



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

September 24, 2025, 5:00 pm - 7:20 pm

Zoom Meeting Link:

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

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, All
2. Staff Presentation: Green Congress Debrief & Summer Institute for Teachers, *Sam Nadell*
3. Fall Legislative Tours Recap, *Executive Director Moorehead*,
4. TCD Bulb & Seed Sale & Harvest Festival Update, *Executive Director Moorehead*
5. Strategic Planning, *Executive Director Moorehead*
6. WACD SW Area Meeting, *All*
 - a. SW Area Meeting Registration
7. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:20 pm

- | | |
|--|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Consent Agenda – Action Item | 6:40 PM
5 minutes |
| A. August 27, 2025, Board Work Session & Meeting Minutes | |
| B. September Financial Report | |
| C. WSCC FY25-26 Sustainable Farms and Fields Funding Agreement | |
| D. WSCC FY25-27 Riparian Grant Program Funding Agreement | |
| E. RCO FY25-31 Shore Friendly Phase 4 Funding Agreement | |
| F. Pierce Conservation District: Shore Friendly Vendor Agreement | |
| G. Mason Conservation District: Shore Friendly Vendor Agreement | |
| H. Ecostudies Institute FY25-28 REPI Funding Agreement | |

- | | |
|--|-------------------------------------|
| 4. Public Comment
*Three minutes per person | 6:45 PM
<i>10 minutes</i> |
| 5. Partner Reports (if present)
A. Natural Resources Conservation Service, (NRCS) <i>DaShell Burnham</i>
B. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i>
C. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i>
D. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | 6:55 PM
<i>15 minutes</i> |
| 6. Governance, All – Action Item
A. October 22, 2025 Work Session Topic List & Meeting Agenda Development | 7:10 PM
<i>10 minutes</i> |
| Adjourn | 7:20 PM |
- Informational Only Items:**
- I. *Executive Director's Report*
 - II. *September Ecology Nonpoint Newsletter*

Important Future Dates

October 2025

TCD Bulb & Seed Sale & Harvest Festival	Oct 4
WACD Southwest Area Meeting, Wahkiakum CD	Oct 16
Orca Recovery Day	Oct 18
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Oct 22

November 2025

Veterans Day, TCD Office Closed	Nov 11
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Nov 19
Thanksgiving, TCD Office Closed,	Nov 27
Native American Heritage Day, TCD office Closed	Nov 28

December 2025

WACD Annual Conference, Spokane, WA	Dec 1-3
WSCC Commission Meeting, Spokane, WA	Dec 4
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Dec 17
Christmas Day, TCD Office Closed	Dec 25

Item

3



Thurston Conservation District Consent Agenda Decision Sheet September 24, 2025 Board Meeting

-
- A. August 27, 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. September 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 FY25-26 Sustainable Farms and Fields Funding Agreement
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- D. WSCC FY25-27 Riparian Grant Program Funding Agreement
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- E. RCO FY25-31 Shore Friendly Phase 4 Funding Agreement
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- F. Pierce Conservation District: Shore Friendly Vendor Agreement
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- G. Mason Conservation District: Shore Friendly Vendor Agreement
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

H. Ecostudies Institute FY25-28: REPI Funding Agreement

a. Proposed action: accept without amendment and approve.

b. Action was taken:

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

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON
September 24, 2025 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Marianne Tompkins, Board Vice-Chair

David Iyall, Board Auditor

Doug Rushton, Board Member

Jennifer Colvin, Board Member

Attest: Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Work Session Minutes

August 27, 2025

Hybrid: In-Person and Virtual on Zoom

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

Actual Meeting Time: 5:00 p.m. – 6:06 p.m.



Present at Work Session:

TJ Johnson, TCD Board Chair

Marianne Tompkins, TCD Board Vice Chair

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Jennifer Colvin, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Kenna Fosnacht, TCD Staff

Ben Cushman, TCD Legal Counsel

- 1 **1.** Topic List Review, *All*
- 2 **2.** Soils Program Update, *Kenna Fosnacht*
- 3 **3.** Future Board Supervisor Meeting Dates, *All*
- 4 **4.** Strategic Planning Process, *Executive Director Moorehead*
- 5 **5.** Long - Term Funding Committee, *TJ Johnson (Chair) & Executive Director Moorehead*
- 6 **6.** WACD Southwest Area Meeting Resolutions, *All*
- 7 **7.** Conservation & Education Center (CEC) Development, *All*
- 8 **8.** Data Security, *All*
- 9 **9.** Important Updates & Announcements
- 10 a. Board of Supervisors, *All*
- 11 b. Executive Director, *Executive Director Moorehead*

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

August 27, 2025

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 7:25 p.m.

Actual Meeting Time: 6:30 pm – 6:46 p.m.



Present at Board Meeting:

TJ Johnson, TCD Board Chair

Marianne Tompkins, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Jennifer Colvin, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Josh Giuntoli, Washington State

Conservation Commission

Summary of Action Items

- 1 • None.

Summary of Motions Passed

2
3 *Supervisor Rushton moved to approve the Agenda. Supervisor Iyall seconded. Motion passed*
4 *unanimously, (5-0).*

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

7 *Supervisor Tompkins moved to adjourn the August 27, 2025 TCD Board Meeting. Supervisor*
8 *Colvin seconded. Motion passed unanimously, (5-0).*

Full Version of the Minutes

9 Welcome & Introductions

10 At 6:30 p.m., TCD Board Chair TJ Johnson called the August 27, 2025 Regular Board Meeting to
11 order. TCD Board, Staff, members of the public, and Legal Counsel were introduced by Board
12 Chair Johnson. For each vote, TCD Board Chair Johnson called out Supervisors by name. He
13 announced that the meeting was being video recorded. TCD Supervisors Johnson, Tompkins,
14 Rushton, Iyall, Colvin and Executive Director Moorehead attended the meeting in person at the
15 TCD office.

16 Agenda Review

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

19 **Consent Agenda**

- 20 A. July 23, 2025, Board Work Session & Meeting Minutes
- 21 B. August Financial Report
- 22 C. WSCC FY2025-27 Shellfish Cost Share Funding Agreement
- 23 D. WSCC FY2025-27 Irrigation Efficiencies Funding Agreement
- 24 E. WSCC FY2025-27 Chehalis Funding Agreement
- 25 F. Ecology FY2025-29 Oregon Spotted Frog River Basin Engagement Funding Agreement
- 26 G. Ecology FY2025-27 Chehalis River Tributaries Data Collection Project Funding Agreement
- 27 H. RCO FY2025-31 South Sound Shore Friendly Program Applicant Authorization Form

28 ***Supervisor Iyall moved to approve the Consent Agenda. Supervisor Rushton seconded. Motion***

29 ***passed unanimously, (5-0).***

30 **Public Comment**

31 No public members made comments.

32 **Partner Reports**

- 33 A. National Resources Conservation Service (NRCS) Update, DaShell Burnham
- 34 • Ms. Burnham was not present.
- 35 B. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli
- 36 • Mr. Giuntoli was present and gave an update.
- 37 • Wahkiakum CD will host this year's WACD SW Area Meeting on Thursday,
- 38 October 16 in Rosburg, WA.
- 39 C. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor and
- 40 WACD Director Doug Rushton
- 41 • A written update was provided to the board.
- 42 D. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD
- 43 Board Member Rushton
- 44 • A written update was provided to the board.

45 **Governance**

- 46 A. September 24, 2025 Work Session Topic List & Meeting Agenda Development

47 **Work Session**

- 48 • Topic List Review, *All*
- 49 • Staff Presentation: Green Congress Debrief & Summer Institute for Teachers,
- 50 *Sam Nadell*
- 51 • Community Partner Presentation: Native Plant Salvage, *Erica Guttman*
- 52 • Fall Legislative Tours Recap, *Executive Director Moorehead*
- 53 • TCD Bulb & Seed Sale & Harvest Festival Update, *Executive Director Moorehead*
- 54 • Strategic Planning, *Executive Director Moorehead*
- 55 • Long Term Funding Committee, TJ Johnson & *Executive Director Moorehead*

- 56 • Conservation and Education Center (CEC) Development, *All*
57 • Important Updates & Announcements
58 ○ Board of Supervisors, *All*
59 ○ Executive Director, *Sarah Moorehead*
60 **Board Meeting Agenda**
61 • Welcome, Introductions, Audio Recording Announcement
62 • Agenda Review
63 • Consent Agenda
64 ○ August 27, 2025 Board Work Session & Meeting Minutes
65 ○ September 2025 Financial Report
66 • Public Comment
67 • Partner Reports (if present)
68 ○ National Resources Conservation Service
69 ○ Washington State Conservation Commission
70 ○ Washington Association of Conservation Districts
71 ○ National Association of Conservation Districts
72 • Governance, *All*
73 ○ WACD Resolutions
74 ○ October 28, 2025 Work Session Topic List & Meeting Agenda Development
75 • **Executive Session:** to consider the selection of a site or the acquisition of real
76 estate by lease or purchase when public knowledge regarding such consideration
77 would cause a likelihood of increased price.

78 ***Supervisor Tompkins moved to adjourn the August 27, 2025 TCD Board Meeting. Supervisor***
79 ***Iyall seconded. Motion passed unanimously, (5-0).***

80 **Adjourn 6:46 pm**

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District

September 2025 Financial Notes



2026 Budgets

The financial team is currently setting up the 2026 Budgets. However, we proposed to wait to submit the 2026 Budget to the Board for review in November and then to the Board for approval in December. This delay is necessary for a few reasons:

1. It is taking TCD's funders a bit longer to make final funding award announcements this year. The state's fiscal year runs from July 1 through June 30. This year is the end of the state's 2023 – 2025 biennium and the beginning of the state's 2025 – 2027 biennium. This means that between July and October of 2025 many grants are expiring, while at the same time many grants are being awarded. This delay in funding awards makes it difficult for TCD to finalize its 2026 Restricted Budget.
2. The financial team uses the budgeted overhead amounts in the Restricted Budget to calculate the overhead income for the Unrestricted Budget. We feel that it is worth waiting to submit the 2026 Unrestricted Budget until we have more certainty around this important income stream.
3. The Program Allocations in the Unrestricted Budget are aligned with the 5-Year Strategic Plan priorities. The 2026-2030 strategic plan priorities are expected to be finalized in October. While we expect that the total 2026 Program Allocation budget will be similar to the total 2025 Program Allocation budget, we prefer to wait until we have more certainty around the District's strategic plan priorities before drafting the individual 2026 Program Allocations Budgets.
4. While the individual 2026 Program Allocation budgets will be different in 2026 compared to 2025, we anticipate that Administration portion of the 2026 Unrestricted Budget will likely look a lot like the Administration portion of the 2025 Unrestricted Budget. We hope this stability will mean that the delay will not be an extra burden on the Board's ability to review and approve the 2026 Budgets in November and December.

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

1. TCD recorded a net loss of \$66,224 for July but is still showing a net income for the year of \$43,768 for the year.

Previous Year P&L Comparison

2. *Partner Fee for Service* income is still lower than it was this time last year. The Restoration Crew spent the 1st half of the year focusing restoration efforts on grant funded projects that were set to expire at the end of the biennium. However, in August, the crew began working on 2 new Partner Fee for Service projects.

Balance Sheet

3. You'll notice that the checking account balance is quite high (\$420,805). For now, Yan and I have agreed to keep the District's cash mostly in the checking account until we receive the November Rates and Charges payment. Our reasoning is based on the timing uncertainty in the grant awards this year mentioned in #1 of these Financial Notes. After November, we hope to move more of the balance to the Savings Accounts. Please remember that the checking account is an interest earning account; although it earns 0.2% interest, while the savings accounts earn 0.4% interest.

Thurston Conservation District September 2025 Financial Notes



Unrestricted Budget vs Actual

4. Overall *Income* (line 1) is tracking closely with the Mid-Year Revised Budget. However, for the year, *Poultry Equipment Rental* income (line 4) will likely come in higher than budgeted, while Soil Conservation income (line 5) will likely come in lower than budgeted.
5. Overall *Program Allocations* (line 25) is also tracking with the Mid-Year Revised Budget. However, *Plant Sale* (line 40) has already exceeded its 2025 budget.
6. Finally, overall *Administrative Expenses* (line 49) are also tracking with the Mid-Year Revised Budget.

