



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

October 22, 2025, 5:00 pm - 7:40 pm

Zoom Meeting Link:

<https://zoom.us/j/91658577844?pwd=cDgvaC9jcWRBU0luUFFHc1lr3hLQT09>

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: Prairie Project, *Joey Burgess*
3. WACD Area Meeting & Resolutions Debrief, *All*
4. Discussion on Strategic Planning Draft, *All*
5. Future of the TCD's Grower's Conference, *All*
6. Conservation and Education Center (CEC) Development, *All*
7. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:40 pm

- | | |
|--|------------------------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
<i>5 minutes</i> |
| 2. Agenda Review | 6:35 PM
<i>5 minutes</i> |
| 3. Consent Agenda – Action Item | 6:40 PM
<i>5 minutes</i> |
| A. September 24, 2025, Board Work Session & Meeting Minutes | |
| B. October Financial Report | |
| C. Department of Ecology WCC Crew Time Contract Vendor Agreement | |
| D. Department of Fish and Wildlife America's Ecosystem Initiative Funding Agreement | |
| E. TCD 2026 Election Information Memo | |

4. Public Comment	6:45 PM
*Three minutes per person	<i>10 minutes</i>
5. Partner Reports (if present)	6:55 PM
A. Natural Resources Conservation Service, (NRCS) <i>DaShell Burnham</i>	<i>15 minutes</i>
B. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i>	
C. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i>	
D. National Association of Conservation Districts (NACD), <i>Doug Rushton</i>	
6. Washington Association of Conservation Districts (WACD), All	7:10 PM
A. WACD Southwest Area Meeting Recap	<i>10 minutes</i>
B. Annual Conference, Spokane, WA	
7. 2026 TCD Supervisor Elections, All	7:20 PM
	<i>10 minutes</i>
8. Governance, All– Action Item	7:30 PM
A. November 19, 2025 Work Session Topic List & Meeting Agenda Development	<i>10 minutes</i>
Adjourn	7:40 PM
Informational Only Items:	
I. <i>Executive Director’s Report</i>	
II. <i>October Ecology Nonpoint Newsletter</i>	

Important Future Dates

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 04
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Dec 17
TCD Closed, Christmas Day	Dec 25

January 2026

TCD Closed New Years Day	Jan 01
TCD Closed Martin Luther King, Jr., Day	Jan 19
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Jan 28

Item

3



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

-
- A. September 24, 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. October 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. Department of Ecology WCC Crew Time Contract Vendor Agreement
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- D. Department of Fish and Wildlife America's Ecosystem Initiative 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. TCD 2026 Election Information Memo
- 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
October 22, 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

September 24, 2025

Hybrid: In-Person and Virtual on Zoom

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

Actual Meeting Time: 5:00 p.m. – 5:58 p.m.



Present at Work Session:

Marianne Tompkins, TCD Board Vice Chair

David Iyall, TCD Board Supervisor

Jennifer Colvin, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Susan Shelton, TCD Staff

Sam Nadell, TCD Staff

Ben Cushman, TCD Legal Counsel

- 1 **1.** Topic List Review, *All*
- 2 **2.** Teacher Professional Development, *Sam Nadell*
- 3 **3.** Fall Legislative Tours Recap, *Executive Director Moorehead*
- 4 **4.** TCD Fall Bulb & Seed & Harvest Festival Update, *Executive Director Moorehead*
- 5 **5.** Strategic Planning Process, *Executive Director Moorehead*
- 6 **6.** WACD SW Area Meeting, *All*
- 7 a. SW Area Meeting Registration
- 8 **7.** Important Updates & Announcements
- 9 a. Board of Supervisors, *All*
- 10 b. Executive Director, *Executive Director Moorehead*

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

September 24, 2025

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 7:20 p.m.

Actual Meeting Time: 6:30 pm – 6:34 p.m.



Present at Board Meeting:

Marianne Tompkins, TCD Board Supervisor

Susan Shelton TCD Staff

David Iyall, TCD Board Supervisor

Ben Cushman, TCD Legal Counsel

Jennifer Colvin, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Summary of Action Items

- 1 • None.

Summary of Motions Passed

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

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

7 *Supervisor Iyall moved to adjourn the September 24, 2025 TCD Board Meeting. Supervisor*
8 *Colvin seconded. Motion passed unanimously, (3-0).*

Full Version of the Minutes

9 Welcome & Introductions

10 At 6:30 p.m., TCD Board Vice Chair Tompkins called the September 24, 2025 Regular Board
11 Meeting to order. TCD Board, Staff, members of the public, and Legal Counsel were introduced
12 by Board Vice Chair Tompkins. For each vote, Board Vice Chair Tompkins called out Supervisors
13 by name. She announced that the meeting was being video recorded. TCD Supervisors
14 Tompkins, Iyall, Colvin and Executive Director Moorehead attended the meeting in person at
15 the TCD office. TCD Board Chair TJ Johnson and Supervisor Rushton were not in attendance and
16 were excused.

17 **Agenda Review**

18 *Supervisor Iyall moved to approve the Agenda. Supervisor Colvin seconded. Motion passed*
19 *unanimously, (3-0).*

20 **Consent Agenda**

- 21 A. August 27, 2025, Board Work Session & Meeting Minutes
- 22 B. September Financial Report
- 23 C. WSCC FY25-26 Sustainable Farms and Fields Funding Agreement
- 24 D. WSCC FY25-27 Riparian Grant Funding Agreement
- 25 E. RCO FY25-31 Shore Friendly Phase 4 Funding Agreement
- 26 F. Pierce Conservation District: Shore Friendly Vendor Agreement
- 27 G. Mason Conservation District: Shore Friendly Vendor Agreement
- 28 H. Ecostudies Institute FY25-28 REPI Funding Agreement

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

31 **Public Comment**

32 No public members made comments.

33 **Partner Reports**

- 34 A. National Resources Conservation Service (NRCS) Update, DaShell Burnham
 - 35 • Ms. Burnham was not present.
- 36 B. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli
 - 37 • Mr. Giuntoli was not present.
- 38 C. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor and
39 WACD National Director Doug Rushton
 - 40 • Supervisor Rushton was not present.
 - 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 • Supervisor Rushton was not present.
 - 45 • A written update was provided to the board.

46 **Governance**

- 47 A. October 22, 2025 Work Session Topic List & Meeting Agenda Development

48 **Work Session**

- 49 • Topic List Review, *All*
- 50 • Staff Presentation: Prairie Project, *Joey Burgess*
- 51 • Community Partner Presentation: TBD
- 52 • Future of the TCD's Grower's Conference
- 53 • Strategic Planning, *Executive Director Moorehead*

- 54 • 2026 Budget Development, *Executive Director Moorehead*
- 55 • Conservation and Education Center (CEC) Development, *All*
- 56 • Important Updates & Announcements
- 57 ○ Board of Supervisors, *All*
- 58 ○ Executive Director, *Sarah Moorehead*

59 **Board Meeting Agenda**

- 60 • Welcome, Introductions, Audio Recording Announcement
- 61 • Agenda Review
- 62 • Consent Agenda
 - 63 ○ September 24, 2025 Board Work Session & Meeting Minutes
 - 64 ○ October 2025 Financial Report
- 65 • Public Comment
- 66 • Partner Reports (if present)
 - 67 ○ National Resources Conservation Service
 - 68 ○ Washington State Conservation Commission
 - 69 ○ Washington Association of Conservation Districts
 - 70 ○ National Association of Conservation Districts
- 71 • Washington Association of Conservation Districts (WACD)
 - 72 ○ WACD Southwest Area Meeting Recap
 - 73 ○ Annual Conference Spokane
- 74 • Governance, *All*
 - 75 ○ November 19, 2025 Work Session Topic List & Meeting Agenda Development
- 76 • **Executive Session:** to consider the selection of a site or the acquisition of real
- 77 estate by lease or purchase when public knowledge regarding such consideration
- 78 would cause a likelihood of increased price.

79 ***Supervisor Iyall moved to adjourn the September 24, 2025 TCD Board Meeting. Supervisor***

80 ***Colvin seconded. Motion passed unanimously, (3-0).***

81 **Adjourn 6:34 pm**

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District

October 2025 Financial Notes



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

1. After recording the third-quarter grant revenues, TCD reported a net income of \$54,173 for September and a cumulative net income of \$98,288 for the year.

Previous Year P&L Comparison

2. Intern Stipend expenses increased significantly compared to the same period last year. This is due to several factors:
 - 1) The annual AmeriCorps Intern placement fee was paid in September this year, whereas it was paid in October last year. As a result, the 2024 expenses will appear in next month's P&L Comparison Report.
 - 2) The AmeriCorps Internship Program was suspended in May and June, and South Sound Green's Inspire Olympia funding contributed \$3,795 this year to fill the gap.
 - 3) The AmeriCorps Intern placement fee increased by \$3,700 this year, so we anticipated a notable rise in Intern Stipend expenses through the end of the year.
3. Printing Service expenses increased by 167% compared to the same period last year, primarily due to FY23–25 VSP, SFF, and RGP grant outreach funding supporting the production of hedgerow handbooks and other outreach materials.
4. Staff Travel expenses increased by 25% compared to the same period last year, mainly as a result of increased site visits and staff trainings conducted outside the area.

Balance Sheet

5. The checking account balance as of September was \$220,484, which should be sufficient to cover October operating costs. We will evaluate the operating fund balance before the end of October to determine whether it is necessary to request an advance payment from WSCC to cover District operating expenses prior to receiving the November Rates and Charges payment.

Unrestricted Budget vs Actual

6. The Plant Sale program (row 40) has spent 21% over budget, primarily due to a significant increase in plant pre-orders for the 2026 Plant Sale.

Restricted Budget vs Actual

7. Several new board-approved grants have been added to the report, including Ecostudies REPI, DoE Chehalis Restoration Initialization, and RCO Shore Friendly.
8. We expect to finalize a few additional funding agreements by the end of the year, including the Interlocal Agreement for the VSP grant, two additional DoE grants, and one SLP funding agreement.

Thurston Conservation District

Profit & Loss

September 2025

	Sep 25
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	266.06
3451120 · Nutrient Spreader Rentals	365.22
3451121 · No-Till Drill Rentals	303.38
3451130 · Poultry Equipment & Tool Rentals	32.50
3451140 · Plant Sales	1,937.56
3451150 · Partner Fee for Service	15,419.91
Total 3451100 · Soil/Water Conservation Service	18,324.63
Total 3400000 · Charges for Goods and Services	18,324.63
3300000 · Grant Revenues	321,075.41
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	7,670.01
3610000 · Interest and Other Earnings	139.19
Total 3600000 · Miscellaneous Revenues	7,809.20
Total Income	347,209.24
Gross Profit	347,209.24
Expense	
Equipment Allocation	0.00
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	202,716.23
5314000 · Intern Stipends	15,000.00
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	486.67
5314103 · Computer Services	3,180.00
5314100 · Professional Services	21,798.00
5314400 · Advertising	15.97
5314203 · Printing Services	375.01
5314104 · Janitorial Services	700.00
5314501 · Office Rent	8,427.00
5314700 · Utilities	262.66
5314503 · Equipment Leases	206.86
5314504 · Vehicle Leases	489.94
5314200 · Communications	2,099.45
5314505 · Software Licenses	640.47
5313101 · Office Supplies	143.67
5314202 · Postage & Shipping	22.36
5314307 · Licenses and Permits	20.00
5314117 · Soil Testing	407.11
5313401 · Plants for Resale	4,042.00
Project Expenses	2,422.49
5314306 · Board - Conference & Training	70.79
5314300 · Staff - Travel	961.92
5314108 · Construction & Restoration Work	20,062.50
5314110 · Bank Fees & Interest Charges	525.50
5314600 · Liability Insurance Premiums	3,496.62
5945360 · Capital Outlays	
5945364 · Computer Hardware	2,462.75
Total 5945360 · Capital Outlays	2,462.75
Total Expense	293,035.97
Net Ordinary Income	54,173.27
Net Income	54,173.27

