



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

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

Zoom Meeting Link:

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

**Passcode: 2918**

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

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### Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, All
2. South Thurston Community Wildfire Protection Plan: *Stephanie Bishop, Jae Townsend*
3. WADE Debrief, *Doug Rushton & Executive Director Moorehead*
4. WACD Supplemental Dues Investment, *Executive Director Moorehead*
5. Strategic Planning Process, *Executive Director Moorehead*
6. Long-Term Funding Committee, *TJ Johnson (Chair), 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)*

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### Board Meeting

6:30 pm – 7:50 pm

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|---|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM<br>5 minutes |
| 2. Agenda Review  | 6:35 PM<br>5 minutes |
| 3. Consent Agenda – Action Item                         | 6:40 PM              |
| A. May 28, 2025, Board Work Session & Meeting Minutes   | 5 minutes            |
| B. June Financial Report                                |                      |
| C. WSCC 2025-27 Biennium Master Agreement               |                      |
| 4. Public Comment                                       | 6:45 PM              |
| *Three minutes per person                               | 10 minutes           |

- |  |                   |
|--|-------------------|
| <b>5. Partner Reports <i>(if present)</i></b>  | <b>6:55 PM</b>    |
| A. Natural Resources Conservation Service, (NRCS) <i>DaShell Burnham</i>   | <i>15 minutes</i> |
| B. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i>   |                   |
| C. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i>  |                   |
| D. National Association of Conservation Districts (NACD), <i>Doug Rushton</i>  |                   |
| <b>6. Governance, <i>All</i> – Action Item</b>   | <b>7:10 PM</b>    |
| A. July 23, 2025 Work Session Topic List & Meeting Agenda Development  | <i>15 minutes</i> |
| <b>7. Executive Session: To Consider the selection of a site or the acquisition of real estate</b>   | <b>7:25 PM</b>    |
| <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> |
| <b>8. Executive Session Report Out – Action Item</b>   | <b>7:45 PM</b>    |
|  | <i>5 minutes</i>  |
| <b>Adjourn</b>   | <b>7:50 PM</b>    |

***Informational Only Items:***

- I.*
- II. June Ecology Nonpoint Newsletter*
- III. WACD Dues Newsletter*
- IV. WACD Invoice*

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### **Important Future Dates**

**July 2025**

Independence Day, TCD Office Closed	July 4
WSCC Meeting, Jefferson CD, Port Townsend	July 17
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	July 23
NACD Summer Meeting, Milwaukee, WI	July 24-30
Thurston County Fair, TCD Tabling	July 31-Aug 3

**August 2025**

TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	August 27
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**September 2025**

Labor Day, TCD Office Closed,	Sept 1
TCD Staff & Board Annual Summer Gathering	Sept 3
TCD Legislative Tour	Sept 4
TCD Legislative Tour	Sept 11
NACD SW & Pacific Region Meeting, Littleton, CO	Sept 6-12
WACD Board Meeting 6:00 - 8:30 p.m. (Zoom)	Sept 15

WSCC Meeting Stevens Co. CD, Coleville	Sept 18
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Sept 24

**October 2025**

WACD Southwest Area Meeting, Wahkiakum CD	Oct 16
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Oct 28

# Item

# 3





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

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- A. May 28, 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. June 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. WSCC 2025-27 Biennium Master 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 June 25, 2025 AND EFFECTIVE IMMEDIATELY

SIGNED:

\_\_\_\_\_  
TJ Johnson, Board Chair

\_\_\_\_\_  
Marianne Tompkins, Board Vice-Chair

\_\_\_\_\_  
David Iyall, Board Auditor

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Doug Rushton, Board Member

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Jennifer Colvin, Board Member

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Attest: Sarah Moorehead, Executive Director

# Thurston Conservation District Board of Supervisors

## Work Session Minutes

May 28, 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. – 5:59 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

Jennifer Colvin, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Alex Chacon, TCD Staff

Ben Cushman, TCD Legal Counsel

Heather Smith, Washington Association of  
Conservation Districts (WACD)

Craig Nelson, Executive Director, Okanagan  
Conservation District

Lauren Dennis, Ross Strategic

Deena Resnick, Office of the Chehalis Basin

Sofia Sherman, Office of the Chehalis Basin

- 1        1. Topic List Review, *All*
- 2        2. Staff Presentation: Olympia Ecosystems Deschutes River Preserve Forest Management
- 3        Plan, *Alex Chacon TCD Stewardship Forester*
- 4        3. Partner Presentation: Long -Term Chehalis Basin Strategy Outreach, *Lauren Dennis, Ross*
- 5        *Strategic*
- 6        4. TCD Board & Staff Annual Summer Gathering, *All*
- 7        5. Rates and Charges, *Executive Director Moorehead*
- 8        6. Strategic Planning Process, *Executive Director Moorehead*
- 9        7. Long -Term Funding Committee, *TJ Johnson & Executive Director Moorehead*
- 10       8. Conservation and Education Center (CEC) Development, *All*
- 11       9. Important Updates & Announcements
- 12           a. Board of Supervisors, *All*
- 13           b. Executive Director, *Executive Director Moorehead*

Respectfully,

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TJ Johnson, TCD Board Chair

# Thurston Conservation District Board of Supervisors

## Regular Board Meeting Minutes

May 28, 2025

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 7:55 p.m.

Actual Meeting Time: 6:30 pm – 7:25 p.m.



### Present at Board Meeting:

TJ Johnson, TCD Board Chair

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Marianne Tompkins, TCD Board Supervisor

Jennifer Colvin, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Heather Smith, WACD

Craig Nelson, Okanagan Conservation District

Josh Giuntoli, Washington State

Conservation Commission (WSCC)

### Summary of Action Items

- None.

### Summary of Motions Passed

*Supervisor Iyall moved to approve the amended Agenda. Supervisor Tompkins seconded. Motion passed unanimously, (5-0).*

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

*Supervisor Tompkins moved to approve item C. National Association of Conservation Districts (NACD) Forestry Funding Agreement which was pulled from the Consent Agenda. Supervisor Iyall seconded. Motion passed unanimously, (4-0). Supervisor Rushton abstained*

*Supervisor Iyall moved to approve items E, F, G, & H Building Conservation Capacity Vendor Agreements which were pulled from the Consent Agenda. Supervisor Iyall seconded. Motion passed, (4-0). Supervisor Johnson abstained.*

*Supervisor Rushton moved to nominate Supervisor Iyall for TCD Auditor. Supervisor Tompkins seconded. Motion passed, (5-0).*

*Supervisor Rushton moved to nominate Supervisor Johnson for TCD Chair. Supervisor Iyall seconded. Motion passed, (5-0).*

*Supervisor Rushton moved to nominate Supervisor Tompkins for TCD Vice Chair. Supervisor Iyall seconded. Motion passed, (5-0).*

*Supervisor Iyall moved to adjourn the May 28, 2025 TCD Board Meeting. Supervisor Rushton seconded. Motion passed unanimously, (5-0).*

## Full Version of the Minutes

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### **Welcome & Introductions**

At 6:30 p.m., TCD Board Chair TJ Johnson called the May 28, 2025 Regular Board Meeting to order. TCD Board, Staff, members of the public, and Legal Counsel were introduced by Board Chair Johnson. For each vote, TCD Board Chair Johnson called out Supervisors by name. He announced that the meeting was being video recorded. TCD Supervisors Johnson, Rushton, Tompkins, Iyall, Colvin and Executive Director Moorehead attended the meeting in person at the TCD office.

### **Agenda Review**

Board Chair Johnson asked for *Item 6: Welcome New Board Supervisor* to be moved to Item 3 on the agenda.

***Supervisor Iyall moved to approve the amended Agenda. Supervisor Tompkins seconded. Motion passed unanimously, (5-0).***

### **Welcome New Board Supervisor**

Supervisor Johnson welcomed Jennifer Colvin to the TCD Board of Supervisors. At their May meeting, WSCC commissioners appointed Jennifer Colvin to TCD's Board for a 3-year term. WSCC commissioners also certified TCD's 2025 Election with TJ Johnson elected to the TCD Board of Supervisors for a 3-year term.

### **Consent Agenda**

Board Chair Johnson asked for *Items E, F, G & H* to be pulled from the Consent agenda. Supervisor Rushton asked for *Item C* to be pulled from the Consent Agenda.

- A. April 22, 2025, Board Work Session & Meeting Minutes
- B. May Financial Report
- D. Recreation and Conservation Districts (RCO) Puget Sound Riparian Analysis & Implementation Funding Agreement

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

### **C. National Association of Conservation Districts (NACD) Forestry Funding Agreement**

***Supervisor Tompkins moved to approve item C. NACD Forestry Funding Agreement. Supervisor Iyall seconded. Motion passed, (4-0). Supervisor Rushton abstained***

### **Building Conservation Capacity Vendor Agreements**

- E. Nisqually Land Trust: Building Conservation Capacity Vendor Agreement
- F. Capitol Land Trust: Building Conservation Capacity Vendor Agreement
- G. Olympia Ecosystems: Building Conservation Capacity Vendor Agreement
- H. Community Farmland Trust: Building Conservation Capacity Vendor Agreement

***Supervisor Iyall moved to approve items E, F, G, & H Building Conservation Capacity Vendor Agreements which were pulled from the Consent Agenda. Supervisor Iyall seconded. Motion passed, (4-0). Supervisor Johnson abstained.***

**Public Comment**

Craig Nelson said he was glad to be able to attend the meeting to learn about TCD's model of governance.

**Partner Reports**

A. National Resources Conservation Service (NRCS) Update, DaShell Burnham

- Ms. Burnham was not present.
- Supervisor Rushton gave an update.

B. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli

- Mr. Giuntoli gave an update.
- WSCC & WACD will co-host an all-district meeting on June 12<sup>th</sup> in Leavenworth to discuss legislative topics and statewide planning.

C. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor and WACD National Director Doug Rushton and WACD Southwest Area Director Heather Smith.

- Director Smith gave an update.
- Supervisor Rushton gave an update.

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

- Supervisor Ruston gave an update.
- A written update was provided to the board.

**Officer Elections**

***Supervisor Rushton moved to nominate Supervisor Iyall for TCD Auditor. Supervisor Tompkins seconded. Motion passed, (5-0).***

***Supervisor Rushton moved to nominate Supervisor Johnson for TCD Chair. Supervisor Iyall seconded. Motion passed, (5-0).***

***Supervisor Rushton moved to nominate Supervisor Tompkins for TCD Vice Chair. Supervisor Iyall seconded. Motion passed, (5-0).***

**Governance**

A. June 25, 2025 Work Session Topic List & Meeting Agenda Development

**Work Session**

- Topic List Review, *All*
- Staff Presentation: Community Wildfire Protection Plan Survey Update, *Jae Townsend*

- 91 • Community Partner Presentation: TBD
- 92 • Strategic Planning Process, *Executive Director Moorehead*
- 93 • Long-Term Funding Committee, *TJ Johnson, Executive Director Moorehead*
- 94 • Conservation and Education Center (CEC) Development, *All*
- 95 • Important Updates & Announcements
- 96 ○ Board of Supervisors, *All*
- 97 ○ Executive Director, *Sarah Moorehead*
- 98 **Board Meeting Agenda**
- 99 • Welcome, Introductions, Audio Recording Announcement
- 100 • Agenda Review
- 101 • Consent Agenda
- 102 ○ May 28, 2025 Board Work Session & Meeting Minutes
- 103 ○ June 2025 Financial Report
- 104 • Public Comment
- 105 • Partner Reports (if present)
- 106 ○ National Resources Conservation Service
- 107 ○ Washington State Conservation Commission
- 108 ○ Washington Association of Conservation Districts
- 109 ○ National Association of Conservation Districts
- 110 • Governance, *All*
- 111 ○ July 25, 2025 Work Session Topic List & Meeting Agenda Development
- 112 • **Executive Session:** to consider the selection of a site or the acquisition of real
- 113 estate by lease or purchase when public knowledge regarding such consideration
- 114 would cause a likelihood of increased price.

115 **Executive Session: To consider the selection of a site or the acquisition of real estate**

116 *RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease*  
117 *or purchase when public knowledge regarding such consideration would cause a likelihood of*  
118 *increased price.*

119 The Executive Session opened at 7:15 pm to last no more than 10 minutes and concluded at  
120 7:25 pm. In attendance: TCD Board Members Johnson, Rushton, Iyall, Tompkins and Colvin; TCD  
121 Legal Counsel Ben Cushman; and Executive Director Moorehead.

122 **Executive Session Report Out**

123 No action was taken.

124 ***Supervisor Iyall moved to adjourn the May 28, 2025 TCD Board Meeting. Supervisor Rushton***  
125 ***seconded. Motion passed unanimously, (5-0).***

126 **Adjourn 7:25 pm**

Respectfully,

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TJ Johnson, TCD Board Chair



## Thurston Conservation District

### June 2025 Financial Notes



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

1. TCD recorded a net income of \$7,743 for May. The positive net income is a result of a relatively large Rates & Charges installment of \$35,359 – a residual payment from the large springtime installment.
2. In May, TCD received a \$10,000 donation from Puget Sound Energy in appreciation for the District's wildfire prevention activities. This donation will be allocated for future wildfire prevention activities by the District.
3. In May, TCD invested in 2 Brush Hog Mowers (\$8,483) for restoration work. This expense is reported in *Capital Outlays: Restoration Equipment*.
4. As of May 31, you'll notice a negative amount of \$776.97 reported for *Bank Fees & Interest Charges*. Since migrating from a Wells Fargo credit card to a Beneficial State Bank credit card, the District has been earning an average of \$160 per month from BSB's cash back program. After this month, this income will be recorded as income in the P&L reports. As part of the Mid-Year Revised Budgeting, this anticipated income will be added to TCD's Unrestricted Budget.
5. As of May 31, the District is reporting a healthy positive net income of \$115,094 for 2025.

#### Previous Year P&L Comparison

6. *Poultry Equipment Rentals* are up 95% over the same time last year and *Nutrient Spreader Rentals* are down 71%.
7. The large increase in *Nongovernmental Contributions* comes from the \$10K donation from PSE mentioned earlier in these notes.
8. TCD's *Total Income* continues to be higher (60%) than it was this time last year. This increased income is mostly due to a 92% increase in Grant Revenues.
9. As expected with a primarily grant funded organization, increases in income are matched by increases in *Total Expenses*. So far this year, total expenditures have increased by 34%.
10. On the ground conservation and restoration project activity continues to top the activity in 2024. Between *Cultural Resources*, *Construction & Restoration Work*, and *Cost Share*, on the ground activity increased by 471% over last year. It is not uncommon to see increases like this toward the end of WA State's biennium.

#### Unrestricted Budget vs Actual

11. The 2025 Unrestricted Budget continues to be on track for the year.

# Thurston Conservation District

## Profit & Loss

### May 2025

	May 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	554.84
3451120 · Nutrient Spreader Rentals	-45.58
3451130 · Poultry Equipment & Tool Rentals	941.07
3451140 · Plant Sales	-43.67
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>1,406.66</b>
<b>Total 3400000 · Charges for Goods and Services</b>	<b>1,406.66</b>
3300000 · Grant Revenues	262,455.06
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	35,358.94
3670000 · Nongovernmental Contributions	10,000.00
3610000 · Interest and Other Earnings	35.02
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>45,393.96</b>
<b>Total Income</b>	<b>309,255.68</b>
<b>Gross Profit</b>	<b>309,255.68</b>
<b>Expense</b>	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	205,266.09
5314000 · Intern Stipends	1,265.00
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	522.89
5314103 · Computer Services	6,351.00
5314100 · Professional Services	26,245.28
5314400 · Advertising	101.89
5314203 · Printing Services	443.03
5314104 · Janitorial Services	1,575.00
5314501 · Office Rent	8,427.00
5314700 · Utilities	528.09
5314503 · Equipment Leases	134.25
5314504 · Vehicle Leases	513.63
5314200 · Communications	1,809.00
5314505 · Software Licenses	2,415.76
5313101 · Office Supplies	406.84
5314202 · Postage & Shipping	55.09
5314307 · Licenses and Permits	11.50
5314117 · Soil Testing	1,042.12
Project Expenses	8,767.81
5314306 · Board - Conference & Training	111.42
5314300 · Staff - Travel	2,821.37
5314108 · Construction & Restoration Work	18,212.99
5314110 · Bank Fees & Interest Charges	-209.15
5314600 · Liability Insurance Premiums	3,693.58

Thurston Conservation District  
Profit & Loss  
May 2025

	May 25
5945360 · Capital Outlays	
5945367 · Restoration Equipment	8,482.59
5945363 · Equipment & Office Furniture	454.16
5945364 · Computer Hardware	64.73
Total 5945360 · Capital Outlays	9,001.48
Total Expense	301,512.96
Net Ordinary Income	7,742.72
Net Income	7,742.72

