



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

January 28, 2025, 5:00 pm - 7:35 pm

Zoom Meeting Link:

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

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Harvest Festival & Bulb & Seed Sale Debrief: Kiana Sinner
3. TCD Policy 6.7: Cash, Reserves, and Investments Amended, *Sarah Moorehead*
 - A. TCD Draft Resolution #2025-02: WA State Local Government Investment Pool (LGIP)
4. WACD Legislative Day, *All*
5. Employee/Management Committee, *Sarah Moorehead*
6. TCD Long-Term Funding Committee, *All*
7. 2025 Community Partner Presentations, *Sarah Moorehead*
8. Conservation and Education Center (CEC) Development, *All*
9. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:35 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 – <i>Action Item</i> | 6:40 PM
<i>5 minutes</i> |
| A. December 17, 2024, Board Work Session & Meeting Minutes | |
| B. 2024 Year End & January 2025 Financial Reports | |
| C. Ducks Unlimited Vendor Agreement | |
| D. Antiquity Consulting Vendor Agreement | |
| E. City of Olympia Urban Agricultural Funding Agreement | |
| F. TCD Policy 6.7: Cash, Reserves, and Investments Amended | |

- | | |
|---|-------------------|
| 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. TCD Resolution #2025-01: Cost of Living Adjustment, All-Action Item | 7:10 PM |
| | <i>10 minutes</i> |
| 7. Governance, All – Action Item | 7:20 PM |
| A. Annual and Strategic Planning, <i>Sarah Moorehead</i> | <i>15 minutes</i> |
| B. February 25, 2025 Work Session Topic List & Meeting Agenda Development | |
| Adjourn | 7:35 PM |

Informational Only Items:

- I. *Executive Director Report*
IA Rates & Charges Funding Briefing
- II. *Department of Ecology Nonpoint Newsletter*
- III. *IC1 TCD Resolution 2025-02: WA State Local Government Investment Pool (LGIP) Summary Sheet*
- IV. *IC2 TCD Resolution 2025-02: WA State Local Government Investment Pool (LGIP) Draft*
- V. *IC3 LGIP Resolution Template*
- VI. *IC4 LGIP Prospectus*
- VII. *IC5 LGIP Authorization Form*

Important Future Dates

February 2025

- | | |
|---|----------|
| WACD Legislative Day | Feb 5th |
| NACD Annual Meeting, Salt Lake City, UT | Feb 8-12 |
| TCD Closed, Presidents Day | Feb 17 |
| WACD Board Meeting | Feb 24 |
| TCD Board Work Session & Meeting 5:00 -7:30 p.m. In-person and Virtual (Zoom) | Feb 25 |

March 2025

- | | |
|--|----------|
| Native Plant Sale & Festival, Thurston Co. Fairgrounds | March 01 |
|--|----------|

WACD Board Meeting	March 17
TCD Board of Supervisors Election Day	March 18
WSCC Commission Meeting, Grays Harbor CD,	March 19-20
Student Green Congress, The Evergreen State College	March 20
WSCC Meeting, Grays Harbor	March 20
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	March 25
NACD's 2025 Fly-In, Washington D.C.	March 26

April 2025

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

May 2025

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

Item

3



Thurston Conservation District Consent Agenda Decision Sheet January 28, 2025 Board Meeting

- A. December 17, 2024 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. December 2024 & January 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. Ducks Unlimited 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. Antiquity Consulting 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

- E. City of Olympia Urban Agriculture Funding Agreement
 - a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
 - Passed Moved for discussion during meeting Tabled to a future meeting

- F. TCD Policy 6.7 Cash, Reserves, and Investments Amended
 - 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
January 28, 2025 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Board Vice-Chair

David Iyall, Board Auditor

Doug Rushton, Board Member

Marianne Tompkins, Board Member

Attest: Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Work Session Minutes

December 17, 2024

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 5:00 p.m. – 5:30 p.m.

Actual Meeting Time: 5:00 p.m. – 5:27p.m.



Present at Work Session:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Marianne TCD Tompkins, Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Heather Smith, WACD SW Area Director

- 1 **1.** Topic List Review, *All*
- 2 **2.** WACD Conference Debrief, *All*
- 3 **3.** NACD Conference Attendance, *All*
- 4 **4.** TCD Policy 6.7 Cash, Reserves, And Investments Amended, *Sarah Moorehead*
- 5 **5.** Riverbend Ranch Project Update, *Sarah Moorehead*
- 6 **6.** Conservation and Education Center (CEC) Development, *All*
- 7 **7.** Important Updates & Announcements
- 8 a. Board of Supervisors, *All*
- 9 b. Executive Director, *Sarah Moorehead*

Respectfully,

TJ Johnson, TCD Board Chair

**Thurston Conservation District Board of Supervisors
Regular Board Meeting Minutes**

December 17, 2024

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:00 p.m. – 8:30 p.m.

Actual Meeting Time: 6:00 p.m. – 7:12 p.m.



Present at Meeting:

TJ Johnson, TCD Board Chair

Sarah Moorehead, TCD Executive Director

Betsie DeWreede, TCD Board Vice Chair

Sophia Barashkoff, TCD Staff

Dave Iyall, TCD Board Supervisor

Ben Cushman, TCD Legal Counsel

Doug Rushton, TCD Board Supervisor

Heather Smith, WACD SW Area Director

Marianne Tompkins, TCD Board Supervisor

Summary of Action Items

Summary of Motions Passed

- 1
- 2 ***Supervisor DeWreede moved to approve the Agenda. Supervisor Iyall seconded. Motion***
- 3 ***passed unanimously, (5-0).***
- 4 ***Supervisor Rushton moved to approve the Consent Agenda. Supervisor Tompkins seconded.***
- 5 ***Motion passed unanimously, (5-0).***
- 6 ***Supervisor DeWreede moved to approve the TCD Resolution #2024-06: Public Disclosure Index***
- 7 ***Exemption. Supervisor Tompkins seconded. Motion passed unanimously, (5-0).***
- 8 ***Supervisor Rushton moved to approve the 2025 TCD Budget. Supervisor Iyall seconded.***
- 9 ***Motion passed unanimously, (5-0).***
- 10 ***Supervisor DeWreede moved to approve the Collective Bargaining Agreement. Supervisor***
- 11 ***Iyall seconded. Motion passed unanimously, (5-0).***
- 12 ***Supervisor DeWreede moved to adjourn the December 17, 2024 TCD Board Meeting.***
- 13 ***Supervisor Tompkins seconded. Motion passed unanimously, (5-0).***

Full Version of the Minutes

Welcome & Introductions

14 At 6:00 p.m., TCD Board Chair TJ Johnson called the December 17, 2024 Regular Board Meeting
15 to order. TCD Board, Staff, members of the public, and Legal Counsel were introduced by Board
16 Chair Johnson. For each vote, TCD Board Chair Johnson called out Supervisors by name. He
17 announced that the meeting was being video recorded. TCD Supervisors Rushton, Tompkins,
18 and Executive Director Moorehead attended the meeting in person at the TCD office.
19 Supervisors Johnson, DeWreede and Iyall attended virtually.
20

21 **Agenda Review**

22 Board Chair Johnson proposed changing the length of the Closed Session from 20 minutes to
23 10.

24 ***Supervisor DeWreede moved to approve the Agenda. Supervisor Iyall seconded. Motion***
25 ***passed unanimously, (5-0).***

26 **Consent Agenda**

- 27 A. November 19, 2024, Board Work Session & Meeting Minutes
28 B. November Financial Report
29 C. Wild Fish Conservancy Vendor Agreement
30 D. Olympia Ecosystem Vendor Agreement
31 E. Ecology (DOE) Elwanger Water Quality Funding Agreement
32 F. NACD JBLM Sentinel Landscape Amendment Funding Agreement

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

35 **Public Comment**

36 No public members made comments.

37 **Partner Reports**

- 38 A. National Resources Conservation Service (NRCS) Update, DaShell Burnham
39 • Ms. Burnham was not present.
40 B. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli
41 • Mr. Giuntoli was not present.
42 C. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor
43 Rushton and Heather Smith WACD Southwest Area Representative.
44 • A written update was provided to the board.
45 • Heather Smith introduced herself.
46 D. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD
47 Board Member Rushton
48 • Supervisor Rushton gave an update.
49 • Congress dropped provisions from the year-end 2018 Farm Bill package that
50 would provide economic assistance for producers, including a provision to
51 integrate all remaining Inflation Reduction Act (IRA) conservation investments in
52 the Farm Bill.
53 • A written update was provided to the board.
54

55 **TCD Resolution #2024-06: Public Disclosure Index Exemption**

56 *Supervisor DeWreede moved to approve the TCD Resolution #2024-06: Public Disclosure Index*
57 *Exemption. Supervisor Tompkins seconded. Motion passed unanimously, (5-0).*

58 **Governance**

59 A. 2025 TCD Budget Approval

60 *Supervisor Rushton moved to approve the 2025 TCD Budget. Supervisor Iyall seconded.*
61 *Motion passed unanimously, (5-0).*

62 B. January 28, 2025 Work Session Topic List & Meeting Agenda Development

63 **Work Session**

- 64 • Topic List Review, *All*
- 65 • Staff Presentation: Harvest Festival & Bulb Sale Debrief & Supervisor Podcast
66 Development, *Kiana Sinner*
- 67 • Community Partner Presentation: TBD
- 68 • TCD Policy 6.7 Cash, Reserves, and Investments Amended, *All*
- 69 ○ TCD Draft Resolution #2025-01: Local Government Investment Pool, *All*
- 70 • Riverbend Ranch Project Update, *Sarah Moorehead*
- 71 • Conservation & Education Center (CEC) Development, *All*
- 72 • Important Updates & Announcements
- 73 ○ Board of Supervisors, *All*
- 74 ○ Executive Director, *Sarah Moorehead*

75 **Board Meeting Agenda**

- 76 • Welcome, Introductions, Audio Recording Announcement
- 77 • Agenda Review
- 78 • Consent Agenda
- 79 ○ December 17, 2024 Board Work Session & Meeting Minutes
- 80 ○ 2024 Year-End and January 2025 Financial Reports
- 81 ○ TCD Policy 6.7 Cash, Reserves, and Investments Amended
- 82 • Public Comment
- 83 • Partner Reports (if present)
- 84 ○ National Resources Conservation Service
- 85 ○ Washington State Conservation Commission
- 86 ○ Washington Association of Conservation Districts
- 87 ○ National Association of Conservation Districts
- 88 • Governance, *All*
- 89 ○ January 28, 2025 Work Session Topic List & Meeting Agenda Development
- 90 • Executive Session: To discuss the selection of a site or acquisition of real estate.

91

92 **Closed Session: To discuss Collective Bargaining Negotiations**

93 *RCW 42.30.140 (4)(a) Collective bargaining sessions with employee organizations, including*
94 *contract negotiations, grievance meetings, and discussions relating to the interpretation or*
95 *application of a labor agreement; or (b) that portion of a meeting during which the governing*
96 *body is planning or adopting the strategy or position to be taken by the governing body during*
97 *the course of any collective bargaining, professional negotiations, or grievance or mediation*
98 *proceedings, or reviewing the proposals made in the negotiations or proceedings while in*
99 *progress.*

100 The Closed Session opened at 6:15 p.m. to last no more than 10 minutes and concluded at 6:25
101 p.m. In attendance: TCD board Members Johnson, DeWreede, Ruston, Iyall and Tompkins; TCD
102 Legal Counsel Ben Cushman; and Executive Director Moorehead

103 **Closed Session Report Out**

104 ***Supervisor DeWreede moved to approve the Collective Bargaining Agreement. Supervisor***
105 ***Iyall seconded the motion. Motion passed unanimously, (5-0).***

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

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

110 The Executive Session opened at 6:28 pm to last no more than 20 minutes and concluded at
111 6:48 p.m. In attendance: TCD Board Members Johnson, DeWreede, Rushton, Iyall, and
112 Tompkins; TCD Legal Counsel Ben Cushman; and Executive Director Moorehead.

113 **Executive Session Report Out**

114 No action was taken.

115 **Executive Session: To Review the Performance of the Executive Director**

116 *RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to*
117 *review the performance of a public employee.*

118 The Executive Session opened at 6:50 pm to last no more than 20 minutes and concluded at
119 7:10 pm. In attendance: TCD Board Members Johnson, DeWreede, Rushton, Iyall, and
120 Tompkins; and Executive Director Moorehead.

121 **Executive Session Report Out**

122 No action was taken.

123 ***Supervisor DeWreede moved to adjourn the December 17, 2024 TCD Board Meeting.***
124 ***Supervisor Tompkins seconded. Motion passed unanimously, (5-0).***

125 **Adjourn 7:12 pm**

Respectfully,

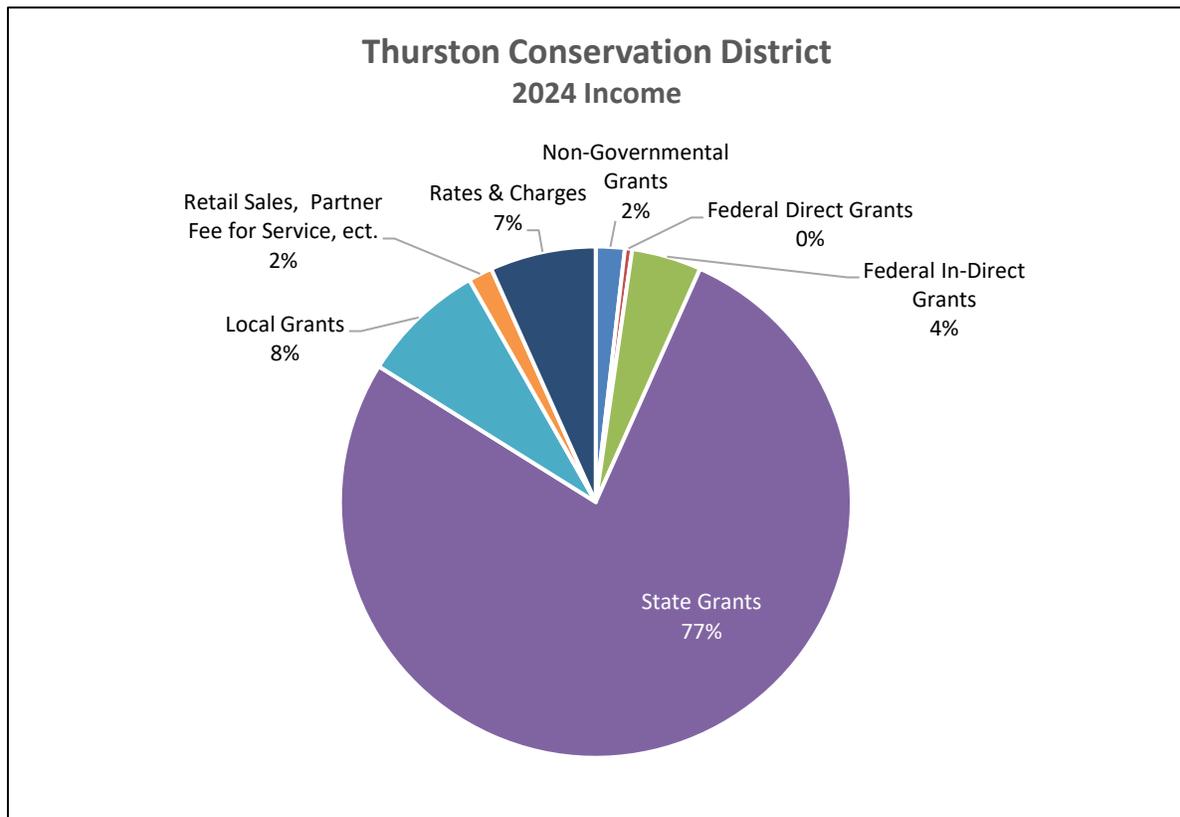
TJ Johnson, TCD Board Chair

**Thurston Conservation District
January 2025 and 2024 Year-End Financial Notes**



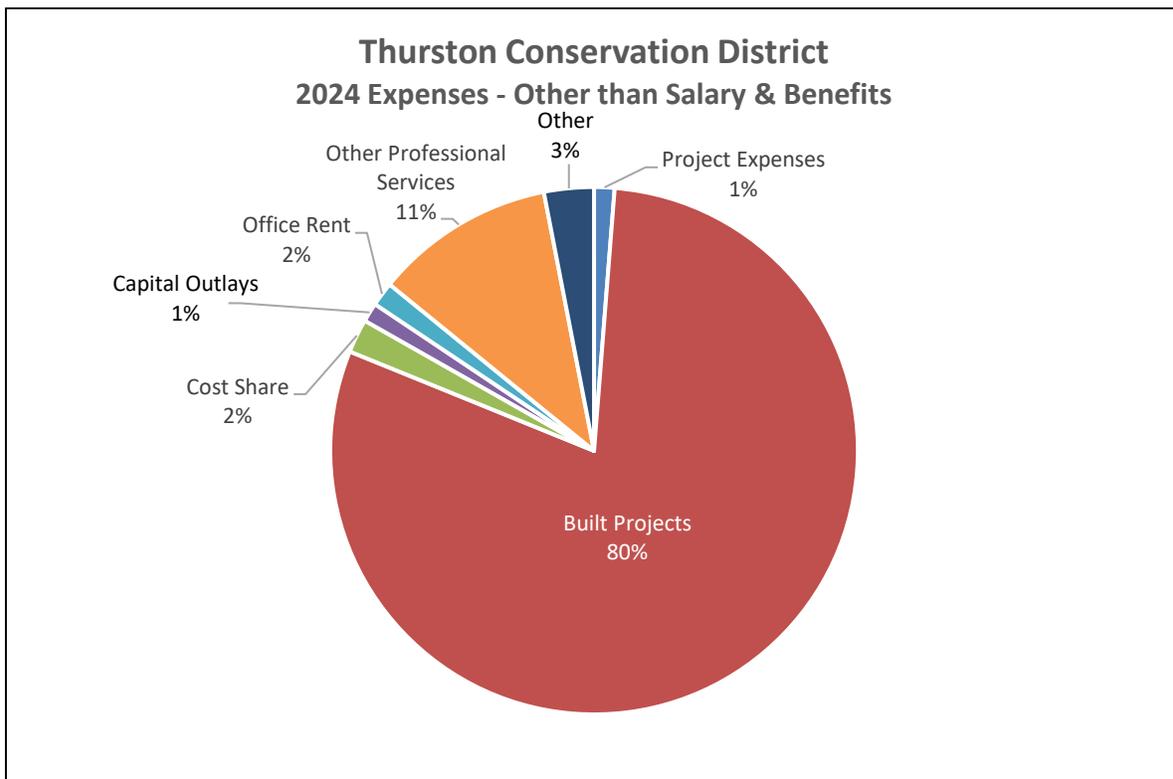
2024 Income

1. The District ended 2024 with a net income loss of \$91,274. Just a reminder, this net income loss is because in prior years we recorded \$216,250 more income than expenses for the SLP program. In 2024, we repaid that amount, so we were only able to invoice for \$160,176 in expenses. This resulted in a net loss of \$140,941 for the SLP program in 2024.
2. In 2024, TCD's income more than doubled over 2023's income. The District realized revenues of \$8,454,585 in 2024 up from \$4,173,517 in 2023.

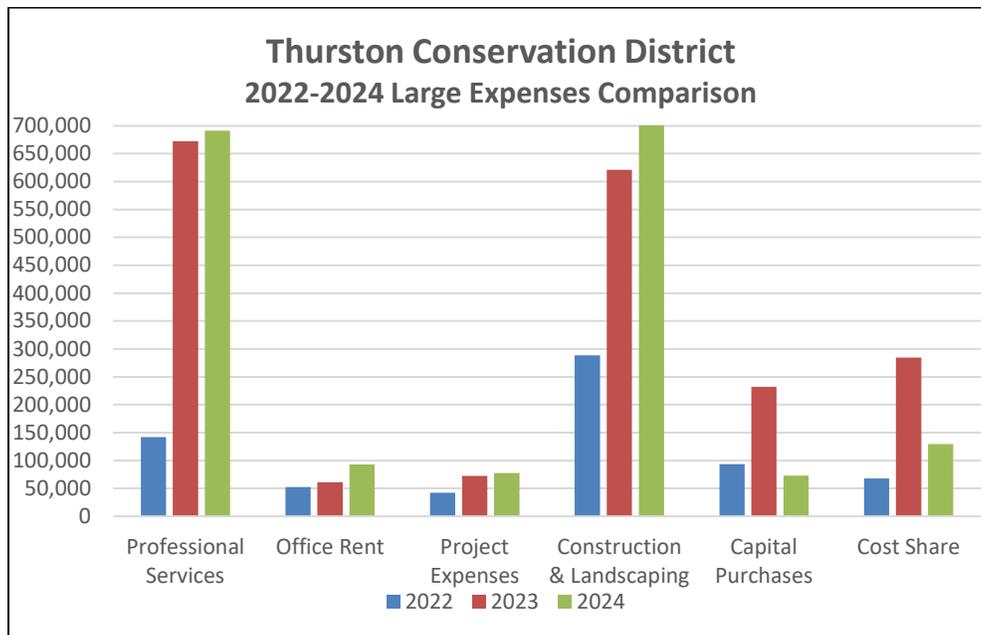


2024 Non-Salary & Benefit Expenses

3. In 2024, TCD also more than doubled its expenses. It is typical for governmental agencies whose income is based on expense reimbursement for the agency's income and expenses to increase/decrease at about the same rate. Increases in TCD's expenses can be thought of in terms of increased investments in Thurston County conservation.
4. In 2024, the District incurred \$8,545,859 in total expenses, an increase of 111% over 2023. The total expenses include \$2,165,327 for Salaries and Benefits and \$6,380,532 for non-Salary & Benefit Expenses.
5. Including Cost Share, Built Projects & Profession Services expenses, 91% of TCD's non-salary & benefit expenses went into investments for on-the-ground built projects; that's up from 69% last year.
6. TCD also invested \$72,755 in tenant improvements and furniture for the new office, computers, storage sheds & shelves, and new rental & restoration equipment and trailers.

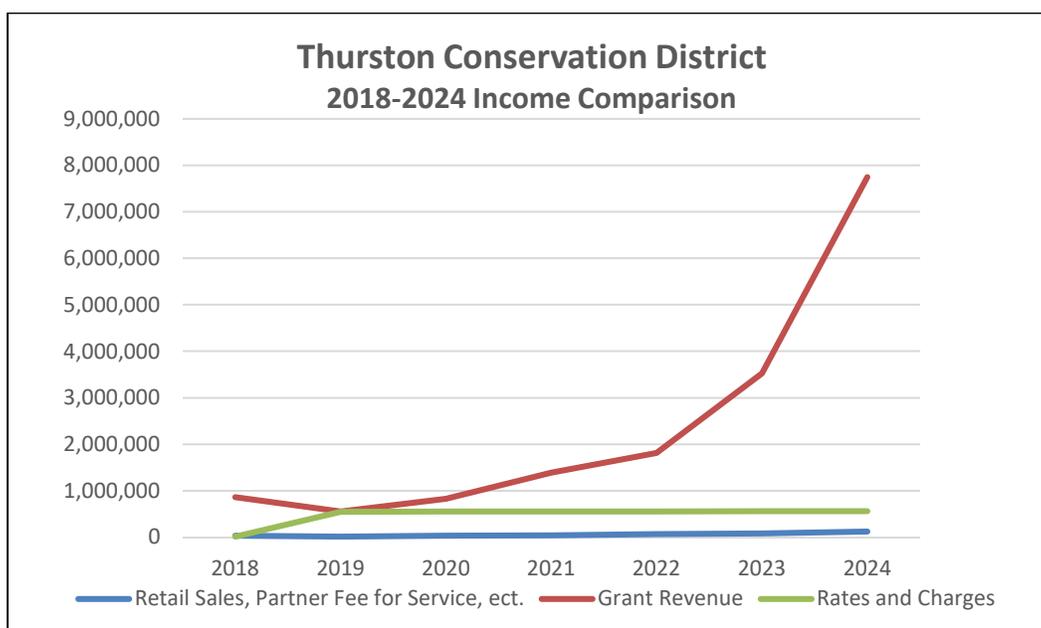


7. Of the large expenses in 2024, Professional Services for project design increased by 2.8% over 2023; Office Rent increased by 53%, Construction & Landscaping increased by 703%; Capital Purchases decreased by 69%; and Cost Share decreased by 55%.



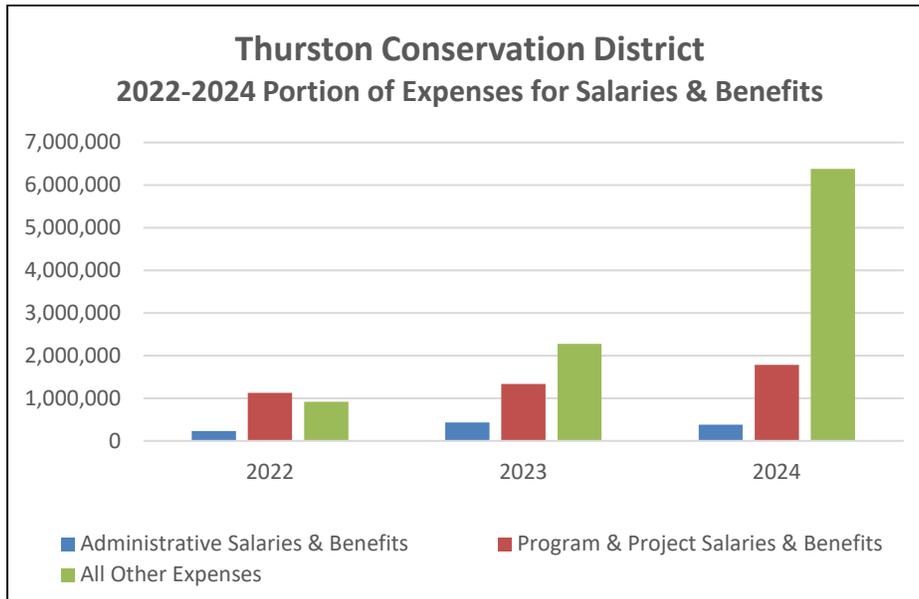
Longitudinal Income Comparison

8. Since 2019, with the approval of Thurston County Rates and Charges, TCD’s income has increased 647%. In other words, over the past six years, with a relatively small investment of an average of \$557,157 per year, TCD has brought in an additional \$16,295,968 in conservation funding for Thurston County. In private sector business language, over the past six years, Thurston County has earned a Return on Investment (ROI) of 150% with Thurston Conservation District. In 2024 alone, Thurston County’s TCD ROI was 1,397%.



