboration & Proactive Compliance TA

Thurston Conservation District (TCD) staff will:

- Facilitate cross-training and collaborative sessions with our regulatory partners (such as Thurston County and Department of Ecology)
- Improve resource sharing between agencies that work with producers in shellfish growing areas of concern
- Share guidance materials for community members facing regulatory enforcement, to support their work with TCD and protect water quality
- Increase the guidance materials for BMPs that specifically address runoff reduction/prevention
- Provide flow chart and communication tools to help staff and community members better understand the processes in dealing with enforcement situations or to avoid enforcement

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

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

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

7.1 Better Collaboration & Proactive Compliance Technical Assistance

This task is meant to strengthen relationships between the district and its regulatory partners- leading to better outcomes for community members who could face compliance issues due to water quality concerns. The goal is to decrease misunderstanding between agencies and between the public, finding common ground to complete Best Management Practices for improvement of shellfish growing areas.

The proposal expands our technical assistance work by focusing more intentionally on collaboration with Thurston County. We will work closely with Thurston County staff to identify barriers, opportunities, and efficiencies as well as areas for improvement, to better protect water quality and support sustainable agricultural operations.

TCD will focus on improving information and processes for landowners dealing with enforcement and for staff providing compliance assistance. We will improve internal processes that streamline response time, effectiveness, and communications. We will create guidance documents that support landowners dealing with regulatory concerns, to help them understand options and resources to improve livestock management.

Task Number	Deliverable	Task Budget	Target Completion Date
7	<ul style="list-style-type: none"> a. Report on number and type of cross training and collaborative meetings established b. Report on improved resource sharing c. Develop and share new guidance materials for landowners facing regulatory enforcement, to support their work with TCD and protect water quality d. Develop and share guidance materials for BMPs that specifically address runoff reduction/prevention e. Develop and share flow charts and communications tools to help staff and landowners understand the processes in dealing with enforcement situations or to avoid enforcement 	Reimbursement up to \$28,714 based on actual costs	a.-e. Establish regular cross training with Thurston County and other regulatory partners by September 30, 2026, and collaborate resource sharing, with being fully complete by September 30, 2027

BUDGET

Category	Amount
Personnel/Salaries	\$573,646
Fringe Benefits	\$0
Travel	\$7,589
Equipment (federal definition – anything over \$5,000)	\$30,000
Supplies	\$17,300
Contracts (Name, amount, purpose for each; excludes subawards – see below) NOTE: In this document “contractor” refers to the federal definition of a vendor/contractor	\$0
Other Conference Registration Fees and trainings	\$4,300
Total Direct Charges	\$632,835
Indirect Charges (federally approved rate) 25%	\$143,412
TOTAL – Not to Exceed	\$ 776,247

If budget revisions are needed to the Overall Budget as shown above and the total cost of the revisions are less than 10% of the contract total, a formal amendment may not be needed, but work plan revisions and budget revisions must be submitted to DOH Contract Manager for review and approval prior to implementing any revision.

If the budget revision is >10% of the contract total, OR is in a previously unbudgeted category (e.g. if there have not been costs in supplies previously, and the revision is to now include monies for supplies), a formal amendment is needed.

EPA TERMS AND CONDITIONS

Administrative Conditions

1. National Administrative Terms and Conditions

General Terms and Conditions

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

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

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

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

Programmatic Conditions

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

A. Semi-Annual Performance Reports

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

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

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

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

The subrecipient will submit performance reports through EPA's Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS). Reports are due 30 calendar days after the end of each reporting period. The reporting periods

shall end March 31st and September 30th of each calendar year. Reports shall be submitted to the NEP contract manager on the FEATS form provided by the NEP administrative assistant and shall be uploaded to the NEP subrecipients Sharepoint page. The subrecipient agrees to submit performance reports that include brief information on each of the following areas:

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

B. Final Performance Report

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

C. Program Income – Addition

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

D. Information Collection Requirements

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

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

E. Recognition of EPA Funding

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

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

F. Annual Conferences

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

G. Peer Review

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

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

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

Federal Assistance Agreement Funds Up To \$200,000

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

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

I. WQX Requirement

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

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

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

J. Riparian Buffers

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

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

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

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

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

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

L. Geospatial Data Standards

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

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

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

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

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

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

All Subrecipients.