# Thurston Conservation District

## Profit & Loss

### January through May 2025

	Jan - May 25
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	3,718.70
3451120 · Nutrient Spreader Rentals	101.99
3451130 · Poultry Equipment & Tool Rentals	1,325.71
3451140 · Plant Sales	24,664.19
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>29,810.59</b>
3417000 · Sales of Merchandise	
3417010 · TCD Swag Shop	1,207.40
<b>Total 3417000 · Sales of Merchandise</b>	<b>1,207.40</b>
<b>Total 3400000 · Charges for Goods and Services</b>	<b>31,017.99</b>
3300000 · Grant Revenues	1,505,612.84
3600000 · Miscellaneous Revenues	
3699100 · Miscellaneous Other	1,939.46
3685000 · Special Assessments - Service	318,808.96
3670000 · Nongovernmental Contributions	13,622.43
3610000 · Interest and Other Earnings	185.68
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>334,556.53</b>
<b>Total Income</b>	<b>1,871,187.36</b>
<b>Gross Profit</b>	<b>1,871,187.36</b>
<b>Expense</b>	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	1,056,947.06
5314000 · Intern Stipends	1,265.00
5314101 · Legal Fees & Services	10,000.00
5314102 · Audit & Accounting	2,487.51
5314103 · Computer Services	12,295.47
5314100 · Professional Services	243,680.88
5314400 · Advertising	1,470.95
5314203 · Printing Services	976.13
5314104 · Janitorial Services	3,850.00
5314501 · Office Rent	42,135.00
5314700 · Utilities	2,263.40
5314503 · Equipment Leases	1,968.74
5314504 · Vehicle Leases	2,520.65
5314200 · Communications	7,502.01
5313102 · Photocopier Usage	428.29
5354800 · Repairs & Maintenance	3,386.63
5314505 · Software Licenses	15,948.69
5313101 · Office Supplies	2,093.90
5313103 · Promotional Items	3,006.88
5314202 · Postage & Shipping	957.82
5314902 · Organizational Dues	1,341.00
5314307 · Licenses and Permits	259.50
5314117 · Soil Testing	2,645.07
5313401 · Plants for Resale	23,839.44
Project Expenses	38,864.30

11:25 AM

06/20/25

Accrual Basis

**Thurston Conservation District**  
**Profit & Loss**  
**January through May 2025**

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	Jan - May 25
5314302 · Staff - Conference & Training	7,508.28
5314306 · Board - Conference & Training	530.59
5314300 · Staff - Travel	10,502.42
5314119 · Cultural Resources	17,833.05
5314108 · Construction & Restoration Work	149,328.73
5314109 · Cost Share	51,906.02
5314110 · Bank Fees & Interest Charges	-776.97
5314600 · Liability Insurance Premiums	17,679.90
66300 · Sales Tax Adjustments	19.59
66900 · Reconciliation Discrepancies	0.00
5945360 · Capital Outlays	
5945367 · Restoration Equipment	11,242.38
5945363 · Equipment & Office Furniture	1,730.33
5945364 · Computer Hardware	6,454.84
Total 5945360 · Capital Outlays	19,427.55
Total Expense	1,756,093.48
Net Ordinary Income	115,093.88
Net Income	115,093.88

# Thurston Conservation District Profit & Loss Prev Year Comparison

January through May 2025

	Jan - May 25	Jan - May 24	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	3,718.70	4,156.30	-437.60	-10.5%
3451120 · Nutrient Spreader Rentals	101.99	349.68	-247.69	-70.8%
3451121 · No-Till Drill Rentals	0.00	398.22	-398.22	-100.0%
3451130 · Poultry Equipment & Tool Rentals	1,325.71	680.29	645.42	94.9%
3451140 · Plant Sales	24,664.19	20,127.56	4,536.63	22.5%
3451150 · Partner Fee for Service	0.00	23,568.40	-23,568.40	-100.0%
<b>Total 3451100 · Soil/Water Conservation Service</b>	<b>29,810.59</b>	<b>49,280.45</b>	<b>-19,469.86</b>	<b>-39.5%</b>
3417000 · Sales of Merchandise				
3417010 · TCD Swag Shop	1,207.40	0.00	1,207.40	100.0%
3417020 · Event Ticket Income	0.00	8,187.21	-8,187.21	-100.0%
<b>Total 3417000 · Sales of Merchandise</b>	<b>1,207.40</b>	<b>8,187.21</b>	<b>-6,979.81</b>	<b>-85.3%</b>
<b>Total 3400000 · Charges for Goods and Services</b>	<b>31,017.99</b>	<b>57,467.66</b>	<b>-26,449.67</b>	<b>-46.0%</b>
3300000 · Grant Revenues	1,505,612.84	784,595.87	721,016.97	91.9%
3600000 · Miscellaneous Revenues				
3691000 · Sale of Surplus	0.00	12.00	-12.00	-100.0%
3699100 · Miscellaneous Other	1,939.46	170.40	1,769.06	1,038.2%
3685000 · Special Assessments - Service	318,808.96	321,694.48	-2,885.52	-0.9%
3670000 · Nongovernmental Contributions	13,622.43	706.16	12,916.27	1,829.1%
3610000 · Interest and Other Earnings	185.68	629.82	-444.14	-70.5%
3620000 · Rents and Leases	0.00	0.00	0.00	0.0%
<b>Total 3600000 · Miscellaneous Revenues</b>	<b>334,556.53</b>	<b>323,212.86</b>	<b>11,343.67</b>	<b>3.5%</b>
<b>Total Income</b>	<b>1,871,187.36</b>	<b>1,165,276.39</b>	<b>705,910.97</b>	<b>60.6%</b>
<b>Gross Profit</b>	<b>1,871,187.36</b>	<b>1,165,276.39</b>	<b>705,910.97</b>	<b>60.6%</b>
<b>Expense</b>				
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	1,056,947.06	910,284.71	146,662.35	16.1%
5314000 · Intern Stipends	1,265.00	1,000.00	265.00	26.5%
5314101 · Legal Fees & Services	10,000.00	17,416.26	-7,416.26	-42.6%
5314102 · Audit & Accounting	2,487.51	2,284.50	203.01	8.9%
5314103 · Computer Services	12,295.47	22,459.00	-10,163.53	-45.3%
5314100 · Professional Services	243,680.88	92,622.56	151,058.32	163.1%
5314400 · Advertising	1,470.95	2,274.57	-803.62	-35.3%
5314203 · Printing Services	976.13	2,562.60	-1,586.47	-61.9%
5314104 · Janitorial Services	3,850.00	3,215.00	635.00	19.8%
5314501 · Office Rent	42,135.00	34,228.00	7,907.00	23.1%
5314700 · Utilities	2,263.40	4,319.00	-2,055.60	-47.6%
5314503 · Equipment Leases	1,968.74	2,256.89	-288.15	-12.8%
5314504 · Vehicle Leases	2,520.65	2,605.49	-84.84	-3.3%
5314200 · Communications	7,502.01	7,060.92	441.09	6.3%
5313102 · Photocopier Usage	428.29	433.63	-5.34	-1.2%
5354800 · Repairs & Maintenance	3,386.63	4,272.03	-885.40	-20.7%
5314505 · Software Licenses	15,948.69	20,535.91	-4,587.22	-22.3%
5313101 · Office Supplies	2,093.90	2,783.06	-689.16	-24.8%
5313103 · Promotional Items	3,006.88	0.00	3,006.88	100.0%
5314202 · Postage & Shipping	957.82	1,108.83	-151.01	-13.6%
5314902 · Organizational Dues	1,341.00	1,000.00	341.00	34.1%
5314307 · Licenses and Permits	259.50	1,934.92	-1,675.42	-86.6%
5314117 · Soil Testing	2,645.07	2,967.38	-322.31	-10.9%
5313401 · Plants for Resale	23,839.44	14,974.78	8,864.66	59.2%
Project Expenses	38,864.30	32,267.99	6,596.31	20.4%
5314302 · Staff - Conference & Training	7,508.28	8,630.78	-1,122.50	-13.0%
5314306 · Board - Conference & Training	530.59	1,001.66	-471.07	-47.0%
5314300 · Staff - Travel	10,502.42	8,763.11	1,739.31	19.9%
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	149,328.73	38,354.68	110,974.05	289.3%
5314109 · Cost Share	51,906.02	0.00	51,906.02	100.0%
5314110 · Bank Fees & Interest Charges	-776.97	-1.14	-775.83	-68,055.3%
5314600 · Liability Insurance Premiums	17,679.90	13,790.25	3,889.65	28.2%
66300 · Sales Tax Adjustments	19.59	824.08	-804.49	-97.6%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
5945360 · Capital Outlays				
5945368 · Rental Equipment	0.00	14,575.84	-14,575.84	-100.0%
5945367 · Restoration Equipment	11,242.38	2,381.29	8,861.09	372.1%
5945363 · Equipment & Office Furniture	1,730.33	18,031.54	-16,301.21	-90.4%
5945364 · Computer Hardware	6,454.84	3,278.93	3,175.91	96.9%
5945366 · Vehicle Purchases	0.00	5,497.80	-5,497.80	-100.0%
<b>Total 5945360 · Capital Outlays</b>	<b>19,427.55</b>	<b>43,765.40</b>	<b>-24,337.85</b>	<b>-55.6%</b>
<b>Total Expense</b>	<b>1,756,093.48</b>	<b>1,306,346.37</b>	<b>449,747.11</b>	<b>34.4%</b>
<b>Net Ordinary Income</b>	<b>115,093.88</b>	<b>-141,069.98</b>	<b>256,163.86</b>	<b>181.6%</b>
<b>Net Income</b>	<b>115,093.88</b>	<b>-141,069.98</b>	<b>256,163.86</b>	<b>181.6%</b>

Thurston Conservation District  
**Balance Sheet**  
As of May 31, 2025

	May 31, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
3088010 · Checking-103 Beneficial	151,238.43
3081001 · Checking-7444 Timberland	5,126.74
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reserve	4,174.00
3088022 · Saving-129 Beneficial CEC	119,481.19
Total 3088020 · Savings Accounts	123,655.19
3088030 · Counter Cash	200.00
3088040 · PayPal Account	7,715.25
Total Checking/Savings	287,935.61
Accounts Receivable	725,705.11
Other Current Assets	
3090500 Prepaid Accounts	
3090509 · Other Prepaid Expenses	8,000.00
3090501 · Prepaid Insurance	10,957.78
3090507 · Security Deposit - Tilley Court	8,427.00
Total 3090500 Prepaid Accounts	27,384.78
3091000 · 309.10.00 Inventory Asset	2,666.56
3092000 · 309.20.00 Cash on Hand	43,315.97
Total Other Current Assets	73,367.31
Total Current Assets	1,087,008.03
Fixed Assets	89,000.00
<b>TOTAL ASSETS</b>	<b>1,176,008.03</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	84,310.45
Credit Cards	15,593.51
Other Current Liabilities	
3861100 · Sales Tax Payable	242.32
3861000 · Payroll Liabilities	193,991.24
Total Other Current Liabilities	194,233.56
Total Current Liabilities	294,137.52
Total Liabilities	294,137.52
Equity	881,870.51
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,176,008.03</b>

# 2025 Unrestricted Budget vs Actual



April 41.67%

	Account Name	2025 Budget	2025 Actual	\$ Over Budget	% of Budget
1	<input checked="" type="checkbox"/> Income	1,213,975	531,684	-682,291	43.80%
2	<input checked="" type="checkbox"/> Retail Sales	66,320	32,319	-34,001	48.73%
3	<input checked="" type="checkbox"/> Food Production and Consumption	2,300	1,326	-974	57.64%
4	Poultry Equipment & Tool Rentals	2,300	1,326	-974	57.64%
5	<input checked="" type="checkbox"/> Soil Conservation and Health	9,920	3,821	-6,099	38.52%
6	Soil Testing	8,600	3,719	-4,881	43.24%
7	Nutrient Spreader Rentals	820	102	-718	12.44%
8	No-Till Drill Rentals	500	0	-500	0.00%
9	<input checked="" type="checkbox"/> Community Outreach and Education	53,100	25,872	-27,228	48.72%
10	Plant Sales	53,000	24,664	-28,336	46.54%
11	TCD Swag Shop - T095	100	1,207	1,107	1,207.40%
12	<input checked="" type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	0	0	0	N/A
13	Partner Fee for Service - Restoration Crew	0	0	0	N/A
14	<input checked="" type="checkbox"/> Other Income	1,000	1,302	302	130.15%
15	Contributions Private	0	1	1	N/A
16	Interest Income	1,000	186	-814	18.57%
17	Miscellaneous Income	0	1,114	1,114	N/A
18	<input checked="" type="checkbox"/> Grant Revenue	204,491	0	-204,491	0.00%
20	Rates and Charges	564,110	318,809	-245,301	56.52%
21	<input checked="" type="checkbox"/> Overhead	379,054	180,556	-198,498	47.63%
22	Overhead Allocation	357,054	171,428	-185,626	48.01%
23	Vehicle Allocation	22,000	9,128	-12,872	41.49%
24	2024 Carry Overs	50,000	50,000	0	100.00%
25	<input checked="" type="checkbox"/> Program Allocation	443,884	165,657	-278,227	37.32%
26	<input checked="" type="checkbox"/> Local Food Production and Consumption	26,000	6,696	-19,304	25.76%
27	Poultry Equipment Rentals	26,000	6,696	-19,304	25.76%
28	<input checked="" type="checkbox"/> Producer Support & Preservation and Expansion of Working Lands	1,000	0	-1,000	0.00%
29	Working Lands Preservation Initiative	1,000	0	-1,000	0.00%
30	<input checked="" type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	44,157	21,722	-22,435	49.19%
31	Restoration Crew & Equipment (T050)	0	0	0	N/A
32	Conservation TA 1	44,157	10,861	-33,296	24.60%
33	<input checked="" type="checkbox"/> Soil Conservation and Health	42,770	14,938	-27,832	34.93%
34	Soil Health Testing	32,000	10,996	-21,004	34.36%
35	Nutrient Spreader Rentals	5,770	2,646	-3,124	45.86%
36	No-Till Drill Rentals	5,000	1,296	-3,704	25.92%
37	<input checked="" type="checkbox"/> Community Outreach and Engagement	190,875	89,988	-100,887	47.15%
38	Conservation & Education Center	60,000	14,907	-45,093	24.84%
39	District Communications	61,875	23,150	-38,725	37.41%
40	Plant Sale	54,000	38,216	-15,784	70.77%
41	Elections	15,000	13,716	-1,284	91.44%
42	<input checked="" type="checkbox"/> Adult and Youth Conservation Education	47,870	27,153	-20,717	56.72%
43	South Sound Green	41,670	21,372	-20,298	51.29%



	Account Name	2025 Budget	2025 Actual	\$ Over Budget	% of Budget
44	Teens in Thurston Volunteer Program	2,200	1,781	-419	80.96%
45	Envirothon	4,000	4,000	0	100.00%
46	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	91,213	5,159	-86,054	5.66%
47	Conservation TA 2	44,157	10,861	-33,296	24.60%
48	Investing in Future Conservation	47,056	5,159	-41,897	10.96%
49	<input type="checkbox"/> Administrative Expenses - A010	713,433	280,343	-433,090	39.29%
50	Administrative Salaries & Benefits	377,006	132,883	-244,123	35.25%
51	36-Hour Leave Accrual Adjustmnet	8,050	8,050	0	100.00%
52	<input type="checkbox"/> Professional Services	72,684	24,783	-47,901	34.10%
53	Legal Services	24,000	10,000	-14,000	41.67%
54	Audit & Accounting	9,940	2,488	-7,452	25.03%
55	Computer Services	35,744	12,295	-23,449	34.40%
56	Professional Services	3,000	0	-3,000	0.00%
57	<input type="checkbox"/> Facility, Vehicles and Maintenance	165,793	69,833	-95,960	42.12%
58	Janitorial Services	9,100	3,850	-5,250	42.31%
59	Office Rent	101,124	42,135	-58,989	41.67%
60	Utilities	5,785	2,263	-3,522	39.13%
61	Equipment Leases	3,920	1,594	-2,326	40.66%
62	Vehicle Leases	7,000	2,521	-4,479	36.01%
63	Communications	16,152	6,415	-9,737	39.72%
64	Photocopier Usage	1,000	428	-572	42.83%
65	Vehicle Repairs & Maintenance	5,000	3,200	-1,800	64.01%
66	Computer Hardware Purchases	3,000	1,447	-1,553	48.23%
67	Computer Software	11,612	4,896	-6,716	42.16%
68	Equipment & Office Furniture	2,100	1,083	-1,017	51.58%
69	<input type="checkbox"/> Supplies	11,400	3,499	-7,901	30.69%
70	<input type="checkbox"/> Office Supplies	4,418	1,443	-2,975	32.66%
71	Staff Swag	582	582	0	100.00%
72	Postage & Shipping	300	108	-192	35.96%
73	Organizational Dues	6,000	1,341	-4,659	22.35%
74	Licenses & Permits	100	25	-75	25.00%
75	<input type="checkbox"/> Conferences, Training and Travel	32,850	8,199	-24,651	24.96%
76	Staff Conference & Training (A037)	16,100	3,937	-12,163	24.45%
77	<input type="checkbox"/> Board Conference and Training Fees	3,100	91	-3,009	2.94%
78	Board Swag	150	150	0	100.00%
79	Board Meeting Snacks	1,000	440	-560	43.95%
80	Staff Travel	10,000	3,731	-6,269	37.31%
81	Board Travel	2,500	0	-2,500	0.00%
82	<input type="checkbox"/> Insurance and Banking	45,650	16,997	-28,653	37.23%
83	Bank Fees & Interest Charges	650	-683	-1,333	-105.05%
84	Liability Insurance Premiums	45,000	17,680	-27,320	39.29%
85	Late Fees & Penalties	0	0	0	N/A
86	<input type="checkbox"/> Savings	106,658	0	-106,658	0.00%
87	Reserve Fund	56,658	0	-56,658	0.00%
88	Conservation Education Center Savings Plan	50,000	0	-50,000	0.00%
89	Net Income (Surplus or Deficit)	0	135,684	135,684	N/A