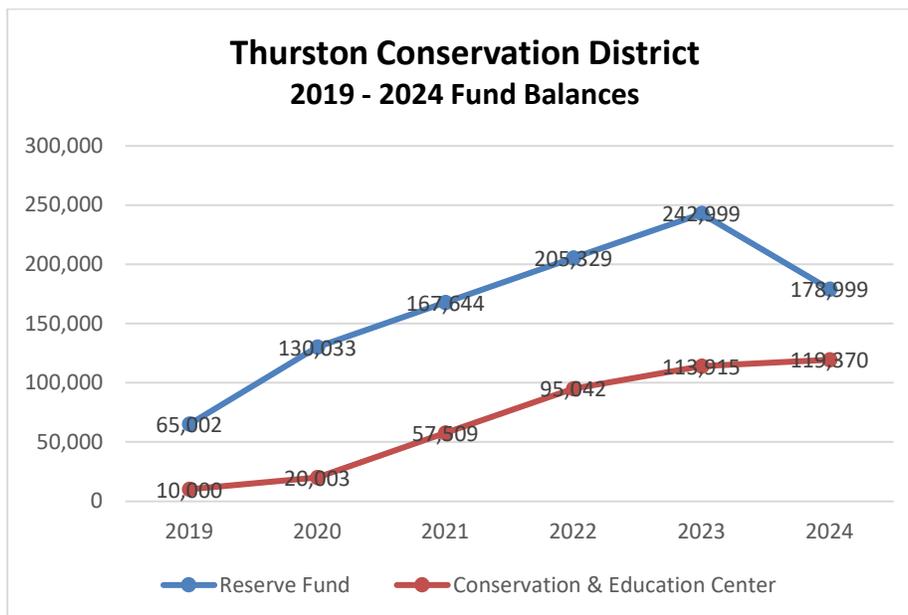
Salary and Benefit Expenses

9. Since 2021, TCD has been investing in growing its staff – from 15 staff members in 2021 to 24 in 2024 (60% increase). TCD added 3 staff members in 2024. In 2024, the District incurred \$8,545,859 in total expenditures. Of that amount, \$2,165,327 (25%) went toward Salaries and Benefits; that’s down from 44% last year. Of the total Salaries and Benefits expenses, \$381,616 (18%) went to Administrative Salaries and Benefits; that’s down from 19% in 2023.



District Savings Funds

TCD began setting aside savings in two funds (Reserve Fund and Conservation & Education Center Fund) in 2019. Since then, the balance of the Reserve Fund has increased by 175% and the CEC Fund has increased by 1,094%. The Reserve Fund took a hit in 2024 when the District was forced to draw from it to pay for tenant improvements for the new office.



Balance Sheet

10. The \$5,000 budgeted for the CEC Fund was transferred to the CEC Savings account in January 2025. The \$25,000 that was budgeted for the Reserve Fund was absorbed by the \$89,000 withdrawn for the tenant improvements. Most of the Reserve Fund balance is being held in the Checking account to cover anticipated large construction expenses.
11. The District ended the year with \$379,226 in its checking accounts and \$118,540 in its savings accounts.

Unrestricted Budget vs Actual

12. In 2024, TCD ended the year with a budget surplus of \$23,854 (line 87).
13. The Income actuals came in just under the budgeted amount at 99% (line 1).
14. Program actuals came in under budget at 88% (line 25). This is despite the Poultry Equipment (line 27) and the Soil Conservation and Health (line 32) actuals coming in over the budgeted amounts by 125% and 103% respectively. Staff intentionally allowed these actuals to go over budget to collect data on the actual costs of these programs. These budgets were recalibrated in the 2025 Budget.
15. The Administrative Expenses budget came in just over budget at \$103% (line 48). This was despite the Administrative Salaries & Benefits actions going over budget by 117% (line 49). This budget was recalibrated in the 2025 Budget.

Thurston Conservation District

Profit & Loss

01/23/25

January through December 2024

Accrual Basis

	Jan - Dec 24
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	7,617.14
3451120 · Nutrient Spreader Rentals	945.21
3451121 · No-Till Drill Rentals	464.41
3451130 · Poultry Equipment & Tool Rentals	2,373.10
3451140 · Plant Sales	54,918.35
3451150 · Partner Fee for Service	55,090.09
Total 3451100 · Soil/Water Conservation Service	121,408.30
3417000 · Sales of Merchandise	
3417010 · TCD Swag Shop	113.46
3417020 · Event Ticket Income	8,187.21
Total 3417000 · Sales of Merchandise	8,300.67
Total 3400000 · Charges for Goods and Services	129,708.97
3300000 · Grant Revenues	7,745,034.12
3600000 · Miscellaneous Revenues	
3691000 · Sale of Surplus	492.00
3699100 · Miscellaneous Other	1,954.49
3685000 · Special Assessments - Service	564,597.91
3670000 · Nongovernmental Contributions	10,706.16
3610000 · Interest and Other Earnings	2,091.45
3620000 · Rents and Leases	0.00
Total 3600000 · Miscellaneous Revenues	579,842.01
Total Income	8,454,585.10
Gross Profit	8,454,585.10
Expense	
Equipment Allocation	3,773.00
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	2,165,326.96
5314000 · Intern Stipends	12,300.00
5314101 · Legal Fees & Services	31,416.26
5314102 · Audit & Accounting	16,170.50
5314103 · Computer Services	36,171.12
5314100 · Professional Services	691,401.68
5314400 · Advertising	9,085.44
5314203 · Printing Services	4,704.91
5314104 · Janitorial Services	8,465.00
5314501 · Office Rent	93,217.00
5314700 · Utilities	5,902.54
5314503 · Equipment Leases	5,544.01
5314504 · Vehicle Leases	6,543.09
5314200 · Communications	15,492.48
5313102 · Photocopier Usage	930.81
5354800 · Repairs & Maintenance	8,769.46

Thurston Conservation District

Profit & Loss

January through December 2024

01/23/25

Accrual Basis

	<u>Jan - Dec 24</u>
5314505 · Software Licenses	26,172.23
5313101 · Office Supplies	4,907.72
5314202 · Postage & Shipping	1,794.20
5314902 · Organizational Dues	5,966.51
5314307 · Licenses and Permits	5,139.92
5314117 · Soil Testing	5,364.02
5313401 · Plants for Resale	30,631.61
Project Expenses	77,828.97
5314302 · Staff - Conference & Training	15,425.29
5314306 · Board - Conference & Training	3,840.33
5314300 · Staff - Travel	20,473.96
5314301 · Board Travel	3,044.98
5314108 · Construction & Restoration Work	4,990,828.65
5314109 · Cost Share	129,354.64
5314110 · Bank Fees & Interest Charges	165.25
5314600 · Liability Insurance Premiums	35,955.32
5314111 · Late Fees & Penalties	718.42
66300 · Sales Tax Adjustments	277.45
5945360 · Capital Outlays	
5945369 · Tenant Improvements	18,970.61
5945368 · Rental Equipment	14,934.99
5945367 · Restoration Equipment	4,649.82
5945363 · Equipment & Office Furniture	20,794.48
5945364 · Computer Hardware	7,907.19
5945366 · Vehicle Purchases	5,497.80
Total 5945360 · Capital Outlays	<u>72,754.89</u>
Total Expense	<u>8,545,858.62</u>
Net Ordinary Income	<u>-91,273.52</u>
Net Income	<u><u>-91,273.52</u></u>

Thurston Conservation District
Profit & Loss
 November 2024

	Nov 24
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	573.32
3451130 · Poultry Equipment & Tool Rentals	152.25
3451140 · Plant Sales	6,128.65
	6,854.22
Total 3451100 · Soil/Water Conservation Service	6,854.22
Total 3400000 · Charges for Goods and Services	6,854.22
3300000 · Grant Revenues	230,100.39
3600000 · Miscellaneous Revenues	
3699100 · Miscellaneous Other	35.93
3685000 · Special Assessments - Service	20,079.40
3610000 · Interest and Other Earnings	156.24
	20,271.57
Total 3600000 · Miscellaneous Revenues	20,271.57
Total Income	257,226.18
Gross Profit	257,226.18
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	192,164.25
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	1,552.72
5314103 · Computer Services	2,418.60
5314100 · Professional Services	42,024.90
5314400 · Advertising	5,522.32
5314203 · Printing Services	671.92
5314104 · Janitorial Services	875.00
5314501 · Office Rent	8,427.00
5314700 · Utilities	247.52
5314503 · Equipment Leases	273.17
5314504 · Vehicle Leases	526.80
5314200 · Communications	1,313.92
5354800 · Repairs & Maintenance	26.94
5314505 · Software Licenses	1,166.06
5313101 · Office Supplies	217.34
5314202 · Postage & Shipping	50.95
5314117 · Soil Testing	564.29
Project Expenses	6,400.21
5314302 · Staff - Conference & Training	500.00
5314306 · Board - Conference & Training	2,229.67
5314300 · Staff - Travel	2,730.12
5314108 · Construction & Restoration Work	13,564.07
5314109 · Cost Share	11,850.68
5314110 · Bank Fees & Interest Charges	-76.18
5314600 · Liability Insurance Premiums	3,496.58
5945360 · Capital Outlays	
5945363 · Equipment & Office Furniture	186.48
	186.48
Total 5945360 · Capital Outlays	186.48
Total Expense	300,925.33
Net Ordinary Income	-43,699.15
Net Income	-43,699.15

Thurston Conservation District
Profit & Loss
December 2024

	Dec 24
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	687.17
3451120 · Nutrient Spreader Rentals	79.14
3451130 · Poultry Equipment & Tool Rentals	50.38
3451140 · Plant Sales	6,246.75
3451150 · Partner Fee for Service	0.00
Total 3451100 · Soil/Water Conservation Service	7,063.44
Total 3400000 · Charges for Goods and Services	7,063.44
3300000 · Grant Revenues	573,398.28
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	2,939.39
3670000 · Nongovernmental Contributions	10,000.00
3610000 · Interest and Other Earnings	72.80
Total 3600000 · Miscellaneous Revenues	13,012.19
Total Income	593,473.91
Gross Profit	593,473.91
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	174,352.13
5314101 · Legal Fees & Services	2,000.00
5314102 · Audit & Accounting	439.92
5314103 · Computer Services	1,508.75
5314100 · Professional Services	70,353.35
5314400 · Advertising	110.00
5314104 · Janitorial Services	700.00
5314501 · Office Rent	8,427.00
5314700 · Utilities	360.37
5314503 · Equipment Leases	458.17
5314504 · Vehicle Leases	621.40
5314200 · Communications	1,313.92
5354800 · Repairs & Maintenance	491.81
5314505 · Software Licenses	1,707.54
5313101 · Office Supplies	10.97
5314202 · Postage & Shipping	30.80
5314902 · Organizational Dues	927.62
5314117 · Soil Testing	313.42
5313401 · Plants for Resale	1,417.28
Project Expenses	18,929.44
5314302 · Staff - Conference & Training	1,140.00
5314306 · Board - Conference & Training	120.62
5314300 · Staff - Travel	2,059.86
5314301 · Board Travel	1,936.89
5314108 · Construction & Restoration Work	243,701.66
5314110 · Bank Fees & Interest Charges	-775.56
5314600 · Liability Insurance Premiums	3,496.58
5314111 · Late Fees & Penalties	655.42
5945360 · Capital Outlays	
5945363 · Equipment & Office Furniture	1,313.02
5945364 · Computer Hardware	148.21
Total 5945360 · Capital Outlays	1,461.23
Total Expense	538,270.59
Net Ordinary Income	55,203.32
Net Income	55,203.32

Thurston Conservation District
Profit & Loss Prev Year Comparison
 January through December 2024

	Jan - Dec 24	Jan - Dec 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	7,617.14	8,380.92	-763.78	-9.1%
3451120 · Nutrient Spreader Rentals	945.21	763.22	181.99	23.9%
3451121 · No-Till Drill Rentals	464.41	299.17	165.24	55.2%
3451130 · Poultry Equipment & Tool Rentals	2,373.10	2,007.38	365.72	18.2%
3451140 · Plant Sales	54,918.35	49,519.77	5,398.58	10.9%
3451150 · Partner Fee for Service	55,090.09	20,869.49	34,220.60	164.0%
Total 3451100 · Soil/Water Conservation Service	121,408.30	81,839.95	39,568.35	48.4%
3417000 · Sales of Merchandise				
3417010 · TCD Swag Shop	113.46	128.77	-15.31	-11.9%
3417020 · Event Ticket Income	8,187.21	182.65	8,004.56	4,382.5%
Total 3417000 · Sales of Merchandise	8,300.67	311.42	7,989.25	2,565.4%
Total 3400000 · Charges for Goods and Services	129,708.97	82,151.37	47,557.60	57.9%
3300000 · Grant Revenues	7,745,034.12	3,524,279.80	4,220,754.32	119.8%
3600000 · Miscellaneous Revenues				
3691000 · Sale of Surplus	492.00	2,375.00	-1,883.00	-79.3%
3699100 · Miscellaneous Other	1,954.49	405.93	1,548.56	381.5%
3685000 · Special Assessments - Service	564,597.91	561,666.98	2,930.93	0.5%
3670000 · Nongovernmental Contributions	10,706.16	1,236.00	9,470.16	766.2%
3610000 · Interest and Other Earnings	2,091.45	503.99	1,587.46	315.0%
3620000 · Rents and Leases	0.00	898.02	-898.02	-100.0%
Total 3600000 · Miscellaneous Revenues	579,842.01	567,085.92	12,756.09	2.3%
Total Income	8,454,585.10	4,173,517.09	4,281,068.01	102.6%
Gross Profit	8,454,585.10	4,173,517.09	4,281,068.01	102.6%
Expense				
Equipment Allocation	3,773.00	0.00	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	2,165,326.96	1,770,159.40	395,167.56	22.3%
5314000 · Intern Stipends	12,300.00	13,740.00	-1,440.00	-10.5%
5314101 · Legal Fees & Services	31,416.26	34,003.25	-2,586.99	-7.6%
5314102 · Audit & Accounting	16,170.50	8,310.72	7,859.78	94.6%
5314103 · Computer Services	36,171.12	28,936.49	7,234.63	25.0%
5314100 · Professional Services	691,401.68	672,540.61	18,861.07	2.8%
5314400 · Advertising	9,085.44	3,011.88	6,073.56	201.7%
5314203 · Printing Services	4,704.91	12,101.08	-7,396.17	-61.1%
5314104 · Janitorial Services	8,465.00	7,950.00	515.00	6.5%
5314501 · Office Rent	93,217.00	60,843.00	32,374.00	53.2%
5314700 · Utilities	5,902.54	6,827.58	-925.04	-13.6%
5314503 · Equipment Leases	5,544.01	4,793.24	750.77	15.7%
5314504 · Vehicle Leases	6,543.09	6,224.69	318.40	5.1%
5314200 · Communications	15,492.48	14,229.02	1,263.46	8.9%
5313102 · Photocopier Usage	930.81	983.07	-52.26	-5.3%
5354800 · Repairs & Maintenance	8,769.46	10,474.86	-1,705.40	-16.3%
5314505 · Software Licenses	26,172.23	16,139.39	10,032.84	62.2%
5313101 · Office Supplies	4,907.72	4,399.91	507.81	11.5%
5314202 · Postage & Shipping	1,794.20	3,199.28	-1,405.08	-43.9%
5314902 · Organizational Dues	5,966.51	6,621.89	-655.38	-9.9%
5314307 · Licenses and Permits	5,139.92	1,155.75	3,984.17	344.7%
5314117 · Soil Testing	5,364.02	5,281.93	82.09	1.6%
5313401 · Plants for Resale	30,631.61	40,181.84	-9,550.23	-23.8%
Project Expenses	77,828.97	72,567.37	5,261.60	7.3%
5314302 · Staff - Conference & Training	15,425.29	7,547.77	7,877.52	104.4%
5314306 · Board - Conference & Training	3,840.33	1,201.87	2,638.46	219.5%
5314300 · Staff - Travel	20,473.96	20,722.30	-248.34	-1.2%

Thurston Conservation District
Profit & Loss Prev Year Comparison
 January through December 2024

	Jan - Dec 24	Jan - Dec 23	\$ Change	% Change
5314301 · Board Travel	3,044.98	379.85	2,665.13	701.6%
5314119 · Cultural Resources	0.00	41,153.40	-41,153.40	-100.0%
5314108 · Construction & Restoration Work	4,990,828.65	621,263.28	4,369,565.37	703.3%
5314109 · Cost Share	129,354.64	284,380.02	-155,025.38	-54.5%
5314110 · Bank Fees & Interest Charges	165.25	675.22	-509.97	-75.5%
5314600 · Liability Insurance Premiums	35,955.32	31,345.68	4,609.64	14.7%
5314111 · Late Fees & Penalties	718.42	0.00	718.42	100.0%
66300 · Sales Tax Adjustments	277.45	289.92	-12.47	-4.3%
5945360 · Capital Outlays				
5945369 · Tenant Improvements	18,970.61	0.00	18,970.61	100.0%
5945368 · Rental Equipment	14,934.99	60,965.26	-46,030.27	-75.5%
5945367 · Restoration Equipment	4,649.82	76,002.12	-71,352.30	-93.9%
5945363 · Equipment & Office Furniture	20,794.48	2,770.58	18,023.90	650.6%
5945364 · Computer Hardware	7,907.19	10,608.50	-2,701.31	-25.5%
5945366 · Vehicle Purchases	5,497.80	81,618.26	-76,120.46	-93.3%
Total 5945360 · Capital Outlays	72,754.89	231,964.72	-159,209.83	-68.6%
Total Expense	8,545,858.62	4,045,600.28	4,500,258.34	111.2%
Net Ordinary Income	-91,273.52	127,916.81	-219,190.33	-171.4%
Net Income	-91,273.52	127,916.81	-219,190.33	-171.4%

Thurston Conservation District

Balance Sheet

As of December 31, 2024

01/23/25

Accrual Basis

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
3088010 · Checking-103 Beneficial	375,849.20
3081001 · Checking-7444 Timberland	3,377.27
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reserve	4,169.89
3088022 · Saving-129 Beneficial CEC	114,370.30
Total 3088020 · Savings Accounts	<u>118,540.19</u>
3088030 · Counter Cash	100.00
3088040 · PayPal Account	14,507.72
Total Checking/Savings	<u>512,374.38</u>
Accounts Receivable	566,642.96
Other Current Assets	
3090500 Prepaid Accounts	
3090509 · Other Prepaid Expenses	6,629.76
3090501 · Prepaid Insurance	28,440.68
3090507 · Security Deposit - Tilley Court	8,427.00
Total 3090500 Prepaid Accounts	<u>43,497.44</u>
3091000 · 309.10.00 Inventory Asset	2,666.56
3092000 · 309.20.00 Cash on Hand	13,386.39
Total Other Current Assets	<u>59,550.39</u>
Total Current Assets	1,138,567.73
Fixed Assets	
3090600 · Tenant Improvements	89,000.00
Total Fixed Assets	<u>89,000.00</u>
TOTAL ASSETS	<u><u>1,227,567.73</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	295,336.84
Credit Cards	11,050.77
Other Current Liabilities	
3861100 · Sales Tax Payable	2,689.41
3861000 · Payroll Liabilities	151,456.89
Total Other Current Liabilities	<u>154,146.30</u>
Total Current Liabilities	<u>460,533.91</u>
Total Liabilities	460,533.91
Equity	767,033.82
TOTAL LIABILITIES & EQUITY	<u><u>1,227,567.73</u></u>

2024 Unrestricted Budget vs Actual



December 100%

	Account Name	2024 Mid-Year Revised Budget	2024 Actual	\$ Over Budget	% of Budget
1	<input type="checkbox"/> Income	1,172,652	1,175,045	2,393	100.20%
2	<input type="checkbox"/> Retail Sales	73,543	93,214	19,671	126.75%
3	<input type="checkbox"/> Food Production and Consumption	2,111	2,373	262	112.42%
4	Poultry Equipment & Tool Rentals	2,111	2,373	262	112.42%
5	<input type="checkbox"/> Soil Conservation and Health	10,263	9,026	-1,237	87.94%
6	Soil Testing	8,000	7,616	-384	95.20%
7	Nutrient Spreader Rentals	763	945	182	123.88%
8	No-Till Drill Rentals	1,500	464	-1,036	30.96%
9	<input type="checkbox"/> Community Outreach and Education	52,247	55,032	2,785	105.33%
10	Plant Sales	51,647	54,918	3,271	106.33%
11	TCD Swag Shop	600	113	-487	18.91%
12	<input type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	7,159	13,287	6,128	185.59%
13	Partner Fee for Service - Restoration Crew	7,159	13,287	6,128	185.59%
14	<input type="checkbox"/> Other Income	1,763	13,496	11,733	765.54%
15	Contributions Private	706	10,706	10,000	1,516.45%
16	Interest Income	875	2,092	1,217	239.08%
17	Miscellaneous Income	182	698	516	383.70%
18	<input type="checkbox"/> Grant Revenue	204,491	204,491	0	100.00%
20	Rates and Charges	562,182	564,597	2,415	100.43%
21	<input type="checkbox"/> Overhead	332,436	312,743	-19,693	94.08%
22	Overhead Allocation	312,436	290,638	-21,798	93.02%
23	Vehicle Allocation	20,000	22,105	2,105	110.52%
24	2023 Carry Overs	17,804	17,804	0	100.00%
25	<input type="checkbox"/> Program Allocation	461,464	407,120	-54,344	88.22%
26	<input type="checkbox"/> Local Food Production and Consumption	17,600	21,943	4,343	124.68%
27	Poultry Equipment Rentals	17,600	21,943	4,343	124.68%
28	<input type="checkbox"/> Producer Support & Preservation and Expansion of Working Lands	1,000	89	-911	8.87%
29	Working Lands Preservation Initiative	1,000	89	-911	8.87%
30	<input type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems	7,159	3,111	-4,048	43.45%
31	Restoration Crew & Equipment (T050)	7,159	3,111	-4,048	43.45%
32	<input type="checkbox"/> Soil Conservation and Health	40,227	41,531	1,304	103.24%
33	Soil Health Testing	29,455	29,842	387	101.31%
34	Nutrient Spreader Rentals	8,772	6,181	-2,591	70.47%
35	No-Till Drill Rentals	2,000	5,508	3,508	275.38%
36	<input type="checkbox"/> Community Outreach and Engagement	212,239	166,295	-45,944	78.35%
37	Conservation & Education Center	77,076	32,798	-44,278	42.55%
38	District Communications	61,875	65,310	3,435	105.55%
39	Plant Sale	57,805	55,302	-2,503	95.67%
40	Elections	15,483	12,884	-2,599	83.22%
41	<input type="checkbox"/> Adult and Youth Conservation Education	47,870	47,870	0	100.00%

	Account Name	2024 Mid-Year Revised Budget	2024 Actual	\$ Over Budget	% of Budget
42	South Sound Green	41,670	41,670	0	100.00%
43	Teens in Thurston Volunteer Program	2,200	2,200	0	100.00%
44	Envirothon	4,000	4,000	0	100.00%
45	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities	135,369	126,282	-9,087	93.29%
46	Conservation TA	88,313	87,440	-873	99.01%
47	Investing in Future Conservation	47,056	38,842	-8,214	82.54%
48	<input type="checkbox"/> Administrative Expenses - A010	698,992	721,875	22,883	103.27%
49	Administrative Salaries & Benefits	326,650	381,616	54,966	116.83%
50	<input type="checkbox"/> Professional Services	94,243	86,660	-7,583	91.95%
51	Legal Services	31,416	31,416	0	100.00%
52	Audit & Accounting	18,127	16,083	-2,044	88.72%
53	Computer Services	39,700	34,602	-5,098	87.16%
54	Professional Services	5,000	4,559	-441	91.19%
55	<input type="checkbox"/> Facility, Vehicles and Maintenance	198,771	182,431	-16,340	91.78%
56	Janitorial Services	7,800	7,515	-285	96.35%
57	Office Rent	101,064	92,697	-8,367	91.72%
58	Utilities	5,000	3,241	-1,759	64.82%
59	Equipment Leases	3,611	3,919	308	108.53%
60	Vehicle Leases	6,166	6,543	377	106.12%
61	Office Move (A039)	18,992	18,286	-706	96.28%
62	Tenant Improvements	19,164	18,971	-193	98.99%
63	Communications	14,635	14,436	-199	98.64%
64	Photocopier Usage	1,031	931	-100	90.28%
65	Vehicle Repairs & Maintenance	4,098	4,151	53	101.28%
66	Computer Hardware Purchases	3,000	477	-2,523	15.91%
67	Computer Software	9,730	9,476	-254	97.39%
68	Equipment & Office Furniture	4,480	1,789	-2,691	39.93%
69	<input type="checkbox"/> Supplies	10,799	10,779	-20	99.82%
70	Office Supplies	4,450	4,452	2	100.04%
71	Postage & Shipping	300	326	26	108.69%
72	Organizational Dues	5,949	5,967	18	100.29%
73	Licenses & Permits	100	35	-65	35.00%
74	<input type="checkbox"/> Conferences, Training and Travel	33,379	23,612	-9,767	70.74%
75	Staff Conference & Training (A037)	16,629	7,197	-9,432	43.28%
76	Board Conference and Training Fees	3,500	2,888	-612	82.52%
77	Board Meeting Snacks	750	896	146	119.46%
78	Staff Travel	10,000	10,163	163	101.63%
79	Board Travel	2,500	2,468	-32	98.74%
80	<input type="checkbox"/> Insurance and Banking	35,150	36,776	1,626	104.63%
81	Bank Fees & Interest Charges	650	165	-485	25.42%
82	Liability Insurance Premiums	34,500	35,955	1,455	104.22%
83	Late Fees & Penalties	0	655	655	N/A
84	<input type="checkbox"/> Savings	30,000	30,000	0	100.00%
85	Reserve Fund	25,000	25,000	0	100.00%
86	Conservation Education Center Savings Plan	5,000	5,000	0	100.00%
87	Net Income (Surplus or Deficit)	0	33,854	33,854	N/A