12:58 PM

09/19/25

Accrual Basis

Thurston Conservation District

Profit & Loss

August 2025

	Aug 25
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	213.51
3451130 · Poultry Equipment & Tool Rentals	149.53
3451140 · Plant Sales	5,210.80
3451150 · Partner Fee for Service	20,105.25
Total 3451100 · Soil/Water Conservation Service	25,679.09
Total 3400000 · Charges for Goods and Services	25,679.09
3300000 · Grant Revenues	203,590.01
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	2,344.91
3610000 · Interest and Other Earnings	410.80
Total 3600000 · Miscellaneous Revenues	2,755.71
Total Income	232,024.81
Gross Profit	232,024.81
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	205,751.29
5314000 · Intern Stipends	500.00
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	4,023.33
5314103 · Computer Services	3,610.00
5314100 · Professional Services	26,674.52
5314203 · Printing Services	374.30
5314104 · Janitorial Services	925.00
5314501 · Office Rent	8,427.00
5314700 · Utilities	355.24
5314503 · Equipment Leases	216.29
5314504 · Vehicle Leases	641.56
5314200 · Communications	1,495.53
5354800 · Repairs & Maintenance	712.57

12:58 PM

09/19/25

Accrual Basis

Thurston Conservation District
Profit & Loss
August 2025

	Aug 25
5314505 · Software Licenses	578.02
5313101 · Office Supplies	321.09
5314202 · Postage & Shipping	30.31
5314902 · Organizational Dues	3,888.89
5314117 · Soil Testing	207.31
Project Expenses	1,616.05
5314302 · Staff - Conference & Training	866.21
5314306 · Board - Conference & Training	99.01
5314300 · Staff - Travel	861.80
5314108 · Construction & Restoration Work	24,501.57
5314110 · Bank Fees & Interest Charges	75.00
5314600 · Liability Insurance Premiums	3,496.62
Total Expense	292,248.51
Net Ordinary Income	-60,223.70
Net Income	-60,223.70

1:06 PM

Thurston Conservation District

Profit & Loss

09/19/25

Accrual Basis

January through August 2025

	Jan - Aug 25
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	4,401.48
3451120 · Nutrient Spreader Rentals	204.49
3451121 · No-Till Drill Rentals	83.89
3451130 · Poultry Equipment & Tool Rentals	2,182.21
3451140 · Plant Sales	30,010.86
3451150 · Partner Fee for Service	20,105.25
Total 3451100 · Soil/Water Conservation Service	56,988.18
3417000 · Sales of Merchandise	
3417010 · TCD Swag Shop	1,207.40
Total 3417000 · Sales of Merchandise	1,207.40
Total 3400000 · Charges for Goods and Services	58,195.58
3300000 · Grant Revenues	2,747,298.18
3600000 · Miscellaneous Revenues	
3699100 · Miscellaneous Other	92.49
3685000 · Special Assessments - Service	326,773.66
3670000 · Nongovernmental Contributions	
3671200 · Private Contributions	14,644.40
Total 3670000 · Nongovernmental Contributions	14,644.40
3610000 · Interest and Other Earnings	2,093.68
Total 3600000 · Miscellaneous Revenues	343,604.23
Total Income	3,149,097.99
Gross Profit	3,149,097.99
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	1,697,922.05
5314000 · Intern Stipends	4,795.00

1:06 PM

Thurston Conservation District
Profit & Loss
January through August 2025

09/19/25

Accrual Basis

	<u>Jan - Aug 25</u>
5314101 · Legal Fees & Services	16,000.00
5314102 · Audit & Accounting	7,484.18
5314103 · Computer Services	21,365.47
5314100 · Professional Services	457,480.96
5314400 · Advertising	3,389.43
5314203 · Printing Services	9,912.34
5314104 · Janitorial Services	6,175.00
5314501 · Office Rent	67,416.00
5314700 · Utilities	3,250.19
5314503 · Equipment Leases	3,033.06
5314504 · Vehicle Leases	4,649.86
5314200 · Communications	12,196.38
5313102 · Photocopier Usage	487.74
5354800 · Repairs & Maintenance	6,215.76
5314505 · Software Licenses	19,129.16
5313101 · Office Supplies	2,690.25
5313103 · Promotional Items	3,006.88
5314202 · Postage & Shipping	1,100.88
5314902 · Organizational Dues	5,379.89
5314307 · Licenses and Permits	274.95
5314117 · Soil Testing	3,346.03
5313401 · Plants for Resale	38,230.94
Project Expenses	68,045.78
5314302 · Staff - Conference & Training	16,455.49
5314306 · Board - Conference & Training	810.91
5314300 · Staff - Travel	17,368.86
5314301 · Board Travel	473.82
5314119 · Cultural Resources	17,833.05
5314108 · Construction & Restoration Work	234,703.38
5314109 · Cost Share	293,300.23
5314110 · Bank Fees & Interest Charges	103.37
5314600 · Liability Insurance Premiums	28,169.68
66300 · Sales Tax Adjustments	19.59
66900 · Reconciliation Discrepancies	0.00

1:06 PM

09/19/25

Accrual Basis

Thurston Conservation District
Profit & Loss
January through August 2025

	Jan - Aug 25
5945360 · Capital Outlays	
5945367 · Restoration Equipment	24,785.76
5945363 · Equipment & Office Furniture	1,747.87
5945364 · Computer Hardware	6,579.56
Total 5945360 · Capital Outlays	33,113.19
Total Expense	3,105,329.75
Net Ordinary Income	43,768.24
Net Income	43,768.24

1:14 PM

09/19/25

Thurston Conservation District

Profit & Loss Prev Year Comparison

Accrual Basis

January through August 2025

	Jan - Aug 25	Jan - Aug 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
3400000 - Charges for Goods and Services				
3451100 - Soil/Water Conservation Service				
3451110 - Soil Testing	4,401.48	5,242.28	-840.80	-16.0%
3451120 - Nutrient Spreader Rentals	204.49	619.40	-414.91	-67.0%
3451121 - No-Till Drill Rentals	83.89	464.41	-380.52	-81.9%
3451130 - Poultry Equipment & Tool Rentals	2,182.21	1,410.98	771.23	54.7%
3451140 - Plant Sales	30,010.86	26,987.73	3,023.13	11.2%
3451150 - Partner Fee for Service	20,105.25	53,683.18	-33,577.93	-62.6%
Total 3451100 - Soil/Water Conservation Service	56,988.18	88,407.98	-31,419.80	-35.5%
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%
Total 3417000 - Sales of Merchandise	1,207.40	8,187.21	-6,979.81	-85.3%
Total 3400000 - Charges for Goods and Services	58,195.58	96,595.19	-38,399.61	-39.8%
3300000 - Grant Revenues	2,747,298.18	2,596,826.04	150,472.14	5.8%
3600000 - Miscellaneous Revenues				
3691000 - Sale of Surplus	0.00	492.00	-492.00	-100.0%
3699100 - Miscellaneous Other	92.49	210.40	-117.91	-56.0%
3685000 - Special Assessments - Service	326,773.66	329,037.37	-2,263.71	-0.7%
3670000 - Nongovernmental Contributions				
3671200 - Private Ticket Contributions	14,644.40	706.16	13,938.24	1,973.8%
Total 3670000 - Nongovernmental Contributions	14,644.40	706.16	13,938.24	1,973.8%
3610000 - Interest and Other Earnings	2,093.68	655.87	1,437.81	219.2%
3620000 - Rents and Leases	0.00	0.00	0.00	0.0%
Total 3600000 - Miscellaneous Revenues	343,604.23	331,101.80	12,502.43	3.8%
Total Income	3,149,097.99	3,024,523.03	124,574.96	4.1%
Gross Profit	3,149,097.99	3,024,523.03	124,574.96	4.1%
Expense				
Equipment Allocation	0.00	3,773.00	-3,773.00	-100.0%
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 - Salaries & Benefits	1,697,922.05	1,436,121.06	261,800.99	18.2%
5314000 - Intern Stipends	4,795.00	1,000.00	3,795.00	379.5%
5314101 - Legal Fees & Services	16,000.00	23,416.26	-7,416.26	-31.7%
5314102 - Audit & Accounting	7,484.18	12,741.62	-5,257.44	-41.3%
5314103 - Computer Services	21,365.47	27,668.05	-6,302.58	-22.8%
5314100 - Professional Services	457,480.96	351,248.26	106,232.70	30.2%
5314400 - Advertising	3,389.43	3,172.21	217.22	6.9%
5314203 - Printing Services	9,912.34	3,566.98	6,345.36	177.9%
5314104 - Janitorial Services	6,175.00	3,915.00	2,260.00	57.7%
5314501 - Office Rent	67,416.00	59,509.00	7,907.00	13.3%
5314700 - Utilities	3,250.19	4,935.86	-1,685.67	-34.2%
5314503 - Equipment Leases	3,033.06	3,342.40	-309.34	-9.3%
5314504 - Vehicle Leases	4,649.86	4,298.62	351.24	8.2%
5314200 - Communications	12,196.38	10,236.91	1,959.47	19.1%
5313102 - Photocopier Usage	487.74	746.63	-258.89	-34.7%
5354800 - Repairs & Maintenance	6,215.76	7,646.17	-1,430.41	-18.7%
5314505 - Software Licenses	19,129.16	22,252.80	-3,123.64	-14.0%
5313101 - Office Supplies	2,690.25	4,383.70	-1,693.45	-38.6%
5313103 - Promotional Items	3,006.88	0.00	3,006.88	100.0%
5314202 - Postage & Shipping	1,100.88	1,343.30	-242.42	-18.1%
5314902 - Organizational Dues	5,379.89	5,038.89	341.00	6.8%
5314307 - Licenses and Permits	274.95	4,579.38	-4,304.43	-94.0%
5314117 - Soil Testing	3,346.03	3,412.12	-66.09	-1.9%
5313401 - Plants for Resale	38,230.94	26,902.83	11,328.11	42.1%
Project Expenses	68,045.78	44,449.11	23,596.67	53.1%
5314302 - Staff - Conference & Training	16,455.49	9,929.65	6,525.84	65.7%
5314306 - Board - Conference & Training	810.91	1,237.65	-426.74	-34.5%
5314300 - Staff - Travel	17,368.86	14,055.25	3,313.61	23.6%
5314301 - Board Travel	473.82	1,108.09	-634.27	-57.2%
5314119 - Cultural Resources	17,833.05	0.00	17,833.05	100.0%
5314108 - Construction & Restoration Work	234,703.38	1,154,456.34	-919,752.96	-79.7%
5314109 - Cost Share	293,300.23	11,884.77	281,415.46	2,367.9%
5314110 - Bank Fees & Interest Charges	103.37	-96.74	200.11	206.9%
5314600 - Liability Insurance Premiums	28,169.68	21,969.00	6,200.68	28.2%
66300 - Sales Tax Adjustments	19.59	542.87	-523.28	-96.4%
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
5945360 - Capital Outlays				
5945368 - Rental Equipment	0.00	14,934.99	-14,934.99	-100.0%
5945367 - Restoration Equipment	24,785.76	3,720.45	21,065.31	566.2%
5945363 - Equipment & Office Furniture	1,747.87	19,249.30	-17,501.43	-90.9%
5945364 - Computer Hardware	6,579.56	5,143.33	1,436.23	27.9%
5945366 - Vehicle Purchases	0.00	5,497.80	-5,497.80	-100.0%
Total 5945360 - Capital Outlays	33,113.19	48,545.87	-15,432.68	-31.8%
Total Expense	3,105,329.75	3,333,332.91	-228,003.16	-6.8%
Net Ordinary Income	43,768.24	-308,809.88	352,578.12	114.2%
Net Income	43,768.24	-308,809.88	352,578.12	114.2%

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09/19/25

Accrual Basis

Thurston Conservation District
Balance Sheet
As of August 31, 2025

	Aug 31, 25
ASSETS	
Current Assets	
Checking/Savings	
3088010 · Checking-103 Beneficial	420,804.54
3081001 · Checking-7444 Timberland	5,126.86
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reserve	4,178.16
3088022 · Saving-129 Beneficial CEC	19,582.42
Total 3088020 · Savings Accounts	23,760.58
3088030 · Counter Cash	66.75
3088040 · PayPal Account	3,075.73
Total Checking/Savings	452,834.46
Accounts Receivable	463,249.55
Other Current Assets	
3090500 Prepaid Accounts	
3090501 · Prepaid Insurance	37,703.00
3090507 · Security Deposit - Tilley Court	8,427.00
Total 3090500 Prepaid Accounts	46,130.00
3091000 · 309.10.00 Inventory Asset	2,666.56
3092000 · 309.20.00 Cash on Hand	47.00
Total Other Current Assets	48,843.56
Total Current Assets	964,927.57
Fixed Assets	
3090600 · Tenant Improvements	89,000.00
Total Fixed Assets	89,000.00
TOTAL ASSETS	1,053,927.57
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	35,431.04
Credit Cards	8,358.12

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09/19/25

Accrual Basis

Thurston Conservation District
Balance Sheet
As of August 31, 2025

	<u>Aug 31, 25</u>
Other Current Liabilities	
3861100 · Sales Tax Payable	636.19
3861000 · Payroll Liabilities	199,072.35
Total Other Current Liabilities	<u>199,708.54</u>
Total Current Liabilities	<u>243,497.70</u>
Total Liabilities	243,497.70
Equity	810,429.87
TOTAL LIABILITIES & EQUITY	<u><u>1,053,927.57</u></u>

2025 Unrestricted Budget vs Actual



August 66.67%

	Account Name	2025 Mid-Year Revised Budget	2025 Actual	\$ Over Budget	% of Budget
1	<input checked="" type="checkbox"/> Income	1,176,239	750,918	-425,321	63.84%
2	<input checked="" type="checkbox"/> Retail Sales	68,621	40,278	-28,343	58.70%
3	<input checked="" type="checkbox"/> Food Production and Consumption	2,300	2,182	-118	94.88%
4	Poultry Equipment & Tool Rentals	2,300	2,182	-118	94.88%
5	<input checked="" type="checkbox"/> Soil Conservation and Health	9,920	4,690	-5,230	47.28%
6	Soil Testing	8,600	4,401	-4,199	51.18%
7	Nutrient Spreader Rentals	820	204	-616	24.94%
8	No-Till Drill Rentals	500	84	-416	16.78%
9	<input checked="" type="checkbox"/> Community Outreach and Education	54,307	31,218	-23,089	57.48%
10	Plant Sales	53,000	30,011	-22,989	56.62%
11	TCD Swag Shop - T095	1,307	1,207	-100	92.38%
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	2,094	2,188	94	104.47%
15	Contributions Private	1	1	0	136.00%
16	Interest Income	2,000	2,094	94	104.68%
17	Miscellaneous Income	92	92	0	100.53%
18	<input checked="" type="checkbox"/> Grant Revenue	126,713	93,925	-32,788	74.12%
20	Rates and Charges	564,110	326,774	-237,336	57.93%
21	<input checked="" type="checkbox"/> Overhead	416,795	289,942	-126,853	69.56%
22	Overhead Allocation	394,795	273,568	-121,227	69.29%
23	Vehicle Allocation	22,000	16,374	-5,626	74.43%
24	2024 Carry Overs	50,000	50,000	0	100.00%
25	<input checked="" type="checkbox"/> Program Allocation	432,114	256,573	-175,541	59.38%
26	<input checked="" type="checkbox"/> Local Food Production and Consumption	20,000	10,866	-9,134	54.33%
27	Poultry Equipment Rentals	20,000	10,866	-9,134	54.33%
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	22,371	-21,786	50.66%
31	Restoration Crew & Equipment (T050)	0	0	0	N/A
32	Conservation TA 1	44,157	22,371	-21,786	50.66%
33	<input checked="" type="checkbox"/> Soil Conservation and Health	37,000	21,020	-15,980	56.81%
34	Soil Health Testing	26,600	16,289	-10,311	61.24%
35	Nutrient Spreader Rentals	5,400	2,919	-2,481	54.06%
36	No-Till Drill Rentals	5,000	1,812	-3,188	36.24%
37	<input checked="" type="checkbox"/> Community Outreach and Engagement	190,875	132,441	-58,434	69.39%
38	Conservation & Education Center	60,000	17,916	-42,084	29.86%
39	District Communications	61,875	43,858	-18,017	70.88%
40	Plant Sale	54,000	56,786	2,786	105.16%
41	Elections	15,000	13,881	-1,119	92.54%
42	<input checked="" type="checkbox"/> Adult and Youth Conservation Education	47,870	38,995	-8,875	81.46%