# 2025 Restricted Budgets vs Actuals



As of May 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	<b>- Federal</b>											
2	Frogs on Farm	US80	F20AC11306-00	08/15/20	08/15/25	93,135	60,335	61,567	1,232	60,335	95.84%	35.22%
3	USFWS Restoring South Sound Prairies	US90	F22AC01820-00	07/01/22	07/01/27	190,000	88,670	1,000	0	1,000	58.35%	53.33%
4	<b>- Sentinel Landscape Program (SLP)</b>											
5	NACD SLP	SLP075	NA	10/01/21	06/30/28	1,353,000	269,341	244,048	177,793	66,256	54.32%	80.09%
6	<b>- RCO</b>											
7	FY22-27 ASRP Riverbend	R050	22-1548C	03/28/22	06/30/27	7,673,670	1,444,444	169,583	130,099	39,484	60.44%	81.18%
8	SRFB Cozy Valley	R060	21-1089C	09/23/21	06/01/25	132,778	43	12,761	12,723	39	99.93%	99.97%
9	ESRP Zangle Cove	R070	20-1517R	07/01/21	04/30/26	110,072	22,358	22,654	318	22,337	81.08%	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	63.90%	94.68%
11	South Sound Outreach (HSIL)	R100	23-1853O	05/07/24	04/30/27	109,846	106,203	30,783	1,686	29,097	35.81%	3.32%
12	<b>- DOE</b>											
13	Ecology Elwanger	E200	WQC-2025-ThurCD-00165	11/01/24	10/31/27	500,000	479,472	276,515	20,528	255,987	19.36%	4.11%
14	<b>- WSCC</b>											
15	FY23-25 Livestock	W025	24-13-LT	07/01/23	06/30/25	20,000	1,154	6,622	5,468	1,154	95.90%	94.23%
16	Early Action Reaches (EAR) Skookumchuck Project	W030	20-13-EA	04/01/20	12/31/25	744,780	123,331	141,513	27,869	113,644	89.81%	83.44%
17	FY21-25 Flood (FL) Chehalis Project	W050	22-13-FL	09/01/21	06/30/25	261,333	8,203	37,157	28,955	8,202	97.86%	96.86%
18	FY23-25 Shellfish Cost Share	W060	24-13-SH	11/27/23	06/30/25	125,000	100,932	105,550	4,618	100,932	94.85%	19.25%
19	FY23-25 CREP	W070	24-13-CE	07/01/23	06/30/25	118,502	37,378	58,838	21,460	37,378	95.90%	68.46%
20	FY23-25 NRI Cost Share	W080	24-13-NR	08/21/23	06/30/25	100,722	28,848	42,698	13,850	28,848	95.59%	71.36%
21	FY24-25 Engineering	W100	25-13-PE	09/11/24	06/30/25	34,800	2	23,603	23,601	2	89.76%	99.99%
22	FY24-25 Salmon Riparian Funding	W110	24-13-SRF	02/27/24	06/30/25	207,514	53,676	156,345	102,670	53,676	93.88%	74.13%
23	FY24-25 Sustainable Farms and Fields	W120	25-13-SFF	08/29/24	06/30/25	72,730	20,192	56,990	36,798	20,192	90.20%	72.24%
24	Forest Health and Community Wildfire Resiliency	W130	24-13-FH	09/22/23	06/30/25	471,000	65,135	221,030	155,895	65,135	95.37%	86.17%
25	Irrigation Efficiencies	W140	24-13-IE	04/03/24	06/30/25	45,778	9,373	24,450	15,077	9,373	93.39%	79.52%
26	Regional Implementation Team (RIT)	W150	22-13-RIT	10/01/21	06/30/25	102,000	1,938	14,650	12,711	1,938	97.81%	98.10%
27	Community Engagement Plan (CEP)	W160	24-13-CEP	02/20/24	06/30/25	17,500	2,473	10,651	8,177	2,473	93.96%	85.87%

	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	377,269	727,010	349,741	377,269	93.21%	59.48%
29	FY24-25 Sustainable Farms and Fields CCA	W180	24-13-SF1	05/16/24	06/30/25	59,531	0	40,216	40,216	0	Closed	100.00%
30	<b>Other State Grants</b>											
31	WDFW Building Conservation Capacity	S100	24-25744	03/17/25	06/30/27	500,000	498,146	180,563	1,854	178,709	9.09%	0.37%
32	DOH Eld Inlet Manure Management	S500	GVL29108-0	05/13/24	07/31/27	776,247	712,095	169,103	28,395	140,709	32.68%	8.26%
33	Farm Plan Catalog	S800	G-8233	06/07/24	05/31/25	10,553	0	7,210	7,210	0	Closed	100.00%
34	<b>Thurston County</b>											
35	FY23-25 VSP	TC400	08-23	07/01/23	06/30/25	227,500	14,914	60,053	45,139	14,914	95.90%	93.44%
36	FY23-25 VSP Cost Share	TC450		08/08/23	06/30/25	485,649	187,406	200,024	12,834	187,190	95.67%	61.41%
37	FY24-26 Thurston County Working Lands Outreach	TC500		08/13/24	06/30/26	5,500	5,025	5,408	383	5,025	42.50%	8.64%
38	<b>Miscellaneous</b>											
39	FY23-25 ESRP Shore Friendly Phase 3	M035	19-1703C	07/01/23	06/30/25	388,883	50,834	213,950	163,116	50,834	95.90%	86.93%
40	FY25-29 Olympia Urban Farmland	M065	NA	01/01/25	12/31/29	259,000	245,370	51,800	13,630	38,170	8.27%	5.26%
41	GRuB Beginning Farmer Development	M066	NA	01/01/24	08/31/25	10,259	7,445	8,609	1,164	7,445	84.89%	27.43%
42	FY24-25 NACD Bucoda Community Farm	M077	NA	09/24/24	11/15/25	60,000	34,162	56,791	22,629	34,162	59.81%	43.06%
43	FY25-27 OlyEco NFWF Habitat Resilience	M078	NA	03/01/24	02/28/27	30,000	30,000	6,250	0	6,250	41.74%	0.00%
44	FY25-26 NACD Forestry	M079	NA	01/01/25	06/30/26	133,786	133,786	57,729	0	57,729	27.66%	0.00%
45	One Tree Planted	M085	NA	09/03/21	until spent	33,076	25,006	3,998	0	3,998	NA	24.40%
46	WCRR I Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/26	111,954	10,345	32,298	21,953	10,345	75.94%	90.76%
47	WFC Meyer Phase 2	M100	NA	01/01/23	09/01/25	106,546	25,606	25,955	350	25,605	90.46%	75.97%
48	Partner District Support	M400		05/01/25	TBD	500	166	500	334	166	NA	66.90%
49	FY24-26 Pierce County Shellfish NTA	M600	SC-111404	01/01/24	01/31/27	191,000	109,001	60,238	21,128	39,110	45.87%	42.93%
50	FY25 CTD Training Scholarship	M700	NA	04/18/25	05/30/25	500	0	500	500	0	Closed	100.00%
51	<b>South Sound GREEN</b>											
52	2025 Interlocal	G019-SS		01/01/25	12/31/25	64,160	44,250	64,160	19,910	44,250	41.37%	31.03%
53	FY24-25 WSC Mini Grant	G019.50		12/10/24	until spent	500	0	500	500	0	Closed	100.00%
54	FY24 OSD i-Grant	G019.10		03/01/24	until spent	4,000	1,012	0	0	0	NA	74.71%
55	FY23-25 Outdoor Learning	G019.10		10/01/23	04/30/25	21,833	0	23,318	7,558	15,760	Closed	100.00%
56	Every Kid Outdoors	G019.12		07/01/24	until spent	500	500	0	0	0	NA	0.00%
57	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	1,700	2,500	800	1,700	NA	32.00%
58	2024 Community Foundation	G019.29		11/01/24	until spent	2,500	2,500	0	0	0	NA	0.00%
59	2024 Dawkins	G019.28		01/01/24	until spent	20,750	14,269	14,461	192	14,269	NA	31.23%

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2025 Budget	2025 Actual	2025 Remaining Budget	% of Total Time	% of Total Budget Spent
60	Carlson Charitable	G019.31		12/05/23	until spent	2,500	7	279	272	7	NA	99.73%
61	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%
62	TCC General	G019		01/01/18	until spent	11,561					NA	100.00%
63	2024 Squaxin	G019.85		02/01/24	until spent	2,250	1,681	1,708	27	1,681	NA	25.29%
64	2025 Squaxin	G019.85		03/01/25	until spent	1,000	1,000	0	0	0	NA	0.00%
65	FY25 Tumwater SD Natural Resources	G019.12		09/03/24	until spent	1,000	1,000	0	0	0	NA	0.00%
66	Inspire Olympia	G019.13		07/09/24	until spent	29,975	6,035	17,456	11,421	6,035	NA	79.87%
67	FY25 ESD 113 Climate Education	G019.10		05/15/25	until spent	6,000	6,000	6,000	0	6,000	NA	0.00%
68	<b>Teens in Thurston Volunteer Program</b>											
69	Nisqually TNT 2024	T070	NA	01/01/24	until spent	5,581	5,357	224	0	224	NA	4.01%
70	<b>Envirothon Program</b>											
71	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	0	34	34	0	Closed	100.00%
72	2025 Pork Blakely Envirothon	T040		04/03/25	until spent	1,000	0	1,000	1,000	0	Closed	100.00%
73	Olympia Food Co-op Envirothon	T040		01/01/24	until spent	100	0	100	100	0	Closed	100.00%
74	2025 Chehalis Tribe Envirothon	T040		03/01/25	until spent	2,500	2,011	2,500	489	2,011	NA	19.56%

**Thurston Conservation District**  
**Payment Report**  
**May 2025**

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	14194	05/01/2025	Alaska Airline	WSCC:W170 - Riparian Grant Program	5314306 - Airfare	50.00
Credit Card Charge	14001.2	05/01/2025	Amazon	SLP Program:SLP075 - NACD SLP	5314107 - Project Supplies	32.92
Credit Card Charge	14094	05/01/2025	Baileys IGA	WSCC:W120 - FY24-25 Sustainable Farms and Field	5314901 - Meeting & Event	13.21
Check	EFT	05/01/2025	Delta Dental	UNRESTRICTED:A010 - Administrative Expenses	5531212 - Dental Benefits	2,053.50
Credit Card Charge	14177	05/01/2025	DripWorks	WSCC:W120 - FY24-25 Sustainable Farms and Field	5314107 - Project Supplies	26.63
Credit Card Charge	14046	05/01/2025	Eastside Urban Farm & Garden	MISC:M077 - NACD Bucoda Community Farm	5314108 - Construction & Restoration Work	453.00
Credit Card Charge	14171	05/01/2025	GrowerHouse	WSCC:W120 - FY24-25 Sustainable Farms and Field	5314107 - Project Supplies	953.74
Credit Card Charge	14056	05/01/2025	SeaTac Airport Parking	WSCC:W170 - Riparian Grant Program	5314307 - Parking fees	148.00
Check	EFT	05/01/2025	Tilley Court Caves, LLC	UNRESTRICTED:A010 - Administrative Expenses	5314501 - Office Rent	8,427.00
Credit Card Charge	14010	05/01/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 - Postage & Shipping	11.37
Credit Card Charge	14085	05/02/2025	Fred Meyer	WSCC:W130- Forest Health & Wildfire Resiliency	5314901 - Meeting & Event	6.00
Credit Card Charge	14139	05/02/2025	Fred Meyer	WSCC:W130- Forest Health & Wildfire Resiliency	5314901 - Meeting & Event	140.91
Credit Card Charge	14058	05/02/2025	Lincoln Creek Lumber	WSCC:W130- Forest Health & Wildfire Resiliency	5313101 - Office Supplies	7.67
Credit Card Charge	14052	05/05/2025	Amazon	GREEN:TCC:G019.31 Fidelity Carlson Charitable	5313101 - Office Supplies	38.38
Bill Pmt -Check	EFT	05/05/2025	Comcast	UNRESTRICTED:A010 - Administrative Expenses	5314204 - Internet Services	236.38
Credit Card Charge	14024	05/05/2025	Nitro	MISC:M035 - ESRP Shore Friendly	5314505 - Software Licenses	274.50
Check	EFT	05/05/2025	Regence - Health Care		5531210 - Medical Benefits	25,581.84
Check	EFT	05/05/2025	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 - HRA Benefits	401.70
Credit Card Charge	14188	05/05/2025	Tractor Supply	WSCC:W110 - FY24-25 Salmon Riparian Funding	5314107 - Project Supplies	243.52
Credit Card Charge	14190	05/05/2025	Tractor Supply	WSCC:W110 - FY24-25 Salmon Riparian Funding	5314107 - Project Supplies	81.17
Credit Card Charge	14036	05/05/2025	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 - Board Meeting Snacks	10.98
Bill Pmt -Check	22883	05/06/2025	Akylie Holterman	WSCC:W110 - FY24-25 Salmon Riparian Funding	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	22884	05/06/2025	Bella Davis	WSCC:W110 - FY24-25 Salmon Riparian Funding	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	22873	05/06/2025	Fourth Corner Nurseries	TCD Programs:T097 - Plant Sale	5313401 - Plants for Resale	4,625.91
Bill Pmt -Check	22874	05/06/2025	FP Mailing Solutions	UNRESTRICTED:A010 - Administrative Expenses	5314503 - Equipment Leases	43.80
Credit Card Charge	14055	05/06/2025	Home Depot	UNRESTRICTED:A010 - Administrative Expenses	5313101 - Office Supplies	74.52
Bill Pmt -Check	22885	05/06/2025	Jaden McGinty	WSCC:W110 - FY24-25 Salmon Riparian Funding	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	22875	05/06/2025	Joseph Gabiou	WSCC:W120 - FY24-25 Sustainable Farms and Field	5314100 - Professional Services	500.00
Bill Pmt -Check	22876	05/06/2025	Northwest Custom Tees	Various	Promotional Items	3,006.88
Bill Pmt -Check	22877	05/06/2025	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 - Vehicle Fuel	449.54
Credit Card Charge	14030	05/06/2025	Rite in the Rain	WSCC:W170 - Riparian Grant Program	5314107 - Project Supplies	304.13
Bill Pmt -Check	22878	05/06/2025	Ross Strategic	WSCC:W130- Forest Health & Wildfire Resiliency	5314100 - Professional Services	9,893.25
Bill Pmt -Check	22879	05/06/2025	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 - Vehicle Leases	477.15
Bill Pmt -Check	22880	05/06/2025	WA St Dept of Ecology - Cashiering Unit	WSCC:W170 - Riparian Grant Program	5314108 - Construction & Restoration Work	5,070.65
Bill Pmt -Check	22881	05/06/2025	Walker Dev Landscape Supply	WSCC:W110 - FY24-25 Salmon Riparian Funding	5314108 - Construction & Restoration Work	5,799.40
Credit Card Charge	14087	05/06/2025	Washington State Ferries	MISC:M035 - ESRP Shore Friendly	5314308 - Ferry fares	22.25
Bill Pmt -Check	22882	05/06/2025	Wild Fish Conservancy	Depart of Ecology:E200 - Ecology Elwanger	5314100 - Professional Services	3,279.60

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	14057	05/07/2025	Costco	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	162.34
Credit Card Charge	1393866026	05/07/2025	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	241.34
Credit Card Charge	14068	05/07/2025	Safeway	TCD Programs:T070 -Teens in Thurston Volunteer Program	5314901 · Meeting & Event	9.58
Credit Card Charge	14080	05/08/2025	Home Depot	MISC:M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	111.01
Credit Card Charge	14082	05/08/2025	Home Depot	MISC:M077 - NACD Bucoda Community Farm	5314107 · Project Supplies	111.01
Credit Card Charge	14081	05/08/2025	Lowe's	MISC:M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	120.69
Credit Card Charge	14083	05/08/2025	Lowe's	MISC:M077 - NACD Bucoda Community Farm	5314107 · Project Supplies	120.69
Liability Check		05/08/2025	QuickBooks Payroll Service		Payroll	49,971.98
Liability Check		05/08/2025	QuickBooks Payroll Service		Payroll	2,006.11
Credit Card Charge	14078	05/08/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	12.20
Credit Card Charge	14134	05/09/2025	Ralphs Thriftway	GREEN:TCC:G019.130 Inspire Olympia	5314107 · Project Supplies	11.16
Credit Card Charge	3972748	05/09/2025	Rightworks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	26.33
Credit Card Charge	14086	05/10/2025	Pela	TCD Programs:T030 - District Communications	5313101 · Office Supplies	71.31
Liability Check	EFT	05/12/2025	Internal Revenue Service		Payroll Tax	17,443.18
Check	EFT	05/12/2025	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	48.00
Liability Check	EFT	05/12/2025	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	26,924.53
Credit Card Charge	14173	05/13/2025	Amazon	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	28.10
Credit Card Charge	14117	05/13/2025	Chevron	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	57.73
Credit Card Charge	14119	05/13/2025	Drip Depot	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314108 · Construction & Restoration Work	51.10
Credit Card Charge	14178	05/13/2025	WA St Capitol Campus Parking	TCD Programs:T021 - Conservation Education Center	5314307 · Parking fees	4.00
Credit Card Charge	14096	05/14/2025	Ace Hardware	MISC:M077 - NACD Bucoda Community Farm	5314107 · Project Supplies	8.33
Credit Card Charge	14097	05/14/2025	Ace Hardware	MISC:M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	8.33
Credit Card Charge	7567528	05/14/2025	Buzzsprout	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	12.00
Credit Card Charge	14145	05/14/2025	Drip Depot	MISC:M065 - FY25-29 Olympia Urban Farmland	5314108 · Construction & Restoration Work	398.62
Credit Card Charge	14092	05/14/2025	Home Depot	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	28.87
Credit Card Charge	14189	05/14/2025	Home Depot	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	83.68
Credit Card Charge	14135	05/14/2025	Pierce County	GREEN:TCC:G019.130 Inspire Olympia	5314308 · Ferry fares	31.50
Credit Card Charge	14187	05/15/2025	ADT Security Services	UNRESTRICTED:A010 - Administrative Expenses	Various	512.29
Credit Card Charge	14106	05/15/2025	Best Western	WSSC:W140 - Irrigation Efficiencies	5314303 · Lodging	243.10
Credit Card Charge	14102	05/15/2025	Costco	MISC:M077 - NACD Bucoda Community Farm	5314116 · Project Equipment	438.79
Credit Card Charge	14104	05/15/2025	Costco	MISC:M065 - FY25-29 Olympia Urban Farmland	5314116 · Project Equipment	438.79
Credit Card Charge	14103	05/15/2025	Kiperts	MISC:M077 - NACD Bucoda Community Farm	5314107 · Project Supplies	531.00
Credit Card Charge	14191	05/15/2025	Lincoln Creek Lumber	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	25.40
Credit Card Charge	14170	05/15/2025	RL Lakes Market	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	25.00
Check	EFT	05/15/2025	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	108.00
Credit Card Charge	14121	05/15/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	11.37
Credit Card Charge	14113	05/16/2025	Amazon	MISC:M095 - WCRRI Prairie Habitat Enhancement	5313101 · Office Supplies	17.54
Credit Card Charge	14197	05/18/2025	Starbucks	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314901 · Meeting & Event	21.66
Credit Card Charge	14116	05/19/2025	First Student Charter Bus	GREEN:G019.109 - FY23-25 Outdoor Learning	5314112 · Bus Transportation	683.33
Credit Card Charge	14140	05/19/2025	Haggen	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	7.77
Credit Card Charge	E0300WHF46	05/19/2025	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	544.70