2024 Restricted Budgets vs Actuals



As of December 31, 2024

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2024 Budget	2024 Actual	2024 Remaining Budget	% of Total Time	% of Total Budget Spent
1	RCO											
2	ASRP Riverbend Phase 2	R050	20-1908	03/28/22	06/30/27	7,673,670	1,574,543	6,365,623	5,193,636	1,171,988	52.58%	79.48%
3	SRFB Cozy Valley	R060	21-1089C	09/23/21	06/01/25	132,778	12,766	34,125	21,359	12,766	88.72%	90.39%
4	ESRP Zangle Cove	R070	20-1517R	07/01/21	06/30/25	110,072	22,730	40,832	18,104	22,728	87.61%	79.35%
5	Oregon Spotted Frog (OSF) Outreach	R080		01/01/23	11/30/24	32,550	322	20,118	19,797	322	Closed	99.01%
6	ESRP Lower Eld Bulkhead Removal	R090		07/01/23	07/01/26	125,200	7,251	121,871	116,792	5,079	50.14%	94.21%
7	South Sound Outreach (HSIL)	R100		05/07/24	04/30/27	109,846	107,889	16,490	1,957	14,533	21.95%	1.78%
8	Federal											
9	Frogs on Farm Cost Share	US80		08/15/20	08/15/25	93,135	61,567	68,805	7,237	61,567	87.58%	33.89%
10	USFWS Restoring South Sound Prairies	US90		07/01/22	07/01/27	190,000	125,732	32,484	32,294	190	50.08%	33.83%
11	WSCC											
12	FY23-25 Livestock	W025	24-13-LT	07/01/23	06/30/25	20,000	6,622	10,663	8,573	2,090	75.24%	66.89%
13	Skookumchuck Planting	W030	20-13-ER	04/01/20	06/30/25	744,780	151,200	151,367	64,380	86,987	90.56%	79.70%
14	FY21-25 Flood Chehalis	W050	22-13-FL	09/01/21	06/30/25	261,333	37,159	102,550	94,321	8,229	87.06%	85.78%
15	FY23-25 Shellfish Cost Share	W060	24-13-SH	11/27/23	06/30/25	125,000	105,550	119,201	17,846	101,355	68.90%	15.56%
16	FY23-25 CREP	W070	24-13-CE	07/01/23	06/30/25	116,432	56,768	58,432	26,130	32,302	75.24%	51.24%
17	FY23-25 NRI Cost Share	W080	24-13-NR	08/21/23	06/30/25	100,722	42,698	59,981	36,946	23,035	73.38%	57.61%
18	FY23-24 Engineering	W100	24-13-PE	09/27/23	06/30/24	82,500	160	47,805	47,645	160	Closed	99.81%
19	FY24-25 Engineering	W100	25-13-PE	09/11/24	06/30/25	34,800	23,603	14,000	11,197	2,803	38.23%	32.18%
20	FY24-25 Salmon Riparian	W110	24-13-SRF	02/27/24	06/30/25	207,514	156,345	79,517	51,169	28,348	63.06%	24.66%
21	FY23-24 Sustainable Farms and Fields	W120	24-13-SFF	08/17/23	06/30/24	52,798	0	25,323	25,323	0	Closed	100.00%
22	FY24-25 Sustainable Farms and Fields	W120	24-13-SFF	08/29/24	06/30/25	72,730	56,990	37,239	15,740	21,499	40.85%	21.64%
23	Forest Health and Community Wildfire Resiliency	W130	24-13-FH	09/22/23	06/30/25	471,000	221,022	379,633	238,658	140,975	72.07%	53.07%
24	Irrigation Efficiencies	W140	22-13-IE	04/03/24	06/30/25	45,778	24,450	23,417	21,328	2,089	60.13%	46.59%
25	FY21-25 Chehalis Lead	W150	22-13-RIT	10/01/21	06/30/25	102,000	14,650	28,815	28,573	242	86.78%	85.64%
26	FY21-25 Community Engagement Plan	W160	22-13-CEP	02/20/24	06/30/25	17,500	10,651	9,681	6,849	2,831	63.58%	39.14%
27	FY 24-25 Riparian Grant Program (RGP)	W170	24-13-RGP	04/15/24	06/30/25	917,983	709,414	438,286	208,569	229,717	59.05%	22.72%
28	FY24-25 Sustainable Farms and Fields CCA	W180	24-13-SF1	05/16/24	06/30/25	64,000	44,685	62,658	19,315	43,344	55.96%	30.18%

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2024 Budget	2024 Actual	2024 Remaining Budget	% of Total Time	% of Total Budget Spent
29	FY23-24 SCC Sponsorship GREEN Congress	W086.2	24-13-IM	11/06/23	06/30/24	5,000	0	5,000	5,000	0	Closed	100.00%
30	FY23- 24 SCC Sponsorship Climate Change & Food	W086.3	24-13-IM	01/10/24	06/30/24	5,000	0	5,000	5,000	0	Closed	100.00%
31	FY24 Election Swag	W086.4	24-13-IM	01/22/24	06/30/24	245	0	245	245	0	Closed	100.00%
32	FY24 SoilCon	W086.5	24-13-IM	01/29/24	06/30/24	821	0	821	821	0	Closed	100.00%
33	FY24 VSP Facilitator for SCC	W086.6	24-13-IM	02/05/24	06/30/24	4,000	220	4,000	3,780	220	Closed	94.51%
34	March SCC All District Meeting	W086.7	24-13-IM	04/01/24	06/30/24	1,000	0	1,000	1,000	0	Closed	100.00%
35	SCC Soil Testing Support	W086.8	24-13-IM	04/14/24	06/30/24	1,150	0	1,150	1,150	0	Closed	100.00%
36	FY23- 24Year End Funding	W086.9	24-13-IM	05/20/24	06/30/24	20,000	0	20,000	20,000	0	Closed	100.00%
37	Thurston County											
38	FY23-25 VSP	TC400		07/01/23	06/30/25	227,500	60,053	117,468	112,233	5,235	75.24%	73.60%
39	FY23-25 VSP Cost Share	TC450		08/08/23	06/30/25	532,406	246,998	357,630	254,369	103,261	73.88%	53.61%
40	FY24-26 Thurston County Working Lands Outreach	TC500		08/13/24	06/30/25	5,500	5,317	615	183	432	43.79%	3.33%
41	Miscellaneous											
42	ESRP Shore Friendly Phase 3	M035		07/01/23	06/30/25	388,883	213,950	260,450	94,538	165,912	75.24%	44.98%
43	Agri-Park Feasibility Study GIS Work	M055		10/12/23	03/31/24	5,387	-2	72	74	-2	Closed	100.04%
44	2024 City of Olympia Urban Farmland	M065		01/01/24	12/31/24	203,038	31,324	203,038	171,714	31,324	Closed	84.57%
45	GRuB Beginning Farmer Development	M066		01/01/24	08/31/25	10,259	8,609	5,119	1,650	3,469	60.10%	16.08%
46	Sentinel Landscape Program (SLP)	SLP075		10/01/21	06/30/28	1,279,225	373,381	318,052	301,094	16,958	48.19%	70.81%
47	FY24-25 NACD Bucoda Community Farm	M077		09/24/24	11/15/25	60,000	56,791	8,126	3,209	4,917	23.68%	5.35%
48	One Tree Planted	M085		09/03/21	until spent	33,076	26,835	9,337	4,699	4,638	N/A	18.87%
49	WCRRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/25	111,954	51,612	29,968	27,981	1,988	85.83%	53.90%
50	WFC Meyer Phase 2	M100		01/01/23	09/01/25	106,546	25,956	79,568	53,214	26,354	74.97%	75.64%
51	Riparian Planning Training	M401		07/24/24	08/05/24	3,675	573	3,675	3,102	573	Closed	84.40%
52	DOH Eld Inlet Manure Management	M500		05/13/24	07/31/27	294,313	258,556	57,475	35,757	21,718	19.83%	12.15%
53	FY23-25 Pierce County Shellfish NTA	M600		01/01/24	01/31/27	191,000	130,129	87,000	60,871	26,129	32.48%	31.87%
54	FY24 WSDA Local Food Infrastructure	M700		02/14/24	06/30/24	22,917	11	22,917	22,906	11	Closed	99.95%
55	Farm Plan Catalog	M800	G-8233	06/07/24	05/31/25	10,553	7,460	4,250	3,093	1,157	57.94%	29.31%
56	South Sound GREEN											
57	FY24 Interlocal	G019-SS		01/01/24	12/31/24	64,160	0	64,160	64,160	0	Closed	100.00%
58	Embrace the Stream	G019.30		08/01/22	until spent	5,035	0	262	262	0	Closed	100.00%
59	FY23-24 WSC Mini Grant	G019.50		12/12/23	until spent	500	0	500	500	0	Closed	100.00%
60	FY24 OSD i-Grant	G019.10		03/01/24	until spent	4,000	1,012	4,000	2,988	1,012	N/A	74.71%
61	2024 ESD 113 Climate Education	G019.10		05/15/24	06/30/24	6,000	0	6,000	6,000	0	Closed	100.00%

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2024 Budget	2024 Actual	2024 Remaining Budget	% of Total Time	% of Total Budget Spent
62	2024 Nisqually for Water Quality Testing	G019.60		08/01/22	until spent	5,000	2,942	5,000	2,058	2,942	N/A	41.16%
63	2024 McLane Salmon Trail	G019.10		09/01/24	12/31/24	5,000	0	5,000	5,000	0	Closed	100.00%
64	NFWF Five Star	G019.10		09/01/23	12/31/24	19,082	0	14,804	14,804	0	Closed	100.00%
65	FY23-25 Outdoor Learning	G019.10		10/01/23	06/30/25	38,825	24,550	23,690	13,435	10,255	71.67%	36.77%
66	Dawkins 2023	G019.28		01/01/23	until spent	20,000	0	5,409	5,409	0	Closed	100.00%
67	Dawkins 2024	G019.28		01/01/24	until spent	20,750	14,461	18,291	6,289	12,002	N/A	30.31%
68	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	2,500	2,500	0	2,500	N/A	0.00%
69	Carlson Charitable	G019.31		12/05/23	until spent	2,500	279	2,500	2,221	279	N/A	88.83%
70	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	2,250	0	2,250	N/A	0.00%
71	Tumwater SD Natural Resources	G019.12		05/15/24	06/20/24	500	0	500	500	0	Closed	100.00%
72	Inspire Olympia	G019.13		07/09/24	07/31/25	29,975	17,456	23,851	12,519	11,332	45.36%	41.77%
73	Every Kid Outdoors	G019.12		07/01/24	until spent	500	500	500	0	500	N/A	0.00%
74	- Teens in Thurston Volunteer Program									0		
75	Nisqually TNT 2023	T070		01/06/23	until spent	5,375	0	3,654	3,654	0	Closed	100.00%
76	Nisqually TNT 2024	T070		01/01/24	until spent	5,581	5,357	224	224	0	N/A	4.01%
77	- Envirothon Program									0		
78	2023 Chehalis Tribe Envirothon	T040		01/23/23	until spent	5,000	0	113	113	0	Closed	100.00%
79	2023 Pork Blakely Envirothon	T040		03/02/23	until spent	500	34	500	466	34	N/A	93.19%
80	2024 Olympia Food Co-op Envirothon	T040		01/01/24	until spent	50	50	50	0	50	N/A	0.00%
81	- PARTNERS									0		
82	OlyEcosystems	P400		01/01/24	N/A	16,500	1,222	16,500	15,278	1,222	N/A	92.59%
83	WA Dept of Fish and Wildlife	P600		01/29/24	N/A	6,925	2,407	6,925	4,518	2,407	N/A	65.24%
84	Wild Fish Conservancy	P500		08/15/24	N/A	8,151	1,575	8,151	6,576	1,575	N/A	80.68%
85	WA Dept of Natural Resources	P700		07/01/24	N/A	35,263	10,317	35,263	24,946	10,317	N/A	70.74%

Thurston Conservation District
Payment Report
November - December 2024

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	13427	11/01/2024	Ace Hardware	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	30.70
Credit Card Charge	13432	11/01/2024	Backyard Buildings.com	TCD Programs:T096 - Soil Health Equipment Rentals	5313500 · Small Tools & Equipment Mainten	21.90
Check	EFT	11/01/2024	Delta Dental	UNRESTRICTED:A010 - Administrative Expenses	5531212 · Dental Benefits	1,999.05
Credit Card Charge	13524	11/01/2024	Lowes	TCD Programs:T099 - Food Processing and Tools Rentals	5314107 · Project Supplies	39.42
Check	EFT	11/01/2024	Tilley Court Caves, LLC	UNRESTRICTED:A010 - Administrative Expenses	5314501 · Office Rent	8,427.00
Credit Card Charge	13415	11/01/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	12.87
Bill Pmt -Check	EFT	11/02/2024	Comcast	UNRESTRICTED:A010 - Administrative Expenses	5314204 · Internet Services	179.66
Credit Card Charge	13568	11/02/2024	ULINE	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	1,496.10
Credit Card Charge	13569	11/03/2024	Amazon	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	44.64
Credit Card Charge	13527	11/04/2024	Best Western	WSSC:W130- Forest Health & Wildfire Resiliency	5314303 · Lodging	121.55
Credit Card Charge	13528	11/04/2024	Best Western	WSSC:W130- Forest Health & Wildfire Resiliency	5314303 · Lodging	121.55
Credit Card Charge	13529	11/04/2024	Best Western	WSSC:W130- Forest Health & Wildfire Resiliency	5314303 · Lodging	121.55
Credit Card Charge	13530	11/04/2024	Best Western	WSSC:W130- Forest Health & Wildfire Resiliency	5314303 · Lodging	121.55
Bill Pmt -Check	EFT	11/04/2024	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	119.80
Bill Pmt -Check	EFT	11/04/2024	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	54.89
Bill Pmt -Check	EFT	11/04/2024	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	Various	444.35
Credit Card Charge	13526	11/04/2024	Speed Queen	GREEN:G019.108 - NFWF Five Star	5314107 · Project Supplies	10.00
Check	EFT	11/04/2024	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	147.98
Bill Pmt -Check	EFT	11/04/2024	USABLE.Life	UNRESTRICTED:A010 - Administrative Expenses	5531214 · Life Insurance	102.40
Bill Pmt -Check	EFT	11/04/2024	Verizon	UNRESTRICTED:A010 - Administrative Expenses	5314201 · Telephone	1,004.10
Bill Pmt -Check	EFT	11/04/2024	VSP - Vision Care	UNRESTRICTED:A010 - Administrative Expenses	5531213 · Vision Insurance	189.58
Bill Pmt -Check	22651	11/05/2024	Ashley Lewis	Various	Restoration Crew Intern Stipend	1,200.00
Credit Card Charge	13436	11/05/2024	Chehalis Farm Store	MISC:M100 - WFC Meyer Phase 2	5314108 · Construction & Restoration Work	2,715.04
Bill Pmt -Check	22652	11/05/2024	Elizavyeta Dmitrieva	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22653	11/05/2024	FP Mailing Solutions	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	193.31
Bill Pmt -Check	22654	11/05/2024	Ghader Alrashid	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22664	11/05/2024	Hannah's Cleaning Service	UNRESTRICTED:A010 - Administrative Expenses	5314104 · Janitorial Services	700.00
Bill Pmt -Check	22655	11/05/2024	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22656	11/05/2024	K Jensen	USFWS:US90 Restoring South Sound Prairies	5314109 · Cost Share	4,390.24
Bill Pmt -Check	22657	11/05/2024	Pacific Conservation District	WSSC:W160 - Community Engagement Plan	5314100 · Professional Services	169.11
Bill Pmt -Check	22658	11/05/2024	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	321.27
Check	EFT	11/05/2024	Regence - Health Care	Various	5531210 · Medical Benefits	24,141.24
Bill Pmt -Check	22659	11/05/2024	Streamline Earthworks, LLC	Various	5314100 · Professional Services	6,822.90
Bill Pmt -Check	22660	11/05/2024	Tri-element LLC	GREEN:G019.108 - NFWF Five Star	5314108 · Construction & Restoration Work	812.25
Bill Pmt -Check	22667	11/05/2024	W Clark	Various	5314109 · Cost Share	44,626.10
Bill Pmt -Check	22661	11/05/2024	WA St Auditor's Office	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	556.40
Bill Pmt -Check	22662	11/05/2024	WA St Dept of Employment Security	GREEN:TCC:G019.130 Inspire Olympia	5314000 · Intern Stipends	11,300.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	22663	11/05/2024	WACD	UNRESTRICTED:A010 - Administrative Expenses	Various	1,500.00
Credit Card Charge	13570	11/06/2024	Arco	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	88.74
Liability Check	EFT	11/06/2024	Internal Revenue Service		Various	16,486.04
Liability Check	EFT	11/06/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	24,051.76
Credit Card Charge	13446	11/07/2024	Lincoln Creek Lumber Co.	WSSC:W170 - Riparian Grant Program	5314107 · Project Supplies	210.51
Liability Check		11/07/2024	QuickBooks Payroll Service		QuickBooks Payroll Service	48,068.47
Credit Card Charge	1348891288	11/07/2024	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	223.79
Check	EFT	11/07/2024	Wells Fargo		Wells Fargo	923.04
Credit Card Charge	13463	11/08/2024	Costco	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314901 · Meeting & Event	113.36
Credit Card Charge	13525	11/08/2024	Costco	GREEN:G019.108 - NFWF Five Star	5314901 · Meeting & Event	43.56
Credit Card Charge	13460	11/08/2024	Lincoln Creek Lumber Co.	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	73.63
Credit Card Charge	13581	11/08/2024	PARR Rochester Lumber	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	91.82
Credit Card Charge	13459	11/08/2024	Tractor Supply	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	19.46
Credit Card Charge	3767157	11/09/2024	Rightworks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	24.13
Bill Pmt -Check	EFT	11/11/2024	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	273.17
Credit Card Charge	13579	11/11/2024	Toziers	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	30.47
Credit Card Charge	13580	11/12/2024	Amazon	WSSC:W110 - FY24-25 Salmon Riparian Funding	5314116 · Project Equipment	397.49
Credit Card Charge	13571	11/12/2024	Facebook	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314400 · Advertising	43.13
Credit Card Charge	13523	11/12/2024	Lincoln Creek Lumber Co.	TCD Programs:T099 - Food Processing and Tools Rentals	5354802 · Rental Equipment Maintenance	5.04
Credit Card Charge	13493	11/13/2024	Acorn Naturalists	GREEN:G019-SS GREEN Interlocal (Quarterly)	5314107 · Project Supplies	625.41
Credit Card Charge	13483	11/13/2024	Costco	WSSC:W130- Forest Health & Wildfire Resiliency	5314901 · Meeting & Event	54.85
Credit Card Charge	6915353	11/14/2024	Buzzsprout	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	12.00
Credit Card Charge	13475	11/14/2024	Pilot Travel Center	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	40.31
Bill Pmt -Check	EFT	11/14/2024	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	247.52
Credit Card Charge	13481	11/14/2024	Safeway	WSSC:W130- Forest Health & Wildfire Resiliency	5314901 · Meeting & Event	8.49
Credit Card Charge	13482	11/14/2024	Starbucks	WSSC:W130- Forest Health & Wildfire Resiliency	5314901 · Meeting & Event	45.80
Credit Card Charge	13464	11/14/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	13.42
Credit Card Charge	13467	11/15/2024	Airbnb	WSSC:W170 - Riparian Grant Program	3090509 · Other Prepaid Expenses	438.15
Credit Card Charge	13468	11/15/2024	Airbnb	WSSC:W170 - Riparian Grant Program	3090509 · Other Prepaid Expenses	187.79
Credit Card Charge	13470	11/15/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	57.15
Credit Card Charge	13471	11/15/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	14.24
Credit Card Charge	13535	11/15/2024	Marriott Tacoma Downtown	WSSC:W140 - Irrigation Efficiencies	5314303 · Lodging	817.47
Check	EFT	11/15/2024	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	103.50
Credit Card Charge	13521	11/16/2024	Hilton Vancouver	MISC:M095 - WCRRRI Prairie Habitat Enhancement	5314303 · Lodging	260.44
Credit Card Charge	13480	11/16/2024	Simple and Delicious Donut	TCD Programs:T070 -Teens in Thurston Volunteer Program	5314901 · Meeting & Event	17.99
Credit Card Charge	13487	11/18/2024	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	71.51
Credit Card Charge	13488	11/18/2024	ULINE	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	2,174.90
Credit Card Charge	13484	11/19/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5945363 · Equipment & Office Furniture	186.48
Credit Card Charge	E0300IUDK0	11/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	486.13
Credit Card Charge	E0300UI2ZV	11/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	16.46
Check	EFT	11/19/2024	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	544.24

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	22686	11/20/2024	Alex Chacon	Various	5314305 · Meals / Per Diems	120.00
Bill Pmt -Check	22669	11/20/2024	Anchor QEA		5314100 · Professional Services	70,810.55
Bill Pmt -Check	22670	11/20/2024	Ashley Lewis	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22687	11/20/2024	Christina Wagner	Various	5314304 · Mileage	64.32
Bill Pmt -Check	22671	11/20/2024	Elizavyeta Dmitrieva	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22672	11/20/2024	Fourth Corner Nurseries	Various	5314108 · Construction & Restoration Work	1,146.48
Credit Card Charge	44507720	11/20/2024	Garmin	UNRESTRICTED:A010 - Administrative Expenses	5314205 · Garmin	21.89
Bill Pmt -Check	22673	11/20/2024	Ghader Alrashid	Various	Restoration Crew Intern Stipend	1,028.57
Bill Pmt -Check	22674	11/20/2024	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22675	11/20/2024	K Jensen	WSSC:W180 - Sustainable Farms and Fields CCA	5314109 · Cost Share	11,850.68
Bill Pmt -Check	22688	11/20/2024	Kiana Sinner_V	Various	Various	99.89
Bill Pmt -Check	22676	11/20/2024	Marguerite Abplanalp	Various	5314304 · Mileage	31.49
Bill Pmt -Check	22689	11/20/2024	Marguerite Abplanalp	WSSC:W140 - Irrigation Efficiencies	5314305 · Meals / Per Diems	65.00
Bill Pmt -Check	22677	11/20/2024	Midwest Labs	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	389.29
Bill Pmt -Check	22690	11/20/2024	Mountain Mist	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	35.05
Bill Pmt -Check	22678	11/20/2024	Natural Systems Design	RCO:R090 - Lower Eld Bulkhead Removal	5314100 · Professional Services	5,200.86
Credit Card Charge	13503	11/20/2024	Olympia Food Co-Op	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	18.66
Bill Pmt -Check	22679	11/20/2024	Pacific Conservation District	WSSC:W160 - Community Engagement Plan	5314100 · Professional Services	281.85
Bill Pmt -Check	22680	11/20/2024	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	140.30
Bill Pmt -Check	22681	11/20/2024	Puget Sound Plants	RCO:R070 - Zangle Cove	5314108 · Construction & Restoration Work	1,420.46
Bill Pmt -Check	22682	11/20/2024	River Restoration Northwest	WSSC:W170 - Riparian Grant Program	3090509 · Other Prepaid Expenses	1,420.00
Bill Pmt -Check	22683	11/20/2024	Service Saw Workwears	WSSC:W110 - FY24-25 Salmon Riparian Funding	5945367 · Restoration Equipment	929.37
Bill Pmt -Check	22691	11/20/2024	Sophia Barashkoff	Various	5314304 · Mileage	50.12
Bill Pmt -Check	22684	11/20/2024	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	526.80
Bill Pmt -Check	22685	11/20/2024	WA St University Energy Program	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	2,418.60
Liability Check	22668	11/20/2024	WSCCE - Council 2	RCO:R050 - FY 22-27 ASRP Riverbend	3861008 · Union Dues	1,148.45
Credit Card Charge	13492	11/21/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	13.42
Liability Check		11/22/2024	QuickBooks Payroll Service		3861001 · Direct Deposit Liabilities	48,444.69
Bill Pmt -Check	EFT	11/22/2024	Verizon	UNRESTRICTED:A010 - Administrative Expenses	5314201 · Telephone	1,004.10
Bill Pmt -Check	EFT	11/22/2024	VSP - Vision Care	UNRESTRICTED:A010 - Administrative Expenses	5531213 · Vision Insurance	312.23
Credit Card Charge	P1100522462	11/23/2024	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	192.00
Liability Check	EFT	11/25/2024	Internal Revenue Service		Various	16,166.50
Credit Card Charge	13497	11/25/2024	Signs.com	RCO:R080 - Oregon Spotted Frog (OSF) Outreach	5314400 · Advertising	2,783.69
Credit Card Charge	13510	11/25/2024	TCD Programs:T098 - Soil Health Testing	WSSC:W030 - EAR Skookumchuck	5314117 · Soil Testing	175.00
Credit Card Charge	13496	11/25/2024	VEEAM	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	663.47
Liability Check	EFT	11/25/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	3,371.56
Credit Card Charge	13514	11/27/2024	Always Safe & Lock	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	43.92
Credit Card Charge	13508	11/27/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	52.67
Credit Card Charge	13509	11/27/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	11.24
Credit Card Charge	16592049	11/29/2024	Mail Chimp	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	96.27
Check	EFT	12/01/2024	Delta Dental	UNRESTRICTED:A010 - Administrative Expenses	5531212 · Dental Benefits	1,999.05