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

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

O. EPA's Substantial Involvement

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

P. Quality Assurance Requirements (2 CFR 1500.11)

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

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

Instructions to Submit Quality Assurance Documents for Review

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

Q. ULO Stretch Goal:

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

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

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

Funds Awarded in FY2022 (October 1, 2021-September 30, 2022) Should all Be Drawn Down by March 2025

Funds Awarded in FY2023 (October 1, 2022-September 30, 2023) Should all Be Drawn Down by March 2026

Funds Awarded in FY2024 (October 1, 2023-September 30, 2024) Should all Be Drawn Down by March 2027

Funds Awarded in FY2025 All Should Be Drawn down by award end date + 90 days.

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

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

Subrecipient also agrees to abide by the “U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training.” (Federal Register 50(97): 20864-20865. May 20,1985). The nine principles can be viewed at: <http://www.nal.usda.gov/awic/pubs/IACUC/vert.htm>.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FOR STATE CONTINUING ENVIRONMENTAL PROGRAM GRANT SUBRECIPIENTS EXCLUDING STATE UNIVERSITIES:

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

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

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

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

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

END OF SECTION

This table includes only active funding sources.

Federal Grant Information Sheet								
Subrecipient:		Thurston Conservation District			DOH Contract Manager:		Contact Information:	
Contract Number:		GVL29108			Megan Schell		dohcon.mgmt@doh.wa.gov	
UEI Number:		RFVSKKZZLNU4			Approved Indirect Rate:		25%	
Period of Performance:		Start Date: DOE	End Date: 9/30/27	Limiting Indirect Cost Rate:		N/A		Research and Development? (If YES, check box) <input type="checkbox"/>
Project Description:		Thurston Conservation District's (TCD's) goal for this proposal is to reduce fecal coliform bacteria and nutrient loading into Eld, Henderson, Nisqually, and Totten Inlets, reducing the threat to harvestable shellfish growing areas. This will be achieved by TCD through the creation of robust Manure Management and Nutrient Technical Assistance (TA) programs.						

Federal Award Identification Number	Federal Award Date	Federal Agency Name	Total Amount of the Federal Award to DOH	CFDA #	CFDA Program Title	Name of Pass-Through Agency	Amount of Federal Funds Obligated by This Action	Total Amount of Federal Funds Obligated for This Funding Source
PC-01J89801	3/28/2023	U.S Environmental Protection Agency	\$18,500,000	66.123	Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program	Washington State Department of Health	\$776,247	\$481,934

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

Certifications and Assurances – all requirements imposed on the subrecipient by the federal awarding agency: The contract boilerplate covers all standard certifications and assurances.

Are there any additional requirements imposed by the pass-through entity (DOH) to meet its own responsibilities to the awarding agency? ☒ Yes ☐ No identified by the DOH program staff writing the contract. This can also be found in the "Statement of Work" section of the contract.

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

Closeout Requirements:

(1) Submit all final billings within 60 days of the end of the contract (This is required per standard contract language.)

(2) Submit all required program reports and deliverables within 60 days (This is required per standard contract language.)

(3) Dispose of property purchased with subaward funds and dispose of or return government-furnished property no longer used for subaward related activities (If applicable DOH must be contacted for disposal requirements.)

(4) Additional DOH program specific contract closeout requirements (If applicable, see statement of work for additional closeout requirements.)

Item

5

**WACD and NACD Update for the
Thurston Conservation District Meeting of April 22, 2025**

National Association of Conservation Districts

NACD Staffing

- Chris Young has left NACD as Director of Government Affairs. The [vacancy](#) closed on April 11. [Connor Simons](#) is currently working those issues. (202.595.9149)
- [Jackson Moody](#) is the Membership and Development Coordinator. Formerly from the Foster Creek District, his phone number is 202.595.9103.
- Caleb Griffin has left NACD as the Pacific Region Representative. The [vacancy](#) closed on April 11.

NACD Committees

[NACD committees](#) and subcommittees are active. NACD has three standing committees: Legislative (with forestry and public lands subcommittees), Natural Resources (with water and climate, and invasives species subcommittees), and District and Partner Relations (with Leadership Development and Outreach subcommittees). Washington is on the Natural Resources Committee.