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	E0300WHLGS	05/19/2025	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	16.46
Credit Card Charge	14112	05/19/2025	Minuteman Press	MISC:M035 - ESRP Shore Friendly	5314203 · Printing Services	443.03
Check	EFT	05/19/2025	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	264.00
Check	EFT	05/19/2025	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	921.60
Credit Card Charge	14161	05/20/2025	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	36.22
Bill Pmt -Check	22887	05/20/2025	Anchor QEA	RCO:R050 - FY 22-27 ASRP Riverbend	5314100 · Professional Services	1,887.00
Bill Pmt -Check	22888	05/20/2025	Aquaveo	WSCC:W170 - Riparian Grant Program	5314505 · Software Licenses	1,583.40
Bill Pmt -Check	22912	05/20/2025	Christina Wagner	Various	Staff Travel	500.69
Bill Pmt -Check	22889	05/20/2025	Clark's Native Trees	Various	5314108 · Construction & Restoration Work	7,331.10
Bill Pmt -Check	22913	05/20/2025	Deschutes Law Group	UNRESTRICTED:A010 - Administrative Expenses	5314101 · Legal Fees & Services	4,000.00
Bill Pmt -Check	22890	05/20/2025	DR Power Equipment	WSCC:W170 - Riparian Grant Program	5945367 · Restoration Equipment	8,482.59
Bill Pmt -Check	22891	05/20/2025	Emily Landrus	Various	5314304 · Mileage	134.40
Bill Pmt -Check	22892	05/20/2025	FP Mailing Solutions	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	121.38
Credit Card Charge	50409682	05/20/2025	Garmin	UNRESTRICTED:A010 - Administrative Expenses	5314205 · Garmin	43.86
Bill Pmt -Check	22893	05/20/2025	Go Alliance	WSCC:W130- Forest Health & Wildfire Resiliency	5314307 · Licenses and Permits	100.00
Bill Pmt -Check	22914	05/20/2025	Hannah's Cleaning Service	UNRESTRICTED:A010 - Administrative Expenses	5314104 · Janitorial Services	1,575.00
Bill Pmt -Check	22894	05/20/2025	Marguerite Abplanalp	Various	5314304 · Mileage	23.10
Bill Pmt -Check	22895	05/20/2025	Mason Conservation District	RCO:R050 - FY 22-27 ASRP Riverbend	5314100 · Professional Services	7,589.08
Bill Pmt -Check	22896	05/20/2025	Midwest Labs	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	1,042.12
Bill Pmt -Check	22897	05/20/2025	Natural Waters, LLC	RCO:R060 - SRFB Cozy Valley	5314100 · Professional Services Bus Transportation & Sub Teacher Reimbursement	1,450.00
Bill Pmt -Check	22898	05/20/2025	North Thurston Public Schools	GREEN:G019.109 - FY23-25 Outdoor Learning		3,317.96
Bill Pmt -Check	22899	05/20/2025	Olympia Computer LLC	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	2,730.00
Bill Pmt -Check	22900	05/20/2025	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	518.47
Bill Pmt -Check	22901	05/20/2025	Pierce Conservation District	RCO:R100 - South Sound HSIL Outreach	5314400 · Advertising	883.21
Bill Pmt -Check	22902	05/20/2025	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	53.80
Bill Pmt -Check	22903	05/20/2025	Ross Strategic	WSCC:W130- Forest Health & Wildfire Resiliency	5314100 · Professional Services	7,720.50
Bill Pmt -Check	22904	05/20/2025	Sarah Moorehead_V	WSCC:W170 - Riparian Grant Program	Staff Travel	613.89
Bill Pmt -Check	22905	05/20/2025	Thurston County Auditor	TCD Programs:T036 - Elections	5314100 · Professional Services	198.70
Bill Pmt -Check	22906	05/20/2025	Tree Pro	RCO:R050 - FY 22-27 ASRP Riverbend	5314108 · Construction & Restoration Work	5,043.61
Bill Pmt -Check	22907	05/20/2025	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	513.63
Bill Pmt -Check	22908	05/20/2025	WA St University Energy Program	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	3,621.00
Bill Pmt -Check	22909	05/20/2025	WADE	Various	5314302 · Staff - Conference & Training	12,700.00
Bill Pmt -Check	22910	05/20/2025	West Fork Environmental	Depart of Ecology:E200 - Ecology Elwanger	5314100 · Professional Services	5,000.00
Bill Pmt -Check	22911	05/20/2025	White, Nora	TCD Programs:T030 - District Communications	5314400 · Advertising	40.96
Credit Card Charge	14136	05/20/2025	Wordpress	GREEN:G019.109 - FY23-25 Outdoor Learning	5314207 · Web Hosting and Maintenance	350.26
Liability Check	22915	05/20/2025	WSCCE - Council 2		3861008 · Union Dues	1,245.95
Bill Pmt -Check	22916	05/21/2025	Aimee Ornelas	Various	Restoration Crew Intern Stipend	1,422.22
Bill Pmt -Check	22917	05/21/2025	Akylie Holterman	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	22918	05/21/2025	Bella Davis	WSCC:W110 - FY24-25 Salmon Riparian Funding	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	22919	05/21/2025	Ghader Alrashid	WSCC:W110 - FY24-25 Salmon Riparian Funding	Restoration Crew Intern Stipend	1,422.22
Bill Pmt -Check	22920	05/21/2025	Jaden McGinty	WSCC:W110 - FY24-25 Salmon Riparian Funding	Restoration Crew Intern Stipend	1,600.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	EFT	05/21/2025	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	185.03
Bill Pmt -Check	EFT	05/21/2025	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	463.30
Bill Pmt -Check	22922	05/21/2025	Sarah Gillenwater	Various	Restoration Crew Intern Stipend	1,422.22
Bill Pmt -Check	22923	05/21/2025	Serena Bever	GREEN:G019.109 - FY23-25 Outdoor Learning	5314000 · Intern Stipends	1,265.00
Bill Pmt -Check	EFT	05/21/2025	USABLE.Life	UNRESTRICTED:A010 - Administrative Expenses	5531214 · Life Insurance	108.00
Bill Pmt -Check	EFT	05/21/2025	Verizon	UNRESTRICTED:A010 - Administrative Expenses	5314201 · Telephone	1,045.53
Bill Pmt -Check	EFT	05/21/2025	VSP - Vision Care	UNRESTRICTED:A010 - Administrative Expenses	5531213 · Vision Insurance	255.70
Credit Card Charge	14153	05/22/2025	Amazon	WSCC:W170 - Riparian Grant Program	5314107 · Project Supplies	281.20
Credit Card Charge	14154	05/22/2025	Amazon	WSCC:W170 - Riparian Grant Program	5314107 · Project Supplies	417.20
Credit Card Charge	14144	05/22/2025	Costco	MISC:M065 - FY25-29 Olympia Urban Farmland	5314901 · Meeting & Event	51.68
Credit Card Charge	14142	05/22/2025	Flying J Store #1169	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	121.40
Liability Check	EFT	05/22/2025	Internal Revenue Service		Payroll Tax	16,921.88
Liability Check	EFT	05/22/2025	Internal Revenue Service		Payroll Tax	357.90
Credit Card Charge	14143	05/22/2025	Kiperts	MISC:M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	401.86
Liability Check		05/22/2025	QuickBooks Payroll Service		Payroll	50,588.44
Credit Card Charge	14138	05/22/2025	San Francisco Street Bakery	GREEN:TCC:G019.28 Dawkins	5314901 · Meeting & Event	45.42
Credit Card Charge	14137	05/22/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	8.78
Liability Check	EFT	05/22/2025	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	4,069.52
Credit Card Charge	14172	05/23/2025	Grainger	WSCC:W120 - FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	107.79
Credit Card Charge	P1106026221	05/23/2025	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	219.00
Credit Card Charge	14181	05/23/2025	Network Solutions	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	195.60
Liability Check		05/23/2025	QuickBooks Payroll Service		Payroll	1,684.64
Credit Card Charge	14141	05/23/2025	Simms Fishing Products	WSCC:W170 - Riparian Grant Program	5314107 · Project Supplies	502.23
Credit Card Charge	14202	05/27/2025	Fred Meyer	WSCC:W120 - FY24-25 Sustainable Farms and Field	5314901 · Meeting & Event	89.32
Credit Card Charge	14148	05/27/2025	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	71.71
Credit Card Charge	14186	05/28/2025	End of the Trail 4	WSCC:W110 - FY24-25 Salmon Riparian Funding	5314107 · Project Supplies	23.77
Credit Card Charge	14147	05/28/2025	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	20.96
Credit Card Charge	14160	05/29/2025	Amazon	WSCC:W170 - Riparian Grant Program	5945364 · Computer Hardware	64.73
Credit Card Charge	14152	05/29/2025	BH Photo Video	WSCC:W170 - Riparian Grant Program	5314116 · Project Equipment	686.25
Credit Card Charge	14157	05/29/2025	Eastside Urban Farm & Garden	MISC:M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	15.10
Credit Card Charge	14158	05/29/2025	Fred Meyer	MISC:M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	49.28
Credit Card Charge	14159	05/29/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	11.37
Credit Card Charge	14151	05/29/2025	WA St Parks	GREEN:TCC:G019.28 Dawkins	5314307 · Licenses and Permits	11.50





## BOARD MEETING ITEM SUMMARY SHEET

<b>Agenda Item Title:</b>		WSCC 2025-27 Biennium Master Agreement	
<b>Lead Staff:</b>		Susan Shelton	<b>Board Meeting Date:</b>
<b>Goal of Presentation:</b>		<input checked="" type="checkbox"/> <b>Decision</b>	<input type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Feedback</b>
<b>Description/Background:</b>		<i>Please provide a description or background of the project.</i>	
<p>WSCC requires this master agreement from all WA State Conservation Districts each biennium. This agreement sets the terms for all the WSCC project funding agreements throughout the biennium.</p>			
<b>Pros:</b>		<b>Cons:</b>	
This master agreement is required before WSCC will enter into funding agreements with TCD.		None.	
<b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>			
There are no fiscal impacts of this action.			
<b>Recommended Action:</b>		<i>What decision do you recommend the board make?</i>	
Approve the agreement.			
<b>Legal Review:</b>		<input checked="" type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Not Required</b>
<b>Supporting Documents:</b> <i>Please list below <b>and</b> attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
SCC Thurston Master Agreement 2025-27 Biennium SCC Thurston Master Agreement 2025-27 Biennium - AGO approved redline SCC Thurston Master Agreement 2025-27 Biennium - Summary of Changes			



# SCC Master Contract

NO. ~~2426~~-«~~District~~»13

## WASHINGTON STATE CONSERVATION COMMISSION AND

«~~District\_Name~~»Thurston  
Conservation District

### PARTIES TO THE MASTER CONTRACT

This Contract is entered into by and between the Washington State Conservation Commission, called the Commission, and «~~District\_Name~~» referred to as the District. The parties are authorized to enter into this Contract by RCW 89.08.070, RCW 89.08.220 and RCW 89.08.410.

### PURPOSE

The Commission and the District have a mutual interest in ensuring ~~renewable~~-natural resource conservation occurs within the district boundaries. The purpose of this contract is to facilitate the funding by the Commission of District activities consistent with the purpose of RCW 89.08.070, RCW 89.08.220, and other activities by agreement of the parties. The District will conduct the elements needed to carry out the delivery of conservation programs using Thurston Conservation District Master Contract

necessary personnel and equipment.

## PERIOD OF PERFORMANCE

~~This Master Contract shall become effective **July 1, 2023** and will expire without consideration or option to extend on **June 30, 2025**, unless modified or terminated sooner as provided herein, or extended. This contract will cover the FY 2023-2025 state biennium, but funding will be distributed utilizing the state fiscal year appropriations.~~

This Master Contract will be effective from July 1, 2025, and will automatically expire on June 30, 2027, without any further action or option for extension, unless modified, terminated, or extended as specified within this Contract or through a formal amendment. This contract will cover the FY 2025-2027 state biennium, with funding allocated based on the state fiscal year appropriations.

At the sole discretion of the Commission, the Contract may be amended to extend into subsequent biennia to accommodate specific Grant Addendums. ~~that need to continue~~. If amended, only the Grant Addendums identified in the amendment and subsequently amended to extend the grant end date will remain valid beyond June 30, 2027. All other Grant Addendums awarded under this Contract will expire on June 30, 2027.

## DEFINITIONS

1. **Addendum** is a written document detailing the additions and supplements to the original terms of the Master Contract.
2. **Amendment** is how the Commission formalizes changes outlined in the Addendum and becomes part of the Master Contract. An Amendment changes the outcomes, scope of work, terms, or the funding amount of the Master Contract.
- 4.3. **Commission** shall mean the Washington State Conservation Commission, any division, section, office, unit, or other entity of the Commission or any of the officers or other officials lawfully representing the Commission.
- 2.4. **District** shall mean the conservation district named on the contract and any individual or official lawfully employed by the district, or elected or appointed to represent the district in carrying out the Scope of Work and other terms and conditions of this contract.
- 3.5. **Fiscal Manager** shall mean the Commission designated staff person who has primary responsibility for overseeing the performance of this contract by the District and represents the Commission in matters concerning this contract.
- 4.6. **Intermediate Outcome** shall mean an outcome as part of the Addendum. Each Intermediate Outcome is a scope of work for the Addendum and will be a description of the accomplishments to be completed for the Intermediate Outcome.
- 5.7. **Master Contract** or **contract** shall mean this agreement made between the Commission and District and any Addendum thereto.
- 6.8. **Subcontractor** shall mean an individual, an entity or an organization, not in the employment of the District that is performing all or part of the services under this

contract under a subcontract with the District. The term "Subcontractor" and "Subcontractors" means subcontractor(s) in any tier and may include other governmental entities.

## ADDENDA

~~An Addendum is a written document detailing the additions and supplements to the original terms of the Master Contract. An Addendum Amendment is how the Commission formalizes these changes, and becomes part of the Master Contract.~~ The Commission and District will mutually agree to the terms of an Addendum and both are bound to follow all rules, policies and procedures for the grant program specified in the Addendum as well as all terms outlined in the when incorporated as an Addendum.

The Commission's ~~current~~ Grant and Contract Policy and Procedure Manual (Manual), updated July 2025 or thereafter, shall control alteration or modification of Addenda to the Master Contract. Addenda will cover each grant program the District contracts with the Commission, on a program-by-program basis. Any subsequent Amendments to Addenda are numbered sequentially over the life of the contract.

## AMENDMENTS

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

## ASSIGNMENTS

No right or claim of the District arising under this contract shall be transferred or assigned by the District.

## AUDITS AND INSPECTIONS

1. The District shall maintain all books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to, accounting procedures and any performance of this contract. Such records shall clearly indicate total receipts and expenditures by fund source and intermediate outcome. All grant records shall be kept in a manner which provides an audit trail for all expenditures. All grant records shall be kept in a common file to simplify audits.
2. All grant records shall be open for audit or inspection by the Commission or by any duly authorized state or federal audit representative. Grant records retention will comply with the Secretary of State's retention schedule for conservation districts after the final grant payment or any dispute resolution hereunder. If any such audits identify discrepancies in the financial records, the District shall provide clarification and/or make adjustments accordingly.
3. All work performed under this contract, and any equipment purchased, shall be

made available to the Commission and to any authorized state, federal or local representative for inspection at any time during the course of this contract and the period following grant termination or dispute resolution hereunder.

4. The District shall meet the provisions of federal audit requirements. The Office of Management and Business (OMB) issued the [Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards \(Uniform Guidance\)](#) to clarify and streamline the federal guidance. The Uniform Guidance supersedes the following OMB Circulars: A-21, A-50, A-87, A-89, A-102, A-110, A-122, and A-133. The major audit policy changes target audit requirements on the risk of waste, fraud and abuse, and raise the dollar threshold for requirement of a Single Audit to \$750,000 or more in expenditures in an entity's fiscal year.

Failure to complete the audit or receive an extension by the due date will result in suspension of all agreements and reimbursements. Extensions only can be granted by the federal agency responsible for implementing the requirements of the Single Audit Act for the District or organization.

If there is an audit finding, the District or entity may be asked to submit the corrective action plan to the Commission. The Commission will review the corrective action plan and notify the District or entity in writing within six months if it meets the Commission's standards to resolve the audit finding.

## CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY

If any federal funds or any State funds originating from federal funding will be disbursed under this [Agreement/contract](#), the District certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. The District further certifies that they will ensure that potential subcontractors or sub-recipients or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in "covered transactions" by any federal department or agency.

"Covered transactions" include procurement contracts for goods or services awarded under a non-procurement transaction (e.g. grant or cooperative agreement) and sub-awards to sub-recipients for any amount. The District may do so by checking the "List of Parties Excluded from Federal Procurement and Non-Procurement Programs" provided on-line at <https://sam.gov/SAM/> and placing a copy in the file.