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	13581	12/01/2024	PARR Rochester Lumber	WSSC:W120 -FY24-25 Sustainable Farms and Field	5314107 · Project Supplies	91.82
Check	EFT	12/01/2024	Tilley Court Caves, LLC	UNRESTRICTED:A010 - Administrative Expenses	5314501 · Office Rent	8,427.00
Credit Card Charge	13579	12/01/2024	Toziers	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	30.47
Credit Card Charge	13615	12/01/2024	WA St Capitol Campus Parking	SLP Program:SLP075 - NACD REPI Pilot & Challenge	5314307 · Parking fees	6.00
Check	EFT	12/01/2024	Wells Fargo		Wells Fargo	726.38
Bill Pmt -Check	EFT	12/02/2024	Comcast	UNRESTRICTED:A010 - Administrative Expenses	5314204 · Internet Services	179.66
Credit Card Charge	13621	12/02/2024	Home Depot	WSSC:W110 - FY24-25 Salmon Riparian Funding	5314107 · Project Supplies	52.27
Credit Card Charge	13578	12/03/2024	Adobe Inc	Various	5314505 · Software Licenses	921.22
Credit Card Charge	13622	12/03/2024	Harbor Freight	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	117.85
Credit Card Charge	13623	12/03/2024	Lowe's	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	20.92
Check	21834	12/03/2024	Rebecca Carr	TCD Programs:G019.110 TCD SS Green Allocation	5314113 · Teacher Substitute Stipends	100.00
Credit Card Charge	21102	12/04/2024	Fourth Corner Nurseries	TCD Programs:T097 - Plant Sale	5313401 · Plants for Resale	1,417.28
Credit Card Charge	13549	12/04/2024	Northern Quest Resort	UNRESTRICTED:A010 - Administrative Expenses	5314303 · Lodging	418.41
Credit Card Charge	13635	12/04/2024	Northern Quest Resort	UNRESTRICTED:A010 - Administrative Expenses	5314306 · Board - Conference & Training	418.41
Credit Card Charge	13636	12/04/2024	Northern Quest Resort	UNRESTRICTED:A010 - Administrative Expenses	5314306 · Board - Conference & Training	418.41
Credit Card Charge	13637	12/04/2024	Northern Quest Resort	UNRESTRICTED:A010 - Administrative Expenses	5314306 · Board - Conference & Training	278.94
Credit Card Charge	13522	12/04/2024	WA Conservation Action Education Fund	WSSC:W130- Forest Health & Wildfire Resiliency	5314302 · Staff - Conference & Training	150.00
Credit Card Charge	13533	12/05/2024	Rainier Dodge	UNRESTRICTED:A010 - Administrative Expenses	5354803 · Vehicle Maintenance	491.81
Check	EFT	12/05/2024	Regence - Health Care		5531210 · Medical Benefits	21,947.90
Credit Card Charge	13534	12/05/2024	Trader Joes	UNRESTRICTED:A010 - Administrative Expenses	5314310 · Board Meeting Snacks	30.62
Credit Card Charge	13531	12/05/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	8.56
Credit Card Charge	13537	12/06/2024	Home Depot	TCD Programs:T040 - Envirothon Program	5945363 · Equipment & Office Furniture	688.45
Credit Card Charge	13536	12/06/2024	Safeway	TCD Programs:Teens in Thurston Volunteer Program	5314901 · Meeting & Event	32.96
Credit Card Charge	1366015850	12/07/2024	QuickBooks Time Support (TSheets)	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	223.79
Bill Pmt -Check	22693	12/09/2024	Adcolor	RCO:R080 - Oregon Spotted Frog	5314400 · Advertising	2,507.74
Credit Card Charge	13597	12/09/2024	Adobe Inc	WSSC:W170 - Riparian Grant Program	5314505 · Software Licenses	289.48
Credit Card Charge	13539	12/09/2024	Amazon	Thurston County:TC400 - Technical Assistance	5314107 · Project Supplies	83.50
Credit Card Charge	13541	12/09/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5313101 · Office Supplies	10.97
Credit Card Charge	13573	12/09/2024	Amazon	GREEN:G019.108 - NFWF Five Star	Various	368.49
Credit Card Charge	13574	12/09/2024	Amazon	GREEN:G019.108 - NFWF Five Star	5314107 · Project Supplies	35.02
Credit Card Charge	13575	12/09/2024	Amazon	GREEN:G019.108 - NFWF Five Star	5945363 · Equipment & Office Furniture	153.70
Bill Pmt -Check	22694	12/09/2024	Ashley Lewis	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22709	12/09/2024	Carman, Kendall_V	Various	5314305 · Meals / Per Diems	65.00
Bill Pmt -Check	22695	12/09/2024	Elizaviyeta Dmitrieva	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22696	12/09/2024	FCS, a Bowman Company	UNRESTRICTED:A010 - Administrative Expenses	5314100 · Professional Services	4,397.50
Bill Pmt -Check	22697	12/09/2024	Ghader Alrashid	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22711	12/09/2024	Hannah's Cleaning Service	UNRESTRICTED:A010 - Administrative Expenses	5314104 · Janitorial Services	875.00
Bill Pmt -Check	22698	12/09/2024	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22710	12/09/2024	Kenna Fosnacht_V	Various	5314305 · Meals / Per Diems	65.00
Bill Pmt -Check	22699	12/09/2024	KR Creative Strategies	RCO:R080 - Oregon Spotted Frog	5314100 · Professional Services	1,075.00
Bill Pmt -Check	22700	12/09/2024	LaMotte Company	GREEN:G019-SS GREEN Interlocal	5314107 · Project Supplies	1,010.25

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Bill Pmt -Check	22701	12/09/2024	Minuteman Press	RCO:R080 - Oregon Spotted Frog	5314203 · Printing Services	671.92
Bill Pmt -Check	22702	12/09/2024	Nisqually Valley News (CT Publishing)	TCD Programs:T036 - Elections	5314400 · Advertising	187.76
Bill Pmt -Check	22703	12/09/2024	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	82.49
Liability Check		12/09/2024	QuickBooks Payroll Service			47,919.85
Bill Pmt -Check	22704	12/09/2024	Qwg Applied Geology	MISC:M035 - ESRP Shore Friendly	5314100 · Professional Services	1,875.00
Check	22692	12/09/2024	RCO:R050 - FY 22-27 ASRP Riverbend		3471110 · R050 Riverbend Advances	443,132.85
Credit Card Charge	3801628	12/09/2024	Rightworks	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	24.13
Bill Pmt -Check	22705	12/09/2024	Ross Strategic	WSSC:W130- Forest Health & Wildfire Resiliency	5314100 · Professional Services	5,248.00
Bill Pmt -Check	22713	12/09/2024	Salix Solutions	WSSC:W170 - Riparian Grant Program	5314108 · Construction & Restoration Work	11,693.70
Bill Pmt -Check	22707	12/09/2024	WA St Auditor's Office	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	1,112.80
Bill Pmt -Check	22708	12/09/2024	WACD	UNRESTRICTED:A010 - Administrative Expenses	Various	500.00
Credit Card Charge	13594	12/10/2024	Home Depot	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	109.47
Credit Card Charge	13548	12/10/2024	Speed Queen	TCD Programs:Teens in Thurston Volunteer Program	5314107 · Project Supplies	10.00
Liability Check	EFT	12/11/2024	Internal Revenue Service		Various	16,111.30
Bill Pmt -Check	EFT	12/11/2024	Ricoh USA, Inc.	UNRESTRICTED:A010 - Administrative Expenses	5314503 · Equipment Leases	273.17
Bill Pmt -Check	EFT	12/11/2024	USAbLe.Life	UNRESTRICTED:A010 - Administrative Expenses	5531214 · Life Insurance	102.40
Liability Check	EFT	12/11/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	3,282.62
Liability Check	22715	12/11/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	21,183.43
Credit Card Charge	13572	12/12/2024	Amazon	WSSC:W130- Forest Health & Wildfire Resiliency	5945364 · Computer Hardware	148.21
Credit Card Charge	13624	12/12/2024	Lowes	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	31.61
Credit Card Charge	13625	12/12/2024	Lowes	RCO:R050 - FY 22-27 ASRP Riverbend	5314107 · Project Supplies	25.70
Credit Card Charge	13554	12/13/2024	Ralphs Thriftway	GREEN:TCC:G019.28 Dawkins	5314107 · Project Supplies	4.38
Credit Card Charge	13552	12/13/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	9.78
Credit Card Charge	7023992	12/14/2024	Buzzsprout	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	12.00
Credit Card Charge	13558	12/16/2024	Friends Meeting House	UNRESTRICTED:A010 - Administrative Expenses	5314502 · Site Rental	190.00
Check	EFT	12/16/2024	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	108.00
Credit Card Charge	13559	12/17/2024	Friends Meeting House	UNRESTRICTED:A010 - Administrative Expenses	5314502 · Site Rental	90.00
Credit Card Charge	13638	12/17/2024	National Association of Conservation Dist	Various	5314302 · Staff - Conference & Training	700.00
Credit Card Charge	13557	12/17/2024	Waveland Press	WSSC:W130- Forest Health & Wildfire Resiliency	5314116 · Project Equipment	87.95
Bill Pmt -Check	EFT	12/18/2024	Puget Sound Energy	UNRESTRICTED:A010 - Administrative Expenses	5314701 · Electricity	360.37
Credit Card Charge	13576	12/18/2024	Tractor Supply	GREEN:G019.108 - NFWF Five Star	5945363 · Equipment & Office Furniture	186.64
Bill Pmt -Check	EFT	12/18/2024	Verizon	UNRESTRICTED:A010 - Administrative Expenses	5314201 · Telephone	1,004.10
Credit Card Charge	13583	12/19/2024	Conservation Job Board	TCD Programs:T030 - District Communications	5314400 · Advertising	55.00
Credit Card Charge	13584	12/19/2024	Conservation Job Board	TCD Programs:T030 - District Communications	5314400 · Advertising	55.00
Credit Card Charge	E0300UUWOT	12/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	480.38
Credit Card Charge	E0300UUXII	12/19/2024	Microsoft	UNRESTRICTED:A010 - Administrative Expenses	5314505 · Software Licenses	16.46
Bill Pmt -Check	22715	12/20/2024	Ashley Lewis	Various	Restoration Crew Intern Stipend	1,200.00
Credit Card Charge	24388886	12/20/2024	Beneficial State Bank	UNRESTRICTED:A010 - Administrative Expenses	3090509 · Other Prepaid Expenses	63.95
Bill Pmt -Check	22716	12/20/2024	Builders First Choice	MISC:M065 - City of Olympia Urban Ag	5314107 · Project Supplies	13,268.34
Bill Pmt -Check	22728	12/20/2024	Doug Rushton	UNRESTRICTED:A010 - Administrative Expenses	5314306 · Board - Conference & Training	359.94
Bill Pmt -Check	22717	12/20/2024	Elizavyeta Dmitrieva	Various	Restoration Crew Intern Stipend	1,200.00

Type	Num	Date	Name	Funding Source	Expense Account	Paid Amount
Credit Card Charge	45478157	12/20/2024	Garmin	UNRESTRICTED:A010 - Administrative Expenses	5314205 · Garmin	21.89
Bill Pmt -Check	22718	12/20/2024	Ghader Alrashid	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22719	12/20/2024	Jaden McGinty	Various	Restoration Crew Intern Stipend	1,200.00
Bill Pmt -Check	22729	12/20/2024	Joseph Burgess	Various	5314304 · Mileage	68.34
Bill Pmt -Check	22720	12/20/2024	Midwest Labs	TCD Programs:T098 - Soil Health Testing	5314117 · Soil Testing	313.42
Bill Pmt -Check	22721	12/20/2024	National Association of Conservation Dist	UNRESTRICTED:A010 - Administrative Expenses	5314902 · Organizational Dues	775.00
Bill Pmt -Check	22722	12/20/2024	Natural Systems Design	RCO:R090 - Lower Eld Bulkhead Removal	5314100 · Professional Services	2,056.15
Bill Pmt -Check	22723	12/20/2024	Petrocard	UNRESTRICTED:A010 - Administrative Expenses	5313201 · Vehicle Fuel	188.36
Bill Pmt -Check	22724	12/20/2024	Ross Strategic	WSCC:W130- Forest Health & Wildfire Resiliency	5314100 · Professional Services	10,141.36
Bill Pmt -Check	22730	12/20/2024	Sam Nadell	GREEN:G019-SS GREEN Interlocal (Quarterly)	Various	36.46
Credit Card Charge	13589	12/20/2024	Spin Tees	TCD Programs:Teens in Thurston Volunteer Program	5314901 · Meeting & Event	752.13
Bill Pmt -Check	22725	12/20/2024	Thurston County Fairgrounds	TCD Programs:T097 - Plant Sale	5314502 · Site Rental	750.00
Bill Pmt -Check	22731	12/20/2024	TJ Johnson	UNRESTRICTED:A010 - Administrative Expenses	Various	461.19
Bill Pmt -Check	22726	12/20/2024	WA St Conservation Commission	UNRESTRICTED:A010 - Administrative Expenses	5314504 · Vehicle Leases	621.40
Bill Pmt -Check	22727	12/20/2024	WA St University Energy Program	UNRESTRICTED:A010 - Administrative Expenses	5314103 · Computer Services	1,508.75
Liability Check	22714	12/20/2024	WSCCE - Council 2		3861008 · Union Dues	1,176.26
Credit Card Charge	13592	12/23/2024	Amazon	UNRESTRICTED:A010 - Administrative Expenses	5314307 · Licenses and Permits	152.62
Credit Card Charge	13595	12/23/2024	Home Depot	MISC:M065 - City of Olympia Urban Ag	5314107 · Project Supplies	64.15
Liability Check	EFT	12/23/2024	Internal Revenue Service		Various	16,007.88
Credit Card Charge	P1101271027	12/23/2024	Intuit	UNRESTRICTED:A010 - Administrative Expenses	5314102 · Audit & Accounting	192.00
Liability Check		12/23/2024	QuickBooks Payroll Service			48,073.53
Check	EFT	12/23/2024	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	60.00
Liability Check	EFT	12/23/2024	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	3,284.75
Bill Pmt -Check	EFT	12/24/2024	USAble.Life	UNRESTRICTED:A010 - Administrative Expenses	5531214 · Life Insurance	105.20
Credit Card Charge	13605	12/26/2024	Amazon	Various	5314107 · Project Supplies	289.93
Credit Card Charge	13616	12/30/2024	Lincoln Creek Lumber Co.	GREEN:G019.108 - NFWF Five Star	5314107 · Project Supplies	105.28
Credit Card Charge	16796753	12/30/2024	Mail Chimp	TCD Programs:T030 - District Communications	5314207 · Web Hosting and Maintenance	96.27
Check	EFT	12/30/2024	TPSC Benefits	UNRESTRICTED:A010 - Administrative Expenses	5531215 · HRA Benefits	290.00
Credit Card Charge	13598	12/30/2024	US Postal Service	TCD Programs:T098 - Soil Health Testing	5314202 · Postage & Shipping	12.46
Credit Card Charge	13603	12/31/2024	Amazon	MISC:M065 - City of Olympia Urban Ag	5314107 · Project Supplies	319.47
Credit Card Charge	13604	12/31/2024	Amazon	MISC:M065 - City of Olympia Urban Ag	5314107 · Project Supplies	42.84



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: Ducks Unlimited Vendor Agreement	
Lead Staff: Mara Healy	Board Meeting Date: 01/28/25
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
<p>This wetland restoration project is a collaboration with the USFWS Partners for Fish and Wildlife program, Ducks Unlimited, and the Boyce family. The Boyce family are interested in permanent conservation, and restoration for the purposes of restoring habitat vital to the ESA listed species Oregon Spotted Frog. This project represents the development and design phase of this wetland restoration project, in which the design team (TCD, DU, USFWS, and Boyce family) will collaboratively develop 60% designs, permitting strategy, and report.</p>	
Pros: Willing landowner and partner collaborators. Good timing to spend down remaining Frogs on the Farm funding.	Cons: None.
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
None, utilizes existing grant funding.	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Approve.	
Legal Review:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
Professional services contract	



Thurston Conservation District

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



CONSULTANT PROFESSIONAL SERVICES CONTRACT

Boyce Wetland
Frogs on The Farm (USFWS) Project Development

Professional Services Contract

THIS AGREEMENT is between the THURSTON CONSERVATION DISTRICT, a conservation district created under Chapter 89.08 of the Laws of the State of Washington (the "District"), and **Ducks Unlimited** (the "Consultant").

Ducks Unlimited
11805 NE 99th Street, Suite 1300
Vancouver, WA 98682

Project Manager: C.K Eidem
(425) 239-4048
ceidem@ducks.org

The parties agree as follows:

1. Term of Agreement. This Agreement shall be effective from and after **Sept. 23, 2024**, through **November 1, 2025** unless terminated earlier pursuant to the provisions of this Agreement.
2. Scope of Work to be Performed. The Consultant shall perform the work and services described in Exhibit A. If specified in Exhibit A, the work and services shall be performed pursuant to task orders issued by the District. In the event of a conflict between Exhibit A and this Agreement, the provisions of this Agreement shall prevail.
3. Compensation and Payment.
 - A. Compensation. The District shall pay the Consultant for all completed work and services as provided in Exhibit A. The total amount paid under this Agreement shall not exceed **\$42,324 dollars** unless mutually agreed upon in writing by the parties.
 8. Payment. The Consultant shall submit to the District at the end of each month an itemized billing statement that identifies in detail, to the reasonable satisfaction of the District, the days and hours worked, and which describes the work or services performed. The District will pay the Consultant for work or services performed within 30 days after receipt of an itemized billing statement, in accordance with established practices. The Consultant will provide the District with a Taxpayer Identification Number before or along with the first billing statement submitted to the District. Any travel expenses incurred by the Consultant will be reimbursed in accordance with Washington State Per Diem rates.
4. Record Keeping and Reporting. The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and work or services performed under this Agreement, and any other records or reports as may be deemed necessary by the District to ensure the performance of this Agreement. These records shall be maintained for a period of six (6) years after termination of this Agreement, unless

permission to destroy such records is granted by the Washington State Archives in accordance with RCW 40.14.070 and the District.

5. Audit. The Consultant shall permit the District, from time to time as the District deems necessary (including after the expiration or termination of this Agreement), to inspect and audit at all reasonable times in Thurston County, Washington, or at such other reasonable location as the District selects, all pertinent books and records of the Consultant to verify the accuracy of accounting records. The Consultant shall supply the District with, or shall permit the District to make, a copy of relevant books and records upon the District's request. Books and records are deemed relevant if they are related to or arise from Consultant's work under this contract or if they provide information related to the Consultant's legal or professional ability to perform the contract work. The Consultant shall require that the inspection, audit and copying right of the District is a condition of any subcontract, agreement, or other arrangement under which any other person or entity is permitted to perform work and services under this Agreement.

6. Compliance with Law.
 - A. General Requirement. The Consultant, at the Consultant's sole cost and expense, shall perform and comply with all applicable Federal, State, County and City laws and ordinances. To the extent such laws apply to the performance of Contractor's professional services, Contractor shall comply to the extent required by the standard of care.

 - B. Discrimination. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

 - C. Licenses and Similar Authorizations. The Consultant, at no expense to the District, shall secure and maintain in full force and effect during the term of this Agreement all licenses, permits and similar legal authorizations required for the lawful performance of the contract work by Consultant at the project location. Except this term shall not require Consultant to obtain any land use permits required for the project work unless expressly called for in Consultant's Scope of Work. However, consultant shall assist the District in obtaining any such permit.

 - D. Taxes. The Consultant shall pay, before delinquency, all taxes, levies, and assessments arising from the Consultant's activities and undertakings under this Agreement; taxes levied on the Consultant's property, equipment, and improvements; and taxes on the

Consultant's interest in this Agreement and any leasehold interest deemed to have been created by this Agreement under RCW Chapter 82.29A.

7. Contractual Relationship.

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

B. Lack of Authority. This Agreement does not constitute the Consultant as the agent or legal representative of the District for any purpose. The Consultant is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the District or to bind the District in any manner.

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

9. Indemnification.

A. By Consultant. The Consultant shall indemnify and hold the District, its officers, officials, employees, and volunteers harmless from claims, injuries, damages, losses, or suits including reasonable attorney fees, to the extent caused by Consultant's negligence. In the event of liability caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's sole negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

B. By District. The District shall indemnify and hold the Consultant, its officers, officials, employees, and volunteers harmless from claims, injuries, damages, losses, or suits including reasonable attorney fees, to the extent caused by District's negligence. In the event of liability

caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the District's liability hereunder shall be only to the extent of the District's sole negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the District's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

10. Insurance.

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

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

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

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

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 combined single limit.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
4. The consultant is required to provide a certificate of coverage with additionally insuring Thurston Conservation District named as additional insured on the Commercial General Liability policy for all work conducted by the work of the consultant.

C. Other Insurance Provisions

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

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

D. Acceptability of Insurers

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

E. Verification of Coverage

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

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

F. Subcontractors' Insurance

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

11. Ownership of Documents. Reports, studies, plans, drawings, maps, models, specifications, computer files and other work products produced by the Consultant, except for working notes and internal documents, shall be the property of the District, which are subject to public disclosure under Chapter 42.56 RCW. The Consultant shall furnish these documents to the District upon request. The Consultant shall refer all third-party requests for inspection and copying of these documents to the District which shall determine whether the documents shall be made available for inspection in accordance with Chapter 42.56 RCW. Modification or re-use of any of these documents by the District following completion of the work and services under this Agreement, without the written permission of the Consultant, shall be at the District's sole risk.

A. Pursuant to performing the Specified Services, Consultant will create certain instruments of service, which may take the form of printed, hard copy documents and electronic, computer-ready materials including but not limited to computer programs, software, and data. These instruments may also take the form of methodology, processes, and logic.

B. Materials, methodologies, processes, and logic will be delivered to District as part of the Specific Services rendered by Consultant, and District will acknowledge said materials as instruments of service. All instruments shall become the property of District upon completion of the respective Specific Service and payment in full of monies due Consultant for that service. Notwithstanding anything in this Agreement to the contrary, any numerical model codes, software, methodology, logic, details, design elements

and/or processes, developed by or owned by Consultant prior to, or independent of the work performed under this Agreement, shall remain in Consultant's sole ownership.

- C. Consultant makes no warranties, expressed or implied, of the merchantability or fitness of said instruments for any particular purpose other than the pertinent scope of the Specified Services.
- D. Consultant may retain reproducible copies of its instruments of service (aka "documents" per TCD).

12. Addresses for Notices and Deliverable Materials. All notices and other material to be delivered under this Agreement shall be in writing and shall be delivered or mailed to the following addresses, unless otherwise requested by the Thurston Conservation District:

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

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

- 13. Amendments. No modification or amendment of this Agreement shall be effective unless in writing and signed by authorized representatives of the parties. The parties expressly reserve the right to modify this Agreement, from time to time, by mutual agreement.
- 14. Binding Effect. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors, and assigns.
- 15. Applicable Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought under this Agreement shall be in the Superior Court for Thurston County.
- 16. Remedies Cumulative. Rights under this Agreement are cumulative, and the failure to exercise a right on any occasion shall not operate to forfeit the right on another occasion. The use of one remedy shall not exclude or waive the right to use another.
- 17. No Waiver. No waiver of full performance by either party shall be construed, or operate, as a waiver of any subsequent default or breach of any of the terms, covenants, or conditions of this Agreement. The payment of compensation to the Consultant shall not be deemed a waiver of any right or the acceptance of defective performance.
- 18. Termination.

- A. At Convenience of District. The District may terminate this Agreement at any time upon 10 days written notice to the Consultant.
 - B. For Cause. Either party may terminate this Agreement where the other party fails to perform its obligations and the failure has not been corrected in a timely manner after notice of breach.
 - C. For Reasons Beyond Control of Parties. Either party may terminate this Agreement without recourse by the other party where performance is rendered impossible or impracticable for reasons beyond the party's reasonable control such as, but not limited to, acts of nature; war or warlike operations; civil commotion; riot; labor disputes including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.
 - D. Compensation in the Event of Termination. In the event of termination of the Contract pursuant to this Section, District shall pay Consultant the lower of the actual price or the price shown on any schedule of values for all Work completed up to the date of such termination for which Consultant has not been paid incurred by it in the performance of the Work, plus all the pro-rated portion of any fee included in Consultant's price based on the portion of the non-fee price to be paid under this paragraph.
 - E. Notice. Notice of termination pursuant to Subsections B and C above shall be given by the party terminating this Agreement to the other not less than 30 days prior to the effective date of termination.
19. Previous Agreements Superseded. The terms and conditions of this Agreement supersede the terms, obligations, and conditions of any existing or prior agreement between the parties regarding the subject matter of this Agreement.
21. Headings. Headings of paragraphs and section herein are for reference purposes only and are not intended to create or imply any contract terms or understandings different from or supplemental to those created by the substantive terms as written.
20. Entire Agreement. This Agreement is all of the covenants, promises, agreements and conditions, either oral or written, between the parties.