Thurston Conservation District

Profit & Loss

January through September 2025

	Jan - Sep 25
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	4,667.54
3451120 · Nutrient Spreader Rentals	569.71
3451121 · No-Till Drill Rentals	387.27
3451130 · Poultry Equipment & Tool Rentals	2,214.71
3451140 · Plant Sales	31,948.42
3451150 · Partner Fee for Service	35,064.90
Total 3451100 · Soil/Water Conservation Service	74,852.55
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	76,059.95
3300000 · Grant Revenues	3,076,373.51
3600000 · Miscellaneous Revenues	
3699100 · Miscellaneous Other	92.49
3685000 · Special Assessments - Service	334,443.67
3670000 · Nongovernmental Contributions	14,644.40
3610000 · Interest and Other Earnings	2,232.87
Total 3600000 · Miscellaneous Revenues	351,413.43
Total Income	3,503,846.89
Gross Profit	3,503,846.89
Expense	
Equipment Allocation	0.00
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	1,900,638.28
5314000 · Intern Stipends	19,795.00
5314101 · Legal Fees & Services	18,000.00
5314102 · Audit & Accounting	7,970.85
5314103 · Computer Services	24,545.47
5314100 · Professional Services	486,472.13
5314400 · Advertising	3,405.40
5314203 · Printing Services	10,287.35
5314104 · Janitorial Services	6,875.00
5314501 · Office Rent	75,843.00
5314700 · Utilities	3,512.85
5314503 · Equipment Leases	3,239.92
5314504 · Vehicle Leases	5,139.80
5314200 · Communications	14,295.83
5313102 · Photocopier Usage	487.74
5354800 · Repairs & Maintenance	6,215.76
5314505 · Software Licenses	19,769.63
5313101 · Office Supplies	3,098.38
5313103 · Promotional Items	3,006.88
5314202 · Postage & Shipping	1,123.24
5314902 · Organizational Dues	5,379.89
5314307 · Licenses and Permits	294.95
5314117 · Soil Testing	3,753.14
5313401 · Plants for Resale	42,272.94
Project Expenses	70,468.27

4:58 PM

10/17/25

Accrual Basis

Thurston Conservation District
Profit & Loss
January through September 2025

	<u>Jan - Sep 25</u>
5314302 · Staff - Conference & Training	16,455.49
5314306 · Board - Conference & Training	881.70
5314300 · Staff - Travel	18,330.78
5314301 · Board Travel	473.82
5314119 · Cultural Resources	17,833.05
5314108 · Construction & Restoration Work	254,765.88
5314109 · Cost Share	293,300.23
5314110 · Bank Fees & Interest Charges	628.87
5314600 · Liability Insurance Premiums	31,666.30
66300 · Sales Tax Adjustments	19.59
66900 · Reconciliation Discrepancies	0.00
5945360 · Capital Outlays	
5945367 · Restoration Equipment	24,785.76
5945363 · Equipment & Office Furniture	1,747.87
5945364 · Computer Hardware	8,777.85
Total 5945360 · Capital Outlays	<u>35,311.48</u>
Total Expense	<u>3,405,558.89</u>
Net Ordinary Income	<u>98,288.00</u>
Net Income	<u><u>98,288.00</u></u>

Thurston Conservation District Profit & Loss Prev Year Comparison

January through September 2025

	Jan - Sep 25	Jan - Sep 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	4,667.54	5,564.23	-896.69	-16.1%
3451120 · Nutrient Spreader Rentals	569.71	818.18	-248.47	-30.4%
3451121 · No-Till Drill Rentals	387.27	464.41	-77.14	-16.6%
3451130 · Poultry Equipment & Tool Rentals	2,214.71	1,941.02	273.69	14.1%
3451140 · Plant Sales	31,948.42	29,915.33	2,033.09	6.8%
3451150 · Partner Fee for Service	35,064.90	55,090.09	-20,025.19	-36.4%
Total 3451100 · Soil/Water Conservation Service	74,852.55	93,793.26	-18,940.71	-20.2%
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	76,059.95	101,980.47	-25,920.52	-25.4%
3300000 · Grant Revenues	3,076,373.51	6,573,987.43	-3,497,613.92	-53.2%
3600000 · Miscellaneous Revenues				
3691000 · Sale of Surplus	0.00	492.00	-492.00	-100.0%
3699100 · Miscellaneous Other	92.49	455.40	-362.91	-79.7%
3685000 · Special Assessments - Service	334,443.67	336,738.11	-2,294.44	-0.7%
3670000 · Nongovernmental Contributions				
3671200 · Private 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	2,232.87	1,299.90	932.97	71.8%
3620000 · Rents and Leases	0.00	0.00	0.00	0.0%
Total 3600000 · Miscellaneous Revenues	351,413.43	339,691.57	11,721.86	3.5%
Total Income	3,503,846.89	7,015,659.47	-3,511,812.58	-50.1%
Gross Profit	3,503,846.89	7,015,659.47	-3,511,812.58	-50.1%
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	1,900,638.28	1,611,424.51	289,213.77	18.0%
5314000 · Intern Stipends	19,795.00	1,000.00	18,795.00	1,879.5%
5314101 · Legal Fees & Services	18,000.00	25,416.26	-7,416.26	-29.2%
5314102 · Audit & Accounting	7,970.85	13,181.54	-5,210.69	-39.5%
5314103 · Computer Services	24,545.47	29,441.05	-4,895.58	-16.6%
5314100 · Professional Services	486,472.13	481,513.66	4,958.47	1.0%
5314400 · Advertising	3,405.40	3,196.19	209.21	6.6%
5314203 · Printing Services	10,287.35	3,850.49	6,436.86	167.2%
5314104 · Janitorial Services	6,875.00	6,190.00	685.00	11.1%
5314501 · Office Rent	75,843.00	67,936.00	7,907.00	11.6%
5314700 · Utilities	3,512.85	5,119.96	-1,607.11	-31.4%
5314503 · Equipment Leases	3,239.92	3,989.19	-749.27	-18.8%
5314504 · Vehicle Leases	5,139.80	4,872.09	267.71	5.5%
5314200 · Communications	14,295.83	12,554.74	1,741.09	13.9%
5313102 · Photocopier Usage	487.74	746.63	-258.89	-34.7%
5354800 · Repairs & Maintenance	6,215.76	7,999.67	-1,783.91	-22.3%
5314505 · Software Licenses	19,769.63	22,743.89	-2,974.26	-13.1%
5313101 · Office Supplies	3,098.38	4,541.17	-1,442.79	-31.8%
5313103 · Promotional Items	3,006.88	0.00	3,006.88	100.0%
5314202 · Postage & Shipping	1,123.24	1,595.89	-472.65	-29.6%
5314902 · Organizational Dues	5,379.89	5,038.89	341.00	6.8%
5314307 · Licenses and Permits	294.95	5,139.92	-4,844.97	-94.3%
5314117 · Soil Testing	3,753.14	4,125.41	-372.27	-9.0%
5313401 · Plants for Resale	42,272.94	26,902.83	15,370.11	57.1%
Project Expenses	70,468.27	45,860.47	24,607.80	53.7%

4:54 PM

10/17/25

Accrual Basis

Thurston Conservation District Profit & Loss Prev Year Comparison

January through September 2025

	Jan - Sep 25	Jan - Sep 24	\$ Change	% Change
5314302 · Staff - Conference & Training	16,455.49	13,477.86	2,977.63	22.1%
5314306 · Board - Conference & Training	881.70	1,286.04	-404.34	-31.4%
5314300 · Staff - Travel	18,330.78	14,666.43	3,664.35	25.0%
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	254,765.88	4,718,220.26	-4,463,454.38	-94.6%
5314109 · Cost Share	293,300.23	74,438.72	218,861.51	294.0%
5314110 · Bank Fees & Interest Charges	628.87	452.62	176.25	38.9%
5314600 · Liability Insurance Premiums	31,666.30	25,465.58	6,200.72	24.4%
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				
5945369 · Tenant Improvements	0.00	18,970.61	-18,970.61	-100.0%
5945368 · Rental Equipment	0.00	14,934.99	-14,934.99	-100.0%
5945367 · Restoration Equipment	24,785.76	4,649.82	20,135.94	433.1%
5945363 · Equipment & Office Furniture	1,747.87	19,249.30	-17,501.43	-90.9%
5945364 · Computer Hardware	8,777.85	5,681.73	3,096.12	54.5%
5945366 · Vehicle Purchases	0.00	5,497.80	-5,497.80	-100.0%
Total 5945360 · Capital Outlays	35,311.48	68,984.25	-33,672.77	-48.8%
Total Expense	3,405,558.89	7,316,796.17	-3,911,237.28	-53.5%
Net Ordinary Income	98,288.00	-301,136.70	399,424.70	132.6%
Net Income	98,288.00	-301,136.70	399,424.70	132.6%

Thurston Conservation District
Balance Sheet
As of September 30, 2025

	<u>Sep 30, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
3088010 · Checking-103 Beneficial	220,484.22
3081001 · Checking-7444 Timberland	21,249.18
3088020 · Savings Accounts	23,793.32
3088030 · Counter Cash	0.02
3088040 · PayPal Account	4,830.29
Total Checking/Savings	270,357.03
Accounts Receivable	683,675.65
Other Current Assets	
3090500 Prepaid Accounts	42,633.38
3091000 · 309.10.00 Inventory Asset	2,666.56
3092000 · 309.20.00 Cash on Hand	7,660.00
Total Other Current Assets	52,959.94
Total Current Assets	1,006,992.62
Fixed Assets	
3090600 · Tenant Improvements	89,000.00
Total Fixed Assets	89,000.00
TOTAL ASSETS	<u>1,095,992.62</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	22,522.29
Credit Cards	7,555.37
Other Current Liabilities	
3861100 · Sales Tax Payable	917.96
3861000 · Payroll Liabilities	200,014.63
Total Other Current Liabilities	200,932.59
Total Current Liabilities	231,010.25
Total Liabilities	231,010.25
Equity	864,982.37
TOTAL LIABILITIES & EQUITY	<u>1,095,992.62</u>

2025 Unrestricted Budget vs Actual



September 75%

	Account Name	2025 Mid-Year Revised Budget	2025 Actual	\$ Over Budget	% of Budget
1	☒ Income	1,176,239	832,076.31	-344,163	70.74%
2	☒ Retail Sales	68,621	43,321.77	-25,299	63.13%
3	☒ Food Production and Consumption	2,300	2,214.71	-85	96.29%
4	Poultry Equipment & Tool Rentals	2,300	2,214.71	-85	96.29%
5	☒ Soil Conservation and Health	9,920	5,624.52	-4,295	56.70%
6	Soil Testing	8,600	4,667.54	-3,932	54.27%
7	Nutrient Spreader Rentals	820	569.71	-250	69.48%
8	No-Till Drill Rentals	500	387.27	-113	77.45%
9	☒ Community Outreach and Education	54,307	33,155.82	-21,151	61.05%
10	Plant Sales	53,000	31,948.42	-21,052	60.28%
11	TCD Swag Shop - T095	1,307	1,207.40	-100	92.38%
12	☒ Water Quality & Quantity and Protection & Restoration of Ecosystems	0	0.00	0	N/A
13	Partner Fee for Service - Restoration Crew	0	0.00	0	N/A
14	☒ Other Income	2,094	2,326.72	233	111.11%
15	Contributions Private	1	1.36	0	136.00%
16	Interest Income	2,000	2,232.87	233	111.64%
17	Miscellaneous Income	92	92.49	0	100.53%
18	☒ Grant Revenue	126,713	126,713.00	0	100.00%
20	Rates and Charges	564,110	334,443.67	-229,666	59.29%
21	☒ Overhead	416,795	327,597.87	-89,197	78.60%
22	Overhead Allocation	394,795	310,225.27	-84,570	78.58%
23	Vehicle Allocation	22,000	17,372.60	-4,627	78.97%
24	2024 Carry Overs	50,000	50,000.00	0	100.00%
25	☒ Program Allocation	432,114	293,153.46	-138,961	67.84%
26	☒ Local Food Production and Consumption	20,000	12,216.53	-7,783	61.08%
27	Poultry Equipment Rentals	20,000	12,216.53	-7,783	61.08%
28	☒ Producer Support & Preservation and Expansion of Working Lands	1,000	0.00	-1,000	0.00%
29	Working Lands Preservation Initiative	1,000	0.00	-1,000	0.00%
30	☒ Water Quality & Quantity and Protection & Restoration of Ecosystems	44,157	25,714.07	-18,443	58.23%
31	Restoration Crew & Equipment (T050)	0	0.00	0	N/A
32	Conservation TA 1	44,157	25,714.07	-18,443	58.23%
33	☒ Soil Conservation and Health	37,000	23,509.65	-13,490	63.54%
34	Soil Health Testing	26,600	17,350.80	-9,249	65.23%
35	Nutrient Spreader Rentals	5,400	3,260.12	-2,140	60.37%
36	No-Till Drill Rentals	5,000	2,898.73	-2,101	57.97%
37	☒ Community Outreach and Engagement	190,875	151,059.18	-39,816	79.14%
38	Conservation & Education Center	60,000	18,923.15	-41,077	31.54%
39	District Communications	61,875	52,314.71	-9,560	84.55%
40	Plant Sale	54,000	65,463.84	11,464	121.23%
41	Elections	15,000	14,357.48	-643	95.72%
42	☒ Adult and Youth Conservation Education	47,870	43,754.23	-4,116	91.40%