## COMPENSATION- BILLING

See Conservation Commission Grant and Contract [Policy and](#) Procedure Manual for complete instructions on vouchering to the Commission.

The District shall submit invoices for payment monthly. [To comply with State Fiscal Year billing requirements, June invoices must be submitted no later than July 10 each year.](#) Invoices will follow procedures outlined in the most current Conservation Commission Grant and Contract [Policy and](#) Procedure Manual. Upon expiration of this contract, any claim for payment not already made shall be submitted within 10 days after the expiration date or the

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end of the state's fiscal year, whichever is earlier. Final payments will not be issued until all required documents are received.

1. **Compensation.** Payment for allowable costs shall be made on a reimbursable basis only. Requests for reimbursement will be submitted **monthly**. Approved eligible costs incurred by the District will be considered to have been paid by the District under this contract at the time the District seeks reimbursement from the Commission.
2. **Duplication of Costs.** The District shall not bill the Commission for services performed under this contract, and the Commission shall not pay the District, if the District is entitled to payment, or has been, or will be paid, by any other source, including grants, for that service.
3. **Request for Payment.** Each request for payment will be submitted by the District on forms provided by the Commission. Payments shall be made for the items identified in the Master Contract and any grant Addendum. Instructions for submitting the payment requests are found in the Commission Grant and Contract Policy and Procedure Manual.  
  
Payment requests shall be disallowed when the District's request for reimbursement exceeds the intermediate outcome as described in the Master Contract or any Addendum.
4. **Period of Compensation.** Payments shall only be made for activities pursuant to the Master Contract and any Addendum and performed after the effective date and prior to the expiration date of this contract or Addendum as appropriate, unless those dates are specifically modified in writing as provided herein.
5. **Equipment Purchases.** Equipment purchases totaling over \$2,000 ~~for one purchase~~ must receive pre- approval in writing from the Commission financial staff and approved by the Fiscal Manager before the equipment can be purchased.
6. **Unauthorized Expenditures.** All payments to the District shall be subject to final audit by the Commission or a designee of the Commission and any unauthorized expenditure(s) charged to any program shall be refunded to the Commission by the District under the procedures outlined in the **Recovery of Payments to District** section of this ~~agreement~~Contract.
7. **Mileage and Per Diem.** If mileage and per diem are paid to the District, it shall not exceed the amount allowed under state law.
8. **Overhead.** No reimbursement for overhead costs shall be allowed unless it is identified in the Master Contract Addendum.

## COMPLIANCE WITH ALL LAWS AND COMMISSION POLICIES

1. The District shall fully comply with all policies adopted by the Commission relating to District activities under this Master Contract and any Addendum thereto. The District shall also comply with the current Conservation Commission Grant and Contract Policy and Procedure Manual as posted on [www.scc.wa.gov](http://www.scc.wa.gov).

2. The District shall comply fully with all applicable federal, state and local laws, orders, regulations and permits.
3. Prior to commencement of any construction, the District shall ensure the necessary approvals and permits required by authorities having jurisdiction over the project are secured, and make copies available to the Commission, upon request.
4. **Discrimination.** The Commission and the District agree to be bound by all federal and state laws, regulations, and policies against discrimination.
5. **Wages and Job Safety.** The District agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
6. **Industrial Insurance.** The District shall fully comply with all applicable state industrial insurance requirements. If the District fails to comply with such laws, the Commission shall have the right to immediately terminate this contract as described below.
7. **Public Records Disclosure.** The District shall comply with the state Public Records Act (RCW 42.56).

## CONFIDENTIALITY

To the extent allowed by state law or regulation, the Commission shall maintain the confidentiality of all such information related to this contract and marked confidential or proprietary. If a request is made under the Public Records Act (RCW 42.56) to view the District's information, the Agency Commission will notify the District of the request and the date that such records will be released to the requester unless the District obtains a court order enjoining that disclosure. The Commission will release the requested information on the date specified, subject to applicable Public Records Act exemptions, unless the District notifies the Commission the District will seek a court order enjoining disclosure.

## CONFLICT OF INTEREST

No officer, member, agent, or employee of either party to this contract who exercises any function or responsibility in the review, approval, or carrying out of this contract, shall participate in any decision which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is, directly or indirectly, interested; nor shall he/she have any personal or pecuniary interest, direct or indirect, in this contract or the proceeds thereof, except as provided in RCW 89.08.220(4).

## CONTRACTING FOR SERVICES

Contracts for personal services, purchased services/goods, and public works shall be awarded through a competitive process, as required by State law. The District shall retain copies of all bids received and contracts awarded, for inspection and use by the Commission. Retention of copies shall be consistent with time periods established by the Secretary of State's office.



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

## DISPUTES

Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of in writing shall be decided in the following manner:

By the Fiscal Manager or other designated official who shall provide a written statement of decision to the District. The decision of the Fiscal Manager or other designated official shall be final and conclusive unless the Commission receives a written appeal via the United States Postal Service to the Commission at PO Box 47721, Olympia, WA 98504-7721, within thirty days from the date of such statement.

An appeal of the Fiscal Manager's decision shall be addressed by the Executive Director. The District shall have the opportunity to be heard and to offer evidence in support of this appeal. The decision of the Executive Director for the determination of such appeals shall be final and conclusive unless, within thirty days from the date of the Executive Director's decision statement the District files an appeal directly to the Conservation Commission via United States Postal Service to at PO Box 47721, Olympia, WA 98504-7721.

Any dispute remaining after the Conservation Commission determination shall be brought to the Superior Court of Thurston County under the provisions of the Administrative Procedures Act, RCW 34.05.

## DISTRICT PERFORMANCE

All activities for which contracted funds are to be used shall be ~~accomplished by the obligation of the District and the District's employees. The District shall not assign any portion of the contract to others.~~ The District ~~shall not assign or may~~ subcontract ~~performance activities to others. When subcontracting, the District must supply a copy of the subcontract to Commission without obtaining prior written authorization of the Commission. An Addendum may include a subcontracting of work by the district; if so, the approved Addendum shall constitute written authorization.~~

## ELECTRONIC SIGNATURES

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

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

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

## ~~FUNDING AVAILABILITY~~

## KICKBACKS

The District and its employees and authorized representatives are prohibited from inducing by any means any person employed or otherwise involved in this project to give up any part of the compensation to which he/she is otherwise entitled, or receive any fee, commission or gift in return for award of a subcontract hereunder.

## NONDISCRIMINATION

1. **Nondiscrimination Requirement.** During the term of this Contract, District, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, District, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which District, or subcontractor, has a collective bargaining or other agreement.
2. **Obligation to Cooperate.** District, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that District, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
3. **Default.** Notwithstanding any provision to the contrary, Commission may suspend District, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until Commission receives notification that District, including any subcontractor, is cooperating with the investigating state agency. In the event District, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), Commission may terminate this Contract in whole or in part, and District, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. District or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.
4. **Remedies for Breach.** Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, District, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. Commission shall have the right to deduct from any monies due

to District or subcontractor, or that thereafter become due, an amount for damages District or subcontractor will owe Commission for default under this provision.

## PERFORMANCE REPORTING

The District shall submit annual reports to the Commission using the Commission's reporting format. These reports include annual reports of projects and grant programs, financial reports and project reports. Final payments will not be made and any future funds will not be awarded until all final reports are received by the Commission.

The District shall also report in writing to the Commission any events with significant impact on any project funded by the Commission. This disclosure shall be accompanied by a statement of the action taken or proposed and any requests for assistance from the Commission to resolve the situation.

## PRECEDENCE

In the event of inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable Federal and State statutes and regulations ~~this Master Contract and any Addendum thereto~~; (b) ~~this Master Contract and any Addendum thereto~~ applicable Federal and State statutes and regulations; (c) Conservation Commission official action; (d) any terms incorporated herein by reference including the Conservation Commission Grant and Contract Policy and Procedure Manual.

## PROJECT APPROVAL

The extent and character of all work and services to be performed under this contract by the District shall be subject to the review and approval of the Commission through the Fiscal Manager or other official designated in writing to whom the District shall report and be responsible. In the event there is a dispute with regard to the extent and character of the work to be done, the determination of the Commission's Fiscal Manager or other designated official as to the extent and character of the work to be done shall govern. The District shall have the right to appeal decisions as defined in the Disputes section of this ~~agreement~~Contract.

## PUBLICATIONS AND PROPERTY RIGHTS

1. **Copyrights and Patents.** When the District creates any copyrightable materials or invents any patentable property, the District may copyright or patent the same but the Commission retains a royalty-free, nonexclusive and irrevocable license to reproduce, publish, recover or otherwise use the material(s) or property and to authorize others to use the same for federal, state or local government purposes. The District warrants and represents it has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the Commission.

Where federal funding is involved, the federal government may have a proprietary

interest in patent rights to any inventions developed by the District as provided in 35 USC Ch. 18 Patent Rights in Inventions Made with Federal Assistance §§200-12.

2. **Property Management.** The Commission's Grant and Contract Policy and Procedure Manual and any updates thereto shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by the Commission in the absence of state or federal statute(s), regulations(s), or policy(s) to the contrary, or of specific instructions to the contrary with respect thereto in the Addendum.
3. **Publications.** Descriptive publications of projects or activities funded by this Master Contract and/or Addendum shall include acknowledgement of the funding provided by the Washington State Conservation Commission and may use the official Conservation Commission logo as appropriate. When the District or persons employed by the District use or publish information from the Commission; present papers, lectures, or seminars involving information supplied by the Commission; use logos, reports, maps or other data, in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to the Commission.

## RECORDS RETENTION AND MAINTENANCE

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

## RECOVERY OF PAYMENTS TO DISTRICT AND LIQUIDATED DAMAGES

1. The right of the District to retain monies paid to it as reimbursement payments is contingent upon satisfactory performance of this entire contract including the satisfactory completion of any project described in an Addendum. In the event the District fails, for any reason, to perform obligations required of it by this contract, the Commission may, at its sole discretion, require the District to repay to the Commission all grant funds disbursed to the District for those parts of the project that are rendered worthless in the opinion of the Commission by such failure to perform.
2. In the event that the District fails to expend funds under this contract in accordance with state laws and/or the provisions of this contract, the Commission reserves the right to recapture state funds in an amount equivalent to the extent of the noncompliance in addition to any other remedies available in law or in equity.

3. Such rights of recapture shall exist for a period not to exceed six years following contract termination. Repayment of the funds under this recapture provision is due within 30 days of demand. Such demand shall be in writing, and sent by certified U.S. mail to the last known District address. Thirty-day demand calculation will begin from the receipt date by the district of the demand letter. In the event that the Commission is required to institute legal proceedings to enforce the recapture provision, the Commission shall be entitled to recover its costs thereof, including attorney fees from the District.
4. Interest shall accrue at the rate of twelve percent (12%) per annum from the time the Commission demands repayment of funds. The interest shall begin accruing 30 days after the demand for repayment is received by the District. If payments have been discontinued by the Commission due to insufficient funds as described in Termination and Suspension section, the District shall not be obligated to repay monies which had been paid to the District prior to such termination. Any personal property acquired under this contract, at the option of the Commission, may become the Commission's property and the District's liability to repay monies shall be reduced by an amount reflecting the fair value of such property.
5. Acts of God. An Act of God means a violent and catastrophic event caused by forces of nature such as flood, fire, earthquake etc. which could not have been prevented or avoided by foresight or prudence. If either party can demonstrate that negligence was not the cause, and an act of god makes the performance of a contractual duty impossible, the party may be excused from performance of that duty by the other party.

## RESPONSIBILITIES OF THE PARTIES/INDEMNIFICATION

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

## SEVERABILITY

The provisions of this contract are severable. If any provision of this contract or any provisions of any document incorporated by reference should be held invalid, the other provisions of the contract remain valid.

## SUBCONTRACTOR COMPLIANCE

The District must ensure that all subcontractors comply with the terms and conditions of this contract.

## SUBROGATION OF CLAIMS

Without affecting any other rights or remedies, Commission and District each hereby release

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and relieve the other, and waive their entire right to recover damages against the other, for loss of or damage to its property arising out of or incident to the perils required to be insured against herein. The effect of such releases and waivers is not limited by the amount of insurance carried or required, or by any deductibles applicable hereto. The Parties agree to have their respective property damage insurance carriers waive any right to subrogation that such companies may have so long as the insurance is not invalidated thereby.

## TECHNICAL STANDARDS

Technical assistance provided under the terms and conditions of the contract shall be consistent with the current Natural Resources Conservation Service (NRCS) Field Office Technical Guide, "Practice Standards and Specifications." Alternative practices not consistent with the NRCS "Practice Standards and Specifications" may be used where expressly authorized, if deemed suitable by a licensed professional engineer. If the alternative practices used are from other organizations' technical publications, the District shall reference this in the conservation plan or planning document in which they are used. The District shall include this requirement in all subcontracts.

## TERMINATION AND SUSPENSION FUNDING AVAILABILITY

The Commission's ability to make payments is contingent on availability of funding. In the event state or federal funding is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of the Master Contract, the Commission, at its sole discretion, may elect to terminate funding, in whole or part for convenience or to renegotiate the contract subject to new funding limitations and conditions. The Commission may also elect to suspend performance of the Master Contract, or any Addenda, until the Commission determines the funding insufficiency is resolved.

Except as stated in this provision, in the event of termination for non-appropriation or reduction of funds or changes in law, SCC will have no obligation or liability to District.

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this AgreementContract and prior to completion of the work in this AgreementContract, the Commission may:

- a) Terminate this AgreementContract with thirty (30) days advance notice. If this AgreementContract is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this AgreementContract prior to the effective date of termination.
- b) Renegotiate the terms of the Agreement-Contract under those new funding limitations and conditions,
- c) After a review of project expenditures and deliverable status, extend the end date of this AgreementContract and postpone deliverables or portions of deliverables, or
- d) Pursue such other alternative as the parties mutually agree to writing.

## TERMINATION AND SUSPENSION

1. **For Cause.** The obligation of the Commission to the District is contingent upon  
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satisfactory performance by the District of all of its obligations under this contract. In the event the District unjustifiably fails, in the opinion of the Commission, to perform any obligation required of it by this contract, or the District violates state law or regulations (including the Ethics in Public Service Act, RCW 42.52), the Commission may refuse to pay any further funds, require the repayment of funds already disbursed, and terminate this contract by giving written notice of termination. The date of notification will be the date of termination of this Contract with the Commission

2. **For District Bankruptcy.** The obligation of the Commission to the District will terminate upon filing of bankruptcy by the District. In the event the District files bankruptcy, the District will notify the Commission before filing for bankruptcy with the Court via U.S.P.S. Mail to PO Box 47721, Olympia, WA 98504-7721. Once the Commission receives the notice of intent to file for bankruptcy, the date of notification will be the date of termination of this Master Contract with the Commission.
3. **Suspension.** Suspension means the temporary withdrawal of the authority to obligate previously awarded project funds pending either termination or corrective action by the district. The Commission may suspend all, or part of, the ~~grant~~ contract, and withhold further payments, or prohibit the district from incurring additional obligations of funds if the Commission has reason to believe that fraud, abuse, or violation of the law has occurred on the part of the district or a subcontractor in the performance of the grant contract. The Commission may suspend all, or part, of the ~~grant~~ contract in the event the Commission determines the district has failed to comply with any material term of the ~~grant~~ contract, whether stated in a statute, regulation, Commission policy, plan, application, or elsewhere. The district may request and be provided an opportunity for an appeal as described in the Disputes section herein.
4. **Termination or Suspension Process.** Termination or suspension ~~for withdrawal of funding~~ will be effective the date ~~the Commission sends~~ stated in the written notice of termination or suspension to the Conservation District. This written notification will be made by email and by certified mail to the authorized signer of the contract. ~~Costs incurred during a suspension or after termination of a contract are not allowable unless expressly authorized in the notice of suspension or termination.~~ In that event, a All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the District under this contract, at the option of the Commission, shall become Commission property and the District shall be entitled to receive just and equitable compensation for any work completed on such documents and other materials. Costs incurred during a suspension or after termination of a contract are not allowable unless expressly authorized in the notice of suspension or termination. The district may request and be provided an opportunity for an appeal as described in the Disputes section herein.

When a district contract is terminated or suspended, the Commission may take one or more of these actions:

- Temporarily withhold cash payments pending correction of the ~~any~~ deficiency;
- Disallow all or part of the cost of the ~~any~~ activity or action not in compliance;
- Request repayment of all or part of the funds already disbursed to the district;
- Withhold further contract awards; or



- Take other legally available remedies.

#### Termination does not include:

- Withdrawal of funds awarded on the basis of the district's underestimate of the unobligated balance in a prior period;
- Withdrawal of the unobligated balance at contract expiration; or

~~• Refusal to extend/renew a contract or award additional funds. The Commission has the following options upon termination or suspension. Termination for withdrawal of funding will be effective on the date stated in the written notice of termination. When a district contract is terminated or suspended, the Commission may take one or more of these actions:~~

~~5.1. \_\_\_\_\_~~

~~6.1. \_\_\_\_\_ Temporarily withhold cash payments pending correction of the deficiency;~~

~~7.1. \_\_\_\_\_ Disallow all or part of the cost of the activity or action not in compliance;~~

~~8.1. \_\_\_\_\_ Request repayment of all or part of the funds already disbursed to the district;~~

~~9.1. \_\_\_\_\_ Withhold further contract awards; or~~

~~10.1. \_\_\_\_\_ Take other legally available remedies.~~

#### **~~Allowable costs upon suspension or after termination.~~**

~~Other costs incurred during suspension or after termination that are necessary and not reasonably avoidable are allowable if the costs:~~

~~Result from obligations which were properly incurred by the district before the effective date of suspension or termination.~~

~~Were not incurred with knowledge or in anticipation of the suspension.~~

~~Would have been eligible if the grant contract had not been suspended or terminated, and, in the case of a termination, are non-cancellable.~~

#### Appeal process.

- The Commission Finance Staff is authorized to make determinations of cost eligibility, to disallow costs, and to ensure compliance with contract terms and conditions and program guidelines.
- The written decision of the Commission Finance Staff will be final unless the district mails or otherwise furnishes a written appeal to the Executive Director of the Commission within thirty days of the receipt of the decision.
- In connection with an appeal of any proceeding under this clause, the district will have the opportunity to be heard and to offer evidence in support of this appeal.
- The decision of the Executive Director will be made within 30 days of the appeal and reported to the Commission at the next regularly scheduled meeting.