Exhibit A
Scope of Work

Boyce Wetland
Frogs on The Farm (USFWS) Project Development
Professional Services Contract

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Exhibit A: Scope of Work

Phase 1 – 60% Design

Location: Boyce Property at 3404 113th AVE SW, Olympia WA 98512,
DD 46.924151, -121.95147, Thurston County Parcel# 12729410200

Purpose of the Project: Enhance wetlands to help recover Federally threatened Oregon spotted frogs (*Rana pretiosa*) in Western Washington. The state conservation status is “Endangered” based on its rarity in Washington, primarily due to human-stressors causing the loss or degradation of wetland, creek, and river habitats.

Phase 1 of the project will design wetland enhancements to optimize the habitat for Oregon spotted frogs.

Scope of Services: As defined below, Ducks Unlimited (DU) staff and contracted representatives will undertake certain activities under TCD (Thurston Conservation District) contract and will collaborate with project partners on these and other activities. Project partners include DU, USFWS (U.S Fish and Wildlife Service), TCD, WDFW (Washington Department of Fish and Wildlife), and landowners.

This phase is for site survey, planning, and design of management tools to optimize Oregon spotted frog wetland habitat, e.g. low-stature vegetation, and suitable hydrology. This will be accomplished through improved water management, contouring site topography, and prescribing specific vegetation. The project site is less than 5 acres.

Deliverables:

1. Task 1: Existing Conditions and Topographical Survey
Budget: \$8,000
 - a. Collect and document relevant existing data and reports pertaining to the project site. Data may include but is not limited to elevation (LIDAR), geomorphology, water quality, water quantity, fish passage barriers, biology (i.e. fish use), FEMA floodplain maps, historical aerials, soils and wetlands data etc.
 - b. Generate maps and resources including relative elevation data, flood and erosion hazard risks to support landowner conversations as well as conceptual project alternatives, in collaboration with TCD.
 - c. Perform ground-truthing activities including restoration opportunity and needs assessment or data-gathering as appropriate, to support design concept development.
 - d. Deadline: All work under Task 1 to be completed by: 6/1/2025
2. Task 2: 60% Design
Budget: \$14,000
 - a. Develop a design and cost estimate
 - b. Deadline: All work under Task 2 to be completed by: 11/1/2025
3. Task 3: Permitting Strategy
Budget: \$5,000
 - a. Develop and complete a permitting strategy to implement the identified restoration

activities.

b. Deadline: All work under Task 3 to be completed by: 1/1/2025

4. Task 4: Design Report and Biological Planning

Budget: \$10,000

a. Develop and complete a design report that describes (1) proposed drainage improvements, (2) recommended vegetation and wetland management (3) a permitting strategy.

b. Deadline: All work under Task 4 to be completed by: 11/1/2025

5. Invoicing

a. Quarterly progress reports, billing, and recipient closeout reports, and will properly maintain project documentation.



Tasks	Cost
Task 1 – Existing Conditions and Topographical Survey	\$8,000
Task 2 – 60% Design	\$14,000
Task 3 – Permitting Strategy	\$ 5,000
Task 4 – Design Report and Biological Planning	\$10,000
Direct Costs Subtotal*	\$ 37,000
Indirect: 14.39%	\$ 5,324
Total Costs	\$ 42,324

Total Contract Budget (not to be exceeded): \$42,324.00

Boyce Wetland
Frogs on the Farm (USFWS) Project Development
Professional Services Contract

Ducks Unlimited Inc.

THURSTON CONSERVATION DISTRICT

X _____

X _____

TJ Johnson
 TCD Board of Supervisors Chair



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: Antiquity Consulting Scatter & Chehalis Riparian Vendor Agreement	
Lead Staff: Joey Burgess	Board Meeting Date: 01/28/25
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
<p>We are planning a restoration project on a property with a 2100 linear ft stretch of Scatter Creek as well as a 1900 linear ft. stretch of the Chehalis River. The project included invasive removal and replanting across the site which includes a ~32 acre piece of land between the creek and river, as well as an additional ~6 acres of riparian buffer expansion along the north side of Scatter Creek.</p>	
Pros: Long term project that enhances critical habitat along two important water bodies. Highly demonstrable project for the community.	Cons: High cost for Cultural Resources due to the existence of an archaeological site adjacent to the project area (high likelihood of findings). Access is difficult during wet months.
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
The costs are higher than usual for Cultural Resources due to the size of the site and the high likelihood of findings.	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Approval of the contract and moving forward with the Cultural Resources Assessment.	
Legal Review:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
PerServCont - Procurement Contract Scatter & Chehalis_EZ Project form - Project details provided to DAHP APE Supporting Images - Project Area Mapped	



DAHP USE ONLY	
Date Received:	
DAHP Log #:	
Reviewer(s):	
<input type="checkbox"/> ARCHY	<input type="checkbox"/> BEU



EZ / PROJECT FORM

Request to initiate consultation for Governor's Executive Order 21-02 (GEO 21-02) projects

GEO 21-02

New Consultation? YES NO ADDITIONAL INFORMATION PROVIDED PER REQUEST

Questions? Contact DAHP at 2102@dahp.wa.gov or (360) 586-3065. You may also find answers to your questions online at www.dahp.wa.gov/2102.

Please be aware that this form may only initiate consultation. For some projects, DAHP may require additional information to complete our review. A historic property inventory form or archaeological survey may need to be completed by a qualified cultural resource professional.

NOTE: To save this fillable form you must fill it out in Adobe Acrobat or use the PRINT to PDF function in Acrobat Reader. In Reader choose File > Print and choose Adobe PDF as the printer. The file will save to your computer.
NOTE: The form will automatically adjust to fit all your information.

SECTION 1: PROJECT INFORMATION

Project Title:	<i>Provide 1-2 sentence summary of the project.</i>	
Property Name: <i>if applicable</i>		
Project Address:		
City / State / Zip:	County:	Township / Range / Section: <i>leave blank if unsure</i>

SECTION 2: PROJECT DESCRIPTION

Project includes (check all that apply):	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> GROUND DISTURBANCE	<input type="checkbox"/> REHABILITATION / RENOVATION	<input type="checkbox"/> ACQUISITION
Are any buildings 45 years or older going to be impacted in any of the above ways by this project?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT SURE	Check here if the project involves multiple resources. If so, attach a table including all information in Sections 1 and 2 for each resource.	
If you do not know the age of the building(s) this is usually available through the county assessor web parcel search. To find this page put in the name of the county, Washington assessor property search into your web search engine of choice. I.e.. Adams county Washington assessor property search.					
Are there any Federal funds, lands, permits, or licenses involved in/required by this project?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT SURE	If Yes, what Federal Agency?	
Have you already received a grant?	<input type="checkbox"/> YES	<input type="checkbox"/> NO, WE ARE APPLYING NOW	<input type="checkbox"/> NO, WE HAVE NOT APPLIED YET	<input type="checkbox"/> NOT SURE	

SECTION 3: STATE AGENCY INFORMATION

Leave blank if unknown

State Agency:	Grant / Loan Program Name:	Direct Appropriation?
Contact Person:	Phone:	e-mail:
Funding biennium?	Requested grant / loan amount:	Total project amount:

SECTION 4: CONTACT INFORMATION

If different from State Agency contact person.

Submitter Name:	Submitter Organization:
Submitter Address:	City / State / Zip:
Submitter Phone:	Submitter e-mail:

DAHP DETERMINATION (DAHP USE ONLY)

<input type="checkbox"/> EXEMPT from GEO 21-02 review.	<input type="checkbox"/> The project will have an ADVERSE IMPACT on historic properties.	_____ DAHP REVIEWER
<input type="checkbox"/> There are NO HISTORIC PROPERTIES IMPACTED by the proposed project.	<input type="checkbox"/> DAHP requires ADDITIONAL INFORMATION in order to complete review (see attached).	
<input type="checkbox"/> The project will have NO ADVERSE IMPACT on historic properties.	<input type="checkbox"/> SURVEY REQUIRED	_____ DATE
<input type="checkbox"/> MONITORING REQUIRED	<input type="checkbox"/> INADVERTENT DISCOVERY PLAN REQUIRED	



Instructions: Please describe the type of work to be completed. Be as detailed as possible to avoid a request for additional information. Be sure to describe all ground disturbing activities in the appropriate box below and provide photos of areas of work.

SECTION 5: ATTACHMENTS

Please email completed form and all attachments to:
2102@dahp.wa.gov

MAP - Be sure to show the project boundary and location of property(ies). *See Section 7 on Page 3 for optional template. May also submit online through WISAARD using eAPE.*

DESCRIPTION / SCOPE OF WORK - Describe the project, including any ground disturbance. *See Section 6 for an optional template.*

SITE PLAN / DRAWINGS - Indicate location and dates of resources, proposed improvements and ground disturbance, etc.

PHOTOGRAPHS - Attach digital photographs showing the project site, including images of all resources. *Photos submitted through WISAARD may suffice.*

SECTION 6: ADD'L PROJECT INFORMATION

Provide a detailed description of the proposed project:

Describe the existing project site conditions (include building age, if applicable):

If there are ground disturbing activities proposed, describe them *including the approximate depth of ground disturbance*:



Instructions: Please attach a MAP clearly showing the project area. Please [click here for tutorial on creating a map](#) if you don't have one clearly showing the project area.

SECTION 7: MAP / Area of Potential Effect

**CLICK IN THE BOX ABOVE TO ADD A MAP
MAP MUST BE IN JPG FORMAT**

Thurston Conservation District

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



CONSULTANT SERVICES CONTRACT

Cultural Resource Assessment of Scatter & Chehalis Riparian Restoration Site

Personal Services Contract 2024-11

THIS AGREEMENT is between the THURSTON CONSERVATION DISTRICT, a conservation district created under Chapter 89.08 of the Laws of the State of Washington (the "District"), and **Antiquity Consulting**, (the "Consultant").

Antiquity Consulting
4800 Capital Blvd SE, Suite A
Tumwater, WA 98502

Project Manager: Beth Mathews, MA, Archaeologist & CEO
(360) 819-4998
antiquityconsulting@gmail.com

The parties agree as follows:

1. **Term of Agreement.** This Agreement shall be effective from and after **February 1, 2025** through **June 1, 2025**, unless terminated earlier pursuant to the provisions of this Agreement.
2. **Scope of Work to be Performed.** The Consultant shall perform the work and services described in Exhibit A. If specified in Exhibit A, the work and services shall be performed pursuant to task orders issued by the District. In the event of a conflict between Exhibit A and this Agreement, the provisions of this Agreement shall prevail.
3. **Compensation and Payment.**
 - A. **Compensation.** The District shall pay the Consultant for all completed work and services as provided in Exhibit A. Reimbursement rates for lodging, meals, or vehicle mileage billed for this project may not exceed current state rates for the project area. The total amount paid under this Agreement shall not exceed **\$41,579.40 (Forty-one thousand, five hundred and seventy-nine dollars and forty cents)** unless mutually agreed upon in writing by the parties.
 - B. **Payment.** The Consultant shall submit to the District at the end of each month an itemized billing statement that identifies in detail, to the reasonable satisfaction of the District, the days and hours worked and which describes the work or services performed. The District will pay the Consultant for work or services performed within 30 days after receipt of an itemized billing statement, in accordance with established practices. The Consultant will provide the District with a Taxpayer Identification Number before or along with the first billing statement submitted to the District.
4. **Record Keeping and Reporting.** The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and work or services performed under this Agreement, and any other records or reports as may be deemed necessary by the

Cultural Resource Assessment of Scatter & Chehalis Riparian Restoration Site

Personal Services Contract 2024-11

District to ensure the performance of this Agreement. These records shall be maintained for a period of six (6) years after termination of this Agreement, unless permission to destroy such records is granted by the Washington State Archives in accordance with RCW 40.14.070 and the District.

5. Audit. The Consultant shall permit the District, from time to time as the District deems necessary (including after the expiration or termination of this Agreement), to inspect and audit at all reasonable times in Thurston County, Washington, or at such other reasonable location as the District selects, all pertinent books and records of the Consultant to verify the accuracy of accounting records. The Consultant shall supply the District with, or shall permit the District to make, a copy of any books and records upon the District's request. The Consultant shall ensure that the inspection, audit and copying right of the District is a condition of any subcontract, agreement or other arrangement under which any other person or entity is permitted to perform work and services under this Agreement.
6. Compliance with Law.
 - A. General Requirement. The Consultant, at the Consultant's sole cost and expense, shall perform and comply with all applicable Federal, State, County and City laws and ordinances. To the extent such laws apply to the performance of Contractor's professional services, Contractor shall comply to the extent required by the standard of care.
 - B. Discrimination. Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.
 - C. Licenses and Similar Authorizations. The Consultant, at no expense to the District, shall secure and maintain in full force and effect during the term of this Agreement all required licenses, permits and similar legal authorizations.
 - D. Taxes. The Consultant shall pay, before delinquency, all taxes, levies and assessments arising from the Consultant's activities and undertakings under this Agreement; taxes levied on the Consultant's property, equipment and improvements; and taxes on the Consultant's interest in this Agreement and any leasehold interest deemed to have been created by this Agreement under RCW Chapter 82.29A.
7. Contractual Relationship.
 - A. Independent Contractor. The Consultant and District agree that the Consultant is an independent contractor with respect to work or services provided under this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and

employee between the Consultant and the District. It is understood and agreed that the Consultant or any employee of the Consultant will not be entitled to receive any other benefits accorded District employees. The District will not be responsible for withholding or otherwise deducting federal income tax, social security, or contributing to the State Industrial Insurance Program, or in any other way assuming the duties of an employer with respect to the Consultant or any employee of the Consultant.

- B. Lack of Authority. This Agreement does not constitute the Consultant as the agent or legal representative of the District for any purpose. The Consultant is not granted any express or implied right or authority to assume or create any obligation or responsibility on behalf of or in the name of the District or to bind the District in any manner.
8. No Subcontracting or Assignment. The Consultant shall not subcontract or assign any portion of the work or services covered by this Agreement without the prior written approval of the District. In the event of approval, the Consultant is responsible for any subcontractor's or sub consultant's compliance with all the terms of this contract.
9. Indemnification and Limitation of Remedies.
- A. By Consultant. The Consultant shall indemnify and hold the District, its officers, officials, employees and volunteers, and the landowner of the project site, harmless from claims, injuries, damages, losses or suits including reasonable attorney fees, to the extent caused by Consultant's negligence. In the event of liability caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's sole negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.
- B. By District. The District shall indemnify and hold the Consultant, its officers, officials, employees and volunteers harmless from claims, injuries, damages, losses or suits including reasonable attorney fees, to the extent caused by District's negligence. In the event of liability caused by or resulting from the concurrent negligence of the Consultant and the District, its officers, officials, employees, and volunteers, the District's liability hereunder shall be only to the extent of the District's sole negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the District's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

C. Limitation of Remedies. Contractor's aggregate liability responsibility to the District, including that of Contractor's officers, directors, employees, and agents is limited to \$1,000,000 or the amount of Contractor's fee under this Agreement, whichever is greater. This limitation of remedy applies to all lawsuits, claims or actions, whether identified as arising in tort, contract or other legal theory, (including without limitation, Contractor's indemnity obligations in the previous paragraph) related to Contractor's services under this Agreement -.

10. Insurance.

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

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

A. Minimum Scope of Insurance

Consultant shall obtain insurance of the types described below:

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

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
4. The consultant is required to provide a certificate of coverage additionally insuring Thurston Conservation District for all work conducted by or resulting from the work of the consultant.

C. Other Insurance Provisions

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

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

D. Acceptability of Insurers

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

E. Verification of Coverage

Consultant shall furnish the District with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured

endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

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

F. Subcontractors' Insurance

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

11. Ownership of Documents. Reports, studies, plans, drawings, maps, models, specifications, computer files and other work products produced by the Consultant, except for working notes and internal documents, shall be the property of the District, which are subject to public disclosure under Chapter 42.56 RCW. The Consultant shall furnish these documents to the District upon request. The Consultant shall refer all third-party requests for inspection and copying of these documents to the District which shall determine whether the documents shall be made available for inspection in accordance with Chapter 42.56 RCW. Modification or re-use of any of these documents by the District following completion of the work and services under this Agreement, without the written permission of the Consultant, shall be at the District's sole risk.

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- B. Materials, methodologies, processes, and logic will be delivered to District as part of the Specific Services rendered by Consultant, and District will acknowledge said materials as instruments of service. All instruments shall become the property of District upon completion of the respective Specific Service and payment in full of monies due Consultant for that service.
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582 Tilley Court SE, Suite 152
Tumwater, WA 98501
(360) 754-3588**

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

13. Amendments. No modification or amendment of this Agreement shall be effective unless in writing and signed by authorized representatives of the parties. The parties expressly reserve the right to modify this Agreement, from time to time, by mutual agreement.
14. Binding Effect. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
15. Applicable Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought under this Agreement shall be in the Superior Court for Thurston County.
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 - B. For Cause. Either party may terminate this Agreement where the other party fails to perform its obligations and the failure has not been corrected in a timely manner after notice of breach.
 - C. For Reasons Beyond Control of Parties. Either party may terminate this Agreement without recourse by the other party where performance is rendered impossible or impracticable for reasons beyond the party's reasonable control such as, but not limited to, acts of nature;

war or warlike operations; civil commotion; riot; labor disputes including strike, walkout, or lockout; sabotage; or superior governmental regulation or control.

- D. Compensation in the Event of Termination. In the event of termination of the Contract pursuant to this Section, District shall pay Contractor the lower of the actual price or the price shown on any schedule of values for all Work completed up to the date of such termination for which Contractor has not been paid incurred by it in the performance of the Work, plus all the pro-rated portion of any fee included in Contractor's price based on the portion of the non-fee price to be paid under this paragraph.
- E. Notice. Notice of termination pursuant to Subsections B and C above shall be given by the party terminating this Agreement to the other not less than 30 days prior to the effective date of termination.

19. Previous Agreements Superseded. The terms and conditions of this Agreement supersede the terms, obligations and conditions of any existing or prior agreement between the parties regarding the subject matter of this Agreement.

21. Headings. Headings of paragraphs and section herein are for reference purposes only and are not intended to create or imply any contract terms or understandings different from or supplemental to those created by the substantive terms as written.

20. Entire Agreement. This Agreement is all of the covenants, promises, agreements and conditions, either oral or written, between the parties.

Professional Services Contract #2024-11

CONSULTANT

THURSTON CONSERVATION DISTRICT

By _____
Beth Mathews, Owner/Principal
Antiquity Consulting

By _____
Sarah Moorehead, Executive Director
Thurston Conservation District

Date: _____

Date: _____

Exhibit A
Scope of Work

Cultural Resource Assessment of Scatter & Chehalis Riparian Restoration Site
Personal Services Contract 2024-11

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Appendix A

SCOPE OF WORK:

Cultural Resource Assessment of Scatter & Chehalis Riparian Restoration Site

PROJECT DESCRIPTION:

Thurston Conservation District proposes to conduct riparian restoration and invasive control management on both Scatter Creek and the Chehalis River. The property is 73.2 acres composed primarily of pastureland leased for hay. The property is located in the Chehalis River Valley just to the east of the confluence of Scatter Creek and the mainstem Chehalis River. The Chehalis River creates the southernmost boundary of the property while Scatter Creek flows east to west through the middle of the southern portion. While the fields from James Rd. down to Scatter Creek have previously held animals, they are now leased for hay production. The project area consists of degraded riparian habitat along Scatter Creek and a floodplain dominated by invasive species and pasture grass adjacent to the Chehalis River. The southwestern portion of the site contains a Blue spruce plantation, and the eastern portion has a Grand fir plantation.

A Cultural Resources Assessment survey and report will be completed prior to the start of restoration work and must meet the requirements of Executive Order 21-02. The DAHP EZ-1 form for this project, Tribal response letters, and maps delineating the Area of Potential Effect are included as separate documents in the RFP Packet.

Anticipated Disturbance: The project focuses on riparian restoration and will involve (1) manual and chemical invasive weed control and (2) riparian revegetation activities will focus on dense plantings along the stream channels and slopes in the focus area including planting to a maximum depth of ~ 3' (for planting live stakes).

PROJECT AREA: *approximately* nineteen acres

PROJECT ADDRESS: 1) 10247 James Road SW, Rochester, Wa, 98579

PARCEL NUMBER: 13507110100; 13508220300; 13508230100

LOCATION: Section 08 - Township 15 North, Range 03 West

SURVEY SITE: flagged/marked
x not flagged/ marked (project manager will assist with orientation)

LOCATION DESCRIPTION: See attached EZ-1 forms

FUNDING/GRANT SOURCE: Washington State Conservation Commission, WA Department of Ecology.

Cultural Resource Assessment of Scatter & Chehalis Riparian Restoration Site

Personal Services Contract 2024-11

REGULATORY CONTEXT: Section 106 (Funding and/or Permit)
 Executive Order 21-02

PROJECT TIMELINE:

- Tuesday November 12, 2024: RFP Released
- Monday December 02, 2024: RFP Submittals due by email.
- January 2025: Contracting Completed
- February 1: March 31, 2025: Survey field work and draft report.
- March 21, 2025: draft Cultural Resource Survey complete and received by TCD.
 - TCD leads Tribal concurrence process with support from consultant as needed.
- April 21, 2025: Final Survey uploaded to DAHP; project completion.

PROJECT CONSTRAINTS: Survey will take place in areas with saturated soils, uneven terrain, and potentially creek channels. The project site is accessed by driving/walking through a pasture, as well as crossing a shallow part of the river that will most likely require wearing knee- waders.

SUBMITTALS: Draft Report
 Final Report

CULTURAL RESOURCES SCOPE OF WORK:

Summary of Tasks

- ✓ **Desktop Review/Background and Archival Research.** Review pertinent environmental, ethnographic, and historic literature to identify the types of sites and historic-period built environment resources that are likely to be found in the project area. Use the Department of Archaeology and Historic Preservation (DAHP)'s online Washington Information System for Architectural and Archaeological Records Database (WISAARD) to investigate the near environment for previous cultural resource surveys and recorded cultural resources (archaeological sites and historic-period built environment). List and describe all recorded resources and studies within one mile of the project area and use the combined research to evaluate the potential for National Register of Historic Places (NRHP)-eligible resources to be present within the project area. Where possible, identify the areas and depths within the project area with the greatest likelihood of encountering cultural resources.

- ✓ **Inventory Field Survey.** Conduct systematic surface and subsurface field investigation of the project area in sufficient detail to identify archaeological sites and historic-period built environment resources (buildings, structures, and objects). Make preliminary NRHP eligibility recommendations and offer generalizations about the potential for cultural resources in the project area. Locate and delineate archaeological sites and built environment resources that may be avoided and protected during ground-disturbing activities associated with the project.

- ✓ **Draft and Final CRA Report**
The cultural resources assessment and report must meet all requirements under the Governor's Executive Order 21-02.

- ✓ **Documentation of Historic Structures, Archaeological Sites, and Isolates.** As needed.

DELIVERABLES AND TASKS

Thurston Conservation District will provide the following items:

- ✓ Copies of EZ-1 submitted to DAHP & DAHP response letter
- ✓ Tribal letters requesting survey
- ✓ Aerials of focus areas with approximate boundaries.
- ✓ Communication with landowners
- ✓ Site orientation for surveying, boundary-marking as requested

Thurston Conservation District has completed the following tasks:

Task 1. Initiation of Formal Consultation with DAHP and Tribes

The Contractor will complete the following tasks, as required:

Task 1. Permits and utility locates

1. The contractor will prepare and submit the following permits if required:
 - Antiquities and Organic / Archaeological Resources Protection Act Permit(s)
 - Washington State Archaeological Site Excavation and Alteration Permit
2. The Contractor will contact the appropriate utility locate for project area, as appropriate for the project.

Task 2. Cultural Resource Review and Investigation

Objective. The objective of the investigations is to identify cultural resources, if any, that are located within the project area which may be impacted during project construction. Investigations will result in the development of a management tool consisting of a written report, digital geo-spatial and tabular data to guide final project design and the management of any cultural resources identified during the review. This management tool will provide the reasoned and consistent assessment of all the identified project elements based on intensive background research, development of historic contexts, and, where appropriate, consultation with local landowners, tribal members, and sponsoring agency staff.

Research will include a review of the Washington Information System for Architectural and Archaeological Records Data (WISAARD) database maintained by the Department of Archaeology and Historic Preservation (DAHP), a background literature review, informal contact with the interested tribe(s), research and inquiry for traditional cultural properties, fieldwork as needed, preparation of site inventory forms as needed, and preparation of a technical report.

The contractor will provide written evaluation criteria and written recommended preservation treatments for both architectural remains and archaeological features when these resources are identified in the survey area.

The survey will provide for future projects by providing a summary of existing knowledge about the location and associated cultural landscapes; a discussion of the significance of the regional/local geomorphological and environmental settings, and a narrative outlining the implications of past and present land-use patterns.

The level of effort of the Survey should be commensurate with the scale of the project.

If field survey is required, it should result in an understanding of the vertical and horizontal extent of newly recorded sites. Recommendations for site eligibility should be prepared. These evaluations should provide thoughtful consideration for all four criteria or state plainly which criteria were considered.

If archaeological sites are identified, the review will also include a discussion of the site formation processes and site treatment recommendations.

Qualifications. The researchers should meet the following requisite minimum disciplinary qualifications defined in the Secretary of Interior's "Professional Qualifications Standards" (36 CFR Part 61). Proposals must include documentation in support of qualifications.