	Account Name	2025 Mid-Year Revised Budget	2025 Actual	\$ Over Budget	% of Budget
43	South Sound Green	41,670	37,554.23	-4,116	90.12%
44	Teens in Thurston Volunteer Program	2,200	2,200.00	0	100.00%
45	Envirothon	4,000	4,000.00	0	100.00%
46	☐ Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	91,213	36,899.80	-54,313	40.45%
47	Conservation TA 2	44,157	25,714.07	-18,443	58.23%
48	Investing in Future Conservation	47,056	11,185.73	-35,870	23.77%
49	☐ Administrative Expenses - A010	687,467	485,512.25	-201,955	70.62%
50	Administrative Salaries & Benefits	348,160	250,887.19	-97,273	72.06%
51	36-Hour Leave Accrual Adjustmnet	8,050	8,050.00	0	100.00%
52	☐ Professional Services	74,084	51,284.22	-22,800	69.22%
53	Legal Services	24,000	18,000.00	-6,000	75.00%
54	Audit & Accounting	9,940	7,970.85	-1,969	80.19%
55	Computer Services	35,744	24,545.47	-11,199	68.67%
56	Professional Services	4,400	767.90	-3,632	17.45%
57	☐ Facility, Vehicles and Maintenance	166,993	121,089.55	-45,903	72.51%
58	Janitorial Services	9,100	6,875.00	-2,225	75.55%
59	Office Rent	101,124	75,843.00	-25,281	75.00%
60	Utilities	5,785	3,491.85	-2,293	60.36%
61	Equipment Leases	3,920	2,864.92	-1,055	73.08%
62	Vehicle Leases	7,000	4,815.26	-2,185	68.79%
63	Communications	16,152	12,143.98	-4,008	75.19%
64	Photocopier Usage	1,000	487.74	-512	48.77%
65	Vehicle Repairs & Maintenance	5,500	4,920.65	-579	89.47%
66	Computer Hardware Purchases	3,000	1,417.32	-1,583	47.24%
67	Computer Software	12,312	7,129.17	-5,183	57.90%
68	Equipment & Office Furniture	2,100	1,100.66	-999	52.41%
69	☐ Supplies	11,680	8,155.92	-3,524	69.83%
70	☐ Office Supplies	5,000	2,050.81	-2,949	41.02%
71	Staff Swag	582	582.34	0	100.06%
72	Postage & Shipping	300	117.88	-182	39.29%
73	Organizational Dues	6,280	5,379.89	-900	85.67%
74	Licenses & Permits	100	25.00	-75	25.00%
75	☐ Conferences, Training and Travel	32,850	13,656.92	-19,193	41.57%
76	Staff Conference & Training (A037)	16,100	5,714.38	-10,386	35.49%
77	☐ Board Conference and Training Fees	3,250	188.43	-3,062	5.80%
78	Board Swag	150	150.00	0	100.00%
79	Board Meeting Snacks	1,000	693.27	-307	69.33%
80	Staff Travel	10,000	6,587.02	-3,413	65.87%
81	Board Travel	2,500	473.82	-2,026	18.95%
82	☐ Insurance and Banking	45,650	32,388.45	-13,262	70.95%
83	Bank Fees & Interest Charges	650	722.15	72	111.10%
84	Liability Insurance Premiums	45,000	31,666.30	-13,334	70.37%
85	Late Fees & Penalties	0	0.00	0	N/A
86	☐ Savings	106,658	0.00	-106,658	0.00%
87	Reserve Fund	56,658	0.00	-56,658	0.00%
88	Conservation Education Center Savings Plan	50,000	0.00	-50,000	0.00%
89	Net Income (Surplus or Deficit)	0	103,410.60	103,411	N/A

2025 Restricted Budgets vs Actuals



As of September 30, 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	41,350	61,567	20,218	41,350	96.10%	55.60%
3	USFWS Restoring South Sound Prairies	US90	F22AC01820-00	07/01/22	07/01/27	190,000	88,559	1,000	111	889	65.02%	53.39%
4	- Sentinel Landscape Program (SLP)											
5	NACD SLP	SLP075	NA	10/01/21	06/30/28	1,353,000	195,092	271,025	252,041	18,984	59.27%	85.58%
6	Ecostudies REPI	SLP076	SA-2025-01	08/01/25	12/31/28	188,543	188,543	0	0	0	4.88%	0.00%
7	- RCO											
8	FY25-29 Shore Friendly	R035	24-1207	07/01/25	06/30/29	2,051,187	2,010,611	441,005	40,576	400,429	6.30%	1.98%
9	FY22-27 ASRP Riverbend	R050	22-1548C	03/28/22	06/30/27	7,673,670	1,380,662	292,233	193,880	98,353	66.79%	82.01%
10	SRFB Cozy Valley	R060	21-1089C	09/23/21	06/01/25	132,778	43	12,761	12,723	39	Closed	99.97%
11	ESRP Zangle Cove	R070	20-1517R	07/01/21	04/30/26	110,072	15,504	22,654	7,171	15,483	87.99%	85.91%
12	FY23-25 ESRP Lower Eld Bulkhead Removal	R090	22-1201R	07/01/23	07/01/26	125,200	6,546	7,251	704	6,546	75.02%	94.77%
13	South Sound Outreach (HSIL)	R100	23-1853O	05/07/24	04/30/27	109,846	100,053	35,701	7,836	27,865	47.02%	8.92%
14	South Sound Riparian Analysis and Implementation	R110	24-1212R	09/25/24	09/25/28	132,614	120,173	45,500	12,441	33,059	25.38%	9.38%
15	- DOE											
16	Ecology Elwanger	E200	WQC-2025-ThurCD-00165	11/01/24	10/31/27	500,000	458,550	276,515	41,450	235,065	30.50%	8.29%
17	Black River Frog	E300	OCBASRP-2325-ThurCD-00023	07/01/25	06/30/29	239,036	235,877	45,160	3,159	42,001	6.30%	1.32%
18	Chehalis Restoration Initialization	E600	OCBASRP-2325-ThurCD-00042	08/01/25	07/31/27	150,000	150,000	0	0	0	8.36%	0.00%
19	- WSCC											
20	FY25-27 Chehalis	W050	26-13-CH	07/01/25	06/30/27	206,300	178,831	51,575	27,469	24,106	12.60%	13.32%
21	FY25-27 Shellfish Cost Share	W060	26-13-SH	07/25/25	06/30/27	205,000	203,554	12,266	1,446	10,820	9.63%	0.71%
22	FY25-26 CREP	W070	26-13-CE	07/01/25	06/30/26	25,000	23,169	13,200	1,831	11,369	25.21%	7.32%
23	FY25-26 Sustainable Farms and Fields	W120	26-13-SFF	07/09/25	06/30/27	40,000	38,282	20,147	1,718	18,429	11.63%	4.30%

	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
24	FY25-27 Forest Health & Community Wildfire Resiliency	W130	26-13-FH	07/09/25	06/30/27	68,175	63,361	11,777	4,814	6,963	11.63%	7.06%
25	FY25-27 Irrigation Efficiencies	W140	26-13-IE	07/17/25	06/30/27	50,000	47,370	12,500	2,630	9,870	10.64%	5.26%
26	FY25-27 Riparian Grant Program (RGP)	W170	26-13-RGP	07/17/25	06/30/27	3,240,935	3,106,981	785,234	133,954	651,280	10.64%	4.13%
27	FY23-25 Livestock	W025	24-13-LT	07/01/25	06/30/26	20,000	31	6,622	6,591	31	Closed	99.84%
28	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%
29	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%
30	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%
31	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%
32	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%
33	FY24-25 Engineering	W100	25-13-PE	09/11/24	06/30/25	34,800	2	23,603	23,601	2	Closed	99.99%
34	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%
35	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%
36	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%
37	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%
38	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%
39	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%
40	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%
41	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%
42	Other State Grants											
43	WDFW Building Conservation Capacity	S100	24-25744	03/17/25	06/30/27	500,000	436,575	180,563	63,425	117,138	23.68%	12.68%
44	DOH Eld Inlet Manure Management	S500	GVL29108-0	05/13/24	07/31/27	776,247	664,934	169,103	75,556	93,547	43.06%	14.34%
45	Farm Plan Catalog	S800	G-8233	06/07/24	05/31/25	10,553	0	7,210	7,210	0	Closed	100.00%
46	Thurston County											
47	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%
48	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%
49	FY24-26 Thurston County Working Lands Outreach	TC500		08/13/24	06/30/26	5,500	4,736	5,408	672	4,736	60.26%	13.89%
50	Miscellaneous											
51	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%
52	FY25-29 Olympia Urban Farmland	M065	NA	01/01/25	12/31/29	259,000	232,590	51,800	26,410	25,390	14.95%	10.20%
53	GRuB Beginning Farmer Development	M066	NA	01/01/24	09/14/26	10,259	5,925	8,609	2,685	5,925	64.68%	42.25%

	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
54	FY24-25 NACD Bucoda Community Farm	M077	NA	09/24/24	11/15/25	60,000	9,352	56,791	47,439	9,352	89.00%	84.41%
55	FY25-27 OlyEco NFWF Habitat Resilience	M078	NA	03/01/24	02/28/27	30,000	25,517	6,250	4,483	1,767	52.88%	14.94%
56	Puget Sound Energy	M079		07/02/25	until spent	10,000	7,753	5,000	2,247	2,753	NA	22.47%
57	One Tree Planted	M085	NA	09/03/21	until spent	33,076	25,006	3,998	0	3,998	NA	24.40%
58	WCRRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/26	111,954	6,498	32,298	25,800	6,498	83.37%	94.20%
59	WFC Meyer Phase 2	M100	NA	01/01/23	09/01/25	106,546	3,680	25,956	22,276	3,680	Closed	96.55%
60	FY25-26 NACD Forestry	M200	NA	01/01/25	06/30/26	133,786	101,658	66,893	32,128	34,765	50.00%	24.01%
61	Partner District Support	M400		05/01/25	TBD	500	166	500	334	166	NA	66.90%
62	FY24-26 Pierce County Shellfish NTA	M600	SC-111404	01/01/24	01/31/27	191,000	89,824	60,238	40,304	19,934	56.70%	52.97%
63	FY25 CTD Training Scholarship	M700	NA	04/18/25	05/30/25	500	0	500	500	0	Closed	100.00%
64	South Sound GREEN											
65	2025 Interlocal	G019-SS		01/01/25	12/31/25	64,160	30,275	64,160	33,885	30,275	74.79%	52.81%
66	FY24-25 WSC Mini Grant	G019.50		12/10/24	until spent	500	0	500	500	0	Closed	100.00%
67	FY24 OSD i-Grant	G019.103		03/01/24	until spent	4,000	1	1,011	1,011	0	Closed	99.98%
68	FY23-25 Outdoor Learning	G019.109		10/01/23	04/30/25	21,833	0	7,558	7,558	0	Closed	100.00%
69	FY24 Every Kid Outdoors	G019.121		07/01/24	until spent	500	0	500	500	0	Closed	100.00%
70	FY25 Every Kid Outdoors	G019.121		07/01/25	until spent	500	500	500	0	500	NA	0.00%
71	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%
72	FY25 Tumwater SD Natural Resources	G019.120		09/03/24	until spent	1,000	329	0	671	-671	NA	67.07%
73	2024 Dawkins	G019.28		01/01/24	until spent	20,750	13,970	14,461	491	13,970	NA	32.67%
74	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	1,700	2,500	800	1,700	NA	32.00%
75	2024 Community Foundation	G019.29		11/01/24	until spent	2,500	2,500	0	0	0	NA	0.00%
76	Carlson Charitable	G019.31		12/05/23	until spent	2,500	7	279	272	7	NA	99.73%
77	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%
78	TCC General	G019 TCC		01/01/18	until spent	11,561	1,681	1,708	27	1,681	NA	85.46%
79	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	0	0	0	NA	0.00%
80	2025 Squaxin	G019.85		03/01/25	until spent	1,000	1,000	0	0	0	NA	0.00%
81	FY24-25 Inspire Olympia	G019.130		07/09/24	until spent	29,775	0	17,256	17,256	0	Closed	100.00%
82	FY25-26 Inspire Olympia	G019.130		07/09/24	until spent	30,000	13,943	26,375	16,057	10,318	NA	53.52%
83	Teens in Thurston Volunteer Program											
84	Nisqually TNT 2024	T070	NA	01/01/24	until spent	5,581	4,596	1,946	762	1,184	NA	17.66%
85	Envirothon Program											
86	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	0	34	34	0	Closed	100.00%