- Appeals from the Executive Director's determination will be in accordance with procedures outlined in the Disputes section in this Master Contract.

**41-5. Liability.** Any provision of this contract notwithstanding, the District shall not be relieved of any liability to the Commission for damages sustained by the Commission and/or the State of Washington because of any breach of contract by the District. The Commission may withhold payments until such time as the exact amount of damages due to the Commission from the District is determined.

**42-6. Failure to Commence Work** In the event the District fails to commence work on a project funded within **four months** after an amount of funding is awarded, or by any date mutually agreed upon in writing for commencement of work, the Commission reserves the right to terminate this contract or terminate funding for the specific project or work funded.

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this contract, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this contract may be terminated immediately by written notice of the aggrieved party to the other.

## THIRD PARTY BENEFICIARY

The District warrants and shall ensure that in all subcontracts entered into by the District pursuant to this contract, the Commission or State of Washington is named as an express third-party beneficiary of such subcontracts with full rights as such.

## WAIVER

A party that fails to exercise its rights under this contract is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to this contract.

## ALL WRITINGS CONTAINED HEREIN

The Master Contract and attached Appendix (if any) and any Addenda contain all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Master Contract shall be deemed to exist or to bind any of the parties hereto. This contract may only be amended by a writing signed by both parties as described herein.



# CONTRACT MANAGEMENT

<p>Commission Financial Services</p> <p>Nicole Boyes, Contracts Manager PO Box 47721 Olympia, WA 98504-7721</p> <p>564-669-3149</p>	<p>District Contract Manager:</p> <p>«Contract_Manager» «Title» «Address» «City», «State» «Zip»</p> <p>«Phone_Number»</p>
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## EXECUTION

We, the undersigned, certify that we are fully authorized by the party whom we represent to enter into the terms and conditions of this contract and to legally bind such party thereto, and hereby agree to the terms of the foregoing Contract.

**District Chair**

\_\_\_\_\_

Print Name\_\_\_\_\_

Date\_\_\_\_\_

**District Vice-Chair**

\_\_\_\_\_

Print Name\_\_\_\_\_

Date\_\_\_\_\_

## Washington State Conservation Commission

\_\_\_\_\_  
James Thompson  
Executive Director

Date\_\_\_\_\_

APPROVED AS TO FORM

Approval on File  
Office of the Attorney General (Date)

Thurston Counservation District Master Contract

Current Contract	Biennium 25-27 contract	NOTES
PERIOD OF PERFORMANCE		
<p>This Master Contract shall become effective <b>July 1, 2025</b> and will expire without consideration or option to extend on <b>June 30, 2027</b>, unless modified or terminated sooner as provided herein, or extended. This contract will cover the FY 2025-2027 state biennium, but funding will be distributed utilizing the state fiscal year appropriations.</p>	<p>This Master Contract will be effective from July 1, 2025, and will automatically expire on June 30, 2027, without any further action or option for extension, unless modified, terminated, or extended as specified within this Contract or through a formal amendment. This contract will cover the FY 2025-2027 state biennium, with funding allocated based on the state fiscal year appropriations.</p> <p>At the sole discretion of the Commission, the Contract may be amended to extend into subsequent biennia to accommodate specific Grant Addendums.. If amended, only the Grant Addendums identified in the amendment and subsequently amended to extend the grant end date will remain valid beyond June 30, 2027. All other Grant Addendums awarded under this Contract will expire on June 30, 2027.</p>	<p>Added the ability to extend certain grants</p>
DEFINITIONS		
	<ol style="list-style-type: none"> <li>1. Addendum is a written document detailing the additions and supplements to the original terms of the Master Contract.</li> <li>2. Amendment is how the Commission formalizes changes outlined in the Addendum and becomes part of the Master Contract. An Amendment changes the outcomes, scope of work, terms, or the funding amount of the Master Contract.</li> </ol>	<p>added definitions</p>
ADDENDA		
<p>An Addendum is a written document detailing the additions and supplements to the original terms of the Master Contract. An Addendum Amendment is how the Commission formalizes these changes, and becomes part of the Master Contract. The Commission and District will mutually agree to the terms of an Addendum and both are bound to follow all rules, policies and procedures for the program when incorporated as an Addendum.</p>	<p>The Commission and District will mutually agree to the terms of an Addendum and both are bound to follow all rules, policies and procedures for the grant program specified in the Addendum as well as all terms outlined in the Addendum.</p>	<p>moved definition to appropriate section</p>
<p>The Commission's current Grant and Contract Procedure Manual shall control alteration or modification of Addenda to the Master Contract. Addenda will cover each grant program the District contracts with the Commission, on a program-by-program basis. Any subsequent Amendments to Addenda are numbered sequentially over the life of the contract.</p>	<p>The Commission's Grant and Contract Policy and Procedure Manual (Manual), updated July 2025 or thereafter, shall control alteration or modification of Addenda to the Master Contract. Addenda will cover each grant program the District contracts with the Commission, on a program-by-program basis. Any subsequent Amendments to Addenda are numbered sequentially over the life of the contract.</p>	
AMENDMENTS		
		<p>Language is the same but NOTE: the amendments require CD signature. CDs will need to add Amendments to their Authorized Signers to designate who will sign amendments.</p>
COMPENSATION- BILLING		

The District shall submit invoices for payment monthly . Invoices will follow procedures outlined in the most current Conservation Commission Grant and Contract Policy and Procedure Manual.	The District shall submit invoices for payment monthly. To comply with State Fiscal Year billing requirements, June invoices must be submitted no later than July 10 each year. Invoices will follow procedures outlined in the most current Conservation Commission Grant and Contract Policy and Procedure Manual.	Added specific reference to July 10 at end of FY
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#### CONTRACTING FOR SERVICES

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

For purchased services/goods, competitive process shall comply with current State Supplier Diversity Policy and Executive Order 22-01 and incorporate solicitation methods designed to increase supplier diversity.

Specific detail removed

#### DISTRICT PERFORMANCE

All activities for which contracted funds are to be used shall be accomplished by the District and the District's employees. The District shall not assign or subcontract performance to others without obtaining prior written authorization of the Commission. An Addendum may include a subcontracting of work by the district; if so, the approved Addendum shall constitute written authorization.

All activities for which contracted funds are to be used shall be the obligation of the District. The District shall not assign any portion of the contract to others. The District may subcontract activities to others. When subcontracting, the District must supply a copy of the subcontract to Commission.

no longer require prior OK to subcontract

#### NONDISCRIMINATION

This section is new and includes required DES language

#### PRECEDENCE

In the event of inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) this Master Contract and any Addendum thereto; (b) applicable Federal and State statutes and regulations; (c) Conservation Commission official action; (d) any terms incorporated herein by reference including the Conservation Commission Grant and Contract Procedure Manual

In the event of inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable Federal and State statutes and regulations; (b) this Master Contract and any Addendum thereto ; (c) Conservation Commission official action; (d) any terms incorporated herein by reference including the Conservation Commission Grant and Contract Policy and Procedure Manual.

correct precedence order

#### TERMINATION AND SUSPENSION

Removed Allowable Costs after suspension or termination- no allowable costs. This section edited to clarify notification dates and termination dates, make section more logical.

#### REORGANIZATION- Entire document sections are put in a different order

Current contract has sections in alphabetical order. Reorganized to put in more logical order.

# SCC Master Contract

## NO. 26-13

# WASHINGTON STATE CONSERVATION COMMISSION AND Thurston Conservation District

## PARTIES TO THE MASTER CONTRACT

This Contract is entered into by and between the Washington State Conservation Commission, called the Commission, and «District\_Name» referred to as the District. The parties are authorized to enter into this Contract by RCW 89.08.070, RCW 89.08.220 and RCW 89.08.410.

## PURPOSE

The Commission and the District have a mutual interest in ensuring natural resource conservation occurs within the district boundaries. The purpose of this contract is to facilitate the funding by the Commission of District activities consistent with the purpose of RCW 89.08.070, RCW 89.08.220, and other activities by agreement of the parties. The District will conduct the elements needed to carry out the delivery of conservation programs using necessary personnel and equipment.

## PERIOD OF PERFORMANCE

This Master Contract will be effective from July 1, 2025, and will automatically expire on June 30, 2027, without any further action or option for extension, unless modified, terminated, or extended as specified within this Contract or through a formal amendment. This contract will cover the FY 2025-2027 state biennium, with funding allocated based on the state fiscal year appropriations.

At the sole discretion of the Commission, the Contract may be amended to extend into subsequent biennia to accommodate specific Grant Addendums.. If amended, only the Grant Addendums identified in the amendment and subsequently amended to extend the grant end date will remain valid beyond June 30, 2027. All other Grant Addendums awarded under this Contract will expire on June 30, 2027.

## DEFINITIONS

1. **Addendum** is a written document detailing the additions and supplements to the original terms of the Master Contract.
2. **Amendment** is how the Commission formalizes changes outlined in the Addendum and becomes part of the Master Contract. An Amendment changes the outcomes, scope of work, terms, or the funding amount of the Master Contract.
3. **Commission** shall mean the Washington State Conservation Commission, any division, section, office, unit, or other entity of the Commission or any of the officers or other officials lawfully representing the Commission.
4. **District** shall mean the conservation district named on the contract and any individual or official lawfully employed by the district, or elected or appointed to represent the district in carrying out the Scope of Work and other terms and conditions of this contract.
5. **Fiscal Manager** shall mean the Commission designated staff person who has primary responsibility for overseeing the performance of this contract by the District and represents the Commission in matters concerning this contract.
6. **Intermediate Outcome** shall mean an outcome as part of the Addendum. Each Intermediate Outcome is a scope of work for the Addendum and will be a description of the accomplishments to be completed for the Intermediate Outcome.
7. **Master Contract** or **contract** shall mean this agreement made between the Commission and District and any Addendum thereto.
8. **Subcontractor** shall mean an individual, an entity or an organization, not in the employment of the District that is performing all or part of the services under this contract under a subcontract with the District. The term "Subcontractor" and "Subcontractors" means subcontractor(s) in any tier and may include other governmental entities.

## ADDENDA

The Commission and District will mutually agree to the terms of an Addendum and both are bound to follow all rules, policies and procedures for the grant program specified in the Addendum as well as all terms outlined in the Addendum.

The Commission's Grant and Contract Policy and Procedure Manual (Manual), updated July 2025 or thereafter, shall control alteration or modification of Addenda to the Master Contract. Addenda will cover each grant program the District contracts with the Commission, on a program-by-program basis. Any subsequent Amendments to Addenda are numbered sequentially over the life of the contract.

## AMENDMENTS

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

## ASSIGNMENTS

No right or claim of the District arising under this contract shall be transferred or assigned by the District.

## AUDITS AND INSPECTIONS

1. The District shall maintain all books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to, accounting procedures and any performance of this contract. Such records shall clearly indicate total receipts and expenditures by fund source and intermediate outcome. All grant records shall be kept in a manner which provides an audit trail for all expenditures. All grant records shall be kept in a common file to simplify audits.
2. All grant records shall be open for audit or inspection by the Commission or by any duly authorized state or federal audit representative. Grant records retention will comply with the Secretary of State's retention schedule for conservation districts after the final grant payment or any dispute resolution hereunder. If any such audits identify discrepancies in the financial records, the District shall provide clarification and/or make adjustments accordingly.
3. All work performed under this contract, and any equipment purchased, shall be made available to the Commission and to any authorized state, federal or local representative for inspection at any time during the course of this contract and the period following grant termination or dispute resolution hereunder.
4. The District shall meet the provisions of federal audit requirements. The Office of Management and Business (OMB) issued the [Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards \(Uniform Guidance\)](#) to clarify and streamline the federal guidance. The Uniform Guidance supersedes the following OMB Circulars: A-21, A-50, A-87, A-89, A-102, A-110, A-122, and A-133. The major audit policy changes target audit requirements on the risk of waste, fraud and

abuse, and raise the dollar threshold for requirement of a Single Audit to \$750,000 or more in expenditures in an entity's fiscal year.

Failure to complete the audit or receive an extension by the due date will result in suspension of all agreements and reimbursements. Extensions only can be granted by the federal agency responsible for implementing the requirements of the Single Audit Act for the District or organization.

If there is an audit finding, the District or entity may be asked to submit the corrective action plan to the Commission. The Commission will review the corrective action plan and notify the District or entity in writing within six months if it meets the Commission's standards to resolve the audit finding.

## CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY

If any federal funds or any State funds originating from federal funding will be disbursed under this contract, the District certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. The District further certifies that they will ensure that potential subcontractors or sub-recipients or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in "covered transactions" by any federal department or agency.

"Covered transactions" include procurement contracts for goods or services awarded under a non-procurement transaction (e.g. grant or cooperative agreement) and sub-awards to sub-recipients for any amount. The District may do so by checking the "List of Parties Excluded from Federal Procurement and Non-Procurement Programs" provided on-line at <https://sam.gov/SAM/> and placing a copy in the file.

## COMPENSATION- BILLING

See Conservation Commission Grant and Contract Policy and Procedure Manual for complete instructions on vouchering to the Commission.

The District shall submit invoices for payment monthly. To comply with State Fiscal Year billing requirements, June invoices must be submitted no later than July 10 each year. Invoices will follow procedures outlined in the most current Conservation Commission Grant and Contract Policy and Procedure Manual. Upon expiration of this contract, any claim for payment not already made shall be submitted within 10 days after the expiration date or the end of the state's fiscal year, whichever is earlier. Final payments will not be issued until all required documents are received.

1. **Compensation.** Payment for allowable costs shall be made on a reimbursable basis only. Requests for reimbursement will be submitted **monthly**. Approved eligible costs incurred by the District will be considered to have been paid by the District under this contract at the time the District seeks reimbursement from the Commission.
2. **Duplication of Costs.** The District shall not bill the Commission for services

performed under this contract, and the Commission shall not pay the District, if the District is entitled to payment, or has been, or will be paid, by any other source, including grants, for that service.

3. **Request for Payment.** Each request for payment will be submitted by the District on forms provided by the Commission. Payments shall be made for the items identified in the Master Contract and any grant Addendum. Instructions for submitting the payment requests are found in the Commission Grant and Contract Policy and Procedure Manual.

Payment requests shall be disallowed when the District's request for reimbursement exceeds the intermediate outcome as described in the Master Contract or any Addendum.

4. **Period of Compensation.** Payments shall only be made for activities pursuant to the Master Contract and any Addendum and performed after the effective date and prior to the expiration date of this contract or Addendum as appropriate, unless those dates are specifically modified in writing as provided herein.
5. **Equipment Purchases.** Equipment purchases totaling over \$2,000 for one purchase must receive pre- approval in writing from the Commission financial staff and approved by the Fiscal Manager before the equipment can be purchased.
6. **Unauthorized Expenditures.** All payments to the District shall be subject to final audit by the Commission or a designee of the Commission and any unauthorized expenditure(s) charged to any program shall be refunded to the Commission by the District under the procedures outlined in the **Recovery of Payments to District** section of this Contract.
7. **Mileage and Per Diem.** If mileage and per diem are paid to the District, it shall not exceed the amount allowed under state law.
8. **Overhead.** No reimbursement for overhead costs shall be allowed unless it is identified in the Master Contract Addendum.

## COMPLIANCE WITH ALL LAWS AND COMMISSION POLICIES

1. The District shall fully comply with all policies adopted by the Commission relating to District activities under this Master Contract and any Addendum thereto. The District shall also comply with the current Conservation Commission Grant and Contract Policy and Procedure Manual as posted on [www.scc.wa.gov](http://www.scc.wa.gov).
2. The District shall comply fully with all applicable federal, state and local laws, orders, regulations and permits.
3. Prior to commencement of any construction, the District shall ensure the necessary approvals and permits required by authorities having jurisdiction over the project are secured, and make copies available to the Commission, upon request.
4. **Discrimination.** The Commission and the District agree to be bound by all federal and state laws, regulations, and policies against discrimination.



5. **Wages and Job Safety.** The District agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
6. **Industrial Insurance.** The District shall fully comply with all applicable state industrial insurance requirements. If the District fails to comply with such laws, the Commission shall have the right to immediately terminate this contract as described below.
7. **Public Records Disclosure.** The District shall comply with the state Public Records Act (RCW 42.56).

## CONFIDENTIALITY

To the extent allowed by state law or regulation, the Commission shall maintain the confidentiality of all such information related to this contract and marked confidential or proprietary. If a request is made under the Public Records Act (RCW 42.56) to view the District's information, the Commission will notify the District of the request and the date that such records will be released to the requester unless the District obtains a court order enjoining that disclosure. The Commission will release the requested information on the date specified, subject to applicable Public Records Act exemptions, unless the District notifies the Commission the District will seek a court order enjoining disclosure.

## CONFLICT OF INTEREST

No officer, member, agent, or employee of either party to this contract who exercises any function or responsibility in the review, approval, or carrying out of this contract, shall participate in any decision which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is, directly or indirectly, interested; nor shall he/she have any personal or pecuniary interest, direct or indirect, in this contract or the proceeds thereof, except as provided in RCW 89.08.220(4).

## CONTRACTING FOR SERVICES

Contracts for personal services, purchased services/goods, and public works shall be awarded through a competitive process, as required by State law. The District shall retain copies of all bids received and contracts awarded, for inspection and use by the Commission. Retention of copies shall be consistent with time periods established by the Secretary of State's office.