Political

- The new NRCS chief is [Aubrey Bettencourt](#), whose first day was April 1. , NACD issued a [press release](#) applauding the confirmation. The new US Forest Service chief is [Tom Schulz](#).
- [Impacts of Executive Actions on Locally Led Conservation Issue Paper](#) - Recent executive actions freezing and revoking conservation funding, reducing staff, closing local offices, and shifting priorities within federal programs have significantly impacted America's producers and our country's voluntary, locally led conservation delivery system.
- [Fiscal Year 2026 Congressional Appropriations Requests](#) - NACD supports strong funding for several important conservation programs administered by federal agencies.
- 2025 [Farm Bill](#) requests are depicted in a one-pager.
- **Other issue papers** are [here](#) – Wildlife Management, Forestry and Wildfires, and FY26 National Watershed Coalition Appropriations Request.
- **NACD's Conclusion:** Executive orders continue to be introduced, lawsuits are constantly developing, and the impacts of many recent actions are still unclear. Federal agencies are working to interpret and implement these orders and will share additional guidance as soon as possible. NACD encourages members to contact NACD's Government Affairs Associate, Connor Simons (connor-simons@nacdn.org) to share updates and concerns related to the impacts of recent executive actions.

Washington Association of Conservation Districts

- **Capital Budget Update** - On March 31, the House and Senate released their proposed Capital Budgets - [here](#). Both versions mostly retained, or slightly increased, Capital funding levels for WSCC programs. Governor Ferguson has been critical of tax increases.
- **Rates and Charges Bill** - On March 26, the State Senate approved an amended version of [SHB 1488](#), placing a \$25-per-parcel cap on rates-and-charges fees. A mechanism to adjust the cap in response to inflation was also added. As the House and Senate versions differ, there will be reconciliation negotiations, and then to the Governor for his consideration.
- **Updated District Directory** – contact WACD for a link to the latest version.

Upcoming NACD Events

July 24-30	NACD Summer Conservation Forum	Milwaukee
September 6-12	SW & Pacific Region Meeting	Littleton, CO

Submitted by [Doug Rushton](#), Thurston CD, WACD Board, NACD Board Member
Information current as of April 10, 2025. Some information excerpted from NACD emails.
K:\Thurston CD\2025\Board Work Sessions & Board Meetings\4-22-25 TCD Work Session & Meeting\WACD NACD 4-22-25 Update for Thurston CD.docx

Item

6



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

May 27, 2025, 5:00 pm - 8:15 pm

Zoom Meeting Link:

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

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, All
2. Olympia Ecosystems Deschutes River Preserve Forest Management Plan: *Alex Chacon*
3. Community Partner Presentation: TBD
4. Long-Term Funding Committee, *TJ Johnson, Executive Director Moorehead*
5. Conservation and Education Center (CEC) Development, *All*
6. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 8:15 pm

- | | |
|---|-------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM |
| | <i>5 minutes</i> |
| 2. Agenda Review | 6:35 PM |
| | <i>5 minutes</i> |
| 3. Consent Agenda – Action Item | 6:40 PM |
| A. April 22, 2025, Board Work Session & Meeting Minutes | <i>5 minutes</i> |
| B. May Financial Report | |
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | <i>10 minutes</i> |
| 5. Partner Reports (if present) | 6:55 PM |
| A. Natural Resources Conservation Service, (NRCS) <i>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), *Doug Rushton*

- | | |
|--|-------------------------------------|
| 6. Welcome Board Supervisor, <i>TJ Johnson, (Chair)</i> | 7:10 PM
<i>10 minutes</i> |
| 7. Officer Elections, <i>All- Action Item</i> | 7:20 PM
<i>15 minutes</i> |
| 8. Governance, <i>All – Action Item</i> | 7:35 PM |
| A. June 24, 2025 Work Session Topic List & Meeting Agenda Development | <i>5 minutes</i> |
| 9. Executive Session: To Consider the selection of a site or the acquisition of real estate | 7:50 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 | 8:10 PM
<i>5 minutes</i> |
| Adjourn | 8:15 PM |

Informational Only Items:

- I. Executive Director's Report*
-

Important Future Dates

June 2025

WADE Conference, Leavenworth, WA	June 9-11
WACD Board Meeting 6:00 - 8:30 p.m. (Zoom)	June 16
WACD Strategic Planning Session	June 17
Juneteenth TCD Office Closed	June 19
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	June 24