	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
87	2025 Pork Blakely Envirothon	T040		04/03/25	until spent	1,000	0	1,000	1,000	0	Closed	100.00%
88	Olympia Food Co-op Envirothon	T040		01/01/24	until spent	100	0	100	100	0	Closed	100.00%
89	2025 Chehalis Tribe Envirothon	T040		03/01/25	until spent	2,500	1,782	2,500	718	1,782	NA	28.73%

Thurston Conservation District
Payment Report
September 2025

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	14588	09/01/2025	Amazon	MISC:M095 - WCRRI Prairie Habitat Enhancement	5314107 · Project Supplies	79.73
Check	EFT	09/01/2025	Delta Dental	UNRESTRICTED:A010 - Administrative Expenses	5531212 · Dental Benefits	2,221.05
Check	EFT	09/01/2025	Tilley Court Caves, LLC	UNRESTRICTED:A010 - Administrative Expenses	5314501 · Office Rent	8,427.00
Check	EFT	09/02/2025	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	199.32
Credit Card Charge	14665	09/02/2025	Walmart	TCD Programs:T030 - District Communications	5314901 · Meeting & Event	60.89
Credit Card Charge	14552	09/03/2025	Amazon	GREEN:G019.106 NOAA B-WET	5314107 · Project Supplies	43.84
Credit Card Charge	14658	09/03/2025	Etsy	GREEN:TCC:G019.130 Inspire Olympia	5314107 · Project Supplies	124.40
Credit Card Charge	14542	09/03/2025	Flying J Store #1169	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	35.00
Credit Card Charge	14666	09/03/2025	Walmart	TCD Programs:T030 - District Communications	5314901 · Meeting & Event	13.53
Credit Card Charge	14586	09/04/2025	Amazon	TCD Programs:T070 -Teens in Thurston Volunteer Program	5314107 · Project Supplies	98.71
Bill Pmt -Check	EFT	09/04/2025	Comcast	UNRESTRICTED:A010 - Administrative Expenses	5314204 · Internet Services	235.07
Credit Card Charge	14550	09/04/2025	Go Daddy	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	603.60
Bill Pmt -Check	23076	09/05/2025	Aimee Ornelas	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23077	09/05/2025	Akylie Holterman	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23078	09/05/2025	Alice Owens	Various	5314100 · Professional Services	1,168.00
Bill Pmt -Check	23079	09/05/2025	Anchor QEA	RCO:R050 - FY 22-27 ASRP Riverbend	5314100 · Professional Services	2,386.50
Bill Pmt -Check	23080	09/05/2025	Andrew Martin	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23081	09/05/2025	Ducks Unlimited	USFWS:US80 Frogs on Farms	5314100 · Professional Services	15,073.32
Bill Pmt -Check	23082	09/05/2025	Ghader Alrashid	Various	Restoration Crew Intern Stipend	1,452.50
Bill Pmt -Check	23095	09/05/2025	Hannah's Cleaning Service	UNRESTRICTED:A010 - Administrative Expenses	5314104 · Janitorial Services	925.00
Bill Pmt -Check	23083	09/05/2025	Jaden McGinty	Various	Restoration Crew Intern Stipend	830.00
Bill Pmt -Check	Cash	09/05/2025	Jamie Sutton	MISC:M065 - FY25-29 Olympia Urban Farmland	5314100 · Professional Services	66.73
Bill Pmt -Check	23084	09/05/2025	Jillian Renfrow	MISC:M065 - FY25-29 Olympia Urban Farmland	5314100 · Professional Services	200.00
Bill Pmt -Check	23085	09/05/2025	Katie Austin	MISC:M065 - FY25-29 Olympia Urban Farmland	5314100 · Professional Services	66.66
Bill Pmt -Check	23086	09/05/2025	Marko Morgan	MISC:M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	500.00
Bill Pmt -Check	23087	09/05/2025	Midwest Labs	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	407.11
Bill Pmt -Check	23096	09/05/2025	Olympia Computer LLC	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	3,180.00
Bill Pmt -Check	23088	09/05/2025	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	368.84
Credit Card Charge	14561	09/05/2025	Private Internet Access	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	43.87
Check	EFT	09/05/2025	Regence - Health Care		5531210 · Medical Benefits	29,204.39
Bill Pmt -Check	EFT	09/05/2025	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	216.29
Bill Pmt -Check	23089	09/05/2025	Samantha Lamb	MISC:M065 - FY25-29 Olympia Urban Farmland	5314100 · Professional Services	66.66
Bill Pmt -Check	23090	09/05/2025	Sarah Gillenwater	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	EFT	09/05/2025	USAbLe.Life	UNRESTRICTED:A010 - Administrative Expenses	5531214 · Life Insurance	117.88
Bill Pmt -Check	23094	09/05/2025	WA St Dept of Agriculture	Various	5314302 · Staff - Conference & Training	325.00
Bill Pmt -Check	23091	09/05/2025	WA St Dept of Employment Security	GREEN:TCC:G019.130 Inspire Olympia	5314000 · Intern Stipends	15,000.00
Bill Pmt -Check	23092	09/05/2025	WACD	UNRESTRICTED:A010 - Administrative Expenses	5314902 · Organizational Dues	3,888.89

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	23093	09/05/2025	William Reilly	Various	Restoration Crew Intern Stipend	1,600.00
Credit Card Charge	1424963000	09/07/2025	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	241.34
Credit Card Charge	14575	09/08/2025	Flying J Store #1169	Partner Fee for Service:P600 - WA Dept. of Fish and Wildlife	5314107 · Project Supplies	10.55
Liability Check	EFT	09/08/2025	Internal Revenue Service		Payroll Tax	17,957.56
Liability Check	EFT	09/08/2025	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	3,956.52
Liability Check	EFT	09/08/2025	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	16,612.86
Credit Card Charge	14576	09/09/2025	Chevron	Partner Fee for Service:P600 - WA Dept. of Fish and Wildlife	5314107 · Project Supplies	24.40
Credit Card Charge	14565	09/09/2025	Costco	MISC:M095 - WCRRRI Prairie Habitat Enhancement	5314107 · Project Supplies	43.09
Credit Card Charge	14574	09/09/2025	Flying J Store #1169	Partner Fee for Service:P600 - WA Dept. of Fish and Wildlife	5314107 · Project Supplies	12.35
Credit Card Charge	14566	09/09/2025	Fred Meyer	MISC:M077 - NACD Bucoda Community Farm	5314107 · Project Supplies	14.90
Credit Card Charge	14562	09/09/2025	Home Depot	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	39.43
Credit Card Charge	14569	09/09/2025	Minuteman Press	Thurston County:TC400 - VSP	5314203 · Printing Services	375.01
Liability Check		09/09/2025	QuickBooks Payroll Service		Payroll	52,319.09
Credit Card Charge	4108364	09/09/2025	Rightworks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	26.33
Credit Card Charge	14671	09/10/2025	Dell	S100 - WDFW BuildingConservation Capacity	5945364 · Computer Hardware	2,462.75
Credit Card Charge	14573	09/10/2025	Pilot Travel Center	Partner Fee for Service:P600 - WA Dept. of Fish and Wildlife	5314107 · Project Supplies	25.13
Credit Card Charge	14591	09/11/2025	Dancing Goats	MISC:M065 - FY25-29 Olympia Urban Farmland	5314901 · Meeting & Event	32.45
Credit Card Charge	14590	09/11/2025	Vern's Food	TCD Programs:T030 - District Communications	5314901 · Meeting & Event	521.08
Credit Card Charge	14669	09/12/2025	Facebook	TCD Programs:T030 - District Communications	5314400 · Advertising	14.31
Credit Card Charge	8004870	09/14/2025	Buzzsprout	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	12.00
Credit Card Charge	14670	09/14/2025	Facebook	TCD Programs:T030 - District Communications	5314400 · Advertising	1.66
Credit Card Charge	14584	09/15/2025	Home Goods	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	24.76
Credit Card Charge	14585	09/15/2025	O Reilly Auto Parts	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	69.16
Check	EFT	09/15/2025	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	117.00
Credit Card Charge	14622	09/17/2025	Olympia Coffee	GREEN:TCC:G019.28 Dawkins	5314901 · Meeting & Event	61.92
Credit Card Charge	14592	09/18/2025	Michaels	SLP Program:SLP075 - NACD SLP	5314901 · Meeting & Event	73.52
Credit Card Charge	14667	09/18/2025	Michaels	MISC:M077 - NACD Bucoda Community Farm	5314107 · Project Supplies	52.63
Credit Card Charge	14612	09/18/2025	Olympia Food Co-Op	SLP Program:SLP075 - NACD SLP	5314901 · Meeting & Event	20.94
Credit Card Charge	14594	09/18/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	12.20
Credit Card Charge	E0300XOHSS	09/19/2025	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	16.46
Credit Card Charge	E0300XO958	09/19/2025	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	580.14
Credit Card Charge	54746315	09/20/2025	Garmin	UNRESTRICTED:A010 - Administrative Expenses	5314205 · Garmin	43.86
Credit Card Charge	14613	09/22/2025	Eastside Urban Farm & Garden	WSCC:W120-FY25-26 Sustainable Farms and Fields	5314107 · Project Supplies	205.84
Credit Card Charge	14617	09/22/2025	Kiperts	WSCC:W120-FY25-26 Sustainable Farms and Fields	5314107 · Project Supplies	43.87
Credit Card Charge	14650	09/22/2025	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	6.68
Credit Card Charge	14672	09/23/2025	Airport Depot	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	71.58
Credit Card Charge	14649	09/23/2025	Haggen	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	39.35
Credit Card Charge	P1108990743	09/23/2025	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	219.00
Credit Card Charge	14623	09/23/2025	Lacey Parks Culture & Recreation	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314502 · Site Rental	200.00
Credit Card Charge	14618	09/23/2025	Target	WSCC:W120-FY25-26 Sustainable Farms and Fields	5314107 · Project Supplies	13.86
Credit Card Charge	14619	09/23/2025	Target	MISC:M077 - NACD Bucoda Community Farm	5314107 · Project Supplies	13.15

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	14624	09/23/2025	Tumwater Parks and Recreation	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314502 · Site Rental	100.00
Credit Card Charge	14609	09/23/2025	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	10.16
Bill Pmt -Check	23097	09/24/2025	Aimee Ornelas	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23098	09/24/2025	Akylie Holterman	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23099	09/24/2025	Anchor QEA	RCO:R050 - FY 22-27 ASRP Riverbend	5314100 · Professional Services	8,353.01
Bill Pmt -Check	23100	09/24/2025	Andrew Martin	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23114	09/24/2025	Crystal Springs	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	35.08
Bill Pmt -Check	23115	09/24/2025	Deschutes Law Group	UNRESTRICTED:A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	23101	09/24/2025	Ecostudies Institute	SLP Program:SLP075 - NACD SLP	5314100 · Professional Services	2,134.26
Bill Pmt -Check	23102	09/24/2025	Fourth Corner Nurseries	TCD Programs:T097 - Plant Sale	5313401 · Plants for Resale	4,042.00
Bill Pmt -Check	23103	09/24/2025	Ghader Alrashid	Various	Restoration Crew Intern Stipend	1,452.50
Liability Check	EFT	09/24/2025	Internal Revenue Service		Payroll Tax	18,469.14
Bill Pmt -Check	23104	09/24/2025	Nisqually Land Trust	S100 - WDFW BuildingConservation Capacity	5314108 · Construction & Restoration Work	3,047.47
Bill Pmt -Check	23105	09/24/2025	Olympia Ecosystems	S100 - WDFW BuildingConservation Capacity	5314100 · Professional Services	4,956.75
Bill Pmt -Check	23106	09/24/2025	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	236.98
Liability Check		09/24/2025	QuickBooks Payroll Service		Payroll	55,196.04
Bill Pmt -Check	23107	09/24/2025	Richard Gloor	Various	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23108	09/24/2025	Sarah Gillenwater	Various	Restoration Crew Intern Stipend	1,452.50
Bill Pmt -Check	23109	09/24/2025	Thurston County Treasurer	UNRESTRICTED:A010 - Administrative Expenses	5314110 · Bank Fees & Interest Charges	525.50
Bill Pmt -Check	23110	09/24/2025	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	489.94
Bill Pmt -Check	23111	09/24/2025	WA St Dept of Agriculture	TCD Programs:T097 - Plant Sale	5314307 · Licenses and Permits	20.00
Liability Check	EFT	09/24/2025	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	3,975.53
Bill Pmt -Check	23112	09/24/2025	White, Nora	Various	Staff - Travel / Meeting & Event	163.38
Bill Pmt -Check	23113	09/24/2025	William Reilly	Various	Restoration Crew Intern Stipend	1,600.00
Liability Check	23116	09/24/2025	WSCCE - Council 2		3861008 · Union Dues	1,188.33
Credit Card Charge	14625	09/25/2025	Home Depot	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314107 · Project Supplies	49.16
Credit Card Charge	14663	09/25/2025	Michaels	TCD Programs:T030 - District Communications	5314901 · Meeting & Event	32.90
Credit Card Charge	14626	09/25/2025	Safeway	Various	Project Expense	89.34
Credit Card Charge	14664	09/26/2025	Fred Meyer	MISC:M095 - WCRRI Prairie Habitat Enhancement	5314901 · Meeting & Event	89.80
Credit Card Charge	14620	09/26/2025	Vic's Pizzeria	TCD Programs:T070 -Teens in Thurston Volunteer Program	5314901 · Meeting & Event	86.43
Credit Card Charge		09/27/2025	ADT Security Services	UNRESTRICTED:A010 - Administrative Expenses	5314704 · Office Security	58.13
Credit Card Charge	14615	09/27/2025	Costco	WSCC:W120-FY25-26 Sustainable Farms and Fields	5314901 · Meeting & Event	14.69
Credit Card Charge	14616	09/27/2025	Haggen	WSCC:W120-FY25-26 Sustainable Farms and Fields	5314901 · Meeting & Event	11.48
Credit Card Charge	14621	09/27/2025	Vic's Pizzeria	TCD Programs:T070 -Teens in Thurston Volunteer Program	5314901 · Meeting & Event	56.14
Credit Card Charge	14614	09/28/2025	Twister Donuts	WSCC:W120-FY25-26 Sustainable Farms and Fields	5314901 · Meeting & Event	22.65
Credit Card Charge	18540985	09/29/2025	Mail Chimp	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	110.25
Credit Card Charge	14668	09/30/2025	Goodwill	TCD Programs:T030 - District Communications	5314107 · Project Supplies	10.94