	Account Name	2025 Mid-Year Revised Budget	2025 Actual	\$ Over Budget	% of Budget
43	South Sound Green	41,670	32,852	-8,818	78.84%
44	Teens in Thurston Volunteer Program	2,200	2,142	-58	97.38%
45	Envirothon	4,000	4,000	0	100.00%
46	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	91,213	30,880	-60,333	33.86%
47	Conservation TA 2	44,157	22,371	-21,786	50.66%
48	Investing in Future Conservation	47,056	8,509	-38,547	18.08%
49	<input type="checkbox"/> Administrative Expenses - A010	687,467	436,424	-251,043	63.48%
50	Administrative Salaries & Benefits	348,160	224,688	-123,472	64.54%
51	36-Hour Leave Accrual Adjustmnet	8,050	8,050	0	100.00%
52	<input type="checkbox"/> Professional Services	74,084	45,618	-28,466	61.58%
53	Legal Services	24,000	16,000	-8,000	66.67%
54	Audit & Accounting	9,940	7,484	-2,456	75.29%
55	Computer Services	35,744	21,365	-14,379	59.77%
56	Professional Services	4,400	768	-3,632	17.45%
57	<input type="checkbox"/> Facility, Vehicles and Maintenance	166,993	109,189	-57,804	65.39%
58	Janitorial Services	9,100	6,175	-2,925	67.86%
59	Office Rent	101,124	67,416	-33,708	66.67%
60	Utilities	5,785	3,229	-2,556	55.82%
61	Equipment Leases	3,920	2,758	-1,162	70.36%
62	Vehicle Leases	7,000	4,325	-2,675	61.79%
63	Communications	16,152	10,770	-5,382	66.68%
64	Photocopier Usage	1,000	488	-512	48.77%
65	Vehicle Repairs & Maintenance	5,500	4,921	-579	89.47%
66	Computer Hardware Purchases	3,000	1,517	-1,483	50.57%
67	Computer Software	12,312	6,489	-5,823	52.70%
68	Equipment & Office Furniture	2,100	1,101	-999	52.41%
69	<input type="checkbox"/> Supplies	11,680	7,912	-3,768	67.74%
70	<input type="checkbox"/> Office Supplies	5,000	1,807	-3,193	36.15%
71	Staff Swag	582	582	0	100.06%
72	Postage & Shipping	300	118	-182	39.29%
73	Organizational Dues	6,280	5,380	-900	85.67%
74	Licenses & Permits	100	25	-75	25.00%
75	<input type="checkbox"/> Conferences, Training and Travel	32,850	12,600	-20,250	38.36%
76	Staff Conference & Training (A037)	16,100	5,462	-10,638	33.93%
77	<input type="checkbox"/> Board Conference and Training Fees	3,250	188	-3,062	5.80%
78	Board Swag	150	150	0	100.00%
79	Board Meeting Snacks	1,000	622	-378	62.25%
80	Staff Travel	10,000	5,853	-4,147	58.53%
81	Board Travel	2,500	474	-2,026	18.95%
82	<input type="checkbox"/> Insurance and Banking	45,650	28,366	-17,284	62.14%
83	Bank Fees & Interest Charges	650	197	-453	30.25%
84	Liability Insurance Premiums	45,000	28,170	-16,830	62.60%
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	107,921	107,921	N/A

2025 Restricted Budgets vs Actuals



As of August 31, 2025

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2025 Budget	2025 Actual	2025 Remaining Budget	% of Total Time	% of Total Budget Spent
1	- Federal											
2	Frogs on Farm	US80	F20AC11306-00	08/15/20	12/15/25	93,135	42,024	61,567	19,543	42,024	94.56%	54.88%
3	USFWS Restoring South Sound Prairies	US90	F22AC01820-00	07/01/22	07/01/27	190,000	88,670	1,000	0	1,000	63.38%	53.33%
4	- Sentinel Landscape Program (SLP)											
5	NACD SLP	SLP075	NA	10/01/21	06/30/28	1,353,000	209,865	262,012	237,268	24,744	58.05%	84.49%
6	- RCO											
7	FY22-27 ASRP Riverbend	R050	22-1548C	03/28/22	06/30/27	7,673,670	1,397,789	279,938	176,753	103,184	65.23%	81.78%
8	SRFB Cozy Valley	R060	21-1089C	09/23/21	06/01/25	132,778	43	12,761	12,723	39	Closed	99.97%
9	ESRP Zangle Cove	R070	20-1517R	07/01/21	04/30/26	110,072	15,504	22,654	7,171	15,483	86.29%	85.91%
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	72.29%	94.68%
11	South Sound Outreach (HSIL)	R100	23-1853O	05/07/24	04/30/27	109,846	100,032	35,701	7,857	27,844	44.26%	8.93%
12	South Sound Riparian Analysis and Implementation	R110	24-1212R	09/25/24	09/25/28	132,614	124,647	45,500	7,967	37,533	23.32%	6.01%
13	- DOE											
14	Ecology Elwanger	E200	WQC-2025-ThurCD-00165	11/01/24	10/31/27	500,000	459,157	276,515	40,843	235,672	27.76%	8.17%
15	Black River Frog	E300	OCBASRP-2325-ThurCD-00023	07/01/25	06/30/29	239,036	236,898	45,160	2,138	43,022	4.24%	0.89%
16	- WSCC											
17	FY25-27 Chehalis	W050	26-13-CH	07/01/25	06/30/27	206,300	192,975	51,575	13,325	38,250	8.49%	6.46%
18	FY25-27 Shellfish Cost Share	W060	26-13-SH	07/25/25	06/30/27	205,000	204,037	6,133	963	5,170	5.38%	0.47%
19	FY25-26 CREP	W070	26-13-CE	07/01/25	06/30/26	25,000	23,739	13,200	1,261	11,939	16.99%	5.05%
20	FY25-27 Forest Health & Community Wildfire Resiliency	W130	26-13-FH	07/09/25	06/30/27	68,175	65,719	11,777	2,456	9,321	7.48%	3.60%
21	FY25-27 Irrigation Efficiencies	W140	26-13-IE	07/17/25	06/30/27	45,778	45,345	12,500	433	12,067	6.44%	0.95%
22	FY25-27 Riparian Grant Program (RGP)	W170	24-13-RGP	07/17/25	06/30/27	3,240,935	3,159,549	TBD	81,386	N/A	6.44%	2.51%
23	FY23-25 Livestock	W025	24-13-LT	07/01/25	06/30/26	20,000	31	6,622	6,591	31	Closed	99.84%
24	Early Action Reaches (EAR) Skookumchuck Project	W030	20-13-ER	04/01/20	06/30/25	744,780	121,910	141,513	29,290	112,223	Closed	83.63%

	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
25	FY21-25 Flood (FL) Chehalis Project	W050	22-13-FL	09/01/21	06/30/25	261,333	2,366	37,159	34,793	2,366	Closed	99.09%
26	FY23-25 Shellfish Cost Share	W060	24-13-SH	11/27/23	06/30/25	125,000	39,444	105,550	66,106	39,444	Closed	68.44%
27	FY23-25 CREP	W070	24-13-CE	07/01/23	06/30/25	118,502	31,752	58,838	27,087	31,752	Closed	73.21%
28	FY23-25 NRI Cost Share	W080	24-13-NR	08/21/23	06/30/25	100,722	15,895	42,698	26,803	15,895	Closed	84.22%
29	FY24-25 Engineering	W100	25-13-PE	09/11/24	06/30/25	34,800	2	23,603	23,601	2	Closed	99.99%
30	FY24-25 Salmon Riparian Funding	W110	24-13-SRF	02/27/24	06/30/25	207,514	16,491	156,345	139,854	16,491	Closed	92.05%
31	FY24-25 Sustainable Farms and Fields	W120	25-13-SFF	08/29/24	06/30/25	72,730	3,605	56,990	53,385	3,605	Closed	95.04%
32	FY23-25 Forest Health and Community Wildfire Resiliency	W130	24-13-FH	09/22/23	06/30/25	471,000	9,458	221,030	211,572	9,458	Closed	97.99%
33	FY24-25 Irrigation Efficiencies	W140	24-13-IE	04/03/24	06/30/25	45,778	5,473	24,450	18,977	5,473	Closed	88.04%
34	FY21-25 Regional Implementation Team (RIT)	W150	22-13-RIT	10/01/21	06/30/25	102,000	33	14,650	14,617	33	Closed	99.97%
35	FY24-25 Community Engagement Plan (CEP)	W160	24-13-CEP	02/20/24	06/30/25	17,500	1,588	10,651	9,062	1,588	Closed	90.92%
36	FY24-25 Riparian Grant Program (RGP)	W170	24-13-RGP	04/15/24	06/30/25	931,159	219,431	727,010	507,579	219,431	Closed	76.43%
37	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%
38	- Other State Grants											
39	WDFW Building Conservation Capacity	S100	24-25744	03/17/25	06/30/27	500,000	455,569	180,563	44,431	136,132	20.10%	8.89%
40	DOH Eld Inlet Manure Management	S500	GVL29108-0	05/13/24	07/31/27	776,247	682,231	169,103	58,259	110,844	40.51%	12.11%
41	Farm Plan Catalog	S800	G-8233	06/07/24	05/31/25	10,553	0	7,210	7,210	0	Closed	100.00%
42	- Thurston County											
43	FY23-25 VSP	TC400	08-23	07/01/23	06/30/25	227,500	4,283	60,053	55,770	4,283	Closed	98.12%
44	FY23-25 VSP Cost Share	TC450		08/08/23	06/30/25	485,649	8,651	200,024	191,589	8,435	Closed	98.22%
45	FY24-26 Thurston County Working Lands Outreach	TC500		08/13/24	06/30/26	5,500	4,736	5,408	672	4,736	55.90%	13.89%
46	- Miscellaneous											
47	FY23-25 ESRP Shore Friendly Phase 3	M035	19-1703C	07/01/23	06/30/25	388,883	41,903	213,950	172,047	41,903	Closed	89.22%
48	FY25-29 Olympia Urban Farmland	M065	NA	01/01/25	12/31/29	259,000	236,750	51,800	22,250	29,550	13.31%	8.59%
49	GRuB Beginning Farmer Development	M066	NA	01/01/24	08/31/25	10,259	6,863	8,609	1,747	6,863	100.00%	33.11%
50	FY24-25 NACD Bucoda Community Farm	M077	NA	09/24/24	11/15/25	60,000	14,435	56,791	42,356	14,435	81.82%	75.94%
51	FY25-27 OlyEco NFWF Habitat Resilience	M078	NA	03/01/24	02/28/27	30,000	26,393	6,250	3,607	2,643	50.14%	12.02%
52	Puget Sound Energy	M079		07/02/25	until spent	10,000	6,356	0	656	-656	NA	36.44%
53	One Tree Planted	M085	NA	09/03/21	until spent	33,076	25,006	3,998	0	3,998	NA	24.40%
54	WCRRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/26	111,954	6,828	32,298	25,470	6,828	81.55%	93.90%

	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
55	WFC Meyer Phase 2	M100	NA	01/01/23	09/01/25	106,546	3,778	25,956	22,178	3,778	99.90%	96.45%
56	FY25-26 NACD Forestry	M200	NA	01/01/25	06/30/26	133,786	113,826	66,893	19,960	46,933	44.51%	14.92%
57	Partner District Support	M400		05/01/25	TBD	500	166	500	334	166	NA	66.90%
58	FY24-26 Pierce County Shellfish NTA	M600	SC-111404	01/01/24	01/31/27	191,000	100,153	60,238	29,975	30,263	54.04%	47.56%
59	FY25 CTD Training Scholarship	M700	NA	04/18/25	05/30/25	500	0	500	500	0	Closed	100.00%
60	South Sound GREEN											
61	2025 Interlocal	G019-SS		01/01/25	12/31/25	64,160	34,817	64,160	29,343	34,817	66.58%	45.73%
62	FY24-25 WSC Mini Grant	G019.50		12/10/24	until spent	500	0	500	500	0	Closed	100.00%
63	FY24 OSD i-Grant	G019.103		03/01/24	until spent	4,000	1	1,011	1,011	0	NA	99.98%
64	FY23-25 Outdoor Learning	G019.109		10/01/23	04/30/25	21,833	0	7,558	7,558	0	Closed	100.00%
65	Every Kid Outdoors	G019.121		07/01/24	until spent	500	0	500	500	0	NA	100.00%
66	FY25 ESD 113 Climate Education	G019.104		05/15/25	until spent	6,000	3,731	6,000	2,269	3,731	NA	37.82%
67	FY25 Tumwater SD Natural Resources	G019.120		09/03/24	until spent	1,000	329	0	671	-671	NA	67.07%
68	2024 Dawkins	G019.28		01/01/24	until spent	20,750	14,067	14,461	394	14,067	NA	32.21%
69	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	1,700	2,500	800	1,700	NA	32.00%
70	2024 Community Foundation	G019.29		11/01/24	until spent	2,500	2,500	0	0	0	NA	0.00%
71	Carlson Charitable	G019.31		12/05/23	until spent	2,500	7	279	272	7	NA	99.73%
72	2024 Nisqually for Water Quality Testing	G019.60		01/01/24	until spent	5,000	2,321	2,942	621	2,321	NA	53.57%
73	TCC General	G019 TCC		01/01/18	until spent	11,561	1,681	1,708	27	1,681	NA	85.46%
74	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	0	0	0	NA	0.00%
75	2025 Squaxin	G019.85		03/01/25	until spent	1,000	1,000	0	0	0	NA	0.00%
76	Inspire Olympia			07/09/24	until spent		0	17,256	17,256	0	Closed	NA
77	Teens in Thurston Volunteer Program											
78	Nisqually TNT 2024	T070	NA	01/01/24	until spent	5,581	5,357	1,946	0	1,946	NA	4.01%
79	Envirothon Program											
80	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	0	34	34	0	Closed	100.00%
81	2025 Pork Blakely Envirothon	T040		04/03/25	until spent	1,000	0	1,000	1,000	0	Closed	100.00%
82	Olympia Food Co-op Envirothon	T040		01/01/24	until spent	100	0	100	100	0	Closed	100.00%
83	2025 Chehalis Tribe Envirothon	T040		03/01/25	until spent	2,500	1,954	2,500	546	1,954	NA	21.85%