For purchased services/goods, competitive process shall comply with current State Supplier Diversity Policy and Executive Order 22-01 and incorporate solicitation methods designed to increase supplier diversity.

## DISPUTES

Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of in writing shall be decided in the

following manner:

By the Fiscal Manager or other designated official who shall provide a written statement of decision to the District. The decision of the Fiscal Manager or other designated official shall be final and conclusive unless the Commission receives a written appeal via the United States Postal Service to the Commission at PO Box 47721, Olympia, WA 98504-7721, within thirty days from the date of such statement.

An appeal of the Fiscal Manager's decision shall be addressed by the Executive Director. The District shall have the opportunity to be heard and to offer evidence in support of this appeal. The decision of the Executive Director for the determination of such appeals shall be final and conclusive unless, within thirty days from the date of the Executive Director's decision statement the District files an appeal directly to the Conservation Commission via United States Postal Service to at PO Box 47721, Olympia, WA 98504-7721.

Any dispute remaining after the Conservation Commission determination shall be brought to the Superior Court of Thurston County under the provisions of the Administrative Procedures Act, RCW 34.05.

## DISTRICT PERFORMANCE

All activities for which contracted funds are to be used shall be the obligation of the District. The District shall not assign any portion of the contract to others. The District may subcontract activities to others. When subcontracting, the District must supply a copy of the subcontract to Commission.

## ELECTRONIC SIGNATURES

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

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

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

## KICKBACKS

The District and its employees and authorized representatives are prohibited from inducing by any means any person employed or otherwise involved in this project to give up any part of the compensation to which he/she is otherwise entitled, or receive any fee, commission or gift in return for award of a subcontract hereunder.

## NONDISCRIMINATION

1. **Nondiscrimination Requirement.** During the term of this Contract, District, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, District, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which District, or subcontractor, has a collective bargaining or other agreement.
2. **Obligation to Cooperate.** District, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that District, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
3. **Default.** Notwithstanding any provision to the contrary, Commission may suspend District, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until Commission receives notification that District, including any subcontractor, is cooperating with the investigating state agency. In the event District, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), Commission may terminate this Contract in whole or in part, and District, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. District or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.
4. **Remedies for Breach.** Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, District, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. Commission shall have the right to deduct from any monies due to District or subcontractor, or that thereafter become due, an amount for damages District or subcontractor will owe Commission for default under this provision.

## PERFORMANCE REPORTING

The District shall submit annual reports to the Commission using the Commission's reporting format. These reports include annual reports of projects and grant programs, financial reports and project reports. Final payments will not be made and any future funds will not be awarded until all final reports are received by the Commission.

The District shall also report in writing to the Commission any events with significant impact on any project funded by the Commission. This disclosure shall be accompanied by a statement of the action taken or proposed and any requests for assistance from the Commission to resolve the situation.

## PRECEDENCE

In the event of inconsistency in this contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable Federal and State statutes and regulations; (b) this Master Contract and any Addendum thereto; (c) Conservation Commission official action; (d) any terms incorporated herein by reference including the Conservation Commission Grant and Contract Policy and Procedure Manual.

## PROJECT APPROVAL

The extent and character of all work and services to be performed under this contract by the District shall be subject to the review and approval of the Commission through the Fiscal Manager or other official designated in writing to whom the District shall report and be responsible. In the event there is a dispute with regard to the extent and character of the work to be done, the determination of the Commission's Fiscal Manager or other designated official as to the extent and character of the work to be done shall govern. The District shall have the right to appeal decisions as defined in the Disputes section of this Contract.

## PUBLICATIONS AND PROPERTY RIGHTS

1. **Copyrights and Patents.** When the District creates any copyrightable materials or invents any patentable property, the District may copyright or patent the same but the Commission retains a royalty-free, nonexclusive and irrevocable license to reproduce, publish, recover or otherwise use the material(s) or property and to authorize others to use the same for federal, state or local government purposes. The District warrants and represents it has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the Commission.

Where federal funding is involved, the federal government may have a proprietary interest in patent rights to any inventions developed by the District as provided in 35 USC Ch. 18 Patent Rights in Inventions Made with Federal Assistance §§200-12.

2. **Property Management.** The Commission's Grant and Contract Policy and Procedure Manual and any updates thereto shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by the Commission in the absence of state or federal statute(s), regulations(s), or policy(s) to the contrary, or of specific instructions to the contrary with respect thereto in the Addendum.
3. **Publications.** Descriptive publications of projects or activities funded by this Master Contract and/or Addendum shall include acknowledgement of the funding provided by the Washington State Conservation Commission and may use the official Conservation Commission logo as appropriate. When the District or persons employed by the District use or publish information from the Commission; present papers, lectures, or seminars involving information supplied by the Commission; use logos, reports, maps or other data, in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to the Commission.

## RECORDS RETENTION AND MAINTENANCE

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

## RECOVERY OF PAYMENTS TO DISTRICT AND LIQUIDATED DAMAGES

1. The right of the District to retain monies paid to it as reimbursement payments is contingent upon satisfactory performance of this entire contract including the satisfactory completion of any project described in an Addendum. In the event the District fails, for any reason, to perform obligations required of it by this contract, the Commission may, at its sole discretion, require the District to repay to the Commission all grant funds disbursed to the District for those parts of the project that are rendered worthless in the opinion of the Commission by such failure to perform.
2. In the event that the District fails to expend funds under this contract in accordance with state laws and/or the provisions of this contract, the Commission reserves the right to recapture state funds in an amount equivalent to the extent of the noncompliance in addition to any other remedies available in law or in equity.
3. Such rights of recapture shall exist for a period not to exceed six years following contract termination. Repayment of the funds under this recapture provision is due within 30 days of demand. Such demand shall be in writing, and sent by certified U.S. mail to the last known District address. Thirty-day demand calculation will begin from the receipt date by the district of the demand letter. In the event that the Commission is required to institute legal proceedings to enforce the recapture provision, the Commission shall be entitled to recover its costs thereof, including attorney fees from the District.
4. Interest shall accrue at the rate of twelve percent (12%) per annum from the time the Commission demands repayment of funds. The interest shall begin accruing 30 days after the demand for repayment is received by the District. If payments have been discontinued by the Commission due to insufficient funds as described in Termination and Suspension section, the District shall not be obligated to repay monies which had been paid to the District prior to such termination. Any personal property acquired under this contract, at the option of the Commission, may become the Commission's property and the District's liability to repay monies shall be reduced by an amount reflecting the fair value of such property.
5. Acts of God. An Act of God means a violent and catastrophic event caused by forces of nature such as flood, fire, earthquake etc. which could not have been

prevented or avoided by foresight or prudence. If either party can demonstrate that negligence was not the cause, and an act of god makes the performance of a contractual duty impossible, the party may be excused from performance of that duty by the other party.

## RESPONSIBILITIES OF THE PARTIES/INDEMNIFICATION

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

## SEVERABILITY

The provisions of this contract are severable. If any provision of this contract or any provisions of any document incorporated by reference should be held invalid, the other provisions of the contract remain valid.

## SUBCONTRACTOR COMPLIANCE

The District must ensure that all subcontractors comply with the terms and conditions of this contract.

## SUBROGATION OF CLAIMS

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

## TECHNICAL STANDARDS

Technical assistance provided under the terms and conditions of the contract shall be consistent with the current Natural Resources Conservation Service (NRCS) Field Office Technical Guide, "Practice Standards and Specifications." Alternative practices not consistent with the NRCS "Practice Standards and Specifications" may be used where expressly authorized, if deemed suitable by a licensed professional engineer. If the alternative practices used are from other organizations' technical publications, the District shall reference this in the conservation plan or planning document in which they are used. The District shall include this requirement in all subcontracts.

## FUNDING AVAILABILITY

Thurston Counservation District Master Contract



The Commission's ability to make payments is contingent on availability of funding. In the event state or federal funding is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of the Master Contract, the Commission, at its sole discretion, may elect to terminate funding, in whole or part for convenience or to renegotiate the contract subject to new funding limitations and conditions. The Commission may also elect to suspend performance of the Master Contract, or any Addenda, until the Commission determines the funding insufficiency is resolved.

Except as stated in this provision, in the event of termination for non-appropriation or reduction of funds or changes in law, SCC will have no obligation or liability to District.

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to completion of the work in this Contract, the Commission may:

- a) Terminate this Contract with thirty (30) days advance notice. If this Contract is terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Contract prior to the effective date of termination.
- b) Renegotiate the terms of the Contract under those new funding limitations and conditions,
- c) After a review of project expenditures and deliverable status, extend the end date of this Contract and postpone deliverables or portions of deliverables, or
- d) Pursue such other alternative as the parties mutually agree to writing.

## TERMINATION AND SUSPENSION

1. **For Cause.** The obligation of the Commission to the District is contingent upon satisfactory performance by the District of all of its obligations under this contract. In the event the District unjustifiably fails, in the opinion of the Commission, to perform any obligation required of it by this contract, or the District violates state law or regulations (including the Ethics in Public Service Act, RCW 42.52), the Commission may refuse to pay any further funds, require the repayment of funds already disbursed, and terminate this contract by giving written notice of termination. The date of notification will be the date of termination of this Contract with the Commission
2. **For District Bankruptcy.** The obligation of the Commission to the District will terminate upon filing of bankruptcy by the District. In the event the District files bankruptcy, the District will notify the Commission before filing for bankruptcy with the Court via U.S.P.S. Mail to PO Box 47721, Olympia, WA 98504-7721. Once the Commission receives the notice of intent to file for bankruptcy, the date of notification will be the date of termination of this Master Contract with the Commission.
3. **Suspension.** Suspension means the temporary withdrawal of the authority to obligate previously awarded project funds pending either termination or corrective action by the district. The Commission may suspend all, or part of, the contract, and withhold further payments, or prohibit the district from incurring additional obligations of funds if the Commission has reason to believe that fraud, abuse, or violation of the law has occurred on the part of the district or a subcontractor in the performance of the grant contract. The Commission may suspend all, or part, of the contract in the event the Commission

determines the district has failed to comply with any material term of the contract, whether stated in a statute, regulation, Commission policy, plan, application, or elsewhere. The district may request and be provided an opportunity for an appeal as described in the Disputes section herein.

4. **Termination or Suspension Process.** Termination or suspension will be effective the date stated in the written notice of termination or suspension to the Conservation District. This written notification will be made by email and by certified mail to the authorized signer of the contract. All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the District under this contract, at the option of the Commission, shall become Commission property and the District shall be entitled to receive just and equitable compensation for any work completed on such documents and other materials. Costs incurred during a suspension or after termination of a contract are not allowable unless expressly authorized in the notice of suspension or termination. The district may request and be provided an opportunity for an appeal as described in the Disputes section herein.

When a district contract is terminated or suspended, the Commission may take one or more of these actions:

- Temporarily withhold cash payments pending correction of any deficiency;
- Disallow all or part of the cost of any activity or action not in compliance;
- Request repayment of all or part of the funds already disbursed to the district;
- Withhold further contract awards; or
- Take other legally available remedies.

**Termination does not include:**

- Withdrawal of funds awarded on the basis of the district's underestimate of the unobligated balance in a prior period;
  - Withdrawal of the unobligated balance at contract expiration; or
- Refusal to extend/renew a contract or award additional funds.

**Appeal process.**

- The Commission Finance Staff is authorized to make determinations of cost eligibility, to disallow costs, and to ensure compliance with contract terms and conditions and program guidelines.
- The written decision of the Commission Finance Staff will be final unless the district mails or otherwise furnishes a written appeal to the Executive Director of the Commission within thirty days of the receipt of the decision.
- In connection with an appeal of any proceeding under this clause, the district will have the opportunity to be heard and to offer evidence in support of this appeal.
- The decision of the Executive Director will be made within 30 days of the appeal and reported to the Commission at the next regularly scheduled meeting.



- Appeals from the Executive Director's determination will be in accordance with procedures outlined in the Disputes section in this Master Contract.
5. **Liability.** Any provision of this contract notwithstanding, the District shall not be relieved of any liability to the Commission for damages sustained by the Commission and/or the State of Washington because of any breach of contract by the District. The Commission may withhold payments until such time as the exact amount of damages due to the Commission from the District is determined.
  6. **Failure to Commence Work** In the event the District fails to commence work on a project funded within **four months** after an amount of funding is awarded, or by any date mutually agreed upon in writing for commencement of work, the Commission reserves the right to terminate this contract or terminate funding for the specific project or work funded.

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this contract, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this contract may be terminated immediately by written notice of the aggrieved party to the other.

## THIRD PARTY BENEFICIARY

The District warrants and shall ensure that in all subcontracts entered into by the District pursuant to this contract, the Commission or State of Washington is named as an express third-party beneficiary of such subcontracts with full rights as such.

## WAIVER

A party that fails to exercise its rights under this contract is not precluded from subsequently exercising its rights. A party's rights may only be waived through a written amendment to this contract.

## ALL WRITINGS CONTAINED HEREIN

The Master Contract and attached Appendix (if any) and any Addenda contain all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Master Contract shall be deemed to exist or to bind any of the parties hereto. This contract may only be amended by a writing signed by both parties as described herein.

## CONTRACT MANAGEMENT

<p>Commission Financial Services</p> <p>Nicole Boyes, Contracts Manager PO Box 47721 Olympia, WA 98504-7721</p> <p>564-669-3149</p>	<p>District Contract Manager:</p> <p>«Contract_Manager» «Title» «Address» «City», «State» «Zip»</p> <p>«Phone_Number»</p>
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## EXECUTION

We, the undersigned, certify that we are fully authorized by the party whom we represent to enter into the terms and conditions of this contract and to legally bind such party thereto, and hereby agree to the terms of the foregoing Contract.

**District Chair**

\_\_\_\_\_

Print Name\_\_\_\_\_

Date\_\_\_\_\_

**District Vice-Chair**

\_\_\_\_\_

Print Name\_\_\_\_\_

Date\_\_\_\_\_

## Washington State Conservation Commission

\_\_\_\_\_  
James Thompson  
Executive Director

Date\_\_\_\_\_

APPROVED AS TO FORM

Approval on File  
Office of the Attorney General (Date)

Thurston Counservation District Master Contract

# Item

# 5

**WACD and NACD Updates for the  
Thurston Conservation District Meeting of June 25, 2025**

**Washington Association of Conservation Districts**

1. Tom Salzer is dealing with personal issues and is generally unavailable. So, please contact Deputy Director Heather Wendt if you need anything “executive”. More [here](#).
2. **WACD Dues Letter and Survey** – WACD dues reminders go out in June. Preview [here](#). WACD has also added an *optional* supplemental dues investment for specific initiatives. Comments can be sent to [oly@wacd.org](mailto:oly@wacd.org)
3. **Comment on Ecology’s Non-Point Plan (319)**
  - Comment period is from midnight on May 22 to 11:59 p.m. August 29, 2025.
  - [Draft Plan to Control Nonpoint Sources of Pollution](#)
  - [Reading guide](#) - This is an overview of the plan and highlights updates.
  - Submit comments online through the [Nonpoint Plan Comment Form](#)
4. **WACD Board meeting is June 16 and Strategic Planning session on June 17.** More information to be provided at the Thurston CD Board meeting.

**National Association of Conservation Districts**

**New NACD Staff**

- **Pacific Region Representative** - Kyle Venell joins the NACD team starting June 16, when he can be reached at [kyle-venell@nacdnet.org](mailto:kyle-venell@nacdnet.org). He is from California where he was district conservationist on two different offices. He has a BS in environmental earth science from California Polytechnic.
- **Director of Government Affairs** – JoBeth DeLawder replaced Chris Young a few weeks back. Her contact information is [JoBeth-DeLawder@nacdnet.org](mailto:JoBeth-DeLawder@nacdnet.org) and phone is 202-595-9183.

**NACD Update on Recent Congressional and Executive Actions**

NACD CEO Peters provides weekly information on recent congressional and executive actions and the following are excerpts from Jeremy’s updates:

- House language prohibits certain secretaries from contracting, privatizing federal employee functions without approval from Congress.
- Office or agency moves must have specific legislative affirmation.
- **Natural Resources Conservation Service**

Program (in millions)	2025 enacted	President’s Budget 2026 Proposed	House
Conservation Operations	896 million	112 million	850 million

- NACD led a letter requesting \$1.2 billion budget be considered for Conservation Operations (CO), which funds CTA.

- **FPAC Business Center** -

Program (in millions)	2025 enacted	President’s Budget 2026 est.	House
FPAC Business Center	244 million	214 million	210 million

- **Farm Services Agency** - House requires at least \$15M of FSA’s Salaries and Expenses account for hiring new employees to fill existing and anticipated vacancies at county and farm loan offices.
- **US Fish and Wildlife Service** - Habitat conservation programs, conservation and other programs are seeing cuts. NACD and FWS have an MOU that staff from both organizations are working to implement by providing education and outreach at the state and regional level.
- **Supreme Court** - in *Seven County Coalition et al. v. Eagle County*, the Supreme Court upheld a lower court ruling that courts must give federal agencies “substantial judicial deference” when reviewing NEPA documents.

If you want additional information or the entire seven page document, contact [Doug](#).