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		DOE WCC Crew Time Contract	
Lead Staff:		Emily Landrus	Board Meeting Date: 10/22/25
Goal of Presentation:	☒ Decision	☐ Information	☐ Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>		
This is an agreement to hire WCC crew time to supplement our TCD crew time on restoration projects starting Nov 2025 and ending September 2026. This agreement is for 31 weeks of time to assist with site maintenance, planting prep and restoration planting.			
Pros: Funding is secured for these projects and will allow all scheduled projects to proceed without delay or disruption. WCC is also an intern training program that support public service and environmental protection. Working with them not only supports their mission of job training but will be value added to our own crew for networking.		Cons: The WCC crew cost have risen slightly as they are no longer associated with Americorps.	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i> WCC cost for services are @\$1,540/day for 112 days.			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve contract for WCC crew time.			
Legal Review:	☐ Yes	☐ No	☒ Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
FY25-26 DoE WCC Crew Vendor Agreement			





AGREEMENT NO WCC-25072

AGREEMENT BETWEEN

The State of Washington, Department of ECOLOGY
AND

Thurston Conservation District(SPONSOR)

THIS AGREEMENT is made and entered into by and between the Department of Ecology, hereinafter referred to as "ECOLOGY", and Thurston Conservation District, hereinafter referred to as the "SPONSOR".

IT IS THE PURPOSE OF THIS AGREEMENT to provide Washington Conservation Corps (WCC) members to complete environmental or disaster services projects, pursuant to Chapter 43.220 of the Revised Code of Washington.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK

Both parties agree to do all things necessary for or incidental to the performance of the work set forth in Appendix "A" attached hereto and incorporated herein.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on 10/1/2025 and be completed on 9/30/2026 unless terminated sooner as provided herein. The WCC Crew and/or WCC Individual Placement corpsmember specified in this agreement will be available to SPONSOR on the dates set forth on the calendar in Appendix "B" attached hereto and incorporated herein.

COMPENSATION

The parties have determined that the cost of accomplishing the work herein will not exceed \$172,480. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. Compensation for service(s) shall be based on the following established rates:

Provided by ECOLOGY	Reimbursed to ECOLOGY by Sponsor
WCC Services @\$1,540/day for 112 days	\$172,480
Total SPONSOR Cost	\$172,480
	<i>Above cost not to be exceeded</i>

The costs reimbursed to ECOLOGY by SPONSOR are a cost-share rate. Estimated value of a WCC crew is \$346,957 annually per WCC Crew consisting of five WCC Members and one WCC Supervisor and/or \$45,907 annually per WCC Individual Placement. Indirect costs are included in SPONSOR share at a standard rate of 5% of direct costs

BILLING PROCEDURE

ECOLOGY shall submit invoices monthly to the SPONSOR's designated contact person listed under "Agreement Management" section. Payment to ECOLOGY for approved and completed work will be made by warrant or account transfer by SPONSOR within 30 days of receipt of the invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

AGREEMENT ALTERATIONS AND AMENDMENTS

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

ASSIGNMENT

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

ASSURANCES

Parties to this Agreement agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

CONFORMANCE

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

DISPUTES

If a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, if SPONSOR is a state agency, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

FUNDING AVAILABILITY

The obligation of the SPONSOR to provide reimbursements is contingent upon appropriation of funds by the SPONSOR's governing body for the specific purpose of funding the project, which is the subject of this Agreement. Upon the failure of such appropriation, the SPONSOR may terminate this Agreement.

ECOLOGY's ability to provide cost-share is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the agreement, in whole or part, for convenience or to renegotiate the agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification restrictions.

GOVERNING LAW AND VENUE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

MUTUAL AGREEMENT

Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this agreement.

ORDER OF PRECEDENCE

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal and state of Washington statutes, regulations, and rules.
2. Mutually agreed written amendments to this Agreement
3. This Agreement
4. Statement of Work and Budget.
5. Any other provisions of this Agreement, including materials incorporated by reference.

RECORDS MAINTENANCE

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

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

RESPONSIBILITIES OF THE PARTIES

Each party of this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party will be considered the agent of the other party to this Agreement.

RIGHTS IN DATA

Unless otherwise provided, data, which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be jointly owned by ECOLOGY and SPONSOR. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

TERMINATION FOR CAUSE

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

TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement upon 30 days prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

WAIVER

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

ALL WRITINGS CONTAINED HERIN

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

AGREEMENT MANAGEMENT

The program manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The Contract Manager for ECOLOGY is: Josiah Downey PO Box 47600 Olympia, WA 98504 (360)480-2603 jdow461@ecy.wa.gov	The Contract Manager for SPONSOR is: Emily Landrus 582 Tilley Courte SE, Suite 152 Tumwater, WA 98501 elandrus@thurstoncd.com (360) 999-0635
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IN WITNESS WHEREOF, the parties have executed this Agreement.

State of Washington
Department of ECOLOGY

SPONSOR
Thurston Conservation District

Signature

Date _____

Signature

Date _____

Printed Name, Title

Printed Name, Title

STATEMENT OF WORK

Appendix A

Work Summary:

Under direction of SPONSOR, crew(s) will perform restoration activities. Specific tasks could include invasive control, native species installation, plant nursery care, scientific monitoring, and fence installation or repair.

Special terms and conditions:

1. WCC resources (members, supervisors, tools and trucks) will not be utilized to clean public restrooms, monitor, survey, or clear active or abandoned encampments, and/or to clean up hazardous materials including hypodermic needles. If a significant amount of hazardous or unidentifiable material is discovered on a project site, activity will cease until SPONSOR mitigates potential hazards or finds an alternate project site. If active or abandoned encampments prevent WCC activities from taking place at a project site, WCC supervisors and members may contact their partner organization and work with their coordinator on alternative activities. While WCC can share active or abandoned encampment information with project partners when relevant to service activities, WCC personnel will not monitor, survey, or report on encampments directly to regulatory agencies or anyone other than a partner organization.
2. WCC vehicle is not to be used for heavy hauling; the primary use is for transportation of crew, tools, and safety equipment. In the event that WCC vehicles are requested to tow SPONSOR-provided equipment (including rentals), it will only be on a limited basis and SPONSOR is solely responsible for accidental damages, unless damages are caused by WCC negligence.
3. WCC is not responsible for normal wear and tear when project requires the use of SPONSOR-provided tools, equipment, or safety gear.
4. The assignment of members shall not result in the displacement of currently employed workers, including partial displacement such as reduction in hours of non-overtime work, wages, or other employment benefits. Agencies that participate in the program may not terminate, lay-off, or reduce working hours of any employee for the purpose of using a member with available funds. In circumstances where substantial efficiencies or a public purpose may result, participating agencies may use members to carry out essential agency work or contractual functions without displacing current employees.
5. All state holidays and shutdown weeks are non-working days for members. Shutdown weeks are to be used by WCC staff/supervisors for planning purposes. The WCC standard 40-hour schedule is Monday through Thursday from 7:00am to 5:30pm. An alternate schedule may be arranged with prior approval from the WCC.
6. WCC's cost-share rate is calculated using the full costs of supporting WCC crews and IPs, including time spent training, required community service events, shutdowns, etc. Indirect costs are included in SPONSOR share at a standard rate of 5% of direct costs.
7. If inclement weather, including hazardous air quality, makes a project site inaccessible, then the sponsor should reassign the WCC crew or IP to alternative projects in an accessible location.

In inclement weather, WCC crews follow the weather-related guidance (e.g. shut-down, delayed start, early end, etc.) from the regional Ecology office closest to the crew lock-up or IP service location. If the member's assigned location is more than one hour from an Ecology regional office, then WCC follows weather-related guidance of federal, state and local governments. Only WCC can instruct a crew or IP to shut-down due to weather. Sponsors are not charged for WCC-initiated, weather related shut-downs or delays.

If a shut-down is requested by the SPONSOR for any reason, then the sponsor is responsible for crew costs.

ECOLOGY shall:

1. Provide WCC members for the number of weeks specified in this agreement. Full-term crews and Individual Placements are available to SPONSOR for a maximum of 169 days (approximately 42 weeks) during program service year (October-September).
2. Enroll members to begin service no sooner than October 1, 2025 and no later than October 16, 2025. Any further member enrollment for the remainder of the program year is at the discretion of ECOLOGY and based on availability.
3. In the event of a disaster response deployment, ECOLOGY will make every effort to fulfill SPONSOR needs, including sending additional members, whenever possible. Unless disaster response activities are requested by the sponsor, sponsors are not charged for WCC's emergency and disaster responses.
4. Provide training and development specified in Appendix B: eight days of formal WCC training, a two to four day Orientation Training, day of training in noxious weed control, and one day for a debrief meeting near the conclusion of the term. Beyond dates included in Appendix B, Ecology will schedule up to six additional days of Supervisor training or meetings during the term. WCC members and supervisors are logging hours on the dates identified for WCC-sanctioned events, but are unavailable to SPONSOR. ECOLOGY will provide a four day Assistant Supervisor training to the designated Assistant Supervisor.
5. Each full-term crew or IP may spend up to two weeks (eight days) with an alternative sponsor during the crew year. These dates will be determined in coordination with their full-term Sponsor.
6. For crews, ECOLOGY agrees to provide a crew of 5 members, a crew supervisor, vehicle, and basic hand tools. As a short-term sponsor, invoices will be adjusted dependent on crew member vacancies and absences. If a crew has two or fewer individuals available to serve, ECOLOGY will not bill for that service day.
7. If members are enrolled in Americorps, then these policies and procedures are in place:
 - a. Members enrollment start and end dates will reflect the timeframe to complete a 1700-hour, full-term service year or a 1200-hour, three-quarter service term in order to receive an AmeriCorps Education Award.
 - b. WCC members will have one day dedicated to MLK Community Service, listed in Appendix B.

SPONSOR shall:

1. Guide completion of appropriate projects for number of weeks specified in this agreement by providing logistical, technical and safety-related support necessary for project completion. Provide site orientation for WCC members, site-specific training, and materials beyond basic hand tools to complete tasks. Obtain and ensure adherence to applicable permits as set by local, state, tribal or federal laws and regulations.
2. Help promote WCC brands, logo, slogans and phrases. WCC will provide camera-ready logo.
3. For a SPONSOR hosting Individual Placement positions, SPONSOR agrees to provide computer access, email, transportation to and from WCC events (or private mileage reimbursement), and day-to-day direction of activities.
4. For a SPONSOR hosting full-term WCC Crew(s), SPONSOR shall provide a secure site to store tools and park crew vehicles that allows access to potable water and restrooms as well as desk and internet access for the crew supervisor. In the event of theft, vandalism, or loss due to negligence of the SPONSOR, the SPONSOR shall provide reimbursement (75 percent sponsor share) of expenditures and deductibles.
5. For a SPONSOR that assigns WCC crew(s) or WCC Individual Placement members to serve with other organizations, SPONSOR shall inform the other organizations of WCC policies, procedures and contract terms.