Thurston Conservation District
Payment Report
August 2025

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Check	EFT	08/01/2025	Delta Dental	UNRESTRICTED:A010 - Administrative Expenses	5531212 · Dental Benefits	2,221.05
Check	EFT	08/01/2025	Tilley Court Caves, LLC	UNRESTRICTED:A010 - Administrative Expenses	5314501 · Office Rent	8,427.00
Credit Card Charge	14539	08/01/2025	Walmart	TCD Programs:T030 - District Communications	5314107 · Project Supplies	4.37
Credit Card Charge	14582	08/03/2025	Thurston County Fairgrounds	GREEN:TCC:G019.28 Dawkins	5314307 · Parking fees	9.00
Bill Pmt -Check	EFT	08/04/2025	Comcast	UNRESTRICTED:A010 - Administrative Expenses	5314204 · Internet Services	234.99
Credit Card Charge	14443	08/04/2025	Olympia Farmstand	MISC:M065 - FY25-29 Olympia Urban Farmland	5314901 · Meeting & Event	29.21
Credit Card Charge	14465	08/04/2025	REI	MISC:M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	4.34
Credit Card Charge	14444	08/04/2025	Safeway	MISC:M065 - FY25-29 Olympia Urban Farmland	5314901 · Meeting & Event	79.73
Credit Card Charge	14445	08/04/2025	Safeway	MISC:M065 - FY25-29 Olympia Urban Farmland	5314901 · Meeting & Event	5.99
Check	EFT	08/04/2025	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	22.00
Bill Pmt -Check	23034	08/05/2025	Aimee Ornelas	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23035	08/05/2025	Akylie Holterman	Various	Restoration Crew Intern Stipend	1,600.00
Credit Card Charge	14501	08/05/2025	Amazon	TCD Programs:T096 - Soil Health Equipment Rentals	5354802 · Rental Equipment Maintenance	32.93
Bill Pmt -Check	23036	08/05/2025	Anchor QEA	RCO:R050 - FY 22-27 ASRP Riverbend	5314100 · Professional Services	8,322.50
Bill Pmt -Check	23037	08/05/2025	Andrew Martin	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23038	08/05/2025	Enduris	UNRESTRICTED:A010 - Administrative Expenses	3090501 · Prepaid Insurance	37,235.00
Bill Pmt -Check	23039	08/05/2025	Ghader Alrashid	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23048	08/05/2025	Hannah's Cleaning Service	UNRESTRICTED:A010 - Administrative Expenses	5314104 · Janitorial Services	1,400.00
Bill Pmt -Check	23040	08/05/2025	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23041	08/05/2025	Jefferson Conservation District	UNRESTRICTED:A037 - Staff Conference & Training	5314302 · Staff - Conference & Training	41.00
Bill Pmt -Check	23042	08/05/2025	Katie Austin	MISC:M065 - FY25-29 Olympia Urban Farmland	5314100 · Professional Services	66.66
Bill Pmt -Check	23043	08/05/2025	Mason Conservation District	Various	5314100 · Professional Services	2,840.32
Bill Pmt -Check	23044	08/05/2025	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	492.21
Bill Pmt -Check	EFT	08/05/2025	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	101.21
Bill Pmt -Check	EFT	08/05/2025	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	61.64
Bill Pmt -Check	EFT	08/05/2025	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	101.21
Bill Pmt -Check	EFT	08/05/2025	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	61.64
Check	EFT	08/05/2025	Regence - Health Care		5531210 · Medical Benefits	30,278.81
Bill Pmt -Check	EFT	08/05/2025	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	Office Equipment Rental & Photocopier Usage	473.17
Bill Pmt -Check	23045	08/05/2025	Samantha Lamb	MISC:M065 - FY25-29 Olympia Urban Farmland	5314100 · Professional Services	66.66
Bill Pmt -Check	23046	08/05/2025	Sarah Gillenwater	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23047	08/05/2025	William Reilly	Various	Restoration Crew Intern Stipend	3,200.00
Credit Card Charge	14468	08/06/2025	Costco	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	45.54
Liability Check	EFT	08/06/2025	Internal Revenue Service		Payroll Tax	18,363.54

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	14570	08/06/2025	Mixed Role Productions	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	68.85
Liability Check	EFT	08/06/2025	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	21,279.44
Credit Card Charge	14497	08/07/2025	Amazon	M077 - NACD Bucoda Community Farm	5314107 · Project Supplies	59.22
Credit Card Charge	14583	08/07/2025	City of Olympia	UNRESTRICTED:A010 - Administrative Expenses	5314307 · Parking fees	2.48
Liability Check		08/07/2025	QuickBooks Payroll Service		Payroll	53,159.94
Credit Card Charge	1416807726	08/07/2025	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	241.34
Credit Card Charge	14493	08/07/2025	Rainier Dodge	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	601.78
Credit Card Charge	14471	08/07/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	8.78
Bill Pmt -Check	EFT	08/08/2025	USABLE.Life	UNRESTRICTED:A010 - Administrative Expenses	5531214 · Life Insurance	232.96
Credit Card Charge	4074610	08/09/2025	Rightworks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	26.33
Credit Card Charge	14532	08/11/2025	Walmart	WSCC:W170 - FY25-27 RGP	5314107 · Project Supplies	29.45
Credit Card Charge	14495	08/12/2025	Simply Organic Cafe and Catering	UNRESTRICTED:A037 - Staff Conference & Training	5314302 · Staff - Conference & Training	487.35
Credit Card Charge	14517	08/14/2025	Acorn Naturalists	GREEN:TCC:G019.60 Nisqually Indian Tribe 2%	5314107 · Project Supplies	364.50
Credit Card Charge	14528	08/14/2025	Amazon	TCD Programs:T030 - District Communications	5314107 · Project Supplies	37.29
Credit Card Charge	7895921	08/14/2025	Buzzsprout	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	12.00
Check	EFT	08/15/2025	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	117.00
Credit Card Charge		08/16/2025	ADT Security Services	UNRESTRICTED:A010 - Administrative Expenses	5314704 · Office Security	58.13
Credit Card Charge	14537	08/18/2025	Amazon	GREEN:G019.120 - Tumwater SD Natural Resources	5314107 · Project Supplies	43.80
Check	EFT	08/18/2025	Beneficial State Bank	UNRESTRICTED:A010 - Administrative Expenses	5314110 · Bank Fees & Interest Charges	25.00
Credit Card Charge	14512	08/19/2025	Commodities Unlimited	RCO:R110-SS Riparian Analysis and Implement	5314108 · Construction & Restoration Work	279.74
Bill Pmt -Check	Cash	08/19/2025	Jamie Sutton	MISC:M065 - FY25-29 Olympia Urban Farmland	5314100 · Professional Services	133.25
Credit Card Charge	E0300XET8S	08/19/2025	Microsoft	Various	5314505 · Software Licenses	561.56
Credit Card Charge	E0300XEMEY	08/19/2025	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	16.46
Credit Card Charge	14535	08/19/2025	Nature Watch	GREEN:G019.120 - Tumwater SD Natural Resources	5314107 · Project Supplies	144.43
Credit Card Charge	14511	08/19/2025	Olyphant	GREEN:TCC:G019.28 Dawkins	5313101 · Office Supplies	50.00
Bill Pmt -Check	EFT	08/19/2025	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	217.98
Bill Pmt -Check	EFT	08/19/2025	Verizon	UNRESTRICTED:A010 - Administrative Expenses	5314201 · Telephone	2,188.40
Bill Pmt -Check	EFT	08/19/2025	VSP - Vision Care	UNRESTRICTED:A010 - Administrative Expenses	5531213 · Vision Insurance	478.48
Bill Pmt -Check	23049	08/20/2025	Aimee Ornelas	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23050	08/20/2025	Aimee Richardson	TCD Programs:T099 - Food Processing and Tools Rentals	5314304 · Mileage	48.72
Bill Pmt -Check	23051	08/20/2025	Akylie Holterman	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23052	08/20/2025	All Shield Pest Control	UNRESTRICTED:A010 - Administrative Expenses	5314100 · Professional Services	767.90
Credit Card Charge	14536	08/20/2025	Amazon	GREEN:G019.120 - Tumwater SD Natural Resources	5314107 · Project Supplies	23.71
Bill Pmt -Check	23053	08/20/2025	Andrew Martin	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23070	08/20/2025	Christina Wagner	TCD Programs:T030 - District Communications	5314304 · Mileage	30.80
Bill Pmt -Check	23071	08/20/2025	Crystal Springs	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	70.16
Bill Pmt -Check	23072	08/20/2025	Deschutes Law Group	UNRESTRICTED:A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	23054	08/20/2025	Ecostudies Institute	SLP Program:SLP075 - NACD SLP	5314100 · Professional Services	6,878.72

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	53625203	08/20/2025	Garmin	UNRESTRICTED:A010 - Administrative Expenses	5314205 · Garmin	43.86
Bill Pmt -Check	23055	08/20/2025	Ghader Alrashid	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23056	08/20/2025	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23057	08/20/2025	Jillian Renfrow	MISC:M065 - FY25-29 Olympia Urban Farmland	5314100 · Professional Services	200.00
Bill Pmt -Check	23058	08/20/2025	LaMotte Company	GREEN:G019.106 NOAA B-WET	5314107 · Project Supplies	1,126.72
Bill Pmt -Check	23059	08/20/2025	Midwest Labs	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	207.31
Credit Card Charge	14518	08/20/2025	Minuteman Press	TCD Programs:T030 - District Communications	5314203 · Printing Services	374.30
Bill Pmt -Check	23074	08/20/2025	Native Plant Salvage Foundation	WSCC:W120 -FY24-25 Sustainable Farms and Field	5314100 · Professional Services	10,787.05
Bill Pmt -Check	23060	08/20/2025	Nisqually Land Trust	S100 - WDFW BuildingConservation Capacity	5314108 · Construction & Restoration Work	2,739.33
Bill Pmt -Check	23073	08/20/2025	Olympia Computer LLC	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	2,980.00
Bill Pmt -Check	23061	08/20/2025	Olympia Ecosystems	Depart of Ecology:E200 - Ecology Elwanger	5314100 · Professional Services	936.00
Bill Pmt -Check	23062	08/20/2025	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	219.22
Bill Pmt -Check	23063	08/20/2025	Sarah Gillenwater	Various	Restoration Crew Intern Stipend	1,600.00
Credit Card Charge	14524	08/20/2025	Target	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	194.75
Credit Card Charge	14525	08/20/2025	Target	UNRESTRICTED:A010 - Administrative Expenses	5314302 · Staff - Conference & Training	36.59
Bill Pmt -Check	23064	08/20/2025	Tumwater School District	GREEN:G019.106 NOAA B-WET	5314112 · Bus Transportation	556.97
Bill Pmt -Check	23065	08/20/2025	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	641.56
Bill Pmt -Check	23067	08/20/2025	WA St University Energy Program	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	630.00
Bill Pmt -Check	23068	08/20/2025	Wild Fish Conservancy	Depart of Ecology:E200 - Ecology Elwanger	5314100 · Professional Services	4,637.67
Bill Pmt -Check	23069	08/20/2025	William Reilly	Various	Restoration Crew Intern Stipend	1,600.00
Liability Check	23075	08/20/2025	WSCCE - Council 2		3861008 · Union Dues	1,247.75
Credit Card Charge	14521	08/21/2025	Amazon	SLP Program:SLP075 - NACD SLP	5945364 · Computer Hardware	25.12
Credit Card Charge	14529	08/21/2025	Lincoln Creek Lumber	MISC:M065 - FY25-29 Olympia Urban Farmland	5314107 · Project Supplies	41.64
Credit Card Charge	14531	08/21/2025	Pilot Travel Center	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	30.71
Credit Card Charge	14571	08/21/2025	Thurston County Solid Waste	RCO:R100 - South Sound HSIL Outreach	5314702 · Garbage Service	21.00
Credit Card Charge	14523	08/21/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	11.37
Liability Check		08/22/2025	QuickBooks Payroll Service		Payroll	53,039.76
Credit Card Charge	108314297	08/23/2025	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	3,755.66
Credit Card Charge	14568	08/24/2025	Haggen	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	21.94
Credit Card Charge	14526	08/24/2025	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	104.40
Credit Card Charge	14563	08/25/2025	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	16.14
Credit Card Charge	14564	08/25/2025	Amazon	TCD Programs:T099 - Food Processing and Tools Rentals	5354802 · Rental Equipment Maintenance	47.15
Liability Check	EFT	08/25/2025	Internal Revenue Service		Payroll Tax	18,069.14
Liability Check	EFT	08/25/2025	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	3,954.24
Credit Card Charge	14572	08/25/2025	Walmart	Partner Fee for Service:P800 - Grays Harbor CD	5314107 · Project Supplies	31.65
Credit Card Charge	14547	08/26/2025	Amazon	M077 - NACD Bucoda Community Farm	5314107 · Project Supplies	75.47
Credit Card Charge	14533	08/26/2025	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	14.94
Credit Card Charge		08/27/2025	ADT Security Services	UNRESTRICTED:A010 - Administrative Expenses	5314704 · Office Security	58.13
Check	EFT	08/27/2025	Beneficial State Bank	UNRESTRICTED:A010 - Administrative Expenses	5314110 · Bank Fees & Interest Charges	25.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	14577	08/28/2025	City of Olympia	TCD Programs:T030 - District Communications	5314502 · Site Rental	54.00
Credit Card Charge	14538	08/28/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	10.16
Credit Card Charge	18354425	08/30/2025	Mail Chimp	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	110.25