- All activities regarding, or having the potential to affect, historic buildings and structural elements must be carried out by, or under the direct supervision of, a person or persons meeting the Secretary of the Interior's "Professional Qualifications – Standards for Historic Architecture", "Standards for Historic Landscape Architecture," or "Standards for Architectural Historian" (proposed revised Standards, 62 FR 33708, June 20, 1997) with at least five years' experience in projects involving historic buildings and structures.
- All activities regarding, or having the potential to affect, precontact archaeological resources must be carried out by, or under the direct supervision of, a person or persons meeting at a minimum the Secretary of the Interior's "Professional Qualifications – Standards for Archeology," with at least five years' experience in precontact archaeology.
- All activities regarding, or having the potential to affect, historic archaeological resources must be carried out by, or under the direct supervision of, a person or persons meeting at a minimum the Secretary of the Interior's "Professional Qualifications – Standards for Archeology," with at least five years' experience in historic or industrial archaeology.

Fieldwork. Field investigations will be conducted in a manner consistent with Washington Senate Bill 5282 amending RCW 27.53.030, and will include inspection techniques to identify both surface
Cultural Resource Assessment of Scatter & Chehalis Riparian Restoration Site

and subsurface archaeological resources. The proposed field methods will be completed, at the Principal Investigator's discretion, depending on the results of background review and fieldwork. Changes to the methodologies outlined below should be discussed with the Department archaeologist prior to the initiation of fieldwork.

1. Subsurface inspections could include shovel excavations and the screening of excavated material to identify the nature and extent of any potential archaeological resources.
2. Subsurface excavation units will not be smaller than 50 cm in diameter and, where possible, will extend to at least 100 cm below the surface. If necessary, an auger probe may be placed in the bottom of the STP to ensure that the projects depth of disturbance is properly assessed.
3. Excavated sediments will be screened through 1/4- or 1/8-inch hardware cloth mesh. The contractor's rationale should be discussed in the report's field methodology section.
4. Excavated sediments and archaeological materials will be documented and analyzed in the field and returned to the excavation unit of origin prior to backfilling, unless other arrangements have been made with RCO or DAHP. Exceptions may include materials typically reserved for additional specialized evaluation (e.g., obsidian, charcoal, faunal remains, sediment samples).
5. GPS data will be collected for each excavation unit and delivered in ArcGIS file or GoogleEarth (kmz/kml) files and as tabular data in an excel spreadsheet.
6. Should archaeological resources be discovered in the course of the investigation, the sponsoring agency staff will be notified immediately
7. Other identified cultural resources will be documented appropriately.

Task 3. Technical Report

1. The results of the background and records search along with the results of the fieldwork will be incorporated into a technical report following the DAHP reporting standards with DAHP cover sheet.
2. The technical report will meet all applicable state and federal reporting standards, in addition to the conditions and compliance requirements of the permits, if permits were required. Reports deficiencies resulting in report rejection by DAHP for failure to meet these standards will be amended at no additional cost to the Sponsor.
3. The report will include background research, historic context, a discussion of existing conditions assessment, and fieldwork. Material provided in these documents can be referred to by citation, new information should be presented in the survey report.
4. An electronic draft copy of the technical report in Portable Document Format (PDF) will be provided to Thurston Conservation District for review within 15 working days of completion of the fieldwork.

5. Final drafts of the report shall be uploaded to the appropriate WISAARD project or activity identified using a DAHP Project Reference Number within 30 working days of the receipt of comments.

Task 4. Documentation of Historic Structures, Archaeological Sites and Isolates.

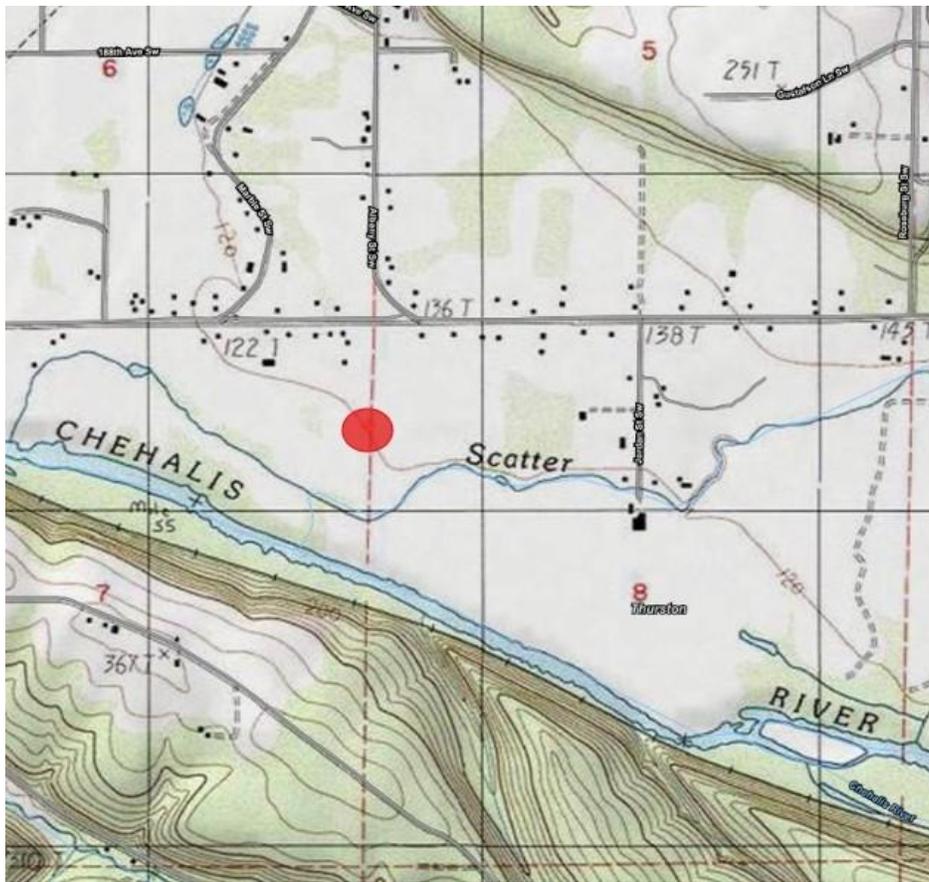
1. Upon the identification of historic buildings/structures, archaeological sites, or archaeological isolates, the contractor will appropriately document the archaeological materials using the appropriate Washington State Inventory Form and in accordance with the *DAHP Guidelines for Cultural Resource Reporting*.
2. The contractor will be responsible for submitting site inventory forms to DAHP for final review and assignment of Smithsonian trinomials.

6. DELIVERABLES SCHEDULE

Deliverable	Item Description	Due Date
Deliverable 1	Draft Survey provided to TCD for Tribal Concurrence	Mar. 01, 2025
Deliverable 2	Survey and Report completed and submitted to DAHP	Mar. 15, 2025
Deliverable 2	Potential additional survey amendments for future work	Tbd 2025

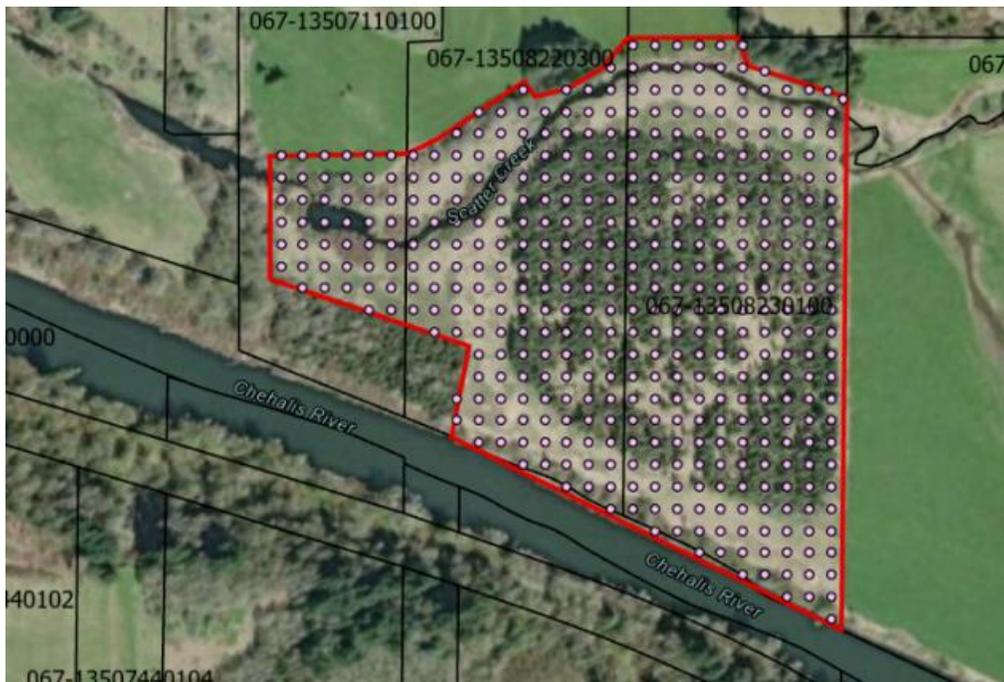
CONTACT INFORMATION:

Project Manager Name: Joey Burgess
 Phone: (360) 790-7000
 Email: jburgess@thurstoncd.com



Map source: <https://websoilsurvey.sc.egov.usda.gov/App/WebSoilSurvey.aspx>

● Approximate location for work/APE



Map source: Antiquity Consulting Project Proposal, Thurston County Geodata

Cultural Resource Assessment of Scatter & Chehalis Riparian Restoration Site

Personal Services Contract 2024-11



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: City of Olympia Urban Agriculture Funding Agreement	
Lead Staff: Nora Carman-White	Board Meeting Date: 01/28/25
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
ILA for five years with the City of Olympia to support urban agriculture work in the City and UGA. Limited pass through funds for GRuB to also partner on this work as well.	
Pros: Supports ongoing work, sustains existing community garden engagement and supports new engagement, acts as seed funds for additional funding applications	Cons: None
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
\$259000 incoming funds to support urban ag work in Oly over five years	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Sign	
Legal Review:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
City of Olympia Urban Agriculture Funding Agreement	



**INTERGOVERNMENTAL SERVICES AGREEMENT
FOR URBAN AGRICULTURAL SERVICES**

BETWEEN

THE CITY OF OLYMPIA AND THE THURSTON CONSERVATION DISTRICT

THIS AGREEMENT, pursuant to chapter 39.34 RCW, is made and entered into between the City of Olympia hereinafter "CITY" and THURSTON CONSERVATION DISTRICT, hereinafter "DISTRICT". In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

I. PURPOSE OF AGREEMENT

The CITY has at-risk urban and suburban farmland, as well as residents who practice urban agriculture. The CITY has determined that providing additional services, education, and planning support through local partnerships offers a cost-effective method to deliver services, education, and support to the City's constituents and to be in compliance with their stated goals and policies. The CITY enters into this agreement with the DISTRICT because the District has a proven record of administering technical and educational services for community members who seek tools and information when growing food in urban settings.

II. AGREEMENT SCOPE

The CITY and the DISTRICT agree to the Scope of Work in Attachment A, and the responsibilities of each party as described therein.

Each party shall do all things necessary for and incidental to the performance of the duties as set forth below.

III. SERVICES PROVIDED BY THE DISTRICT

A. District

- i. Represents that it is qualified and possesses the necessary expertise, knowledge, training, and skills, and has the necessary licenses and/or certification to perform the duties and scope of work set forth in this Agreement.
- ii. Through this program, shall perform the services set as described and agreed upon in Attachment A, which are designed to enable and promote urban agriculture and food production within Olympia.
- iii. Shall perform the work specified in this Agreement according to standard industry practice for such work.
- iv. Shall provide labor and materials. Except as specifically provided for in the Scope of Work, no material, labor, or facilities will be furnished by the CITY.
- v. Shall complete its work in a timely manner and in accordance with the schedule agreed upon by the parties.
- vi. Will submit billing invoices along with companion narrative progress reports to the CITY on a quarterly basis within two weeks of the end of each calendar quarter. Quarterly narrative progress reports shall be provided in a format that is determined by and

acceptable to the CITY. In addition to the narrative, the 4th quarter report shall include the cumulative year-end number of participants.

IV. CITY RESPONSIBILITIES

- B. In order to assist DISTRICT in fulfilling its duties under this Agreement, the CITY shall provide the following:
 - i. Services, documents, or other information, all as identified in Attachment A.

V. BASE ANNUAL FUNDING

- A. In consideration for the services described, the CITY shall provide funding to the DISTRICT, as shown in Attachment A, not to exceed \$259,000 for the length of this Agreement.
- B. Payment to the DISTRICT shall be on a quarterly basis following receipt of the DISTRICT'S invoice and an acceptable quarterly progress report summarizing services provided to date under this Agreement.

VI. NON-APPROPRIATION OF FUNDS

Should the CITY fail to secure the base funding amount specified in Attachment A, due to non-appropriation of funds, the CITY shall provide written notice to the DISTRICT within thirty (30) calendar days. The CITY and the DISTRICT agree to meet within fourteen (14) calendar days thereafter to discuss the impacts of such a budget non-appropriation or reduction. The CITY may elect to redistribute costs or terminate this Agreement and eliminate DISTRICT services at its discretion.

VII. DURATION OF AGREEMENT

This Agreement will continue in effect until December 31, 2029, unless terminated or extended by mutual agreement of the Parties.

VIII. HOLD HARMLESS AND INDEMNIFICATION

The CITY and the DISTRICT agree to indemnify, defend, and hold harmless the other party, its elected officials, employees, and agents from and against any and all liabilities, losses, damages, expenses, actions, and claims, including reasonable attorneys' fees, arising out of or in connection with the other party's performance of this Agreement except for any damages arising out of bodily injury to persons or damage to property arising from the sole negligence of the Indemnified party, its agents or employees.

It is further specifically and expressly understood that the indemnification provided herein constitutes the waiver of both parties of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

IX. AGREEMENT REPRESENTATIVE; NOTICE

Each party to this Agreement shall have a representative. Each representative shall serve as the agreement administrator for his or her jurisdiction, for purposes of this Agreement. Notice required under this Agreement shall be sent to the address designated for the parties, below. Agreement representatives may be changed upon notice to the other party. Notice will be deemed to be received three business days following deposit in the U.S. Mail, postage prepaid.

THURSTON CONSERVATION DISTRICT

Nora Carman-White, Communications & Education Manager

Thurston Conservation District

582 Tilley Court SE, Suite 152

Tumwater, WA 98501

Phone: (360) 754-3588

CITY OF OLYMPIA

Sylvana Niehuser, Director of Parks Planning & Maintenance

City of Olympia

PO Box 1967

Olympia, WA 98507-1967

Phone: (360) 753-8068

X. TERMINATION AND MODIFICATION

Any party may terminate this Agreement by giving 30 days' written notice of termination to the other party, provided that the CITY shall be obligated to pay the quarterly invoice for the quarter in which the CITY terminates, for any work performed up to the date of notice of termination. This Agreement may only be modified by agreement of both parties, executed in writing, in the same manner as this Agreement. Modification may be executed solely through written agreement between the agreement representatives, as identified in this Agreement, for the following:

- A. Minor modification to the Scope of Work in Attachment A, if there is budget remaining and the modification meets the purpose of this Agreement.
- B. Minor modification of the budget allocations within and between tasks in Attachment A, within the purpose of this Agreement so long as the bottom-line budget is not exceeded.

XI. JURISDICTION AND VENUE

This Agreement has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof, shall be instituted only in any of the courts of competent jurisdiction in Thurston County, Washington.

XII. SEVERABILITY

- A. If, for any reason, any part, term, or provision of this Agreement is held by a court of competent jurisdiction to be illegal, void, or unenforceable, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
- B. If it should appear that any provision is in conflict with any statutory provision of the State of Washington, said provision which may conflict therewith shall be deemed inoperative and null and void insofar as it may be in conflict.

XIII. ENTIRE AGREEMENT

The parties agree that this Agreement, together with Exhibit A, is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. Failure to comply with any of the provisions stated herein shall constitute a material breach of agreement and cause for termination. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this Agreement does not constitute a waiver of the provisions of this Agreement.

XIV. RECORDATION; EFFECTIVE DATE

This Agreement shall be posted and electronically available to the public on each party's website, consistent with RCW 39.34.040, and will take effect once posted.

XV. PROPERTY

No real or personal property is to be jointly acquired, held, or disposed of under this Agreement.

XVI. JOINT BOARD

This Agreement creates no joint board and no separate legal entity.

XVII. EMPLOYMENT RELATIONSHIP

Employees of each party shall remain at all times under the direction and control of their original agency and the performance of work for any other party pursuant to this Agreement shall not change that relationship for any purpose. Neither party shall be deemed to have agreed to pay the other party's employees any wages or benefits afforded to its own employees. Further, each party's responsibilities to its own employees for workplace injuries shall remain unchanged by this Agreement.

XVIII. RECORDS

Each party shall maintain its own public records and shall be solely responsible for responding to records requests received about the subject matter of this Agreement. Any public records requested addressed to each party as if this Agreement created a separate legal entity, which it does not, shall be deemed to

be a request received by each party individually. Each party shall respond separately, unless agreed to otherwise in writing and properly documented.

XIX. COUNTERPARTS

This Agreement may be executed in a number of identical counterparts which, taken together, constitute collectively one Agreement; but in making proof of this Agreement, it is not necessary to produce or account for more than one such counterpart. Additionally, (i) the signature pages taken from separate individually executed counterparts of this Agreement may be combined to form multiple fully executed counterparts; and (ii) a facsimile signature or an electronically scanned signature, or an electronic or digital signature where permitted by law, must be deemed to be an original signature for all purposes. All executed counterparts of this Agreement are originals, but all such counterparts, when taken together, constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in multiple originals to take effect on the date of the last signature affixed hereto, once recorded.

THURSTON CONSERVATION DISTRICT

T.J. Johnson, Thurston Conservation District Board Chair

Date:

CITY OF OLYMPIA

Steven J. Burney
Steven J. Burney, City Manager

Date:

APPROVED AS TO FORM:

Jake Stillwell
Deputy City Attorney

ATTEST:

Sean Krier
City Clerk



2025-2029 Olympia Urban Farmland Scope of Work

The following tasks are implemented and are part of an interlocal agreement between the City of Olympia (City) and Thurston Conservation District (District). This scope of work carries out recommendations of the Olympia Farmland Workgroup for preserving and enhancing the production and access of local food within the City and its urban growth area. The scope of work defines roles and responsibilities, deliverables, metrics of success, and cost estimates for each task. Costs may be adjusted between tasks through mutual agreement of both parties, but total reimbursement from the City to TCD shall not exceed \$259,000 for all tasks under the terms of this agreement.

Overall TCD Deliverables and Assumptions:

- Monthly project coordination meeting participation between TCD and the City of Olympia
- Quarterly invoices and project progress emails or memos
- Develop a project schedule outlining the anticipated tasks on an annual basis
- Project schedule updated quarterly and distributed to project partners (City, GRuB, etc.)
- Collaboratively seek additional funding to support these goals with City and partners such as GRuB and the Thurston County Food Bank

Task #1 – Expand and Maintain Community Gardens

Thurston Conservation District – Roles & Responsibilities

Thurston Conservation District will serve in the lead role in coordinating the expansion of self-governed community gardens within the City of Olympia. Based on the successful partnerships initiated in 2023, TCD will work with partner organizations involved in community garden work to site, design and construct community gardens. TCD will begin the implementation of a Community Garden Ambassador program to help lead, organize, and engage local communities in activities of the gardens in 2025 and, pending success, expand the program through the duration of this ILA.

Deliverables and Assumptions:

- Create and hold sub-award contracts with GRuB for shared labor in the below tasks.
- Support the build-out, planting, and maintenance management plans of at least four new community gardens over the course of the contract, based on partner collaboration and recommendation and needs assessment completed.
- Seek community interest and leadership for the development, implementation, and long-term maintenance of new and existing community gardens.
- Provide technical consultation, maintenance and operations planning, and agricultural education to community gardens and their gardeners to ensure the success of existing community gardens.
- Host at a minimum 1 workshop per garden once they are built to support team building between TCD, partners, and gardeners.
- Participate in local networks of partners and gardeners engaging in this work to ensure broad cooperation and collaboration on garden projects, for example, the South Sound Food System Network.
- If time and funding allows, support existing Olympia gardener retention through:

- Research into why City of Olympia Gardeners participation wanes throughout the season.
 - Develop recommendations on how to increase retention based on research.
 - Utilize methods of collecting information such as staff interviews, previous gardener surveys, and data already collected by the City, etc. If additional information is needed, TCD will coordinate with City staff to identify the most appropriate method of gathering information.
- Provide an annual report that quantifies the number of garden plots restored or built and identifies the organization responsible for each site and who is being served by the gardens (for example Tiny Home Residents, or Students, etc.). Include photos of the sites (before and after if possible) that can be utilized for future promotion and presentations.

City of Olympia – Roles & Responsibilities

The City of Olympia will provide primarily advisory, outreach, and financial assistance support for this program.

Actions include:

- Outreach for garden events through social media and other existing communications channels as allowed by the City’s Communication Policies.
- Advisory, to the extent possible, for collaborative community garden planning efforts and in-garden events at the City of Olympia Gardens.
- Process invoices quickly
- Participate in monthly meetings with TCD
- Provide allowable data as requested about the Community Garden Program such as waitlist numbers and plot vacancies, and gardener comments as related to services TCD may support or provide.

Task #1 Annual Budget: \$45,100

TCD Reimbursement: \$45,100

Budget Breakdown:

Salaries & Benefits: \$18,000

Staff time to coordinate volunteers and community members in the construction of new community gardens and the subsequent first full year of growing. Additional staff time to support coordination with partners, educational programming, implementation of a Garden Ambassador program, and planning for ongoing garden builds.

Overhead (25%): \$4,500

Garden Ambassador Stipend: \$9,000

Supplies & Equipment: \$3,500

Materials for garden beds or ag related events including garden planning events, harvest celebrations, conferences, and resource fairs.

Travel: \$200

Mileage costs from TCD to the City of Olympia downtown at .67 cents per mile.

Partner Sub-Awards: \$10,000

GRuB Sub-Award:

Task #2 – Urban Farmland Preservation and Connection

Thurston Conservation District – Roles & Responsibilities

A key goal of the City of Olympia is to reduce the loss of farmland. Implementation of the Farm My Yard program in 2023 and connection with the City's vacant lot registry was an initial starting point for this task. Matching between landowners and growers is a long-form engagement process that will be continued through this task.

Deliverables and Assumptions:

- Continue to identify targeted outreach for the Farm My Yard program to enroll at least 3 undeveloped parcels, vacant parcels, and unused lawn and yard space over the course of the contract.
- Using City of Olympia-provided data and landowner outreach, identify suitable properties in the City of Olympia and UGA to enroll in TCD's Farm My Yard program.
 - o Enroll willing landowners.
 - o Develop land listing outreach materials for listed properties.
- Enroll interested urban farmers and gardeners in Farm My Yard.
- Support enrollees with education, connection to partner organizations, and community resources to demonstrate or reach readiness to take on a lease including but not limited to a business plan, marketing and distribution plan, and technical gardening and farming knowledge.
- Offer support to 'links' (grower/property owner connections) including lease templates and negotiation support, and ongoing technical assistance for the management of the linked property.
- Provide a year-end summary of successful matches of vacant landowners and growers and a summary of outreach and support provided.

City of Olympia – Roles & Responsibilities

The City of Olympia will support the Farm My Yard and South Sound FarmLink program's land enrollment efforts by supporting the enrollment of eligible vacant land within the city.

Actions include:

- Provide a list of city-owned properties that have the potential to accommodate agricultural use based on vacant status, current use, and planned development or use.
- TCD regularly to help maintain an up-to-date database.
- Share Farm My Yard opportunity with vacant lot registrants and others interested.

Task #2 Annual Budget: \$6,700

TCD Reimbursement: \$6,700

Budget Breakdown:

Salaries & Benefits: \$5,000

Overhead (25%): \$1,250 25% of salaries and benefits

Supplies & Equipment: \$450

For Farm My Yard outreach materials and printing expenses

Total Budget Summary

YEAR	Task 1	Task 2	Total
2025	\$45,100	\$6,700	\$51,800
2026	\$45,100	\$6,700	\$51,800
2027	\$45,100	\$6,700	\$51,800
2028	\$45,100	\$6,700	\$51,800
2029	\$45,100	\$6,700	\$51,800
TOTAL	\$225,500	\$33,500	\$259,000



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: TCD Policy 6.7: Cash, Reserves, and Investments	
Lead Staff: Kirsten Hill	Board Meeting Date: 01/28/25
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
<p>The policy has been updated to reflect the current procedure for transferring funds between accounts and includes a new section on investing funds with the Office of the Washington State Treasurer's Local Government Investment Pool (LGIP).</p>	
Pros:	Cons:
<ul style="list-style-type: none"> - The updated policy accurately reflects the current procedures followed by the Board of Supervisors during the budgeting process of designating funds to the Reserve and Special Purpose funds and the process of the Finance Department in transferring such funds. - In establishing the LGIP as one option for TCD's Investment Fund, funds in the Reserve and Special Purpose funds will earn higher yields. - Funds invested with LGIP are fairly liquid and can be withdrawn easily. 	<ul style="list-style-type: none"> - There is some minimal administrative work to reactivate TCD's account with LGIP. - There are minor administrative tasks to implement, for each deposit and withdrawal made with LGIP.
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
LGIP's current yield is 4.6%, so there would be a positive fiscal impact in passing this policy update.	
Recommended Action:	<i>What decision do you recommend the board make?</i>
The recommendation is to approve the updated policy.	
Legal Review:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
6.7 Cash, Reserves, and Investments working copy Nov 2024 v3 TCD 6.7 Cash, Reserves, and Investments proposed update 12.17.2024	



Thurston Conservation District
TCD Policy 6.7 Cash, Reserves, and Investments



Effective: October 24, 2000
Latest Update: August 1, 2013
Proposed Update: December 17, 2024

Policy:

~~When Cash flow is adequate,~~ The District shall maintain three fund types:

- General Fund
- Reserve Fund
- Special Purpose Fund

Dollars are maintained in the General Fund to cover the District's cash receipts and cash disbursements. The District sets aside dollars in the Reserve Fund to be used in the event of emergency or when the General Fund balance is insufficient to cover projected expenses. From time to time the District may wish to designate some portion of its funds as dedicated for a particular purpose in a Special Purpose Fund. Each year as part of the budgeting process, the Board of Supervisors will determine the dollar amounts to be allocated to the Reserve and Special Purpose funds from the Unrestricted Budget.