6. If members are enrolled in AmeriCorps, then these policies and procedures are in place:

AmeriCorps Prohibited Activities:

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- A. Attempting to influence legislation;
- B. Organizing or engaging in protests, petitions, boycotts, or strikes;
- C. Assisting, promoting, or deterring union organizing;
- D. Impairing existing contracts for services or collective bargaining agreements;
- E. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- G. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- H. Providing a direct benefit to—
 - I. A business organized for profit;
 - II. A labor union;
 - III. A partisan political organization;
 - IV. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - V. An organization engaged in the religious activities described in paragraph 3.g. above, unless AmeriCorps assistance is not used to support those religious activities;
- I. Conducting a voter registration drive or using AmeriCorps funds to conduct a voter registration drive;
- J. Providing abortion services or referrals for receipt of such services; and
- K. Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives.
- L. Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities
- M. Such other activities as AmeriCorps may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. Individuals should not wear the AmeriCorps logo while doing so.

2025-2026 WCC Events Calendar

October							November							December							January						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

February							March							April							May						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
						1							1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	28	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	21

June							July							August							September						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
1	2	3	4	5	6	7			1	2	3	4	5						1	2	7	8	9	10	11	12	13
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	14	15	16	17	18	19	20
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	21	22	23	24	25	26	27
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	28	29	30				
29	30						27	28	29	30	31			24	25	26	27	28	29	30							

	Holiday (observed) - day off
	Orientation - regional
	Assistant supervisor training
	MLK: Supe holiday, member service day
	Individual placement meeting (in-person)
	Training conference
	3/4-term member orientation (virtual)
	Extended management & ops meeting
	TBD Spike (2 wks on special assignment)

	AmeriCorps swearing-in (0.5 day - virtual)
	Credit card log due
	eTime: Hours entered
	eTime: Prior pay period approval due
	Payday (10th & 25th, varies on weekends)
	Production (last Thursday of the month)
	Supervisors: Crew interviews
	Noxious weed control workshops

**3/26 N. King County/Snohomish; 4/2 S. King County;
4/9 Central/E. WA; 4/16 Olympic; 4/23 S. Puget
Sound; 4/30 Northwest**

	Start date (FT/Oct. 3QT=10/1, Jan. 3QT=1/20, QT=6/8)
	PDPs due (Feb: Jan. 3/4 term, May: Oct. 3/4 term, Jul: QT)
	End date (FT/Jan. 3QT/QT=9/10, Oct. 3QT=6/4)
	End-of-year presentations

**8/20 Olympic; 8/27 S. Puget Sound; 9/3 Central/E. WA, S.
King County & N. King County/Snohomish; 9/10 Northwest**

Shutdown Weeks:

	Supervisors: Finalize interviews/enrollment
	Supervisors: Cross-training
	Supervisors: All staff meeting & prep days

Members' Potential Hours (For general guidance only - hours not guaranteed)

October	180
February	150
June	170
FT: Oct. 1-Sept. 10	1880

November	130
March	180
July	170
Oct. 3QT: Oct. 1-June 4	1350

December	180
April	180
August	170
Jan. 3QT: Jan. 20-Sept. 10	1300

January	160
May	150
September	60
QT: June 8-Sept. 10	530

FT: 1700-hr min, \$7,395 Ed Award

3QT: 1200-hr min, \$5,176.5 Ed Award

QT: 450-hr min, \$1,956.35 Ed Award

WCC standard schedule (40 hours/week) is Monday - Sunday



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	TCD and WDFW Landowner Support and Due Diligence (AERI grant) Grant Ag		
Lead Staff:	Nora Carman-White	Board Meeting Date:	10/22/25
Goal of Presentation:	☒ Decision	☐ Information	☐ Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>		
This is a sub-award to us of funds from WDFW for America's Ecosystem Initiative Grant (AERI). TCD will 1) provide technical assistance to private landowners for prairie restoration (a continuation of our work in the Sentinel Landscape). 2) Conduct staff training and 3) contract with land trusts and/or tribes for land protection due diligence work. This grant goes through November 30, 2028.			
Pros:		Cons:	
Supports continued body of work related to landowner outreach and TA in the JBLM Sentinel Landscape. Increases support for farmland preservation and land conversion prevention through collaboration with landtrusts.		Indirect federal funding	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
\$385,000 over three years. \$300,000 in match provided by TCD.			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve			
Legal Review:	☐ Yes	☐ No	☒ Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
Grant agreement, including attached project scope, timeline and budget.			





GRANT AGREEMENT

TITLE: Thurston Conservation District Landowner Support and Due Diligence (AERI grant)

WDFW NUMBER: 25-27659

GRANTEE: Thurston Conservation District

CONTRACT PERIOD: June 1, 2025 to
November 30, 2028

GRANTEE UEI: RFVSKKZZLNU4

TYPE: Payable / Grant / Sub-Recipient Federal

CONTRACT VALUE: \$685,000.00

A. PARTIES TO THIS CONTRACT

This contract is entered into between the Washington Department of Fish and Wildlife (WDFW), 600 Capitol Way North, Olympia, WA 98501-1091; and Thurston Conservation District (Grantee), 2400 Bristol Ct. SW, Olympia, WA 98502; and shall be binding upon the agents and all persons acting by or through the parties.

B. PURPOSE OF CONTRACT

The purpose of this contract is to provide a grant award to the Grantee for the project specified herein. Through America's Ecosystem Initiative Grant (25-24684) subaward, Thurston Conservation District will 1) provide technical assistance to private landowners for prairie restoration, 2) Thurston Conservation District staff training, and 3) contract with land trusts and/or tribes for land protection due diligence.

C. DESCRIPTION OF PROJECT

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

Attachment "A" General Terms and Conditions

Attachment "B" Contract/Project Summary

Attachment "C" Statement of Work

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

D. PERIOD OF PERFORMANCE

Regardless of the date of final signature, performance period under this contract shall commence on June 1, 2025 and terminate on November 30, 2028. No expenditures made before or after this period are eligible for reimbursement unless incorporated by written amendment into this contract. The contract may be terminated or the performance period extended pursuant to terms set forth in Attachment "A."

E. COMPENSATION / PAYMENT

The total dollars provided by WDFW for this contract shall not exceed \$685,000.00. The Grantee shall be responsible for all project costs exceeding this amount. Only eligible reimbursement activities that are in direct support of the project deliverables identified in this contract will be reimbursed. Any additional services provided by the Grantee must have prior written approval of WDFW.

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

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

F. RIGHTS AND OBLIGATIONS

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

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

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

H. ORDER OF PRECEDENCE

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

Applicable Federal and State of Washington statutes and regulations.

Special Terms and Conditions (including Attachment "C" – Statement of Work) as contained in this basic contract instrument.

Attachment "A" - General Terms and Conditions.

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

I. PROJECT MANAGER

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

Grantee's Project Manager

Nora White
582 Tilley Rd SW, Suite #152
Tumwater, Washington 98501
(360) 999-3727
nwhite@thurstoncd.com

WDFW's Project Manager

Eszter Munes
PO Box 43141
Olympia, Washington 98504-3141
(360) 701-7968
Eszter.Munes@dfw.wa.gov

J. ENTIRE CONTRACT

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

K. APPROVAL

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

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

THURSTON CONSERVATION DISTRICT

**WASHINGTON DEPARTMENT OF FISH AND
WILDLIFE**

Signature and Date

Signature and Date

Printed Name and Title

Printed Name and Title

Attachment A -
GENERAL TERMS AND CONDITIONS
Grant Agreement
Federal Funds

DEFINITIONS

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

- A. "AGENCY" or "WDFW" shall mean the **Department of Fish and Wildlife** of the State of Washington, any division, section, office, unit or other entity of the AGENCY, or any of the officers or other officials lawfully representing that AGENCY.
- B. "AGENT" shall mean the AGENCY Director, and/or the delegate authorized in writing to act on the Director's behalf.
- C. "CFR" shall mean the Code of Federal Regulations. All references in the contract to CFR chapters or sections shall include any successor, amended or replacement regulations.
- D. "GRANTEE" shall mean any organization or individual that is performing service(s) under this contract, and shall include all employees of the GRANTEE.
- E. "INDIRECT COSTS" shall mean those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved.
- F. "INDIRECT COST RATE PROPOSAL" means the documentation prepared by a non-Federal entity to substantiate its request for the establishment of an indirect cost rate as described in 2 CFR Part 200.
- G. "MODIFIED TOTAL DIRECT COST" or "MTDC" means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of this contract. MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of this contract in excess of \$50,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the AGENCY.
- H. "RCW" shall mean the Revised Code of Washington. All references in the contract to RCW chapters or sections shall include any successor, amended or replacement statutes.
- I. "Subawardee" means the recipient of a Subaward of funds provided by this contract, through the GRANTEE, to contribute to the goals and objectives of this contract by carrying out part of a federal award received by the AGENCY. It does not include payments to a contractor, beneficiary, or participant. Such Subawards may be provided through any form of legal agreement consistent with criteria in with 2 CFR § 200.331.
- J. "Subcontractor" shall mean one not in the employment of the GRANTEE, who is performing all or part of those services under this contract under a separate contract with the GRANTEE. The terms "Subcontractor" and "Subcontractors" means Subcontractor(s) in any tier.
- K. "USC" shall mean United States Code. All references in the contract to USC chapters or sections shall include any successor, amended or replacement statutes.

ACCESS TO DATA

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

ADVANCE PAYMENTS PROHIBITED

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

AMENDMENTS

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

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

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

ASSIGNMENT

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

ATTORNEYS' FEES

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

BUY AMERICAN ACT

The GRANTEE shall comply with 41 USC 10a-10c (the "Buy American Act") by purchasing only American-made equipment and products with contract funds except articles, materials, and supplies — a) for use outside the United States; b) for which the cost would be unreasonable, as determined in accordance with federal regulations; c) for which the AGENCY determines that domestic preference would be inconsistent with the public interest; or d) that are not mined, produced, or manufactured in the United States in sufficient and reasonable available commercial quantities, of a satisfactory quality.

CENTRAL CONTRACTOR REGISTRATION AND UNIQUE ENTITY IDENTIFIER

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

CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

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

CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the GRANTEE terminate this contract if it is found after due notice and examination by the AGENT that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the GRANTEE in the procurement of, or performance under this contract. In the event this contract is terminated as provided above, the AGENCY shall be entitled to pursue the same remedies against the GRANTEE as it could pursue in the event of a breach of the contract by the GRANTEE. The rights and remedies of the AGENCY provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the AGENT makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

COST PRINCIPLES AND AUDIT REQUIREMENTS

The CONTRACTOR agrees to comply with the costs principles contained in 2 CFR Part 200 as appropriate for

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

COPYRIGHT PROVISIONS

Unless otherwise provided, all materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the AGENCY. The AGENCY shall be considered the author of such materials. In the event the materials are not considered "works for hire" under the U.S. Copyright laws, the GRANTEE hereby irrevocably assigns all right, title, and interest in materials, including all intellectual property rights, to the AGENCY effective from the moment of creation of such materials. Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

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

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

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

COVENANT AGAINST CONTINGENT FEES

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

DAVIS-BACON AND RELATED ACTS

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

DISALLOWED COSTS

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

DISPUTES

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

1. The request for a dispute hearing must:

- Be in writing;

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

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

DRUG-FREE WORKPLACE

The GRANTEE shall comply with the Drug-Free Workplace Act of 1988, 41 USC 701-707, as amended. Compliance with the Drug-Free Workplace Act includes publishing a drug-free workplace statement and establishing a drug-free awareness program for GRANTEE employees; and taking actions concerning GRANTEE employees who are convicted of violating drug statutes in the workplace. The GRANTEE shall provide written notice of a conviction of a GRANTEE employee of a drug violation in the workplace to the AGENCY within seven (7) calendar days after the GRANTEE learns of the conviction.