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		WSCC FY25-26 Sustainable Farms and Fields Funding Agreement	
Lead Staff:		Susan Shelton	Board Meeting Date: 09/24/25
Goal of Presentation:		<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:		<i>Please provide a description or background of the project.</i>	
<p>\$40,000 for TCD to provide technical assistance and to install a hedgerow.</p>			
Pros:		Cons:	
A cooperator receives technical assistance and has a hedgerow Best Management Practice (BMP) installed.		NA	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
TCD receives \$40K to provide technical assistance and install a BMP on a cooperator's property.			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve			
Legal Review:		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
W120 - FY25-26 Sustainable Farms and Fields Addendum			



FORM 4: Addendum

From Commission@scc.wa.gov <noreply+29899f926be69dff@formstack.com>

Date Tue 2025-09-02 9:32 AM

To Susan Shelton <accounting@thurstoncd.com>

Washington State Conservation Commission

FORM 4: ADDENDUM

Sep 2, 2025 9:32 AM

Conservation District: Thurston

GRANT PROGRAM: Sustainable Farms and Fields (SFF) Operating

Overhead Rate: 25%

Submitted By: Susan Shelton

Email: accounting@thurstoncd.com

Total Grant Award: 40000.00

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 40000.00

Intermediate Outcome #1: 9197.00

Kevin Cornell DIP: 422 Hedgerow planting total and 484: Mulching total

Intermediate Outcome #2: 15819.00

TA

Intermediate Outcome #3: 14984.00

Goods and Services

Intermediate Outcome #4:

Intermediate Outcome #5:

Total of Intermediate Outcomes: 40000.00



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		WSSC 2025-27 Riparian Grant Program Funding Agreement	
Lead Staff:		Susan Shelton	Board Meeting Date: 09/24/25
Goal of Presentation:		<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:		<i>Please provide a description or background of the project.</i>	
Provides funding for TCD's technical assistance, outreach, maintenance, DIP, and cost share work in Thurston County's priority watersheds - Chehalis basin (including Scatter Creek, Independence Valley, and Skookumchuck River) and Puget Sound Basin (including Deschutes and Green Cove Creek).			
Pros: Will fund comprehensive projects in TCD's priority watershed.		Cons: None	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
Provide funding for TCD to implement Riparian technical assistance (\$500,000), outreach (\$170,000), maintenance (\$650,772), district implemented restoration projects (\$1,800,163), and cost share projects (\$100,000) and to participate in pre-approved training (\$20,000).			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve			
Legal Review:		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
W170 = FY25-27 Riparian Grant Program Addendum			



FORM 4: Addendum

From Commission@scc.wa.gov <noreply+29899f926be69dff@formstack.com>

Date Fri 2025-09-12 9:37 AM

To Susan Shelton <accounting@thurstoncd.com>

Washington State Conservation Commission

FORM 4: ADDENDUM

Sep 12, 2025 9:37 AM

Conservation District: Thurston

GRANT PROGRAM: Riparian Grant Program (RGP)

Overhead Rate: 25%

Submitted By: Susan Shelton

Email: accounting@thurstoncd.com

Total Grant Award: 3240935.00

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 3240935.00

Intermediate Outcome #1: 3240935.00

TA - \$500,000

Outreach - \$170,000

Maintenance - \$650,772

Pre-Approved Training - \$20,000

District Implemented Project Award - \$1,800,163

Cost Share Project Award - \$100,000

Intermediate Outcome #2:

Intermediate Outcome #3:

Intermediate Outcome #4:

Intermediate Outcome #5:

Total of Intermediate Outcomes: 3240935.00



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		RCO FY25-31 Shore Friendly Phase 4 Funding Agreement	
Lead Staff:		karin	Board Meeting Date: 09/24/25
Goal of Presentation:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Information	<input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>		
<p>This SOW is the funding agreement that supports the Shore Friendly South Sound Collaborative, a project that is designed to continue for six years, from July 2025-June 2031 (ongoing funding dependent).</p> <p>This Statement of Work contract includes the first phase of funding from two sources: an award for FY 25-27 (ESRP funds) and a concurrent award for FY25-29 (CCA funds).</p> <p>The Shore Friendly South Sound collaborative is a Conservation District-based collaboration that connects residential marine shoreline homeowners with Shore Friendly resources and professional technical guidance in Pierce, Thurston, and Mason Counties. Each conservation district hosts a separate local Shore Friendly program which provides customized technical assistance and financial incentives to its county's shoreline homeowners. This technical assistance aims to help residential communities shift shoreline management behavior away from armor and towards stewardship. Local staff in each Conservation District work with homeowners to avoid new armor; remove existing armor; choose soft shore alternatives where feasible; and improve nearshore stewardship.</p> <p>TCD serves as the project sponsor and coordinates the partners.</p>			
Pros:		Cons:	
This is key funding to continue momentum on marine shoreline restoration and technical assistance; it's also a key funding source for our partners at Mason and Pierce Conservation Districts.		n/a	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
<p>This contract brings an overall budget of \$2,051,187 to the SFSS collaborative. The funds are apportioned as follows:</p> <p>TCD: \$740,865 PCD: \$685,621 MCD: \$624,702</p>			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve contract for signature when initiated by ESRP.			
Legal Review:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
Contract			



ESTUARY AND SALMON RESTORATION PROGRAM (ESRP)
SHORE FRIENDLY PROGRAM
SHORE FRIENDLY SOUTH SOUND COLLABORATIVE 2025-2027 - PRISM# 24-1207
STATEMENT OF WORK
JULY 1, 2025 – JUNE 30, 2031

Note that the project milestones and individual task costs below are estimates and subject to change.

AMENDMENTS

Month/Year: Description

SHORE FRIENDLY GRANT PROGRAM MANUAL 29

Effective July 1, 2025, all Shore Friendly contracts will refer to, and adhere to, the requirements of the Recreation and Conservation Office's Manual 29. The manual was created to provide direction and guidance to Shore Friendly Grantees for managing and administering local Shore Friendly programs, as well as eligible program and project elements.

PURPOSE

Agreement Scope

The Shore Friendly South Sound collaborative is a Conservation District-based collaboration that connects residential marine shoreline homeowners with Shore Friendly resources and professional technical guidance in Pierce, Thurston, and Mason Counties. Each conservation district hosts a separate local Shore Friendly program which provides customized technical assistance and financial incentives to its county's shoreline homeowners. This technical assistance aims to help residential communities shift shoreline management behavior away from armor and towards stewardship. Local staff in each Conservation District work with homeowners to avoid new armor; remove existing armor; choose soft shore alternatives where feasible; and improve nearshore stewardship.

The goal is to proactively reduce new armor installation, to increase shoreline stewardship behaviors, and to facilitate ongoing armor removal projects across South Puget Sound. This project funds local shoreline technical assistance programs at Thurston, Pierce and Mason Conservation Districts to provide site-specific assessments and expert guidance, and to develop armor removal projects. It uses Shore Friendly branding, social marketing messaging, and collaboration to engage priority homeowners in proactive, preventative shoreline stewardship and on-the-ground restoration work at sites with high ecological value, low erosion rates, and unnecessary armor.

Metrics Summary

Task 1	8 quarterly progress reports, at least 8 quarterly billings, attendance at up to 24 regional Shore Friendly Leads meetings, 2 sets of biennial budget request forms, 3 biennial summary reports, 1 PRISM final report
Task 2	ESRP: 9 targeted recruitment workshops (123 participants) 5 targeted recruitment mailings (1100 parcels) 1 story map - Promotion of finished demonstration sites to incentivize new recruits CCA: 5 additional landowner recruitment workshops (60 participants) 4 additional rounds of landowner recruitment mailers (800 parcels/landowners)

Task 3	ESRP: Complete 130 initial site visits and 48 follow up site visits. CCA: Complete 20 additional initial site visits and 10 additional follow up site visits.
Task 4	ESRP: Identify 4-5 potential armor removal projects Complete 5 feasibility studies/conceptual designs Complete 5 preliminary designs Complete 2 final designs CCA: Project development for 3 additional armor removal projects
Task 5	Permitting assistance for 5 armor removal projects
Task 6	<i>Capture Shore Friendly project implementation data across multiple funding sources for projects identified and developed using Shore Friendly funding.</i> Track and report data for projects implemented using other sources of funding

Cultural Resources Consultation

This agreement requires compliance with Executive Order 21-02. The conservation districts assume responsibility to complete cultural resources consultation for the Shore Friendly program in accordance with Conservation Commission policies and procedures.

FUNDING AND SPENDING PLAN

Funding

Shore Friendly South Sound Collaborative is awarded funding through the Estuary Salmon Restoration Program (ESRP) by 1) the Washington State Legislature's 2024 Supplemental Capital Budget - *LEAP Capital Document No. RCO-4-2024*, funded through the Climate Commitment Act (CCA) <https://fiscal.wa.gov/statebudgets/2024proposals/Documents/cc/LEAPDocRCO-4-2024ESRP.pdf>, and 2) funding from the Washington State Legislature's 2025-2027 Capital Budget – *LEAP Capital Document No. RCO-7-2025* <https://fiscal.wa.gov/statebudgets/2025proposals/Documents/cc/RCO-7-2025.pdf>.

ESRP funding may only be used for eligible capital expenses outlined in the RCO Grant Manual 29.

Table 1. Award Overview					
FY2024 CCA ESRP Award 2025-2027	FY2024 CCA ESRP Award 2027-2029	FY25-27 ESRP Award 2025-2027	Total Spending July 2025 - June 2027	Total Spending July 2027- June 2029	Total Award
\$288,094	\$288,094	\$1,475,000	\$1,763,094	\$288,094	\$2,051,187

Spending Plan

The spending plan described in each task will support sponsors in billing consistently according to this statement of work. If the billing becomes inconsistent with the spending plan, contact the RCO grant manager to explain the inconsistency and to determine if a scope adjustment is necessary.

Other Shore Friendly Funding

The Environmental Protection Agency National Estuary Program award to Shore Friendly is documented separately through an Interagency Agreement between RCO and the WA Department of Fish and Wildlife (WDFW #23-23870; RCO #25-23).

TASKS AND DELIVERABLES

Estimated Total Cost = \$2,051,187

Task 1: Program Administration

Total Cost: \$153,551

Spending Plan

2025-2027 ESRP capital award (50% spent by June 30, 2026, 100% spent by June 30, 2027): \$133,520

2024 CCA award (50% spent by June 30, 2027, 100% spent by June 30, 2029): \$20,031

Description

Grant administration and management, progress reporting & PRISM Final Report; coordination, implementation, data tracking, reporting, website updates, monthly regional collaboration.

Metrics

8 quarterly progress reports, at least 8 quarterly billings, attendance at up to 24 regional Shore Friendly Leads meetings, 2 sets of biennial budget request forms, 3 biennial summary reports, and 1 PRISM final report.

Refer to RCO Manual 29 (Section 3, pages 13-25)

Number	Deliverable	Completion date
1.1	Complete quarterly PRISM progress reports that describe accomplishments, completed metrics, project status, opportunities for adaptive management and any delays or concerns. Attach all available project deliverables with quarterly progress report.	Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr
1.2	Complete at least quarterly, but no more than monthly, billings to RCO.	Apr 15 for 1 st qtr July 15 for 2 nd qtr Oct 15 for 3 rd qtr Jan 15 for 4 th qtr
1.3	On a quarterly basis, email any information that needs to be updated on the ShoreFriendly.org website to the Shore Friendly Program Manager.	Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr
1.4	Submit any partner agreements with quarterly progress reports.	Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr
1.5	Participate in monthly regional Shore Friendly coordination meetings to collaborate, share, and learn from the regional Shore Friendly team of practitioners and partners. Document attendance in quarterly progress report.	Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr
1.6	If collaborating with partners in the same geography, hold partner meetings monthly/quarterly to ensure strong communication and coordination of the programs and projects.	Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr
1.7	Attach documentation to PRISM to confirm cultural resources consultation is complete for all design-related ground-disturbing activities completed with grant funding. RCO will work with grantees to confirm which documents are required for individual projects.	Ongoing, submitted prior to ground disturbance

1.8	As stated in the original 2024 Six-Year Local Program Grants Request for Proposals , to request continued biennial funds from the Washington State Legislature for the 2027-29 and 2029-31 capital budgets, attach the required forms to PRISM during the two subsequent ESRP grant rounds. Including (subject to change): <ul style="list-style-type: none"> • Updated incentives structure worksheet • Updated 6-year activities schedule • MS Word document describing status of metrics, deliverables, and spent funds. Provide justification for any changes to expected performance, including opportunities that allowed for accelerated progress and/or challenges that hindered expected progress. • Any additional forms required by the Shore Friendly Program Manager. 	May 29, 2026 May 31, 2028
1.9	Attach a biennial summary report of completed outreach, technical assistance (including site visit, permit, and design assistance), implementation assistance to PRISM (pending funding allocation from the legislature), metrics, accomplishments, and lessons learned.	August 31, 2027 August 31, 2029 August 31, 2031
1.10	Complete the PRISM Final Report for the Shore Friendly grant to describe your completed work.	September 30, 2031

Task 2: Landowner Recruitment

Total Cost: \$93,269

Spending Plan

2025-2027 ESRP capital award (50% spent by June 30, 2026, (100% spent by June 30, 2027): \$67,462

2024 CCA award (50% spent by June 30, 2027, 100% spent by June 30, 2029): \$25,807

Description

To recruit shoreline landowners to participate in Shore Friendly incentives offerings, South Sound will execute 14 recruitment events and 9 mailings. Events will include targeted workshops and beach walks for landowners, intended to inspire participation in further Shore Friendly incentives. Mailers will be targeted at priority segments of the shoreline, using the parcels segmentation report data and local County Assessor data, to efficiently reach our audience segments.