July 2025

Independence Day, TCD Office Closed	July 4
WSCC Meeting, Jefferson Co.CD, Port Townsend	July 17
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	July 22
NACD Summer Meeting, Milwaukee, WI	July 24-30
Thurston County Fair, TCD Tabling	July 31, August 1-3

August 2025

TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	August 26
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September 2025

NACD SW & Pacific Region Meeting, Littleton, CO	Sept 6-12
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WACD Board Meeting 6:00 - 8:30 p.m. (Zoom)	Sept 15
WSCC Meeting, Coleville	Sept 18
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Sept 26

Informational Items



Executive Director's Report

Sarah Moorehead – Executive Director

April 22, 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/>

WSCC Budget

Budgets are being reconciled, the latest information about Washington State Conservation Commission funding can be found here: https://wadistricts.us/wp-content/uploads/2025/04/25-Budget-Comparisons-Proposed-Budget-Documents-04.03.2025.pdf?utm_source=mailpoet&utm_medium=email&utm_source_platform=mailpoet&utm_campaign=legislative-updates-20250324

Rates and Charges Legislation

SHB 1488 passed the Senate with an amendment to set a max \$25 per parcel cap for CDs in all Washington counties! The bill is currently being reconciled with the original House version, which did not set a cap, but instead put the rate setting authority at the local level.

To follow the latest regarding SHB1488:

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

Future of Rates and Charges

Anticipating the signing of SHB1488 into law, Thurston Conservation District should discuss pursuing an update to its System of Rates and Charges.

Steps to consider:

- 1) Conducting a new Rate Study to understand TCD's service cost recovery needs of a larger, more diverse organization. This item should be added to the 2026 budget.
- 2) Using the Rate Study to inform an updated rate proposal to submit to Thurston County.
- 3) Submitting an updated proposal to Thurston County by August 1st, 2026, for implementation in 2027.

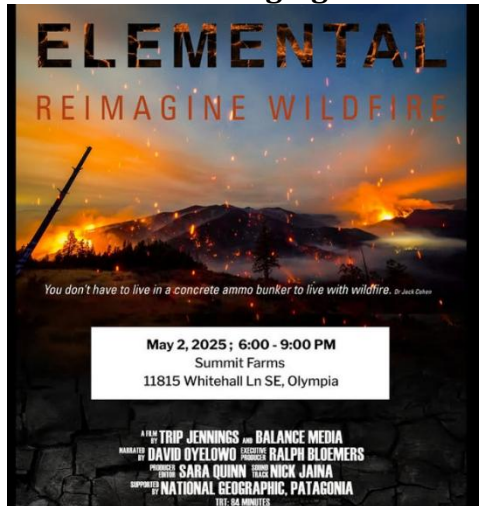
Learn how to sow native seed with TCD's no-till drill!

Join us on Saturday, April 26th, from 10:00 - 1:00 PM for a no-till drill native seeding demonstration! This is an opportunity to speak with the TCD team, learn how to use this equipment, and see no-till drill native seeding in action as we plant an herbaceous buffer along a hedgerow.

The exact location of this event will be shared with those who RSVP. Use the QR code to RSVP or use this link:

<https://app.smartsheet.com/b/form/0b297c19cd8243c89ca235e5af45cf9c>

Elemental: Reimagining Wildfire Movies Screening



Join us to reimagine your relationship with wildfire, featuring footage and interviews from the Pacific Northwest's wildfires at Summit Farms.

This is a great chance to learn more about how to live with fire in our landscape, ask questions about home hardening and emergency readiness with local experts, and learn what Mitch and Michelle Lewis have done to prepare for wildfire on their local farm. Plus, games and snacks will be provided!

This is a free, family-friendly event - chairs will be provided, but feel free to bring your own comfy camp chair and blankets to cozy up for TCD's Movie Night.

While this is a free event, we do encourage a small donation of \$2 cash per person or non-perishable food, which will be donated to the local Fire District and Thurston County Foodbank.

May 2nd, 6:00 - 9:00 PM, reserve your seats now:

<https://app.smartsheet.com/b/form/a44f835c3dc44fb2906b64ef39044c07>

Celebrating South Sound GREEN Congress

Over 400 students gathered at The Evergreen State College campus to investigate water quality data and watershed stewardship actions! Students met other kids living in their watersheds, learned from environmental professionals, and participated in many hands-on workshops!