DUPLICATE PAYMENT

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

ENTIRE AGREEMENT

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

EQUIPMENT MANAGEMENT

- a. General. For the purposes of this contract, "Equipment" shall mean a tangible asset which has a service life of more than one year and with a unit cost of \$10,000 or greater; and tangible assets with a unit cost of more than \$300 that the AGENCY considers "small and attractive," such as engines, chain saws, communications equipment, global position systems, optical devices, cameras, microcomputer and related systems, smart phones and tablets, video equipment; and firearms, boats and motorized vehicles of any value. Title to Equipment acquired with funds provided through this contract will vest upon acquisition in the GRANTEE subject to the conditions of this section. This title must be a conditional title, meaning that clear title is withheld by the AGENCY until conditions and requirements specified in the terms and conditions of this contract have been fulfilled. Title for Equipment vested in the GRANTEE is subject to the following conditions: (1) use the Equipment for the authorized purposes of the contract during the period of performance, or until the Equipment is no longer needed for the purposes of the project; and (2) while the Equipment is being used for the originally-authorized purpose, the GRANTEE must not dispose of or encumber its title or other interests without the approval of the AGENCY. The GRANTEE shall take reasonable steps to account for and protect the Equipment from loss or damage; report to the AGENCY any loss or damage of such property; and take reasonable steps to protect such property from further damage.
- b. State and Tribal Grantees. Grantees that are States must use, manage and dispose of Equipment acquired under this contract in accordance their respective State's laws and procedures. Indian Tribes must use, manage, and dispose of Equipment acquired under this contract in accordance with their respective tribal laws and procedures. If such laws and procedures do not exist, Indian Tribes must follow the guidance for Other Grantees below.

- c. Other Grantees. For Grantees that are not States or Indian Tribes, the GRANTEE must use the Equipment for the project for which it was acquired for as long as needed, whether or not the project continues to be supported by this contract. The GRANTEE must not encumber the Equipment without prior approval of the AGENCY. When no longer needed for the original project the Equipment may be used in other activities supported by the federal government and/or the AGENCY, in the following order of priority: (i) activities under other awards from the federal government and/or AGENCY that funded the original project; then (ii) activities under federal awards from other federal awarding agencies. During the time that the Equipment is used on the project for which it was acquired, the GRANTEE must also make the Equipment available for use on other projects currently or previously supported by the federal government and/or the AGENCY, provided that such use will not interfere with the work on the project for which it was originally acquired. Equipment that is no longer needed for the original project or for other activities currently or previously supported by a federal agency or AGENCY, the GRANTEE must request disposition instructions from the AGENCY.

FEDERAL DEBARMENT AND SUSPENSION

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

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

This contract is subject to the requirements of the Federal Funding Accountability and Transparency Act (FFATA) as stated in 2 CFR 170. The GRANTEE agrees to comply with applicable requirements to assist the AGENCY in reporting first-tier Subawards of \$30,000 or more and, in certain circumstances, in reporting the names and total compensation of the five most highly compensated executives of first-tier Subawardees of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS).

FINAL INVOICE

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

GOVERNANCE

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

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

GOVERNING LAW

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

INDEMNIFICATION

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

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

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

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

INDEPENDENT CAPACITY OF THE GRANTEE

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

INDIRECT COSTS

The GRANTEE is entitled to reimbursement of indirect costs, subject to any statutory or regulatory administrative cost limitations, if the GRANTEE has a current federally-approved indirect cost rate agreement; or has submitted an indirect cost rate proposal to their cognizant federal agency for review and approval and a final rate has been determined by the cognizant agency. The GRANTEE is responsible for maintaining an approved indirect cost rate for the life of this contract. If the GRANTEE has a difference between their provisional rate and final rate the GRANTEE is not entitled to more than the contract value without prior approval from the AGENCY. The GRANTEE may elect a de minimus indirect rate of 15% of Modified Total Direct Cost if the GRANTEE has not had an approved indirect cost rate agreement negotiated with the federal government.

INDUSTRIAL INSURANCE COVERAGE

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

INSURANCE

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

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

1. Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence. Additionally, the GRANTEE is responsible for ensuring that any Subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.
1. Automobile Liability. In the event that services delivered pursuant to this contract involve the use of vehicles, either owned or unowned by the GRANTEE, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.
2. Marine Insurance. If the GRANTEE will be using a vessel or boat in the performance of this contract, the GRANTEE shall maintain a Commercial Marine Protection and Indemnity (P&I) Policy with P&I limit of not less than \$1,000,000 per occurrence and with a deductible not to exceed \$25,000 (to include diving

operations if diving is a part of the contracted service for any liability which includes coverage for injury to the crew and passengers).

3. The insurance required shall be issued by an insurance company/ies authorized to do business within the state of Washington, and shall name the state of Washington, its agents and employees as additional insureds under the insurance policy/ies. All policies shall be primary to any other valid and collectable insurance. GRANTEE shall instruct the insurers to give AGENCY thirty (30) calendar days advance notice 2 CFR § 200.303 Internal controls of any insurance cancellation.

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

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

INTERNAL CONTROLS

The GRANTEE must establish, document, and maintain effective internal control over this contract that provides reasonable assurance that the GRANTEE is managing this contract in compliance with federal and state statutes, regulations, and the terms and conditions of this contract. These internal controls should align with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control -Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO). The GRANTEE will take prompt action when instances of noncompliance are identified; and take reasonable cybersecurity and other measures to safeguard information, including protected personally identifiable information (PII) and other types of information. This also includes information that the AGENCY designates as sensitive or other information the GRANTEE and Subawardee(s) considers sensitive and is consistent with applicable federal, state, local, and tribal laws regarding privacy and responsibility over confidentiality.

LICENSING, ACCREDITATION AND REGISTRATION

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

LIMITATION OF AUTHORITY

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

COST SHARING

The GRANTEE shall be responsible for cost sharing as indicated in the contract (if any). If the GRANTEE is responsible for cost sharing funds they shall state the amount of cost share used during the billing period and the cumulative amount of cost share used to date on every invoice submitted for payment to the AGENCY. The GRANTEE shall comply with the uniform administrative rules on cost sharing for Federal grants and cooperative agreements and subawards as identified in 2 CFR § 200.306.

MANDATORY DISCLOSURES

The GRANTEE must promptly disclose to the AGENCY whenever, in connection with this contract (including any activities or subcontracts thereunder), it has credible evidence of the commission of or a violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 USC or a violation of the civil False Claims Act (31 USC 3729–3733). The disclosure must be made in writing to WDFW's Project Manager.

MINORITY, WOMEN AND VETERAN-OWNED BUSINESSES

The AGENCY encourages participation by minority and women-owned business enterprises certified by the

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

NONDISCRIMINATION

During the performance of this contract, both parties shall comply with all federal and state nondiscrimination laws, regulations and policies. In the event of the GRANTEE'S non-compliance or refusal to comply with any nondiscrimination law, regulation, or policy, this contract may be rescinded, canceled or terminated in whole or in part, and the GRANTEE may be declared ineligible for further contracts with the AGENCY. The GRANTEE shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

PREVAILING WAGE

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

PRIVACY

Personal information including, but not limited to, "Protected Health Information," collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification or loss. The GRANTEE shall ensure its directors, officers, employees, Subcontractors or agents use personal information solely for the purposes of accomplishing the services set forth herein. The GRANTEE and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the AGENCY or as otherwise required by law. Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The GRANTEE agrees to indemnify and hold harmless the AGENCY for any damages related to the GRANTEE'S unauthorized use of personal information.

PROCUREMENT STANDARDS

The GRANTEE will meet the procurement standards contained in 2 CFR § 200.317 through 2 CFR § 200.326. The GRANTEE should, to the greatest extent practicable under this contract and consistent with law, provide a domestic preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards, including all, contracts, and purchase orders for work or products under this contract.

PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE EQUIPMENT OR SERVICES

The GRANTEE is prohibited from using funds provided through this contract to procure or obtain "covered telecommunications equipment or services" as defined in Section 889 of Public Law 115-232 (John S. McCain National Defense Authorization Act), including systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

RECORDS MAINTENANCE

The parties to this contract shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this contract will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period. Records and other documents, in any medium, furnished by one party to this contract to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material

to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RESTRICTIONS ON LOBBYING

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

RIGHT OF INSPECTION

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

SAVINGS

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

SEVERABILITY

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

SITE SECURITY

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

STATEWIDE VENDOR PAYMENT REGISTRATION

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

SUBCONTRACTING

Neither the GRANTEE nor any Subcontractor(s) or Subawardee(s) shall enter into subcontracts or Subawards for any of the work contemplated under this contract without obtaining prior written approval of the AGENCY. In no event shall the existence of the subcontract operate to release or reduce the liability of the GRANTEE to the AGENCY for any breach in the performance of the GRANTEE'S duties. This clause does not include contracts of employment between the GRANTEE and personnel assigned to work under this contract. Additionally, the GRANTEE is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this contract are carried forward to any subcontracts and Subawards. The GRANTEE and its Subcontractors and Subawardees agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the AGENCY or as provided by law.

TERMINATION

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

TERMINATION FOR CAUSE

In the event the AGENCY determines the GRANTEE has failed to comply with the conditions of this contract in a timely manner, the AGENCY has the right to suspend or terminate this contract. Before suspending or terminating the contract, the AGENCY shall notify the GRANTEE in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended. The AGENCY reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the GRANTEE from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the GRANTEE or a decision by the AGENCY to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the GRANTEE: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence. The rights and remedies of the AGENCY provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

TERMINATION PROCEDURES

Upon termination of this contract, the AGENCY, in addition to any other rights provided in this contract, may require the GRANTEE to deliver to the AGENCY any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer. The AGENCY shall pay to the GRANTEE the agreed upon price, if separately stated, for completed work and services accepted by the AGENCY, and the amount agreed upon by the GRANTEE and the AGENCY for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by the AGENCY, and (iv) the protection and preservation of property, unless the termination is for default, in which case the AGENT shall determine the extent of the liability of the AGENCY. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The AGENCY may withhold from any amounts due the GRANTEE such sum as the AGENT determines to be necessary to protect the AGENCY against potential loss or liability. The rights and remedies of the AGENCY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

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

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

TRAFFICKING VICTIMS PROTECTION ACT

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

WAIVER

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

WHISTLEBLOWER PROTECTION

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

APPROVED AS TO FORM BY THE OFFICE OF THE ATTORNEY GENERAL 11/12/2024

**Attachment B -
CONTRACT/PROJECT SUMMARY**

TITLE: Thurston Conservation District Landowner Support and Due Diligence (AERI grant)

WDFW CONTRACT NUMBER: 25-27659

PERIOD: June 1, 2025 to November 30, 2028

GRANTEE: Thurston Conservation District

GRANTEE CONTACT: Nora White,

WDFW CONTACT: Eszter Munes, (360) 701-7968

CONTRACT DESCRIPTION: America's Ecosystem Initiative Grant (25-24684) subaward. Thurston Conservation District will 1. provide technical assistance to private landowners for prairie restoration, 2. TCD staff training, 3. contract with land trusts and/or tribes for land protection due diligence.

MASTER INDEX NUMBER: 45249

FEDERAL AWARD IDENTIFICATION (if applicable)

Federal Award Number: 5200.25.084276

Federal Award Date: 01/01/2025

Amount of Federal Funds Obligated to WDFW: \$1,499,291.14

Federal Agency and Assistance Listing Title and Number: 12.017 Readiness and Environmental Protection Integration (REPI)/US Dept of Defense

Is the Federal Award for Research and Development?

Indirect Cost Rate: Other federally negotiated rate

Attachment C - STATEMENT OF WORK

1. Introduction

America's Ecosystem Initiative Grant (25-24684) subaward. Thurston Conservation District will 1) provide technical assistance to private landowners for prairie restoration, 2) Thurston Conservation District staff training, 3) contract with land trusts and/or tribes for land protection due diligence.

2. Project Information

	Name	Contact Information
Contractor	Thurston Conservation District	582 Tilley Rd SW Suite #152, Tumwater, WA 98501
Contractor Project Managers	Marguerite Abplanalp Nora Carman-White	mabplanalp@thurstoncd.com (360) 972-4023 nwhite@thurstoncd.com (360) 999-3727
WDFW Project Manager	Eszter Munes, Environmental Planner 4	esztermunes@dfw.wa.gov , (360)701-7968
	Start Date	End Date
Performance Period	June 1, 2025	November 30, 2028
Place of Performance	Thurston County	
	Award	TCD Match
Contract Amount	\$385,000.00	\$300,000.00
Contract Total	\$685,000	

2. Background

This project is supported by the America's Ecosystem Recovery Initiative (AERI) grant, titled *Integrating Sentinel Landscape and Tribal priorities into regional prairie and oak woodland restoration in the Pacific Northwest*. This collaborative proposal from the JBLM Sentinel Landscape Program brings together a range of partners and expertise to enhance resilience of prairie-oak habitat and species and agricultural lands. Key goals include expanding habitat restoration across the full extent of prairie and oak ecosystems, building capacity and partnerships, and increasing landowner engagement.