Metrics

ESRP:

9 targeted recruitment workshops (123 participants)

5 targeted recruitment mailings (1100 parcels)

1 story map - Promotion of finished demonstration sites to incentivize new recruits

CCA:

5 additional landowner recruitment workshops (60 participants)

4 additional rounds of landowner recruitment mailers (800 parcels/landowners)

Refer to RCO Manual 29 (Section 3, pages 14-15)

Number	Deliverable	Completion date
2.1	Attach all landowner recruitment materials developed within the grant period to PRISM. These materials will include direct mailers, brochures/flyers, topical content information materials, attendance records from workshops and community meetings, presentation slides and/or recordings, and landowner recruitment plan updates. These will be submitted with quarterly progress reports.	Ongoing, attach with quarterly progress report in PRISM. Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr

Task 3: Site Visits

Total Cost: \$715,814

Spending Plan

2025-2027 ESRP capital award (30% spent by June 30, 2026, (100% spent by June 30, 2027): \$568,479

2024 CCA award (50% spent by June 30, 2027, 100% spent by June 30, 2029): \$142,314

Description

Provide an average of 60-75 initial technical assistance site visits per year, reaching at least 360 participants/parcels over the six years.

Provide an average of 22 follow-up site visits per year throughout the six-year period. Follow-up site visits allow us to utilize additional conservation district staff or contracted consultants to address the complexity of a site or potential project, or to reinforce Shore Friendly principles through a second opinion and additional point of contact.

Initial site visit: Any first-time site visit conducted by program staff or professional that results in site recommendations/findings. Site visits are best delivered in person, unless a virtual option is preferred by the landowner or required due to safety protocols.

Follow up technical site visits: Further technical assistance/assessments based on the findings/recommendations of the initial site visit.

Follow up technical site visits do not include: Phone call check ins, coordination support, design, permitting assistance, implementation assistance.

Metrics

ESRP: Complete 130 initial site visits and 48 follow up site visits.

CCA: Complete at least 20 additional initial site visits and up to 10 additional follow up site visits.

Refer to RCO Manual 29 (Section 3, page 15)

Number	Deliverable	Completion date
3.1	Attach to PRISM <ul style="list-style-type: none"> An updated summary report of all site visits using the standard tracking worksheet to PRISM (worksheet may be modified to add program-specific data). Annually update standard tracking worksheet to detail project status, incentive details, how project implementation was funded, plans for future funding, and other next steps. The Shore Friendly Program Manager will annually compile the initial and follow up site visits totals from each local Shore Friendly program for regional reporting. 	July 15, 2026 July 15, 2027 July 15, 2028 July 15, 2029 July 15, 2030 July 15, 2031

Task 4: Project Feasibility and Design

Total Cost: \$939,461

Spending Plan

2025-2027 ESRP capital award (25% spent by June 30, 2026, (100% spent by June 30, 2027): \$551,426

2024 CCA award (50% spent by June 30, 2027, 100% spent by June 30, 2029): \$388,035

Description

Identify potential armor removal projects through our site visits and follow-up site visits. Work closely with landowners to develop the trust and relationship to assist them in developing projects. Work with contracted coastal professionals and Conservation District staff to develop projects through identification, feasibility assessment/conceptual design, preliminary design, and final design for a subset.

Metrics

ESRP:

Identify 4-5 potential armor removal projects

Complete 5 feasibility studies/conceptual designs

Complete 5 preliminary designs

Complete 2 final designs

CCA:

Project development including 3 conceptual designs and 1 preliminary design for 3 additional armor removal projects.

Refer to RCO Manual 29 (Section 3, page 16)

Number	Deliverable	Completion date
4.1	Submit a description of projects receiving design or implementation assistance: Provide a brief description of each proposed project. Refer to Manual 29 for which project types and elements require a program review and approval. If required, the review must occur prior to providing services.	Ongoing, submitted with quarterly progress report
4.2	Attach completed design assistance and cost share materials: Attach to PRISM all: <ul style="list-style-type: none">• Landowner/cooperator agreements/forms, if relevant.• Feasibility studies.• Conceptual/preliminary/final designs.• Permit ready designs.• Geotechnical assessments.• Secured cost share agreements.	Ongoing, submitted with quarterly progress report, must be submitted prior to RCO reimbursement

Task 5: Project Permitting

Total Cost: \$116,274

Spending Plan

2025-2027 ESRP capital award (30% spent by June 30, 2026, (100% spent by June 30, 2027): \$126,558

2024 CCA award (50% spent by June 30, 2027, 100% spent by June 30, 2029): N/A

Description

Permitting assistance. Provide technical guidance and support, as needed, to ensure appropriate permit preparation and submission for projects proceeding through preliminary design.

Metrics

Permitting assistance for 5 armor removal projects

Refer to RCO Manual 29 (Section 3, page 16)

Number	Deliverable	Completion date
5.1	Attach to PRISM a summary of permit assistance provided to projects, identifying and noting any additional barriers to program participants or sponsors in the quarterly progress report. This may include: <ul style="list-style-type: none">• Permit assistance and coordination of local, state, federal and tribal permits• Permit assistance and coordination of streamlined permitting• Permit fee reimbursement	Ongoing, submitted with quarterly progress report

Task 6: Project Implementation

Total Cost: \$32,818

Spending Plan

2025-2027 ESRP capital award (10% spent by June 30, 2026, (100% spent by June 30, 2027): \$32,818

2024 CCA award (50% spent by June 30, 2027, 100% spent by June 30, 2029): N/A

Description

Capture project implementation data across multiple funding sources for projects identified and developed using Shore Friendly funds.

Metrics

Track and report data for projects implemented using other sources of funding

Refer to RCO Manual 29 (Section 3, page 16)

Number	Deliverable	Completion date
6.1	Attach to PRISM all project plans and agreements.	prior to RCO reimbursement
6.2	As-built documentation (applies to implementation projects only): Attach to PRISM <ul style="list-style-type: none">• documentation of completed projects (if different from final design/planting plans) and• pre and post implementation high-resolution photo documentation of completed projects.	Submitted upon project completion
6.3	Where feasible in PRISM, link projects receiving non-Shore Friendly funds to project awards. Where infeasible to link in PRISM, document projects receiving non-Shore Friendly funds in a MS Word document.	Ongoing, in PRISM contract



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	Pierce Conservation District: Shore Friendly Vendor Agreement		
Lead Staff:	Karin Strelloff	Board Meeting Date:	09/24/25
Goal of Presentation:	<input checked="" type="checkbox"/> Decision	<input type="checkbox"/> Information	<input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>		
<p>This vendor agreement defines the budget and SOW for Pierce Conservation District under the Shore Friendly South Sound Collaborative, a project that is designed to continue for six years, from July 2025-June 2031 (ongoing funding dependent).</p> <p>Project Summary: The Shore Friendly South Sound collaborative is a Conservation District-based collaboration that connects residential marine shoreline homeowners with Shore Friendly resources and professional technical guidance in Pierce, Thurston, and Mason Counties. Each conservation district hosts a separate local Shore Friendly program which provides customized technical assistance and financial incentives to its county's shoreline homeowners. This technical assistance aims to help residential communities shift shoreline management behavior away from armor and towards stewardship. Local staff in each Conservation District work with homeowners to avoid new armor; remove existing armor; choose soft shore alternatives where feasible; and improve nearshore stewardship.</p> <p>TCD serves as the project sponsor and coordinates the partners.</p>			
Pros: This agreement provides funding for Pierce Conservation District to ensure continued work under the Shore Friendly Pierce program, which is a key component of the South Sound Shore Friendly Collaborative project.	Cons: n/a		
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
<p>\$685,621 of funds are allocated to Pierce CD.</p> <p>The Shore Friendly South Sound project has overall budget of \$2,051,187 supporting the SFSS collaborative. The funds are apportioned as follows:</p> <p>TCD: \$740,865 PCD: \$685,621 MCD: \$624,702</p>			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
Approve			
Legal Review:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
Statement of Work for Pierce Conservation District, as a funded partner of the Shore Friendly South Sound Collaborative.			





Project: Shore Friendly South Sound Collaborative (2025-2031)
(Professional Services Agreement, in support of PRISM Project #24-1207)

PARTNERS

Thurston Conservation District:

Project Manager: Karin Strelloff, karin@thurstoncd.com, (360) 972-4565

Pierce Conservation District:

Project Manager: Heather Green, HeatherG@pierced.org, (253) 231-0252

PROJECT BACKGROUND

This Agreement is made and entered by and between Thurston Conservation District (TCD) and Pierce Conservation District (PCD) for the purpose of establishing the roles and responsibilities of TCD and PCD as partners implementing the “Shore Friendly South Sound Collaborative” project, funded by the Estuary and Salmon Recovery Program and the WA State Climate Commitment Act, and managed under Recreation and Conservation Office PRISM# 24-1207 for the duration of the funding. This project is scheduled from July 1, 2025 to June 30, 2031, as more fully described herein. Thurston Conservation District is the project Sponsor on the RCO Project Agreement for the Shore Friendly South Sound Collaborative (2025- 2031).

The authority for this agreement is granted in the Memorandum of Understanding between TCD and MCD dated September 2025 as well as in Section 2 ("Cooperative Efforts") of the Puget Sound Conservation Districts' Interlocal Agreement, effective August 1, 2012.

FUNDING

Shore Friendly South Sound Collaborative is awarded funding through the Estuary Salmon Restoration Program (ESRP) by 1) the Washington State Legislature’s 2024 Supplemental Capital Budget - LEAP Capital Document No. RCO-4-2024, funded through the Climate Commitment Act (CCA)

<https://fiscal.wa.gov/statebudgets/2024proposals/Documents/cc/LEAPDocRCO-4-2024ESRP.pdf> , and 2) funding from the Washington State Legislature’s 2025-2027 Capital Budget – LEAP Capital Document No. RCO-7-2025

<https://fiscal.wa.gov/statebudgets/2025proposals/Documents/cc/RCO-7-2025.pdf>. ESRP funding may only be used for eligible capital expenses outlined in the RCO Grant Manual 29.

This project is managed under the Recreation and Conservation Office (RCO) as PRISM Project # 24-1207.

Shore Friendly South Sound (SFSS) Collaborative 2025-2031
Statement of Work - Pierce Conservation District
Agreement Number: 2025-19



The Shore Friendly Program is designed to run for a 6-year period, from July 1, 2025 to June 30, 2031. ESRP funding awards cover two-year project periods and there is no guarantee of future funding. CCA funding awards have separate timelines. Should additional funding be awarded for future biennia, this agreement will be amended to include those awards and associated deliverables.

PHASE 1 AWARD

Funding for the SFSS Collaborative totals \$2,051,188.00 and consists of combined funds from ESRP (\$1,475,001 for July 1, 2025-June 30, 2027) and CCA (\$576,187 for 7/1/2025-6/30/2029). Funds are apportioned as follows:

- **Pierce Conservation District - \$685,621**
 - ESRP: \$464,600 (FY25-27)
 - CCA: \$221,021 (FY25-29)
- **Mason Conservation District - \$624,702**
 - ESRP: \$463,400 (FY25-27)
 - CCA: \$161,302 (FY25-29)
- **Thurston Conservation District - \$740,865**
 - ESRP: \$547,001 (FY25-27)
 - CCA: \$193,864 (FY25-29)

PROJECT TIMELINE

Work will be executed as follows:

- ESRP funds will be spent between July 1, 2025 and June 30, 2025.
- CCA funds will be spent between July 1, 2025 and June 30, 2029. One-half (50%) of awarded CCA funds must be expended by June 30, 2027; unspent funds from the first half of the award will be returned.

STATEMENT OF WORK

The Statement of Work (SOW) in the RCO Project Agreement for the Shore Friendly South Sound Collaborative (2025-2031) represents collaboration between Pierce Conservation District, Thurston Conservation District, and Mason Conservation District. The Tasks and Deliverables described therein are the responsibility of the three districts to complete collectively.

Thurston Conservation District will coordinate implementation of this project. All work performed under this Amendment must comply with Thurston Conservation District's standard Personal Services Contract Terms and Conditions (Appendix A) as well as all Terms and Conditions of the ESRP Grant Contract (Appendix B).