# Item

# 6



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

July 23, 2025, 5:00 pm - 7:50 pm

Zoom Meeting Link:

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

**Passcode: 2918**

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

---

## Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Green Congress Debrief & Summer Institute for Teachers: *Sam Nadell*
3. Community Partner Presentation: *TBD*
4. Strategic Planning Process, *Executive Director Moorehead*
5. Long-Term Funding Committee, *TJ Johnson, Executive Director Moorehead*
6. Conservation and Education Center (CEC) Development, *All*
7. Important Updates & Announcements
  - a. Board of Supervisors, *All*
  - b. Executive Director, *Sarah Moorehead (Executive Director)*

---

## Board Meeting

6:30 pm – 7:50 pm

- |  |                      |
|--|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement                  | 6:30 PM<br>5 minutes |
| 2. Agenda Review   | 6:35 PM<br>5 minutes |
| 3. Consent Agenda – Action Item  | 6:40 PM              |
| A. June 25, 2025, Board Work Session & Meeting Minutes                   | 5 minutes            |
| B. July Financial Report   |                      |
| 4. Public Comment  | 6:45 PM              |
| *Three minutes per person  | 10 minutes           |
| 5. Partner Reports ( <i>if present</i> )                                 | 6:55 PM              |
| A. Natural Resources Conservation Service, (NRCS) <i>DaShell Burnham</i> | 15 minutes           |
| B. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i> |                      |

- C. Washington Association of Conservation Districts (WACD), *Doug Rushton*
- D. National Association of Conservation Districts (NACD), *Doug Rushton*

- |  |                   |
|--|-------------------|
| <b>6. Governance, All – Action Item</b>  | <b>7:10 PM</b>    |
| A. August 27, 2025 Work Session Topic List & Meeting Agenda Development  | <i>15 minutes</i> |
|  |                   |
| <b>7. Executive Session: To Consider the selection of a site or the acquisition of real estate</b>   | <b>7:25 PM</b>    |
| <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> |
|  |                   |
| <b>8. Executive Session Report Out – Action Item</b>   | <b>7:45 PM</b>    |
|  | <i>5 minutes</i>  |
|  |                   |
| <b>Adjourn</b>   | <b>7:50 PM</b>    |

**Informational Only Items:**

- I. Executive Director’s Report*
- 

## Important Future Dates

### August 2025

- |  |                     |
|--|---------------------|
| Thurston County Fair, TCD Labeling   | July 31, August 1-3 |
| TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) | August 27           |

### September 2025

- |  |           |
|--|-----------|
| Labor Day, TCD Closed  | Sept 1    |
| TCD Staff & Board Annual Summer Gathering                                      | Sept 3    |
| Legislative Tour   | Sept 4    |
| Legislative Tour   | Sept 11   |
| NACD SW & Pacific Region Meeting, Littleton, CO                                | Sept 6-12 |
| WACD Board Meeting 6:00 - 8:30 p.m. (Zoom)                                     | Sept 15   |
| WSCC Meeting Stevens Co. CD, Coleville   | Sept 18   |
| TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) | Sept 24   |

### October 2025

- |  |        |
|--|--------|
| WACD Southwest Area Meeting, Wahkiakum CD                                      | Oct 16 |
| TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) | Oct 28 |

### November 2025

- |  |        |
|--|--------|
| Veterans Day, TCD Office Closed  | Nov 11 |
| Thanksgiving, TCD Office Closed,   | Nov 27 |
| Native American Heritage Day, TCD office Closed                                | Nov 28 |
| TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) | Nov 25 |





# Informational Items

# Executive Director's Report

Sarah Moorehead – Executive Director

June 25, 2025

## Priority Initiatives Updates

### **Congresswoman Strickland Visits Tenino Agriculture**

On June 18<sup>th</sup>, Congresswoman Strickland visited the Ag Business Park and Colvin Ranch in Tenino to discuss local food systems, agriculture and conservation efforts, among other key topics like the importance of the AmeriCorps program to land conservation efforts, and the serious need for wildfire funding in our region. The importance of the Farm Bill, and especially Title II conservation programs, were demonstrated as discussions at Colvin Ranch demonstrated the power of leveraging federal, state and local dollars to recover endangered species and create food for the community.



### **Statewide Leadership Meeting**

On June 12<sup>th</sup>, the Washington State Conservation Commission and Washington Association of Conservation Districts, together with representatives from Conservation Districts (including Thurston), led a statewide leadership forum to strengthen our partnerships and begin forming a vision to enhance our collaborations, legislative relations and funding development into the future. Sarah Moorehead co-lead an introductory session on roles and responsibilities within the conservation family.

### **Riverbend Ranch Restoration Update**

Riparian exclusion and livestock management fencing plans are finalized for the project. TCD put forward a funding application to the WSCC Riparian Grant Program for landowner implemented cost-share dollars to complete eligible sections of the fencing plan.

Recently Mara has been tapped to present on the project for various groups: Aquatic Species Restoration Plan (ASRP) Regional Implementation Team to share lessons learned with other project practitioners, by the Chehalis Strategy group to give a project tour, and to participate in a panel at the Washington Association of District Employee's (WADE) conference on designing restoration projects in floodplains. There continues to be interest, excitement and praise from the community for this effort!

### **Washington Association of Conservation District's Strategic Planning**

Representatives from TCD (Sarah Moorehead and Doug Rushton) participated in the June 17<sup>th</sup> WACD Strategic Planning Session. This meeting brought together the WACD Board, along with representatives from Conservation Districts throughout the state, the Center for Technical Development, the Washington Association of District Employees, and the Washington State Conservation Commission to create a vision for the future of WACD and how it supports the conservation framework in the future. The conversation was very productive and helped to identify priorities and key areas that need support as Conservation Districts evolve and new needs and opportunities arise – especially around sustainable funding, advocacy, outreach and partnership building.



The strategic planning session was held in Bow, WA at WACD's Plant Materials Center. A tour and introduction to bare root plant production was offered, highlighting a lot of considerations for CDs interested in starting their own native plant nurseries!

### **Washington Association of District Employee's – Co-President!**

Sarah Moorehead was elected as co-president of the Washington Association of District Employees, transition from her position as a Director on the WADE Board. To maintain better workload balance for that position and to help increase opportunities for mentorship, a bylaws change was made to create a co-president role, where responsibilities will be shared between two individuals. Together with Craig Nelson from Okanogan CD, the co-presidents will have a voting seat on the WACD Board and an Ex-Officio Seat on the Washington State Conservation Commission. Plans to divide and conquer where natural attendance at those meetings would already occur are in place and there is a lot of enthusiasm to help champion sustainable funding ideas, critical training needs, and much more on behalf of WA CDs!

### **District Operations**

## **May 28, 2025 Board Meeting Action Items**

- None

### **Washington State Auditor's Office Annual Report Filed**

TCD continues to submit annual reports to the Washington State Auditor's Office on time each year. These annual financial reports are a tremendous amount of work to prepare and ensure that our organization remains accountable and transparent with its use of public funding. A huge thank you to TCD's accounting staff for preparing accurate and timely reports!

As an element of the Washington State Conservation Commission's Conservation Accountability and Performance Program (CAPP), TCD continues to meet or exceed all of the requirements! To learn more about the CAPP, visit:

<https://www.scc.wa.gov/cd/governance-operations-training-development#:~:text=Conservation%20Accountability%20and%20Performance%20Program,program%20for%20Washington%20Conservation%20Districts>.

### **End of Biennium Close Out**

As all staff, project and administration close out the biennium through the end of June and complete reporting and vouchering in July – staffing capacity will be dedicated to the transition from one biennium to the next. This is a high workload period of the year, as we celebrate all of the great, we've completed and prepare to ramp up for more!

### **New Biennium Routine Items**

At the beginning of each biennium, there will be numerous forms, contracts, addendums and resolutions that will go before the TCD Board for approval in the coming months, including new:

- Master Contract
- Funding addendums for various awarded projects
- Authorized signature form
- Resolutions to adopt our local cost share rate and labor rate

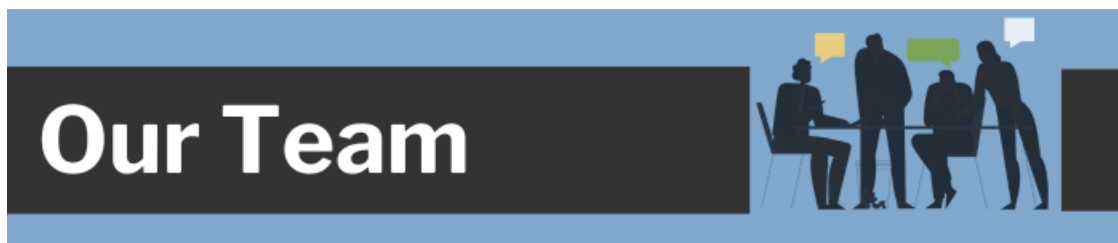
### **Monthly Staff Reports**

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



## **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.



## **Thank You for Taking Our Survey!**

Thank you to everyone who took the time to complete our recent survey! We value your feedback and are excited to incorporate it into future editions of the SWRO Nonpoint Newsletter.

## **The Draft for the 2025 Nonpoint Plan Is Now Out for Public Comment!**



We would love to hear your feedback and invite you to [comment on Ecology's draft Plan to Control Nonpoint Sources of Pollution](#).

To learn more or to [register](#) for our informational webinar for conservation districts on June 17th, visit our [Nonpoint Plan and Clean Water Guidance page](#).

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## Tackling Nonpoint Pollution



**Tracking Nonpoint Pollution: May 2025**

### Environmental Report Tracking System (ERTS)

In May, we received a total of **6 ERTS reports** from community members in southwestern Washington. See the attached table for the location of the reports by county.

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

### 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 May, we conducted a total of **7 watershed evaluations** as listed in the table above. During these evaluations a total of **9 new sites were identified** in southwestern Washington.



### 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 May

2025, our staff sent out a total of **11 TA letters** across southwestern Washington as depicted in the chart attached.

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



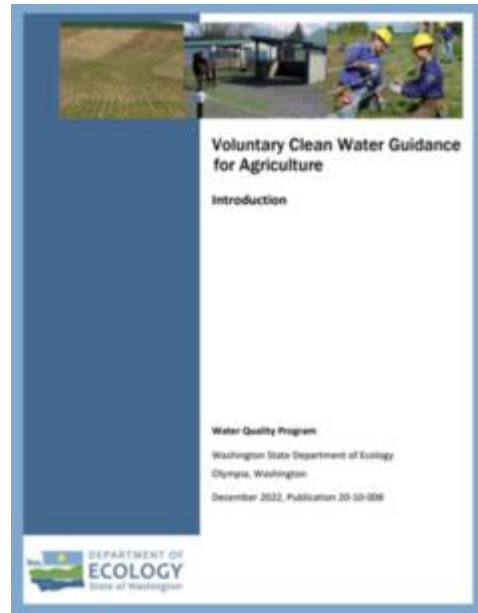
### Explore Nonpoint Pollution Strategies

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



**Emily Davis**

***Senior Nonpoint  
Pollution Specialist-***

**Deschutes, Nisqually,  
Chambers-Clover,  
Puyallup**

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

(564) 669-1875

**Sarah Longacre**

***Nonpoint Water Quality  
Specialist-***

**Lyre-Huko, Soleduc,  
Elwha Dungeness,  
Quilcene-Snow, Queets-  
Quinault, Kennedy  
Goldsborough, Lower  
Chehalis**

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[ov](#)

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**Molly Paige**

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Quality Specialist-***

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

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[ov](#)

(360) 480-6099

**Gabe Raso**

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Resources Unit  
Supervisor***

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(564) 233-9563



**To Report Environmental Concerns:**

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

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

**Phone:** 360-407-6300

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**Subscribe / Unsubscribe from SWRO Nonpoint Newsletter**

# WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS


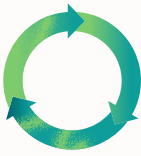





## Working Together for Conservation

### Dear Association Members,

Thank you for helping make this past year a remarkable one for WACD and Washington's conservation districts. Together, we've accomplished more than ever—delivering stronger services, deeper partnerships, and smarter advocacy.

Let's celebrate some of the highlights from this fiscal year.

Elevating Engagement	Partnering for Progress	Growing for Good	Your Voice Matters	Looking Ahead
				

### Elevating Engagement

WACD expanded its legislative work through the creation of CD marketing materials designed to educate legislators on the purpose and role of CDs and the importance of Conservation Technical Assistance (CTA) funding. WACD hosted a **Legislative Day** to facilitate the opportunity for CDs to educate and engage their legislators. WACD also participated in **NACD's Spring Fly-In** to help amplify Washington State's conservation needs in Washington DC. For the first time in many years WACD worked with districts to sponsor a bill, **SHB 1488**, to amend the Rates and Charges language to add more flexibility to CDs who utilize that funding mechanism.

While we expanded services and partnerships, we also stood our ground on issues that matter:

- We did **not** back down when voluntary conservation was threatened.
- We did **not** stop progressing on member-identified priorities.
- And we never stopped **listening to you**.



## Legislative Day



## NACD Spring Fly-In



## SHB 1488 Signing



## Partnering for Progress

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We've deepened ties with the **State Conservation Commission**, **NRCS**, **WA Association of District Employees**, and the **Center for Technical Development**.

Our **annual conference** was enhanced through new sponsorships totalling just shy of \$20,000, and 2025 will be even better.

**Committee work**—led by members like you—continued to grow, ensuring your voice guided WACD's direction. The Shared Resources Workgroup highlighted a need for Human Resource (HR) Services for CDs. Their work brought together our partners at Enduris and Associated Industries to offer HR support to CDs at significant savings.

## Growing for Good

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Over **1.8 million native plants** were harvested for restoration and conservation projects across Washington and the greater Pacific Northwest. The Plant Materials Center developed a **User's Guide** for districts and hosted an **Open House and Nursery Tour** for 74 attendees from 13 different CD's.

Member service grew again, with the continuation of the **Legal Services Fund** and the launch this past year of the **Internet Technology (IT) Help Desk**.





# Your Voice Matters

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How can you help WACD better serve our conservation district community?

- 1. Attend the WACD Annual Conference & Business Meeting.** This is where strong relationships are built and member priorities are set. Your voice helps shape WACD's direction and impact.
- 2. Volunteer for a Committee.** When you lend your time and expertise to a WACD committee, you help tackle critical issues that benefit all conservation districts.
- 3. Submit a Resolution.** Have a conservation topic that matters to you? Write a resolution. It's one of the most powerful ways to bring your ideas and concerns to the forefront of our community.
- 4. Serve in Leadership.** Become an Area Director or Officer. These roles offer a meaningful way to lead change and influence how WACD delivers services to its members.
- 5. Patronize the WACD Plant Materials Center.** There are few other native plant nurseries in the country that operate for the benefit of members instead of shareholders. It is your native plant nursery so please use it.



## Looking Ahead

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### WACD's Mission Continues

The work of WACD is far from over. The legislature has not fully addressed districts' funding needs for Engineering, and Forest Health and Wildfire Recovery. In June, WACD, in collaboration with our

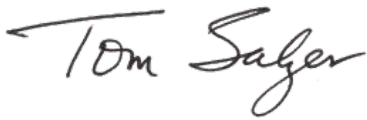


partners at the State Conservation Commission, will engage Conservation Districts to begin formulating strategies for advocating for these crucial programs.

Additionally, WACD will initiate the development of a strategic plan to create a roadmap for our organization. WACD is committed to tackling the challenges of today and tomorrow, but we can only achieve this with your ongoing support.

**Please remit your annual dues so WACD can continue to provide the services you need.**

Thank you for your continued support.

A handwritten signature in black ink that reads "Tom Salzer". The script is fluid and cursive, with the first letters of "Tom" and "Salzer" being capitalized and prominent.

Tom Salzer / Executive Director

Washington Association of Conservation Districts







# Supplemental Dues Investment

WACD developed the supplemental dues option to provide districts the opportunity to invest in marketing and education and outreach campaigns to enhance WACD’s statewide outreach. Investments in the categories below will help to educate the public and legislators about conservation districts and conservation district funding needs. Together we can educate our constituents in Washington State for the advancement of the 45.

## Conservation Technical Assistance Campaign

Includes the creation of a custom postcard template that provides room for landowner testimonials, district specific metrics, that districts can print and send to legislators. Funds may also be used to support printing costs for CDs that need support. Suggested Statewide Investment Amount (\$500 - \$1,000).

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**\$ Investment Amount**



## Forest Health and Wildfire Recovery Campaign

Includes the creation of a custom postcard template that provides room for landowner testimonials, district specific metrics, that districts can print and send to legislators. Funds may also be used to support printing costs for CDs that need support. Suggested Statewide Investment Amount (\$500 - \$1,000).

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**\$ Investment Amount**

## Toolkit (Messaging, One-Pagers, Social Media Posts)

Includes the creation of a custom messaging, one-pagers, and social media posts around conservation district funding needs such as Conservation Technical Assistance and Forest Health and Wildfire Recovery. Suggested Statewide Investment Amount (\$1,000 - \$4,000).

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**\$ Investment Amount**

## Statewide BMP Tracking Tool

Includes surveying the need and interest among conservation districts on the development of a comprehensive statewide BMP tracking tool. A feasibility study to identify a tracking mechanism and cost estimate will be developed under this scope of work. Suggested Statewide Investment Amount (\$1,000 - \$4,000).

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**\$ Investment Amount**

A detailed investment report will be provided to CDs by June 30, 2026.

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District Name

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**\$Total Investment Amount**

# INVOICE

Washington Association of Conservation Districts

ISSUED TO  
**Thurston Conservation District**

**INVOICE**  
25-39

**DATE ISSUED**  
06.09.2025

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DESCRIPTION	DUES
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2025 District Dues	\$3,888.89
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**Optional Supplemental Dues Investments:**

Conservation Technical Assistance Campaign  
(suggested: \$500 to \$1,000)

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Forest Health and Wildfire Recovery Campaign  
(suggested: \$500 to \$1,000)

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Toolkit (suggested: \$1,000 to \$4,000)

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Statewide BMP Tracking Tool (suggested: \$1,000  
to \$4,000)

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**TOTAL**

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Please make checks payable to the Washington Association of Conservation Districts. Checks may be mailed to: 16564 Bradley Road, Bow, WA 98232.

Credit cards will be accepted after July 1<sup>st</sup>. All credit card payment will include a surcharge. Please let me know if you would like a credit card link sent to you.