3. Purpose and Objectives

This Statement of Work directs the Thurston Conservation District (TCD) to increase their staff capacity to support increased landowner engagement and technical assistance. This will allow TCD meet the continuing and growing demand for voluntary conservation by offering one-on-one non-regulatory technical assistance supporting community members in meeting their individual goals while protecting regional natural resources for the benefit of all. Technical assistance may include a variety of better management practices for fencing, pasture renovation, water management, planting for wildlife habitat and erosion control, creating sacrifice areas, and more. Added capacity will address the backlog of private landowners that are waiting for these services.

TCD will also partner with land trusts and/or tribes to increase their financial capacity to complete due diligence activities, enabling engagement with landowners even when transactions do not materialize. Entities acquiring land interests often bear upfront property due diligence costs that may not be reimbursed through standard grant programs or may be invested in unsuccessful negotiations. Given that many landowner outreach efforts do not result in completed transactions, subsidizing these initial costs will enhance land trusts' and tribes' ability to engage with a broader range of potential sellers. Deliverables may include due diligence activities necessary for fee title and conservation easement acquisitions, such as appraisal reports, legal review, preliminary title reports, environmental and ecological site assessments, and boundary surveys. However, the acquisition of property interests is not a required outcome, and transactions will not be directly supported by this grant. Thurston Conservation District maintains strong partnerships with multiple land trusts and tribes for land protection, making the public agency an ideal partner to oversee and contract the work. This funding could support due diligence for 3 to 5 land protection projects.

Relevant AERI metrics include: # of organizations contributing to the initiative's conservation goal, # of people targeted, # jobs created, and # jobs sustained. Metrics apply to all tasks, including any contracted work for due diligence.

4. Scope of Work and Deliverables

Task	Description/ Deliverable	Due date
Task 1. Landowner Technical Assistance	Senior Natural Resource Specialist and Senior Outreach Specialist coordinate and deliver technical assistance to private landowners to support habitat conservation and restoration and guidance on applicable funding programs or permits. Deliverable – Task 5.	Dec 2028
Task 2. Staff Training	Senior Natural Resource Specialist and Senior Outreach Specialist engage in training and professional development directly related to their roles and support their engage with the Sentinel Landscapes Partnership. Deliverable – Task 5.	Dec 2028
Task 3.1. Due Diligence – Scoping	Provide input and collaborate on the develop of the scope of work outlining the due diligence task, including key objectives, responsibilities, and any deliverables. Meet with WDFW project managers to review, refine, and finalize the scope. Deliverable – Word or PDF document.	Aug 2025
Task 3.2 Due Diligence – Implementation	Contract with land trusts and/or tribes to carry out Task 3.1. Deliverable – Task 5, indicating any appraisal reports, legal and title review, environmental and ecological site assessments, boundary surveys, or other outcomes.	Dec 2028
Task 4. Project Management	Meeting attendance, strategic planning, coordination, contract administration. Deliverable – Task 5.	As needed
Task 5. Reporting	Quarterly invoice and progress reports sent to grant and project managers (Appendix A)	Jan, Apr, Jul, Oct 2025 - 2028
	Annual progress report sent to grant and project managers	Dec 2025-2028
	Final report	Dec 2028

5. Budget

Personnel								\$185,653.47
Staff Name	Position	Annual Salary	Project Hours	Hourly Rate	Project Salary	% Fringe	\$ Fringe	Total Cost
Kendall Carman	Senior Natural Resource Specialist	\$74,712.36	1,500.00	\$35.92	\$53,879.10	64%	\$34,691.05	\$88,570.15
Kiana Sinner	Senior Education & Outreach Specialist	\$86,488.89	1,500.00	\$41.58	\$62,371.80	56%	\$34,711.52	\$97,083.32
Travel								\$5,904.77
Category	Purpose/Destination	Unit Cost	Quantity					Total Cost
TA Travel	Landowner Site Visits	\$0.67	5,231.00					\$3,504.77
Conference Travel	Staff Training	\$1,200.00	2.00					\$2,400.00
Equipment								\$16,528.39
Item Name	Description	Unit Cost	Quantity					Total Cost
Required Office Equipment								\$16,528.39
Materials & Supplies								\$5,500.00
Type	Purpose	Unit of Measure	Unit Cost	Quantity				Total Cost
Office Supplies and Outreach Materials	Outreach							\$5,500.00
Contractual Services								\$125,000.00
Subrecipient	Description							Total Cost
Land Trust	Due diligence tasks							\$125,000.00
Total Direct Costs								\$338,586.63
Indirect Costs 25%								\$46,413.37
Total Project Costs								\$385,000.00
Total Match								\$300,000.00
Match notes	•Washington State Conservation Commission (Sustainable Farms & Fields (SFF), the Voluntary Stewardship Program (VSP), and Natural Resource Investments (NRI): 33 - 50% •Washington Department of Ecology: 50 - 66%							\$300,000.00

APPENDIX A: REPORTING

Integrating Sentinel Landscape and Tribal priorities into regional prairie and oak woodland restoration in the Pacific Northwest

1. Reporting organization.
2. Reporting period.
3. Describe status and progress made for each task.
4. Report any relevant project metrics for reporting period:
 - a. # of organizations contributing to the initiative's conservation goal (you may list organizations that are not grant partners) -
 - b. # of people targeted (outreach, etc) -
 - c. # jobs created (report this only one time per position) -
 - d. # jobs sustained -
5. Are there any significant events, changes, or issues that WDFW needs to be aware of?
6. Match narrative reporting, if applicable.
7. Other notes, if applicable.
8. For Task 3.1 Report the names of land trusts and/or tribes that have been awarded funds, along with the amount allocated to each entity during this reporting period.
9. Include any event flyers, photos, shapefiles, maps, or other attachments.

MEMO

To: TCD Board of Supervisors
From: Susan Shelton, TCD Election Supervisor
Date: September 24, 2025
Subject: 2026 Elections



In this packet, I've included 1) a proposed 2026 Elections Resolution and 2) a proposed 2026 Election Timeline based on that resolution. I want to highlight a few things in particular:

- 1) The Board will vote on the Election Resolution at the November Board meeting.
- 2) We propose the third Tuesday of March, which is March 17th, as the 2026 election date:
 - This date gives us plenty of time to organize the election and is close to the election date we've used for the past few years - offering consistency to voters.
- 3) This year (May 2026) David Iyall's elected term expires.
- 4) The Notice of the Adopted Election Resolution (NAER) will include notice of the elected vacancy and must be published twice, at least six days between each publishing, no later than seven days after the Board meeting at which the Election Resolution is adopted.
- 5) For the draft resolution, I have highlighted in yellow the specific dates that need to be selected; and I've highlighted in green the mechanisms for conducting the election that need to be selected. I have highlighted in blue the decision to appoint me as the Election Supervisor. I have based the information included and the format of the resolution on the WSCC's example elections resolution.
- 6) As with the past few years, we propose a mail-in-only election. This method is the way that the majority of voters have voted in the past, ensures the safety of poll workers and voters, and increases access for disenfranchised voters who may find access to a poll site difficult. As in 2025, an in-person voting option will be made available during the last week of the voting period.
- 7) In December we will reach out to the Thurston County Auditor's office to request their support, including polling officer ballot security training, signature verification, and access to poll books. We will let you know what we hear from them ASAP.
- 8) We are required to have at least 2 polling officers who cannot be TCD staff, interns, or Board Supervisors. We will hire two temporary part-time polling officers, who will process ballot fulfillment and complete signature verification and ballot processing. We will advertise the position through the Auditor's office so their seasonal employees know of the opportunity. We will keep you posted about our search for polling officers.
- 9) Staff proposes that I (Susan Shelton) serve as the Election Supervisor for the 2026 Election. Nora and the outreach team will continue to support the election process by creating outreach materials and distributing them for candidate recruitment, polling officer recruitment, and voter education.
- 10) I'd like to remind you about some of the WACs that govern elections:
 - If the incumbent is the only candidate who files paperwork the CD must still hold an election.
 - Write-in candidates who receive the majority of votes may serve as supervisors if they file candidate paperwork with the election supervisor within 28 days after the election and are found to be eligible to serve.



Thurston Conservation District RESOLUTION

Resolution #2025-05
Subject: 2026 District Election

A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, ESTABLISHING THE 2026 ELECTION DATE, TIME, LOCATION, AND METHOD

WHEREAS, the Board of Supervisors of the Thurston Conservation District ("District") operates under the laws of the State of Washington applicable to conservation districts; and,

WHEREAS, the District is governed by a five-member board, as set out in RCW Chapter 89.08 and WAC Section 135-110,

It is RESOLVED that a **mail-in election** for an open position on the District Board of Supervisors will be held on **Tuesday, March 17, 2026**.

The elected position whose term is expiring in May 2026 is currently held by David Iyall.

Interested candidates must be registered voters who reside within the boundaries of the District. **Candidates may file their candidacy paperwork beginning November 20, 2025, at 10:00 am. The filing deadline for candidates to file their candidate required information is January 20, 2026 at 4:30 pm.** Interested candidates must file their required candidate information at the Thurston Conservation District Office or by emailing the Election Supervisor a scanned copy of their candidate paperwork to: sshelton@thurstoncd.com.

Eligible voters are registered voters who reside within the boundaries of the District. **The first day that voters may request ballots to be mailed to their mailing address for this election is February 2, 2026 and the last day and time is March 10, 2026 at 4:30 pm by contacting Thurston Conservation District at (360) 754-3588 or ballotrequest@thurstoncd.com. Ballot requests can be made in person March 11 through March 17, Monday through Friday, from 8:00am to 4:30pm at the Thurston Conservation District Office. Ballots returned by mail must be postmarked no later than Election Day, March 17, 2026. Ballots returned by other means must be returned no later than 4:30pm on Election Day, March 17, 2026, to the Thurston Conservation District Office.**

The election supervisor will be Susan Shelton, Finance and Administration Director, Thurston Conservation District. Questions or concerns may be sent to sshelton@thurstoncd.com.

A Conservation District supervisor is a public official who serves without compensation and who sets policy and direction for the conservation district.

The published election procedures can be viewed at the District office and the website at www.thurstoncd.com, or from the Washington State Conservation Commission at www.scc.wa.gov.

ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON NOVEMBER 19, 2025.

TJ Johnson, Board Chair

Marianne Tompkins, Vice Chair

Jennifer Colvin, Board Member

David Iyall, Board Member

Doug Rushton, Board Member

Attest:

Sarah Moorehead, Executive Director

TCD Proposed 2026 Election Timeline

Date/People	Election Supervisor	Board of Supervisors	Auditor Office	Polling Officers	Candidates	Public
Nov 19, 2025		Approve 2025 Election Resolution				
Nov 20, 2025 & Nov 26, 2025	Post notice of adopted resolution in newspaper					
Nov 20, 2025 thru Jan 20, 2026	Advertise candidate filing information				File candidate paperwork with Election Supervisor	
Nov 20, 2025 thru Jan 26, 2026	Recruit Polling Officers			Submit employment applications		
Nov 20, 2025	Submit EF1 to WSCC					
Dec 5, 2025	Reach out to Auditor with Election Dates, last year's ILA		Provide a contact person for ballot processing			
Jan 20, 2026	Candidate filing Deadline				Candidate filing Deadline - File candidate paperwork with ES	
Jan 22, 2026	Order ballots and ballot materials printed					
Jan 29, 2026			Provide Poll Book			
Jan 30, 2026	Polling Officer training		Polling Officer training	Polling Officer training		
Feb 2, 2026 thru Mar 17, 2026	Advertise election and ballot request procedures					
Feb 2, 2026 thru Mar 10, 2026			Weekly Signature verification	* Fullfill Ballot requests by mail * Weekly Ballot Processing		Request ballots by phone and email and vote by mail or drop off in ballot box
Mar 11, 2026 thru Mar 17, 2026			Weekly Signature verification	Fullfill in-person ballot requests and accept in-person ballot drop offs Ballot Processing		Request ballots in person and vote by mail or drop off in ballot box
Mar 17, 2026	Election Day - all ballots must be returned/post-marked		Weekly Signature verification	Fullfill in-person ballot requests and accept in-person ballot drop offs Ballot Processing		Election Day - all ballots must be returned/post-marked
Mar 27, 2026			Weekly Signature verification	Tabulate ballots		
No later than Mar 31, 2026	Submit final paperwork to WSCC via EF2					