PROJECT DELIVERABLES

Deliverables will be divided as follows:

Task 1 <i>Administration</i>	8 quarterly progress reports, at least 8 quarterly billings, attendance at up to 24 regional Shore Friendly Leads meetings, 2 sets of biennial budget request forms, 3 biennial summary reports, 1 PRISM final report
<i>TCD</i>	<i>Project management, billing coordination, and data submission in PRISM. Timely submission of invoices, data for all reports and budget requests; meeting attendance.</i>
<i>MCD</i>	<i>Timely submission of invoices, data for all reports and budget requests; meeting attendance.</i>
<i>PCD</i>	<i>Timely submission of invoices, data for all reports and budget requests; meeting attendance.</i>
Task 2 <i>Targeted Landowner Recruitment (< 15% total budget)</i>	ESRP: 9 targeted recruitment workshops (123 participants) 5 targeted recruitment mailings (1100 parcels) 1 story map - Promotion of finished demonstration sites to incentivize new recruits CCA: 5 additional landowner recruitment workshops (60 participants) 4 additional rounds of landowner recruitment mailers (800 parcels/landowners)
<i>TCD</i>	<i>ESRP: 3 workshops, 1 mailing, 1 story map. CCA: 1 workshop, 3 mailings.</i>
<i>MCD</i>	<i>ESRP: 4 workshops, 4 mailings. CCA: 3 workshops.</i>
<i>PCD</i>	<i>ESRP: 2 workshops. CCA: 1 workshop, 1 mailing.</i>
Task 3 <i>Site Visits</i>	ESRP: Complete 130 initial site visits and 48 follow-up site visits. CCA: Complete 20 additional initial site visits and 10 additional follow-up site visits.
<i>TCD</i>	<i>ESRP: 3a) 50 site visits and 3b) 20 follow-up site visits CCA: 3a) 8 additional site visits and 3b) 3-4 follow-site visits</i>
<i>MCD</i>	<i>3a) ESRP: 40 site visits and 3b) 20 follow-up site visits. CCA: 3a) 7 additional site visits and 3b) 3-4 follow-site visits</i>
<i>PCD</i>	<i>3a) ESRP: 40 site visits and 8 follow-up site visits. CCA: 3a) 5 additional site visits and 3b) 3-4 follow-site visits</i>
Task 4 <i>Feasibility & Design</i>	ESRP: Identify 4-5 potential armor removal projects Complete 5 feasibility studies/conceptual designs Complete 5 preliminary designs Complete 2 final designs CCA: Project development for 3 additional armor removal projects
<i>TCD</i>	<i>ESRP: Identify 2+ projects, complete 2 feasibility studies/conceptual designs, 1+ preliminary design, up to 1 final design. CCA: 1 feasibility study/ conceptual design, 1 preliminary design</i>
<i>MCD</i>	<i>ESRP: Identify 2+ projects, complete 2 feasibility studies/conceptual designs, 1+ preliminary design, up to 1 final design. CCA: 1 feasibility study/ conceptual design, 1 preliminary design</i>

Shore Friendly South Sound (SFSS) Collaborative 2025-2031
Statement of Work - Pierce Conservation District
 Agreement Number: 2025-19



<i>PCD</i>	<i>ESRP: Identify 2+ projects, complete 2 feasibility studies/conceptual designs, 1+ preliminary design, up to 1 final design. CCA: 1 feasibility study/ conceptual design, 1 preliminary design</i>
Task 5 Permitting Assistance	Permitting assistance for 5 armor removal projects
<i>TCD</i>	<i>ESRP: Permit assistance to 2+ projects / CCA: n/a</i>
<i>MCD</i>	<i>ESRP: Permit assistance to 2+ projects / CCA: n/a</i>
<i>PCD</i>	<i>ESRP: Permit assistance to 2+ projects / CCA: n/a</i>
Task 6	<i>Capture project implementation data across multiple funding sources for projects identified and developed under the Shore Friendly program.</i>
<i>TCD</i>	<i>Track and report data for projects implemented with other sources of funding / CCA: n/a</i>
<i>MCD</i>	<i>Track and report data for projects implemented with other sources of funding / CCA: n/a</i>
<i>PCD</i>	<i>Track and report data for projects implemented with other sources of funding / CCA: n/a</i>

CULTURAL RESOURCES

Conservation District partners will complete required cultural resources review processes prior to any ground-disturbing activities. Cultural resources processes must be consistent with WSCC Cultural Resources protocol. Documentation of all concurrence processes and communications with DAHP and the Tribes will be saved and provided to WA Department of Archaeology and Historic Preservation (DAHP) upon request.

BUDGET: Not to exceed \$685,621 (combined funds)

- Invoices will be provided to Thurston Conservation District on a quarterly or monthly basis.

DURATION ESRP: July 1, 2025 – June 30, 2027
 CCA: July 1, 2025 – June 30, 2029

 Dana Coggon
 Executive Director
 Pierce Conservation District

Date

 Sarah Moorehead
 Executive Director
 Thurston Conservation District

Date

Shore Friendly South Sound (SFSS) Collaborative 2025-2031
Statement of Work - Pierce Conservation District
Agreement Number: 2025-19



Appendix A:
Thurston Conservation District
Standard Terms and Conditions

Thurston Conservation District

582 Tilley Court SE, Suite #152
Tumwater, WA 98501
(360) 754-3588



PERSONAL SERVICES AGREEMENTS:
STANDARD TERMS AND CONDITIONS

THIS AGREEMENT is between the THURSTON CONSERVATION DISTRICT, a conservation district created under Chapter 89.08 of the Laws of the State of Washington (the "District"), and the party identified in the project Scope of Work, (the "Consultant").

The parties agree as follows:

1. Term of Agreement. This Agreement shall be effective during the period described in the Scope of Work document, unless terminated earlier pursuant to the provisions of this Agreement.
2. Scope of Work to be Performed. The Consultant shall perform the work and services described in the Scope of Work document. If specified, the work and services shall be performed pursuant to task orders issued by the District. In the event of a conflict between the Scope of Work document and this Agreement, the provisions of this Agreement shall prevail.
3. Compensation and Payment.
 - A. Compensation. The District shall pay the Consultant for all completed work and services as provided in Exhibit A. Reimbursement rates for lodging, meals, or vehicle mileage billed for this project may not exceed current state rates for the project area. The total amount paid under this Agreement shall not exceed the amount defined in the Scope of Work document, unless mutually agreed upon in writing by the parties.
 - B. Payment. The Consultant shall submit to the District at the end of each month an itemized billing statement that identifies in detail, to the reasonable satisfaction of the District, the days and hours worked and which describes the work or services performed. The District will pay the Consultant for work or services performed within 30 days after receipt of an itemized billing statement, in accordance with established practices. The Consultant will provide the District with a Taxpayer Identification Number before or along with the first billing statement submitted to the District.
4. Record Keeping and Reporting. The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and work or services performed under this Agreement, and any other records or reports as may be deemed necessary by the District to ensure the performance of this Agreement. These records shall be maintained for a period of six (6) years after termination of this Agreement, unless permission to destroy such records is granted by the Washington State Archives in accordance with RCW 40.14.070 and the District.
5. Audit. The Consultant shall permit the District, from time to time as the District deems necessary (including after the expiration or termination of this Agreement), to inspect and audit at all reasonable times in Thurston County, Washington, or at such other reasonable

location as the District selects, all pertinent books and records of the Consultant to verify the accuracy of accounting records. The Consultant shall supply the District with, or shall permit the District to make, a copy of any books and records upon the District's request. The Consultant shall ensure that the inspection, audit and copying right of the District is a condition of any subcontract, agreement or other arrangement under which any other person or entity is permitted to perform work and services under this Agreement.

6. Compliance with Law.

- A. General Requirement. The Consultant, at the Consultant's sole cost and expense, shall perform and comply with all applicable Federal, State, County and City laws and ordinances. To the extent such laws apply to the performance of Contractor's professional services, Contractor shall comply to the extent required by the standard of care.
- B. Discrimination. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.
- C. Licenses and Similar Authorizations. The Consultant, at no expense to the District, shall secure and maintain in full force and effect during the term of this Agreement all required licenses, permits and similar legal authorizations.
- D. Taxes. The Consultant shall pay, before delinquency, all taxes, levies and assessments arising from the Consultant's activities and undertakings under this Agreement; taxes levied on the Consultant's property, equipment and improvements; and taxes on the Consultant's interest in this Agreement and any leasehold interest deemed to have been created by this Agreement under RCW Chapter 82.29A.

7. Contractual Relationship.

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

express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the District or to bind the District in any manner.

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

9. Indemnification and Limitation of Remedies.

- A. By Consultant. The Consultant shall indemnify and hold the District, its officers, officials, employees and volunteers, and the landowner of the project site, harmless from claims, injuries, damages, losses or suits including reasonable attorney fees, to the extent caused by Consultant's negligence. In the event of liability caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's sole negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.
- B. By District. The District shall indemnify and hold the Consultant, its officers, officials, employees and volunteers harmless from claims, injuries, damages, losses or suits including reasonable attorney fees, to the extent caused by District's negligence. In the event of liability caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the District's liability hereunder shall be only to the extent of the District's sole negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the District's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.
- C. Limitation of Remedies. Contractor's aggregate liability responsibility to the District, including that of Contractor's officers, directors, employees, and agents is limited to \$1,000,000 or the amount of Contractor's fee under this Agreement, whichever is greater. This limitation of remedy applies to all lawsuits, claims or actions, whether identified as arising in tort, contract or other legal theory, (including without limitation, Contractor's indemnity obligations in the previous paragraph) related to Contractor's services under this Agreement -.

10. Insurance.

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

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

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

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

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

4. The consultant is required to provide a certificate of coverage additionally insuring Thurston Conservation District for all work conducted by or resulting from the work of the consultant.

C. Other Insurance Provisions

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

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

D. Acceptability of Insurers

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

E. Verification of Coverage

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

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

F. Subcontractors' Insurance

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

11. Ownership of Documents. Reports, studies, plans, drawings, maps, models, specifications, computer files and other work products produced by the Consultant, except for working notes and internal documents, shall be the property of the District, which are subject to public disclosure under Chapter 42.56 RCW. The Consultant shall furnish these documents to the District upon request. The Consultant shall refer all third-party requests for inspection and copying of these documents to the District which shall determine whether the documents shall be made available for inspection in accordance with Chapter 42.56 RCW. Modification or re-use of any of these documents by the District following completion of the work and services under this Agreement, without the written permission of the Consultant, shall be at the District's sole risk.
- A. Pursuant to performing the Specified Services, Consultant will create certain instruments of service, which may take the form of printed, hard copy documents and electronic, computer-ready materials including but not limited to computer programs, software, and data. These instruments may also take the form of methodology, processes, and logic.
 - B. Materials, methodologies, processes, and logic will be delivered to District as part of the Specific Services rendered by Consultant, and District will acknowledge said materials as instruments of service. All instruments shall become the property of District upon completion of the respective Specific Service and payment in full of monies due Consultant for that service.
 - C. Consultant makes no warranties, expressed or implied, of the merchantability or fitness of said instruments for any particular purpose other than the pertinent scope of the Specified Services.
 - D. Consultant may retain reproducible copies of its instruments of service (aka "documents" per TCD).
12. Addresses for Notices and Deliverable Materials. All notices and other material to be delivered under this Agreement shall be in writing and shall be delivered or mailed to the following addresses, unless otherwise requested by the Thurston Conservation District:

**Thurston Conservation District
582 Tilley Court SE, Suite 152
Tumwater, WA 98501
(360) 754-3588**

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

13. Amendments. No modification or amendment of this Agreement shall be effective unless in writing and signed by authorized representatives of the parties. The parties expressly reserve the right to modify this Agreement, from time to time, by mutual agreement.

14. Binding Effect. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
15. Applicable Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought under this Agreement shall be in the Superior Court for Thurston County.
16. Remedies Cumulative. Rights under this Agreement are cumulative, and the failure to exercise a right on any occasion shall not operate to forfeit the right on another occasion. The use of one remedy shall not exclude or waive the right to use another.
17. No Waiver. No waiver of full performance by either party shall be construed, or operate, as a waiver of any subsequent default or breach of any of the terms, covenants or conditions of this Agreement. The payment of compensation to the Consultant shall not be deemed a waiver of any right or the acceptance of defective performance.
18. Termination.
- A. At Convenience of District. The District may terminate this Agreement at any time upon 10 days written notice to the Consultant.
 - B. For Cause. Either party may terminate this Agreement where the other party fails to perform its obligations and the failure has not been corrected in a timely manner after notice of breach.
 - C. For Reasons Beyond Control of Parties. Either party may terminate this Agreement without recourse by the other party where performance is rendered impossible or impracticable for reasons beyond the party's reasonable control such as, but not limited to, acts of nature; war or warlike operations; civil commotion; riot; labor disputes including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.
 - D. Compensation in the Event of Termination. In the event of termination of the Contract pursuant to this Section, District shall pay Contractor the lower of the actual price or the price shown on any schedule of values for all Work completed up to the date of such termination for which Contractor has not been paid incurred by it in the performance of the Work, plus all the pro-rated portion of any fee included in Contractor's price based on the portion of the non-fee price to be paid under this paragraph.
 - E. Notice. Notice of termination pursuant to Subsections B and C above shall be given by the party terminating this Agreement to the other not less than 30 days prior to the effective date of termination.

19. Previous Agreements Superseded. The terms and conditions of this Agreement supersede the terms, obligations and conditions of any existing or prior agreement between the parties regarding the subject matter of this Agreement.
21. Headings. Headings of paragraphs and section herein are for reference purposes only and are not intended to create or imply any contract terms or understandings different from or supplemental to those created by the substantive terms as written.
20. Entire Agreement. This Agreement is all of the covenants, promises, agreements and conditions, either oral or written, between the parties.

Shore Friendly South Sound (SFSS) Collaborative 2025-2031
Statement of Work - Mason Conservation District
Agreement Number: 2025-20



Appendix B:
Project Funding Agreement
"ESRP Shore Friendly Program
Shore Friendly South Sound Collaborative 2025-2027 – PRISM#24-1207
Statement of Work
July 1, 2025 – June 20, 2031

ESTUARY AND SALMON RESTORATION PROGRAM (ESRP)
SHORE FRIENDLY PROGRAM
SHORE FRIENDLY SOUTH SOUND COLLABORATIVE 2025-2027 - PRISM# 24-1207
STATEMENT OF WORK
JULY 1, 2025 – JUNE 30, 2031

Note that the project milestones and individual task costs below are estimates and subject to change.

AMENDMENTS

Month/Year: Description

SHORE FRIENDLY GRANT PROGRAM MANUAL 29

Effective July 1, 2025, all Shore Friendly contracts will refer to, and adhere to, the requirements of the Recreation and Conservation Office's Manual 29. The manual was created to provide direction and guidance to Shore Friendly Grantees for managing and administering local Shore Friendly programs, as well as eligible program and project elements.