District Operations

March 25, 2025 Board Meeting Action Items

- None

2025 Board Supervisor Appointments

Three candidates have filed for the open Board Supervisor position at Thurston Conservation District: Jennifer Colvin, Susan, Kyle Noble

The Washington State Conservation Commission will conduct interviews during the last two weeks of April, before putting a recommendation forward at the May 2025 WSCC meeting.

Required Board Training

Elected and Appointed officials (Board Supervisors) are required to take Open Government Training, provided by the State Attorney General's Office:

1. Open Public Meetings Act: <https://www.youtube.com/watch?v=8oWgEMG4dG0>
2. Public Records Act: <https://www.youtube.com/watch?v=Gcm1tue16Qk>

Once you have completed the training videos, please attest that you have taken this training by reporting it here: <https://www.formstack.com/forms/?2055555-OpLsekixZp>

You can find all of the above links and more training resources on the Washington State Conservation Commission website: <https://www.scc.wa.gov/cd/governance-operations-training-development>

May Officer Elections

Annually in May, after the certification of TCD's election and appointments, the TCD Board conducts elections of new officers: Chair, Vice Chair, and Auditor.

Descriptions of these positions can be found on the Board Portal, in the Policies and Procedures Manual – Policy 1.2: Board of Supervisor Guidelines.

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.



DEPARTMENT OF
ECOLOGY
State of Washington

Nonpoint Newsletter

April 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



We Want to Hear From You!

Take the survey linked below to share your content preferences and provide suggestions for what you'd like to see in future editions of our monthly newsletter. Your input will help us deliver the best possible content for you!

[Click Here to Take Our Newsletter Survey](#)



Tackling Nonpoint Pollution



Tracking Nonpoint Pollution: March 2025

Environmental Report Tracking System (ERTS)

In March, we received a total of **8 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 March, we conducted a total of **8 watershed evaluations** as listed in the table above. During these evaluations a total of **17 new sites were identified** in southwestern Washington.

County	ERTS	Watershed Evals
Mason	0	3
Thurston	3	1
Pierce	1	0
Lewis	2	1
Grays Harbor	0	0
Pacific	0	0
Clallam	0	0
Jefferson	0	0
King	0	0
Cowlitz	0	1
Skamania	0	0
Wahkiakum	0	0
Clark	2	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 March

County	TA 1	TA 2
Mason	0	0
Thurston	11	1
Pierce	0	0
Lewis	0	0
Grays Harbor	0	0
Pacific	0	0
Clallam	0	0
Jefferson	0	0
King	0	10
Cowlitz	0	0
Skamania	0	0
Wahkiakum	0	0
Clark	3	0

2025, our staff sent out a total of **25 TA letters** across southwestern Washington as depicted in the chart attached.



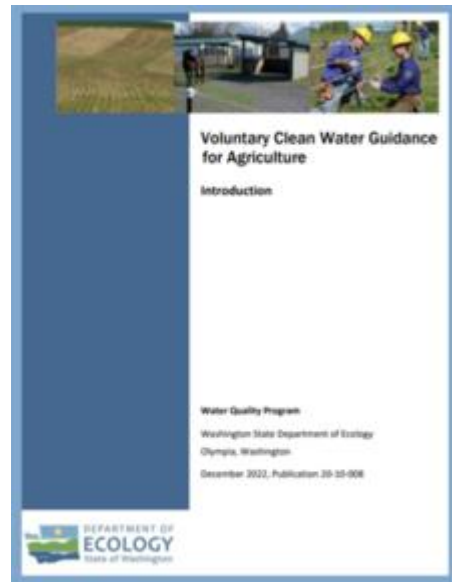
Explore Nonpoint Pollution Strategies

Our Nonpoint webpage provides general information on nonpoint pollution, details about the types of pollutants we manage and our efforts to address them. It also covers our regulatory authority, ongoing statewide plans, the processes we

use to collaborate with local partners and landowners and more. [Nonpoint Pollution Webpage](#)

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



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To Report Environmental Concerns:

Online: [Statewide Report Form](#)

Email: swroerts@ecy.wa.gov

Phone: 360-407-6300

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[Click Here](#)