Dollars in these three funds will be deposited into three account types:

- Checking
- Savings
- Investment

~~T~~ If such a special purpose fund is designated, the Finance Department shall establish and maintain these set up the separate accounts with an appropriate banking and investments institutions.

The Finance Department may invest in an Investment Fund account with the Office of the Washington State Treasurer's Local Government Investment Pool (LGIP) (RCW 43.250). The District will invest public funds in a manner that will provide maximum security with the highest investment return while meeting the daily cash flow demand of the District. The District will conform to all state and local statutes governing the District (RCW 89.08) and the investment of public funds, deposits, and investments, including but not limited to RCW 39.58, 39.59, 39.60. The primary objectives of the District's investment activities, in priority order, are safety, liquidity, and yield.

Thurston Conservation District
Policies & Procedures

~~, and shall transfer such funds into that account, as is necessary to affect the purposes for which the fund is established.~~

- ~~• an un-invested cash balance approximately equal to one month's payables and payroll in the general fund. To the extent practicable, all funds in excess of that amount shall be transferred to the District's savings account. If the un-invested cash balance falls below that amount, funds shall be transferred from the District's savings accounts into the un-invested cash account.~~

~~The Executive Director and the Finance Department shall monitor cash receipts and cash disbursements, together with projected revenues and expenses, in order to determine whether and when fund transfers shall be made.~~

~~From time to time the District may wish to designate some portion of its funds as dedicated for a particular purpose. If such a special purpose fund is designated, the Finance Department shall set up the separate account with an appropriate institution, and shall transfer such funds into that account, as is necessary to affect the purposes for which the fund is established.~~

Procedure:

~~The Finance and Administration **Manager**Director and the Senior Accountant or designee shall monitor cash receipts and cash disbursements, together with projected revenues and expenses, in order to determine whether and when fund transfers shall be made.~~

~~The Finance and Administration **Manager**Director is authorized to make **fund**account transfers. **Fund**Account transfers shall be made to ensure that cashflow needs are met while maximizing the District's return on its investments. The persons authorized to initiate Fund Transfers are the Executive Director, the District Auditor, or the Chairman of the Board. Only one authorized person shall be required to approve a transfer between accounts.~~

~~Account balances are reported in the Balance Sheet report in the monthly Financial Report.~~

~~In the event the District's **checking, savings, and investment account balances** cash reserves are insufficient to meet projected obligations, the Executive Director shall report to the Board so corrective action may be authorized.~~

~~The Executive Director shall take such steps as are advisable, if necessary, to control expenses, including reducing the workforce below the number of authorized FTE's. Should this action be necessary, the Executive Director shall inform the Board, at its next regularly-scheduled meeting, of the methodology used to make reductions in force. The methodology may differ over time; however, the Executive Director shall use a logical method that furthers the District's mission in selecting personnel to be retained.~~

Commented [SM1]: Could we also include a sentence about where/how the Board reviews account and/or fund balances in the monthly financial report? I'm just thinking there should be something about how the board has an opportunity review and monitor this information regularly, so its clear that there's plenty of opportunity to see trends before staff reports insufficient funds to the board.

Thurston Conservation District
TCD Policy 6.7 Cash, Reserves, and Investments



Effective: October 24, 2000
Latest Update: August 1, 2013
Proposed Update: December 17, 2024

1 **Policy:**

2 The District shall maintain three fund types:

- 3 • General Fund
- 4 • Reserve Fund
- 5 • Special Purpose Fund

6 Dollars are maintained in the General Fund to cover the District's cash receipts and cash
7 disbursements. The District sets aside dollars in the Reserve Fund to be used in the event of
8 emergency or when the General Fund balance is insufficient to cover projected expenses. From
9 time to time the District may wish to designate some portion of its funds as dedicated for a
10 particular purpose in a Special Purpose Fund. Each year as part of the budgeting process, the
11 Board of Supervisors will determine the dollar amounts to be allocated to the Reserve and Special
12 Purpose funds from the Unrestricted Budget.

13 Dollars in these three funds will be deposited into three account types:

- 14 • Checking
- 15 • Savings
- 16 • Investment

17 The Finance Department shall establish and maintain these accounts with appropriate banking
18 and investments institutions.

19 The Finance Department may invest in an Investment Fund account with the Office of the
20 Washington State Treasurer's Local Government Investment Pool (LGIP) (RCW 43.250). The
21 District will invest public funds in a manner that will provide maximum security with the highest
22 investment return while meeting the daily cash flow demand of the District. The District will
23 conform to all state and local statutes governing the District (RCW 89.08) and the investment of
24 public funds, deposits, and investments, including but not limited to RCW 39.58, 39.59, 39.60.
25 The primary objectives of the District's investment activities, in priority order, are safety,
26 liquidity, and yield.

Thurston Conservation District

Policies & Procedures

27 **Procedure:**

28 The Finance and Administration Director or designee shall monitor cash receipts and cash
29 disbursements, together with projected revenues and expenses, in order to determine whether
30 and when fund transfers shall be made.

31 The Finance and Administration Director is authorized to make account transfers. Account
32 transfers shall be made to ensure that cashflow needs are met while maximizing the District's
33 return on its investments.

34 Account balances are reported in the Balance Sheet report in the monthly Financial Report.

35 In the event the District's checking, savings, and investment account balances are insufficient to
36 meet projected obligations, the Executive Director shall report to the Board so corrective action
37 may be authorized.

Item

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**WACD and NACD Update for
Thurston Conservation District Meeting, January 28, 2025**

WACD

WACD LEGISLATIVE DAY IS FEBRUARY 5. If help is needed (for making appointments, for example) please contact Ryan Baye at WACD (rbye@wadistricts.org; (360) 999-0361 or (564) 669-7542. The State Conservation Commission has arranged access to the **Columbia Room** in the Legislative Building (i.e., the capital) where attendees can take a break between meetings.

2025 LEGISLATIVE SESSION INFORMATION.

- The **2025 Legislative Session** started January 13. Departing Governor Jay Inslee released his draft [FY 25-27 budget](#) on December 17th. Governor-elect Ferguson has noted a \$7-12 billion dollar shortfall (the number varies as to the source – but it is big). Ferguson has said he will have certain agencies cut 6%, but not education). Thus, the apparent starting point of discussions with the legislature in establishing the Washington state 25-27 budget. Much to be done to arrive at that budget so many of the above numbers will change.
- **New legislators** – Educating new senators and representatives on natural resources issues and, in particular, the relationship between Conservation Commission funding and CDs and getting work do on the ground is paramount.
- Subscribe to **WACD's weekly legislative newsletter** - [WACD Legislative Updates](#)
- **Outreach materials** are available [here](#). Use these materials to inform legislators, their staff, agencies, and others.
- **Conservation Commission budget** proposal is [here](#). These numbers will evolve with the new governor and negotiations with the legislature. Generally, the House and Senate release their budgets for operating, capital, and transportation mid-to-late March.

WACD'S FUNDING OPPORTUNITIES NEWSLETTER is available [here](#). To sign-up for these newsletters, subscribe [here](#).

RESOLUTIONS FROM WACD GOING TO NACD

WACD has [three resolutions](#) going NACD:

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

The process is: Resolutions go to a resolutions committee which makes recommendations to the NACD board. If passed, the resolutions are incorporated into the NACD policy book. NACD then works on the issue(s). The policies are on the books for five years at which time they sunset (i.e. go away) unless the board decides to update/retain them. To keep a policy from sunseting, the sunseting must be challenged.

NACD

NEW NACD Staff

Kira Van Roekel is the new Executive Assistant and Operations Coordinator assisting NACD's CEO and providing support to NACD officers and executive board. She will be based in Washington, D.C. and can be reached at kira-vanroekel@nacdnet.org.

2025 NACD'S ANNUAL MEETING

The NACD 2025 Annual Meeting is hosted in partnership with the Utah Association of Conservation Districts. The meeting is in Salt Lake City, UT, from February 8-12, 2025. The theme in the Beehive State is "Bee the Change: Reaching New Summits in Conservation!".

[Registration](#) is open and early bird registration ends December 20, 2024. Information on the agenda, speakers, tours, breakout sessions, and hotel is [here](#). As of 12/30/24, we have eight from Washington who have expressed their intention to attend the SLC meeting.

SPRING FLY-IN

NACD's 2025 Fly-In will be held in Washington, D.C. on March 26, 2025.

Submitted by [Doug Rushton](#), Thurston CD, WACD Board, NACD Board Member
Information current as of January 13, 2025. Some information from conversations with NACD DC staff or excerpted from NACD's *eResource*.
K:\Thurston CD\2025\Board Work Sessions & Board Meetings\1-13-25 WACD NACD Update for Thurston CD Meeting 1-28-25.docx

Item

6



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: Resolution #2025-01: Cost of Living Adjustment	
Lead Staff: Susan Shelton	Board Meeting Date: 01/28/25
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
<p>Effective January 1, 2025, all staffing position salaries will be adjusted by 1.75%, in accordance with the 2025-27 Collective Bargaining Agreement, TCD Policy 3.1.7 and passage of this resolution.</p>	
Pros: Required as part of the CBA.	Cons: Additional costs
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
COLA is covered by staff comp rates for project employees; \$5,174 for Finance & Administration staff and \$2,534 for increase in historic leave accrual.	
Recommended Action:	<i>What decision do you recommend the board make?</i>
Approve	
Legal Review:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
TCD Resolution #2025-01: 2025 Cost of Living Adjustment	



Thurston Conservation District

Resolution #2025-01: Cost of Living Adjustment



**A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT
PROVIDING FOR A COST-OF-LIVING ADJUSTMENT (COLA)**

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 Chapter 89.08 RCW; and,

WHEREAS, the approved 2025 TCD Budget included a 1.75% COLA increase for all staff positions.

THEREFORE, BE IT RESOLVED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, AS FOLLOWS:

Effective January 1, 2025, all staffing position salaries will be adjusted by 1.75%, in accordance with the 2025-27 Collective Bargaining Agreement, TCD Policy 3.1.7 and passage of this resolution.

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON JANUARY 28, 2025.

TJ Johnson, Board Chair

Betsie DeWreede, Vice Chair

Marianne Tompkins, Board Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

ATTEST:

Sarah Moorehead, Executive Director

Item

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

February 25, 2025, 5:00 pm - 8:20 pm

Zoom Meeting Link:

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

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Skookumchuck River Restoration Monitoring: *Joey Burgess*
3. Community Partner Presentation: TBD
4. Annual and Strategic Planning, *Sarah Moorehead*
5. WACD Legislative Day Debrief. *All*
6. Riverbend Ranch Project Update, *Sarah Moorehead*
7. Conservation and Education Center (CEC) Development, *All*
8. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 8:20 pm

- | | |
|--|-------------------------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
<i>5 minutes</i> |
| 2. Agenda Review | 6:35 PM
<i>5 minutes</i> |
| 3. Consent Agenda – Action Item | 6:40 PM |
| A. January 28, 2025, Board Work Session & Meeting Minutes | <i>5 minutes</i> |
| B. February 2025, Financial Report | |
| 4. Blank | 6:45 PM
<i>10 minutes</i> |
| 5. Public Comment | 6:55 PM |
| *Three minutes per person | <i>10 minutes</i> |

- | | |
|--|-------------------|
| 6. Partner Reports (if present) | 7:05 PM |
| A. Natural Resources Conservation Service, (NRCS) <i>DaShell Burnham</i> | <i>15 Minutes</i> |
| B. Washington State Conservation Commission (WACC), <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> | |
|
 | |
| 7. TCD Resolution #2025-02 WA State Local Government Investment Pool (LGIP), All | 7:20 PM |
| A. Blank | <i>10 minutes</i> |
| B. Blank | |
|
 | |
| 8. Blank, All | 7:30 PM |
| A. Blank | <i>10 minutes</i> |
|
 | |
| 9. Governance, All – Action Item | 7:40 PM |
| A. Blank | <i>15 minutes</i> |
| B. March 25, 2025 Work Session Topic List & Meeting Agenda Development | |
|
 | |
| 10. Executive Session: To Consider the selection of a site or the acquisition of real estate | 7:55 PM |
| <i>RCW 42.30.110 (1b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.</i> | <i>20 minutes</i> |
|
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|
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|
 | |
| 11. Executive Session Report Out – Action Item | 8:15 PM |
| | <i>5 minutes</i> |
|
 | |
| Adjourn | 8:20 PM |

Informational Only Items:

- I. Executive Director’s Report*

Important Future Dates

March 2025

- | | |
|--|-------------|
| Native Plant Sale & Festival, Thurston Co. Fairgrounds | March 01 |
| WACD Board Meeting | March 17 |
| TCD Board of Supervisors Election Day | March 18 |
| WACC Meeting, Grays Harbor CD, | March 19-20 |
| Student Green Congress, The Evergreen State College | March 20 |
| WACC Meeting, Grays Harbor | March 20 |
| TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom) | March 25 |
| NACD’s 2025 Fly-In, Washington D.C. | March 26 |

April 2025

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

May 2025

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

Informational Items



Executive Director's Report

Sarah Moorehead – Executive Director

January 28, 2025

Priority Initiatives Updates

2025 Legislative Session

Information relating to the items regarding WACD's Legislative Day on February 5th can be found on the WACD Hub: <https://wadistricts.us/wacd/member-services/>

Legislative Day Agenda & Appointments: A tentative schedule of legislative appointments for TCD will be provided at the January 28th work session.

The WACD Legislative Day Agenda can be found at the webpage link above. There will be a legislative breakfast at 7am at the Holiday Inn Express & Suites in Lacey (address at link above).

Talking Points & Materials: To prepare for WACD's Legislative Day on February 5th, please familiarize yourself with key talking points at the link above. Talking points are geared towards various audiences and the unique priorities of progressive and conservative legislators.

Funding Priorities: Top funding sources used to fund TCD programs are **Conservation Technical Assistance (CTA)** and **Forest Health and Wildfire Resiliency**. Currently, there is a reduction in the Governor's budget for Forest Health and Wildfire Resiliency funding, making this a priority for legislative communications.

WSSC Budget Requests: <https://www.scc.wa.gov/files/governors-budget-documents-2025>

Governor's Budget Priorities: <https://govelect.wa.gov/sites/default/files/2025-01/Governor-elect%20Bob%20Ferguson%20Budget%20Priorities.pdf>

Rates & Charges Bill: **HB 1488** is now live, and focused on removing the population-based per parcel funding cap to allow local jurisdictions (CD and County) to set their own funding rates based on their unique community needs. **Passage of this bill could have tremendous positive impact on TCD's sustainable funding goals.** Communication about this bill is a priority for TCD legislative communications. A Senate bill is anticipated to drop soon.

HB 1488 Concerning conservation district revenue limitations:

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

The Rates and Charges funding brief attached to this report.

Talking points for this bill:

- Many Counties rely on Conservation Districts to provide critical conservation and technical services to residents where resources and expertise are otherwise limited. Conservation Districts are eligible to collect revenues from locally established Rates and Charges, as governed by [RCW 89.08.405](#).
- The collection of these funds is approved at the county level through a resolution process and limits on funding are established based on county populations (\$5 per parcel for populations under 485,000; \$10 per parcel for populations between 485,000 and 1.5 million; \$15 per parcel for populations over 1.5 million).
- The current system of Rates and Charges does not allow local authorizing jurisdictions to set per-parcel rates at levels necessary to meet community needs. Additionally, the costs associated with collecting the funds vary widely, further complicating efforts to maintain consistent and reliable funding streams.
- This proposal will allow the local authorizing jurisdiction (the County) to set the per parcel rate amount based on community need, not population size. It also adds clarifying language that counties may retain an optional fee to cover costs incurred to collect Rates and Charges in an amount not to exceed their actual costs or 1% of the amount collected whichever is lower.
- **These funds provide sustained, predictable revenues to help conservation districts meet local needs, funded by local taxpayers.**
 - The bulk of funding for most conservation districts in Washington state is otherwise obtained through competitive, short-term grants that provide minimal discretionary funding for general district operations and make long-term planning and effective program implementation difficult.

WACD Legislative Watch List: To see what legislation WACD is tracking, check out the watch list here: <https://wadistricts.us/wacd/member-services/>

Martin Luther King Jr. Day of Service

Every year, MLK Day is a Day of Service for AmeriCorps Members to facilitate community service events and projects. This year, TCD's AmeriCorps Member, Red Cedar Beaver, and TCD's Teens in Thurston high school volunteers partnered with the Pacific Shellfish Institute to take over Lacey's Regional Athletic Complex for a major trash pick-up event!

Volunteers collected more than 1200 pieces of trash, including over 280 plastic water bottles, 18 mylar balloons, and 5 spray paint cans.



*Teens in Thurston volunteers pick up trash at the Regional Athletic Complex on MLK Day.
Photos by Pacific Shellfish Institute.*

District Operations

December 17, 2024 Board Meeting Action Items

- None

Annual and Strategic Planning

Staff will prepare a draft annual plan and extended strategic plan for review and discussion by the Board at the at the February 2025 work session. Please revisit our current strategic plan and begin thinking about elements you may want to include for 2025.

2025 Board Supervisor Election

Candidate filing is now closed. TJ Johnson is the sole candidate running in the 2025 TCD Supervisor Election.

The ballot request period begins on February 3rd, 2025. Please refer to TCD's election webpage for instructions on how to request a ballot: <https://www.thurstoncd.com/about-us/board-member-elections/>

TCD Building Signage

TCD staff are working to finalize plans for building signage at our interim building location. Staff are working through landlord verification and any required permitting to place three signs on the north, west, and south sides of the building exterior along 88th avenue. Pending final cost analysis, staff anticipate signage will be installed by the end of March.

Monthly Staff Reports

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



Washington Association of Conservation Districts

To: Washington State Elected Officials

From: Washington Association of Conservation Districts (WACD)

Subject: Improving Conservation District Funding and Operations in Washington State by Modifying RCW 89.08.405 (Rates and Charges)

Executive Summary

Washington State Conservation Districts are eligible to collect revenues from locally established Rates and Charges, as governed by RCW 89.08.405. The collection of these funds is approved at the county level through a resolution process. Limits on funding are established based on county populations (\$5 per parcel for populations under 485,000; \$10 per parcel for populations between 485,000 and 1.5 million; \$15 per parcel for populations over 1.5 million).

These funds provide sustained, predictable revenues to help conservation districts meet local needs, funded by local taxpayers. The bulk of funding for most conservation districts in Washington state is otherwise obtained through competitive, short-term grants that provide minimal discretionary funding for general district operations and make long-term planning and effective program implementation difficult.

The conservation districts of Washington propose the following modifications to the RCW to provide greater flexibility, with more local control, over the Rates and Charges system:

Allow the local authorizing jurisdiction to set the rate per parcel amount based on community need, not population size. Add clarifying language that counties may retain an optional fee to cover costs incurred to collect Rates and Charges in an amount not to exceed their actual costs or 1% of the amount collected whichever is lower.

Problem Statement

Many counties rely on conservation districts to provide critical services to residents where resources and expertise are otherwise limited. The current system of Rates and Charges does not allow local authorizing jurisdictions to set per-parcel rates at levels necessary to meet community needs. Additionally, the costs associated with collecting the funds vary widely, further complicating efforts to maintain consistent and reliable funding streams.

Background

Rates and Charges ensure conservation districts have the resources they need to fund natural resource projects in local communities - addressing natural resource needs in an equitable manner proven to result in long-lasting impacts. Rates and Charges are an essential source of revenue relied on by many conservation districts, ensuring conservation programs and services are more widely available across Washington State.

The system is based on a per parcel "rate" as well as a variable "charge." The system is founded on the principle that different land uses have different conservation needs, receive different benefits, and therefore should be charged different rates. For Washington counties with populations under 485,000 persons, the maximum annual per parcel rate shall not exceed five

dollars; for counties with populations between 485,000 and 1.5 million persons, the maximum annual per parcel rate shall not exceed ten dollars, and for counties with a population of over 1.5 million persons, the maximum annual per parcel rate shall not exceed fifteen dollars.

RCW 89.08.405 (6) states in part that “The county treasurer shall deduct an amount from the collected rates and charges... to cover the costs incurred by the county assessor and county treasurer in spreading and collecting the rates and charges, but not to exceed the actual costs of such work.” The current practice of fund collection for conservation districts varies significantly between counties. While one county may retain between 11% and 12% of collected funds, others retain as little as 1%, and one county collects \$0.20 per parcel. This variability has a direct impact on the resources available for conservation districts to deliver essential services.

Benefits of Rates and Charges

Rates and Charges guarantee funding over a set number of years. This long-term commitment, set by the local authorizing jurisdiction, allows conservation districts to be proactive, plan and develop long-term programs, and offer services needed over an extended period to ensure success. It allows conservation districts to hire dedicated professional staff knowing that financial certainty exists.

1. Long-Term Effectiveness – District staff can focus on implementing programs and delivering results. Rates and charges allow districts to do things that are difficult to find grant funding to do but necessary to effect long-term landscape-scale changes.
2. Leveraging Resources – Many grant programs require a matching amount from a local entity to ensure buy-in from the immediate community. Rates and charges give conservation districts the local match needed to bring project funding to their communities.
3. Meeting Local Priorities – Conservation districts exist to meet the local community’s needs regarding the conservation of natural resources. This funding stream allows districts to expand and direct their services and resources based on priorities set by their locally elected Board of Supervisors who understand the needs of their communities. Rates and Charges allow local communities to prioritize services important to them.
4. Building Capacity – Being primarily grant-funded, conservation districts have very little discretionary funding for operations, fleet, facilities, IT, legal and human resources support, and other “discretionary” items. It is not uncommon that state or federal budgets suddenly provide an influx or withdrawal of hundreds of millions of dollars dedicated to certain programs (e.g. wildfire resilience, salmon recovery) that districts are tasked with implementing. Scaling up or down and meeting these challenges is very difficult to do without sustained funding to help manage staffing levels, facilities, and all other overhead costs associated with a government organization not to mention accounting for inflation.

Proposal/Solution

WACD proposes that the Legislature amend RCW 89.08.405 by removing the per-parcel population caps and allowing local authorizing jurisdictions to set per-parcel rates at levels necessary to meet community needs. Counties may retain an optional fee to cover costs incurred in an amount not to exceed their actual costs or 1% of the Rates and Charges collected whichever is lower. Providing local control of funding levels helps make rural and urban communities more resilient, economically viable, and environmentally sound.

Overview of Funding for Conservation Districts in Washington State

The Role of Rates and Charges

This overview provides insight into how Rates and Charges fit into the broader funding landscape for Conservation Districts (CDs) in Washington State. Unlike other subdivisions of state government, Conservation Districts do not have dedicated funding sources, which makes their financial stability and ability to serve their communities heavily reliant on grants and supplemental funding.

Funding Challenges for Conservation Districts

Conservation Districts rely on grants from the Washington State Conservation Commission (WSCC) and other sources to fulfill their mission of providing locally-led natural resource conservation. These grants, such as the Conservation Technical Assistance (CTA) program, are crucial to the continued success of all 45 Conservation Districts across the state.

Out of the 45 districts in Washington State, only 22 currently have access to local funding as outlined in RCW 89.08.400 and RCW 89.08.405. Given this variability, Rates and Charges should be considered a supplemental funding source that enhances a district's ability to more effectively meet the needs of its community, rather than a guaranteed or primary source of revenue.

Rates and Charges in Context

While Rates and Charges can play a valuable role in supporting the work of Conservation Districts, they are not uniformly accessible or applied. Many districts face challenges in obtaining these funds due to differing levels of local government support. This lack of consistency highlights the importance of maintaining robust state-level grant programs to ensure that all districts have the resources necessary to carry out their vital work, regardless of their ability to generate local funding.

Conclusion

To ensure the sustainability and effectiveness of Conservation Districts in Washington State, it is essential to view Rates and Charges as a complementary funding mechanism that works in conjunction with state-provided grants. The ongoing support of legislative grant funding through the WSCC remains integral to the mission of all 45 districts as they strive to lead locally-driven efforts in natural resource conservation.



DEPARTMENT OF
ECOLOGY
State of Washington

Nonpoint

Newsletter

January 2025

Welcome!

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

Our Team



New Faces in Nonpoint

Meet the newest member of Ecology's Southwest Regional Nonpoint Team, Sarah Longacre! Sarah joins us as a Nonpoint Water Quality Specialist and will be working across Skamania, Thurston, Grays Harbor, Mason, Jefferson, and Clallam counties, as well as the Upper Chehalis watershed. Sarah holds a BS from Humboldt State University, where she studied Forestry and soil conservation. Over the past four years, she has researched water quality in western Kentucky on row-crop agricultural fields, developing a strong passion for preserving clean waterways. Sarah and her partner recently relocated to Washington and are excited to explore the area while being closer to their home in Northern California. Please join us in welcoming

Sarah to the Southwest Regional Nonpoint Team!