PURPOSE

Agreement Scope

The Shore Friendly South Sound collaborative is a Conservation District-based collaboration that connects residential marine shoreline homeowners with Shore Friendly resources and professional technical guidance in Pierce, Thurston, and Mason Counties. Each conservation district hosts a separate local Shore Friendly program which provides customized technical assistance and financial incentives to its county's shoreline homeowners. This technical assistance aims to help residential communities shift shoreline management behavior away from armor and towards stewardship. Local staff in each Conservation District work with homeowners to avoid new armor; remove existing armor; choose soft shore alternatives where feasible; and improve nearshore stewardship.

The goal is to proactively reduce new armor installation, to increase shoreline stewardship behaviors, and to facilitate ongoing armor removal projects across South Puget Sound. This project funds local shoreline technical assistance programs at Thurston, Pierce and Mason Conservation Districts to provide site-specific assessments and expert guidance, and to develop armor removal projects. It uses Shore Friendly branding, social marketing messaging, and collaboration to engage priority homeowners in proactive, preventative shoreline stewardship and on-the-ground restoration work at sites with high ecological value, low erosion rates, and unnecessary armor.

Metrics Summary

Task 1	8 quarterly progress reports, at least 8 quarterly billings, attendance at up to 24 regional Shore Friendly Leads meetings, 2 sets of biennial budget request forms, 3 biennial summary reports, 1 PRISM final report
Task 2	ESRP: 9 targeted recruitment workshops (123 participants) 5 targeted recruitment mailings (1100 parcels) 1 story map - Promotion of finished demonstration sites to incentivize new recruits CCA: 5 additional landowner recruitment workshops (60 participants) 4 additional rounds of landowner recruitment mailers (800 parcels/landowners)

Task 3	ESRP: Complete 130 initial site visits and 48 follow up site visits. CCA: Complete 20 additional initial site visits and 10 additional follow up site visits.
Task 4	ESRP: Identify 4-5 potential armor removal projects Complete 5 feasibility studies/conceptual designs Complete 5 preliminary designs Complete 2 final designs CCA: Project development for 3 additional armor removal projects
Task 5	Permitting assistance for 5 armor removal projects
Task 6	<i>Capture Shore Friendly project implementation data across multiple funding sources for projects identified and developed using Shore Friendly funding.</i> Track and report data for projects implemented using other sources of funding

Cultural Resources Consultation

This agreement requires compliance with Executive Order 21-02. The conservation districts assume responsibility to complete cultural resources consultation for the Shore Friendly program in accordance with Conservation Commission policies and procedures.

FUNDING AND SPENDING PLAN

Funding

Shore Friendly South Sound Collaborative is awarded funding through the Estuary Salmon Restoration Program (ESRP) by 1) the Washington State Legislature's 2024 Supplemental Capital Budget - *LEAP Capital Document No. RCO-4-2024*, funded through the Climate Commitment Act (CCA) <https://fiscal.wa.gov/statebudgets/2024proposals/Documents/cc/LEAPDocRCO-4-2024ESRP.pdf>, and 2) funding from the Washington State Legislature's 2025-2027 Capital Budget – *LEAP Capital Document No. RCO-7-2025* <https://fiscal.wa.gov/statebudgets/2025proposals/Documents/cc/RCO-7-2025.pdf>.

ESRP funding may only be used for eligible capital expenses outlined in the RCO Grant Manual 29.

Table 1. Award Overview					
FY2024 CCA ESRP Award 2025-2027	FY2024 CCA ESRP Award 2027-2029	FY25-27 ESRP Award 2025-2027	Total Spending July 2025 - June 2027	Total Spending July 2027- June 2029	Total Award
\$288,094	\$288,094	\$1,475,000	\$1,763,094	\$288,094	\$2,051,187

Spending Plan

The spending plan described in each task will support sponsors in billing consistently according to this statement of work. If the billing becomes inconsistent with the spending plan, contact the RCO grant manager to explain the inconsistency and to determine if a scope adjustment is necessary.

Other Shore Friendly Funding

The Environmental Protection Agency National Estuary Program award to Shore Friendly is documented separately through an Interagency Agreement between RCO and the WA Department of Fish and Wildlife (WDFW #23-23870; RCO #25-23).

TASKS AND DELIVERABLES

Estimated Total Cost = \$2,051,187

Task 1: Program Administration

Total Cost: \$153,551

Spending Plan

2025-2027 ESRP capital award (50% spent by June 30, 2026, 100% spent by June 30, 2027): \$133,520

2024 CCA award (50% spent by June 30, 2027, 100% spent by June 30, 2029): \$20,031

Description

Grant administration and management, progress reporting & PRISM Final Report; coordination, implementation, data tracking, reporting, website updates, monthly regional collaboration.

Metrics

8 quarterly progress reports, at least 8 quarterly billings, attendance at up to 24 regional Shore Friendly Leads meetings, 2 sets of biennial budget request forms, 3 biennial summary reports, and 1 PRISM final report.

Refer to RCO Manual 29 (Section 3, pages 13-25)

Number	Deliverable	Completion date
1.1	Complete quarterly PRISM progress reports that describe accomplishments, completed metrics, project status, opportunities for adaptive management and any delays or concerns. Attach all available project deliverables with quarterly progress report.	Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr
1.2	Complete at least quarterly, but no more than monthly, billings to RCO.	Apr 15 for 1 st qtr July 15 for 2 nd qtr Oct 15 for 3 rd qtr Jan 15 for 4 th qtr
1.3	On a quarterly basis, email any information that needs to be updated on the ShoreFriendly.org website to the Shore Friendly Program Manager.	Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr
1.4	Submit any partner agreements with quarterly progress reports.	Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr
1.5	Participate in monthly regional Shore Friendly coordination meetings to collaborate, share, and learn from the regional Shore Friendly team of practitioners and partners. Document attendance in quarterly progress report.	Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr
1.6	If collaborating with partners in the same geography, hold partner meetings monthly/quarterly to ensure strong communication and coordination of the programs and projects.	Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr
1.7	Attach documentation to PRISM to confirm cultural resources consultation is complete for all design-related ground-disturbing activities completed with grant funding. RCO will work with grantees to confirm which documents are required for individual projects.	Ongoing, submitted prior to ground disturbance

1.8	As stated in the original <u>2024 Six-Year Local Program Grants Request for Proposals</u> , to request continued biennial funds from the Washington State Legislature for the 2027-29 and 2029-31 capital budgets, attach the required forms to PRISM during the two subsequent ESRP grant rounds. Including (subject to change): <ul style="list-style-type: none"> • Updated incentives structure worksheet • Updated 6-year activities schedule • MS Word document describing status of metrics, deliverables, and spent funds. Provide justification for any changes to expected performance, including opportunities that allowed for accelerated progress and/or challenges that hindered expected progress. • Any additional forms required by the Shore Friendly Program Manager. 	May 29, 2026 May 31, 2028
1.9	Attach a biennial summary report of completed outreach, technical assistance (including site visit, permit, and design assistance), implementation assistance to PRISM (pending funding allocation from the legislature), metrics, accomplishments, and lessons learned.	August 31, 2027 August 31, 2029 August 31, 2031
1.10	Complete the PRISM Final Report for the Shore Friendly grant to describe your completed work.	September 30, 2031

Task 2: Landowner Recruitment

Total Cost: \$93,269

Spending Plan

2025-2027 ESRP capital award (50% spent by June 30, 2026, (100% spent by June 30, 2027): \$67,462

2024 CCA award (50% spent by June 30, 2027, 100% spent by June 30, 2029): \$25,807

Description

To recruit shoreline landowners to participate in Shore Friendly incentives offerings, South Sound will execute 14 recruitment events and 9 mailings. Events will include targeted workshops and beach walks for landowners, intended to inspire participation in further Shore Friendly incentives. Mailers will be targeted at priority segments of the shoreline, using the parcels segmentation report data and local County Assessor data, to efficiently reach our audience segments.

Metrics

ESRP:

9 targeted recruitment workshops (123 participants)

5 targeted recruitment mailings (1100 parcels)

1 story map - Promotion of finished demonstration sites to incentivize new recruits

CCA:

5 additional landowner recruitment workshops (60 participants)

4 additional rounds of landowner recruitment mailers (800 parcels/landowners)

Refer to RCO Manual 29 (Section 3, pages 14-15)

Number	Deliverable	Completion date
2.1	Attach all landowner recruitment materials developed within the grant period to PRISM. These materials will include direct mailers, brochures/flyers, topical content information materials, attendance records from workshops and community meetings, presentation slides and/or recordings, and landowner recruitment plan updates. These will be submitted with quarterly progress reports.	Ongoing, attach with quarterly progress report in PRISM. Apr 30 for 1 st qtr July 31 for 2 nd qtr Oct 31 for 3 rd qtr Jan 31 for 4 th qtr

Task 3: Site Visits

Total Cost: \$715,814

Spending Plan

2025-2027 ESRP capital award (30% spent by June 30, 2026, (100% spent by June 30, 2027): \$568,479

2024 CCA award (50% spent by June 30, 2027, 100% spent by June 30, 2029): \$142,314

Description

Provide an average of 60-75 initial technical assistance site visits per year, reaching at least 360 participants/parcels over the six years.

Provide an average of 22 follow-up site visits per year throughout the six-year period. Follow-up site visits allow us to utilize additional conservation district staff or contracted consultants to address the complexity of a site or potential project, or to reinforce Shore Friendly principles through a second opinion and additional point of contact.

Initial site visit: Any first-time site visit conducted by program staff or professional that results in site recommendations/findings. Site visits are best delivered in person, unless a virtual option is preferred by the landowner or required due to safety protocols.

Follow up technical site visits: Further technical assistance/assessments based on the findings/recommendations of the initial site visit.

Follow up technical site visits do not include: Phone call check ins, coordination support, design, permitting assistance, implementation assistance.

Metrics

ESRP: Complete 130 initial site visits and 48 follow up site visits.

CCA: Complete at least 20 additional initial site visits and up to 10 additional follow up site visits.

Refer to RCO Manual 29 (Section 3, page 15)

Number	Deliverable	Completion date
3.1	Attach to PRISM <ul style="list-style-type: none"> An updated summary report of all site visits using the standard tracking worksheet to PRISM (worksheet may be modified to add program-specific data). Annually update standard tracking worksheet to detail project status, incentive details, how project implementation was funded, plans for future funding, and other next steps. The Shore Friendly Program Manager will annually compile the initial and follow up site visits totals from each local Shore Friendly program for regional reporting. 	July 15, 2026 July 15, 2027 July 15, 2028 July 15, 2029 July 15, 2030 July 15, 2031

Task 4: Project Feasibility and Design

Total Cost: \$939,461

Spending Plan

2025-2027 ESRP capital award (25% spent by June 30, 2026, (100% spent by June 30, 2027): \$551,426

2024 CCA award (50% spent by June 30, 2027, 100% spent by June 30, 2029): \$388,035

Description

Identify potential armor removal projects through our site visits and follow-up site visits. Work closely with landowners to develop the trust and relationship to assist them in developing projects. Work with contracted coastal professionals and Conservation District staff to develop projects through identification, feasibility assessment/conceptual design, preliminary design, and final design for a subset.

Metrics

ESRP:

Identify 4-5 potential armor removal projects

Complete 5 feasibility studies/conceptual designs

Complete 5 preliminary designs

Complete 2 final designs

CCA:

Project development including 3 conceptual designs and 1 preliminary design for 3 additional armor removal projects.

Refer to RCO Manual 29 (Section 3, page 16)

Number	Deliverable	Completion date
4.1	Submit a description of projects receiving design or implementation assistance: Provide a brief description of each proposed project. Refer to Manual 29 for which project types and elements require a program review and approval. If required, the review must occur prior to providing services.	Ongoing, submitted with quarterly progress report
4.2	Attach completed design assistance and cost share materials: Attach to PRISM all: <ul style="list-style-type: none">• Landowner/cooperator agreements/forms, if relevant.• Feasibility studies.• Conceptual/preliminary/final designs.• Permit ready designs.• Geotechnical assessments.• Secured cost share agreements.	Ongoing, submitted with quarterly progress report, must be submitted prior to RCO reimbursement

Task 5: Project Permitting

Total Cost: \$116,274

Spending Plan

2025-2027 ESRP capital award (30% spent by June 30, 2026, (100% spent by June 30, 2027): \$126,558

2024 CCA award (50% spent by June 30, 2027, 100% spent by June 30, 2029): N/A

Description

Permitting assistance. Provide technical guidance and support, as needed, to ensure appropriate permit preparation and submission for projects proceeding through preliminary design.

Metrics

Permitting assistance for 5 armor removal projects

Refer to RCO Manual 29 (Section 3, page 16)

Number	Deliverable	Completion date
5.1	Attach to PRISM a summary of permit assistance provided to projects, identifying and noting any additional barriers to program participants or sponsors in the quarterly progress report. This may include: <ul style="list-style-type: none">• Permit assistance and coordination of local, state, federal and tribal permits• Permit assistance and coordination of streamlined permitting• Permit fee reimbursement	Ongoing, submitted with quarterly progress report

Task 6: Project Implementation

Total Cost: \$32,818

Spending Plan

2025-2027 ESRP capital award (10% spent by June 30, 2026, (100% spent by June 30, 2027): \$32,818

2024 CCA award (50% spent by June 30, 2027, 100% spent by June 30, 2029): N/A

Description

Capture project implementation data across multiple funding sources for projects identified and developed using Shore Friendly funds.

Metrics

Track and report data for projects implemented using other sources of funding

Refer to RCO Manual 29 (Section 3, page 16)

Number	Deliverable	Completion date
6.1	Attach to PRISM all project plans and agreements.	prior to RCO reimbursement
6.2	As-built documentation (applies to implementation projects only): Attach to PRISM <ul style="list-style-type: none">• documentation of completed projects (if different from final design/planting plans) and• pre and post implementation high-resolution photo documentation of completed projects.	Submitted upon project completion
6.3	Where feasible in PRISM, link projects receiving non-Shore Friendly funds to project awards. Where infeasible to link in PRISM, document projects receiving non-Shore Friendly funds in a MS Word document.	Ongoing, in PRISM contract