Tackling Nonpoint Pollution



Project Spotlights - The Enviroscape



Community engagement is a fundamental part of Ecology's Nonpoint Program, and recently, our Enviroscope has played a starring role in this effort. This approachable, hands-on water quality education tool allows people to connect with and visualize the impacts of nonpoint pollution by demonstrating how water runoff carries pollutants through the watershed to a pond, lake, river, bay, or ocean. The Enviroscope has been a key feature at our tabling booths and outreach events and is available for use at any events collaborating with Ecology's Nonpoint Team.

Tracking Nonpoint Pollution: December 2024

Environmental Report Tracking System (ERTS)

In December, we received a total of four nonpoint-related ERTS reports from community members in southwestern Washington. This table breaks down the recorded location of the reports by county.

Watershed Evaluations

In addition to responding to ERTS reports, our team proactively addresses nonpoint pollution through watershed evaluations. These evaluations involve visits to targeted areas during the wet season, where we assess potential sites from public right-of-ways and document nonpoint concerns with photos and details. This information is added to our Nonpoint Inventory (NPI) database, allowing us to prioritize sites and contact landowners. In December, we conducted a total of six watershed evaluations across southwestern Washington, as listed in the table above.

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

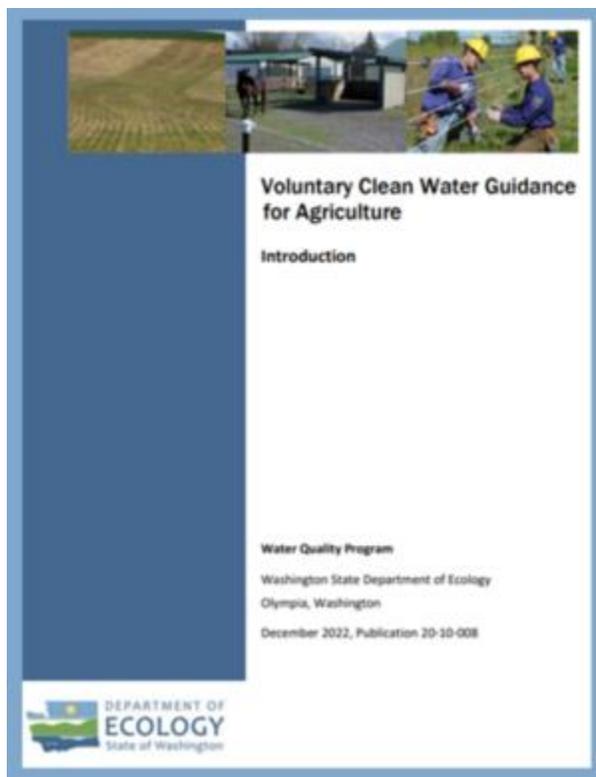


Climate Resilience Riparian Systems Grant

The EPA has awarded Ecology funds to develop a grant program and facilitate subawards of these funds toward improving the climate resiliency of riparian systems in Puget Sound. The program offers up to \$9 million in funding, with grants ranging from \$500,000 to \$2.75 million, to eligible applicants including conservation districts, local governments, tribes, non-profits, and educational institutions. Applications are open until January 15, 2025.

Interested in learning more? [Click Here!](#)

Voluntary Clean Water Guidance for Agriculture



Seeking More Information on Ecology's BMPs?

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

Did You Know? Ecology Offers Language Services

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

We can help with:

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

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

Contact Us



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Gabe Raso

Southwest Region Watershed Resources Unit Supervisor

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564-233-9563

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To Report Environmental Concerns:

Online: [Statewide Report Form](#)

Email: swroerts@ecy.wa.gov

Phone: 360-407-6300

Subscribe / Unsubscribe from SWRO Nonpoint Newsletter

[Click Here](#)

This email was sent to tcdadmin@thurstoncd.com using GovDelivery
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Desmond Drive SE · Lacey, WA 98503





BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title: Resolution #2025-02: WA State Local Government Investment Pool (LGIP)	
Lead Staff: Kirsten Hill	Board Meeting Date: 01/28/25
Goal of Presentation:	<input checked="" type="checkbox"/> Decision <input type="checkbox"/> Information <input type="checkbox"/> Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>
<p>This Resolution would give TCD the ability to invest in the Office of the Washington State Treasurer's Local Government Investment Pool (LGIP). The Resolution was written using the template from the Office of the Washington State Treasurer, which is included.</p>	
Pros: - By passing this resolution and establishing the LGIP as an option for TCD's Investment Fund, funds in the Reserve and Special Purpose funds will earn higher yields. - Funds invested with LGIP are fairly liquid and can be withdrawn easily.	Cons: - There is some minimal administrative work to reactivate TCD's account with LGIP. - There are minor administrative tasks to implement, for each deposit and withdrawal made with LGIP.
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>	
<p>LGIP's current yield is 4.6%, so there would be a positive fiscal impact in passing this Resolution and investing some of TCD's funds in the LGIP.</p>	
Recommended Action:	<i>What decision do you recommend the board make?</i>
<p>The recommendation is to review this Resolution at the January Board of Supervisors meeting and to pass</p>	
Legal Review:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>	
<ul style="list-style-type: none"> - TCD Resolution #2025-02 Local Government Investment Pool - draft - LGIP Resolution template - LGIP Prospectus - LGIP Authorization form 	



**Thurston Conservation District
Resolution #2025-02
WA State Local Government Investment Pool (LGIP)**



1 **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THURSTON CONSERVATION**
2 **DISTRICT TO AUTHORIZE INVESTMENT OF THURSTON CONSERVATION DISTRICT**
3 **MONIES IN THE WA STATE LOCAL GOVERNMENT INVESTMENT POOL (LGIP).**
4

5 WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund
6 to be known as the public funds investment account (commonly referred to as the Local
7 Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an
8 authorized governmental entity for purposes of investment by the Office of the State Treasurer;
9 and

10 WHEREAS, from time to time it may be advantageous to the authorized governmental
11 entity, Thurston Conservation District, the “governmental entity”, to contribute funds available for
12 investment in the LGIP; and

13 WHEREAS, the investment strategy for the LGIP is set forth in its policies and
14 procedures; and

15 WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the
16 governmental entity shall be first duly authorized by the TCD Board of Supervisors, the
17 “governing body” or any designee of the governing body pursuant to this resolution, or a
18 subsequent resolution; and

19 WHEREAS, the governmental entity will cause to be filed a certified copy of said
20 resolution with the Office of the State Treasurer; and

21 WHEREAS, the governing body and any designee appointed by the governing body with
22 authority to contribute or withdraw funds of the governmental entity has received and read a
23 copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

24 WHEREAS, the governing body attests by the signature of its members that it is duly
25 authorized and empowered to enter into this agreement, to direct the contribution or withdrawal
26 of governmental entity monies, and to delegate certain authority to make adjustments to the
27 incorporated transactional forms, the individuals designated herein.

28 NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize
29 the contribution and withdrawal of governmental entity monies in the LGIP in the manner
30 prescribed by law, rule, and prospectus.

31 BE IT FURTHER RESOLVED that the governing body has approved the Local
32 Government Investment Pool Authorization Form (Form) as completed by the Finance and

**Thurston Conservation District
Resolution #2025-02
WA State Local Government Investment Pool (LGIP)**



33 Administration Director and incorporates said form into this resolution by reference and does
34 hereby attest to its accuracy.

35 BE IT FURTHER RESOLVED that the governmental entity designates the Finance and
36 Administration Director, the “authorized individual” to authorize all amendments, changes, or
37 alterations to the Form or any other documentation including the designation of other individuals
38 to make contributions and withdrawals on behalf of the governmental entity.

39 BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any
40 method set forth in the prospectus, of the governing body that the authorized individual has
41 been terminated or that his or her delegation has been revoked. The Office of the State
42 Treasurer will rely solely on the governing body to provide notice of such revocation and is
43 entitled to rely on the authorized individual’s instructions until such time as said notice has been
44 provided.

45 BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or
46 hereafter amended by delegated authority, or any other documentation signed or otherwise
47 approved by the authorized individual shall remain in effect after revocation of the authorized
48 individual’s delegated authority, except to the extent that the authorized individual whose
49 delegation has been terminated shall not be permitted to make further withdrawals or
50 contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or
51 alterations shall be made to the Form or any other documentation until the entity passes a new
52 resolution naming a new authorized individual; and

53 BE IT FURTHER RESOLVED that the governing body acknowledges that it has
54 received, read, and understood the prospectus as provided by the Office of the State Treasurer.
55 In addition, the governing body agrees that a copy of the prospectus will be provided to any
56 person delegated or otherwise authorized to make contributions or withdrawals into or out of the
57 LGIP and that said individuals will be required to read the prospectus prior to making any
58 withdrawals or contributions or any further withdrawals or contributions if authorizations are
59 already in place.

60
61 **PASSED AND ADOPTED BY THE THURSTON CONSERVATION DISTRICT BOARD OF**
62 **SUPERVISORS ON FEBRUARY 25, 2025 AND EFFECTIVE IMMEDIATELY.**

SIGNED:

TJ Johnson, Board Chair

David Iyall, Board Auditor

**Thurston Conservation District
Resolution #2025-02
WA State Local Government Investment Pool (LGIP)**



Doug Rushton, Board Member

Betsie DeWreede, Board Member

Marianne Tompkins, Board Member

ATTEST:

Sarah Moorehead, Executive Director

DRAFT

RESOLUTION AUTHORIZING INVESTMENT
OF _____ MONIES IN THE
LOCAL GOVERNMENT INVESTMENT POOL

WHEREAS, pursuant to Chapter 294, Laws of 1986, the Legislature created a trust fund to be known as the public funds investment account (commonly referred to as the Local Government Investment Pool (LGIP)) for the contribution and withdrawal of money by an authorized governmental entity for purposes of investment by the Office of the State Treasurer; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, _____, the "governmental entity", to contribute funds available for investment in the LGIP; and

WHEREAS, the investment strategy for the LGIP is set forth in its policies and procedures; and

WHEREAS, any contributions or withdrawals to or from the LGIP made on behalf of the governmental entity shall be first duly authorized by the _____, the "governing body" or any designee of the governing body pursuant to this resolution, or a subsequent resolution; and

WHEREAS the governmental entity will cause to be filed a certified copy of said resolution with the Office of the State Treasurer; and

WHEREAS the governing body and any designee appointed by the governing body with authority to contribute or withdraw funds of the governmental entity has received and read a copy of the prospectus and understands the risks and limitations of investing in the LGIP; and

WHEREAS, the governing body attests by the signature of its members that it is duly authorized and empowered to enter into this agreement, to direct the contribution or withdrawal of governmental entity monies, and to delegate certain authority to make adjustments to the incorporated transactional forms, to the individuals designated herein.

NOW THEREFORE, BE IT RESOLVED that the governing body does hereby authorize the contribution and withdrawal of governmental entity monies in the LGIP in the manner prescribed by law, rule, and prospectus.

BE IT FURTHER RESOLVED that the governing body has approved the Local Government Investment Pool Authorization Form (Form) as completed by _____ and incorporates said form into this resolution by reference and does hereby attest to its accuracy.

BE IT FURTHER RESOLVED that the governmental entity designates _____ (title), the “authorized individual” to authorize all amendments, changes, or alterations to the Form or any other documentation including the designation of other individuals to make contributions and withdrawals on behalf of the governmental entity.

BE IT FURTHER RESOLVED that this delegation ends upon the written notice, by any method set forth in the prospectus, of the governing body that the authorized individual has been terminated or that his or her delegation has been revoked. The Office of the State Treasurer will rely solely on the governing body to provide notice of such revocation and is entitled to rely on the authorized individual’s instructions until such time as said notice has been provided.

BE IT FURTHER RESOLVED that the Form as incorporated into this resolution or hereafter amended by delegated authority, or any other documentation signed or otherwise approved by the authorized individual shall remain in effect after revocation of the authorized individual’s delegated authority, except to the extent that the authorized individual whose delegation has been terminated shall not be permitted to make further withdrawals or contributions to the LGIP on behalf of the governmental entity. No amendments, changes, or alterations shall be made to the Form or any other documentation until the entity passes a new resolution naming a new authorized individual; and

BE IT FURTHER RESOLVED that the governing body acknowledges that it has received, read, and understood the prospectus as provided by the Office of the State Treasurer. In addition, the governing body agrees that a copy of the prospectus will be provided to any person delegated or otherwise authorized to make contributions or withdrawals into or out of the LGIP and that said individuals will be required to read the prospectus prior to making any withdrawals or contributions or any further withdrawals or contributions if authorizations are already in place.

PASSED AND ADOPTED by the _____ of the _____ State of Washington on this _____ day of _____ 20____.

SIGNATURE TITLE

SIGNATURE TITLE

PROSPECTUS

LOCAL GOVERNMENT INVESTMENT POOL

OFFICE OF THE WASHINGTON STATE TREASURER

JANUARY 2019



MIKE PELLICCIOTTI
WASHINGTON STATE TREASURER

Contents

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I. The LGIP

The Local Government Investment Pool (the “LGIP”) is an investment pool of public funds placed in the custody of the Office of the Washington State Treasurer (the “State Treasurer”) for investment and reinvestment as defined by RCW 43.250.020. The purpose of the LGIP is to allow eligible governmental entities to participate with the state in the investment of surplus public funds, in a manner that optimizes liquidity and return on such funds. In establishing the LGIP, the legislature recognized that not all eligible governmental entities are able to maximize the return on their temporary surplus funds, and therefore it provided a mechanism whereby they may, at their option, utilize the resources of the State Treasurer to maximize the potential of their surplus funds while ensuring the liquidity of those funds.

The State Treasurer has established a sub-pool within the LGIP whose shares are offered by means of this Prospectus: The LGIP-Money Market Fund (the “LGIP-MMF” or the “Fund”). The State Treasurer has the authority to establish additional sub-pools in the future.

The Fund offered in this Prospectus seeks to provide current income by investing in high-quality, short term money market instruments. These standards are specific to the Fund, as illustrated in the following table. The LGIP-MMF offers daily contributions and withdrawals.

FUND SNAPSHOT

The table below provides a summary comparison of the Fund’s investment types and sensitivity to interest rate risk. This current snapshot can be expected to vary over time.

Fund	Investment Types	Maximum Dollar-Weighted Average Maturity for LGIP-MMF
LGIP-Money Market Fund	Cash	60 days
Current Investments (as of January 1, 2019)	Bank Deposits US Treasury bills US Government Agency Supranational Securities Floating / Variable Rate Notes Repurchase agreements	

Fees and Expenses

Administrative Fee. The State Treasurer charges pool participants a fee representing administration and recovery costs associated with the operation of the Fund. The administrative fee accrues daily from pool participants’ earnings prior to the earnings being posted to their account. The administrative fee will be paid monthly. In the event that there are no earnings, the administrative fee will be deducted from principal.

The chart below illustrates the operating expenses of the LGIP-MMF for past years, expressed in basis points as a percentage of fund assets.

**Local Government Investment Pool-MMF
Operating Expenses by Fiscal Year (in Basis Points)**

	2011	2012	2013	2014	2015	2016	2017	2018
<i>Total Operating Expenses</i>	<i>0.81</i>	<i>0.68</i>	<i>0.87</i>	<i>0.88</i>	<i>0.95</i>	<i>0.89</i>	<i>0.71</i>	<i>0.76</i>

(1 basis point = 0.01%)

Because most of the expenses of the LGIP-MMF are fixed costs, the fee (expressed as a percentage of fund assets) will be affected by: (i) the amount of operating expenses; and (ii) the assets of the LGIP-MMF. The table below shows how the fee (expressed as a percentage of fund assets) would change as the fund assets change, assuming an annual fund operating expenses amount of \$1,100,000.

Fund Assets	\$12.0 bn	\$14.0 bn	\$16.0 bn
Total Operating Expenses (in Basis Points)	0.92	0.79	0.69

Portfolio Turnover: The Fund does not pay a commission or fee when it buys or sells securities (or “turns over” its portfolio). However, debt securities often trade with a bid/ask spread. Consequently, a higher portfolio turnover rate may generate higher transaction costs that could affect the Fund’s performance.

II. Local Government Investment Pool – Money Market Fund

Investment Objective

The LGIP-MMF will seek to effectively maximize yield while maintaining liquidity and a stable net asset value per share, e.g., all contributions will be transacted at \$1.00 net asset value per share.

Principal Investment Strategies

The LGIP-MMF will seek to invest primarily in high-quality, short term money market instruments. Typically, at least 55% of the Fund’s assets will be invested in US government securities and repurchase agreements collateralized by those securities. The LGIP-MMF means a sub-pool of the LGIP whose investments will primarily be money market instruments. The LGIP-MMF will only invest in eligible investments permitted by state law. The LGIP portfolio will be managed to meet the portfolio maturity, quality, diversification and liquidity requirements set forth in GASB 79 for external investment pools who wish to measure, for financial reporting purposes, all of their investments at amortized cost. Investments of the LGIP-MMF will conform to the LGIP Investment Policy, the most recent version of which will be posted on the LGIP website and will be available upon request.

Principal Risks of Investing in the LGIP-Money Market Fund

Counterparty Credit Risk. A party to a transaction involving the Fund may fail to meet its obligations. This could cause the Fund to lose the benefit of the transaction or prevent the Fund from selling or buying other securities to implement its investment strategies.

Interest Rate Risk. The LGIP-MMF’s income may decline when interest rates fall. Because the Fund’s income is based on short-term interest rates, which can fluctuate significantly over short periods, income risk is expected to be high. In addition, interest rate increases can cause the price of a debt security to decrease and even lead to a loss of principal.

Liquidity Risk. Liquidity risk is the risk that the Fund will experience significant net withdrawals of Fund shares at a time when it cannot find willing buyers for its portfolio securities or can only sell its portfolio securities at a material loss.

Management Risk. Poor security selection or an ineffective investment strategy could cause the LGIP-MMF to underperform relevant benchmarks or other funds with a similar investment objective.

Issuer Risk. The LGIP-MMF is subject to the risk that debt issuers and other counterparties may not honor their obligations. Changes in an issuer's credit rating (e.g., a rating downgrade) or the market's perception of an issuer's creditworthiness could also affect the value of the Fund's investment in that issuer. The degree of credit risk depends on both the financial condition of the issuer and the terms of the obligation. Also, a decline in the credit quality of an issuer can cause the price of a money market security to decrease.

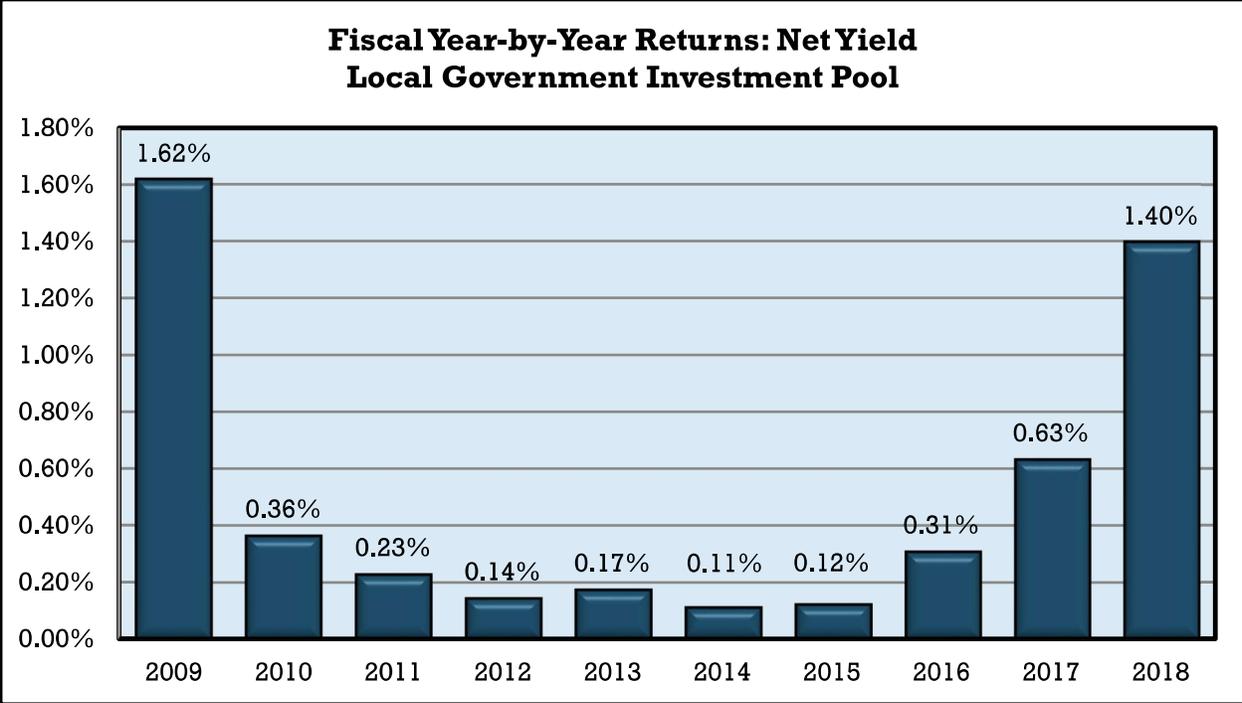
Securities Lending Risk and Reverse Repurchase Agreement Risk. The LGIP-MMF may engage in securities lending or in reverse repurchase agreements. Securities lending and reverse repurchase agreements involve the risk that the Fund may lose money because the borrower of the Fund's securities fails to return the securities in a timely manner or at all or the Fund's lending agent defaults on its obligations to indemnify the Fund, or such obligations prove unenforceable. The Fund could also lose money in the event of a decline in the value of the collateral provided for loaned securities or a decline in the value of any investments made with cash collateral.

Risks Associated with use of Amortized Cost. The use of amortized cost valuation means that the LGIP-MMF's share price may vary from its market value NAV per share. In the unlikely event that the State Treasurer were to determine that the extent of the deviation between the Fund's amortized cost per share and its market-based NAV per share may result in material dilution or other unfair results to shareholders, the State Treasurer may cause the Fund to take such action as it deems appropriate to eliminate or reduce to the extent practicable such dilution or unfair results.

An investment in the LGIP-MMF is not a bank deposit and is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Fund seeks to preserve the value of investments at \$1 per share, pool participants could lose money by investing in the LGIP-MMF. There is no assurance that the LGIP-MMF will achieve its investment objective.

Performance

The following information is intended to address the risks of investing in the LGIP-MMF. The information illustrates changes in the performance of the LGIP-MMF's shares from year to year. Returns are based on past results and are not an indication of future performance. Updated performance information may be obtained on our website at www.tre.wa.gov or by calling the LGIP toll-free at 800-331-3284.



<u>Local Government Investment Pool-Money Market Fund</u>			
<u>Average Accrued Net Yield</u>			
<u>1 Year</u>	<u>3 years</u>	<u>5 years</u>	<u>10 years</u>
1.40%	0.78%	0.51%	.51%

Transactions: LGIP-MMF

General Information

The minimum transaction size (contributions or withdrawals) for the LGIP-MMF will be five thousand dollars. The State Treasurer may, in its sole discretion, allow for transactions of less than five thousand dollars.

Valuing Shares

The LGIP-MMF will be operated using a net asset value (NAV) calculation based on the amortized cost of all securities held such that the securities will be valued at their acquisition cost, plus accrued income, amortized daily.

The Fund’s NAV will be the value of a single share. NAV will normally be calculated as of the close of business of the NYSE, usually 4:00 p.m. Eastern time. If the NYSE is closed on a particular day, the Fund will be priced on the next day the NYSE is open.

NAV will not be calculated and the Fund will not process contributions and withdrawals submitted on days when the Fund is not open for business. The time at which shares are priced and until which contributions and withdrawals are accepted is specified below and may be changed as permitted by the State Treasurer.

To the extent that the LGIP-MMF's assets are traded in other markets on days when the Fund is not open for business, the value of the Fund's assets may be affected on those days. In addition, trading in some of the Fund's assets may not occur on days when the Fund is open for business.

Transaction Limitations

The State Treasurer reserves the right at its sole discretion to set a minimum and/or maximum transaction amount from the LGIP-MMF and to limit the number of transactions, whether contribution, withdrawal, or transfer permitted in a day or any other given period of time.

The State Treasurer also reserves the right at its sole discretion to reject any proposed contribution, and in particular to reject any proposed contribution made by a pool participant engaged in behavior deemed by the State Treasurer to be abusive of the LGIP-MMF.

A pool participant may transfer funds from one LGIP-MMF account to another subject to the same time and contribution limits as set forth in WAC 210.10.060.

Contributions deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds

Contributions

Pool participants may make contributions to the LGIP-MMF on any business day. All contributions will be effected by electronic funds to the account of the LGIP-MMF designated by the State Treasurer. It is the responsibility of each pool participant to pay any bank charges associated with such electronic transfers. Failure to submit funds by a pool participant after notification to the State Treasurer of an intended transfer will result in penalties. Penalties for failure to timely submit will be assessed to the account of the pool participant responsible.

Notice of Wire contribution. To ensure same day credit, a pool participant must inform the State Treasurer of any contribution over one million dollars no later than 9 a.m. on the same day the contribution is made. Contributions for one million dollars or less can be requested at any time prior to 10 a.m. on the day of contribution. For all other contributions over one million dollars that are requested prior to 10 a.m., a pool participant may receive same day credit at the sole discretion of the State Treasurer. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which no notice is received prior to 10:00 a.m. will be credited as of the following business day.

Notice of ACH contribution. A pool participant must inform the State Treasurer of any contribution submitted through ACH no later than 2:00 p.m. on the business day before the contribution is made. Contributions that receive same day credit will count, for earnings rate purposes, as of the day in which the contribution was made. Contributions for which proper notice is not received as described above will not receive same day credit, but will be credited as of the next business day from when the contribution is made. Contributions deposited by ACH will be unavailable for withdrawal for a period of five business days following receipt of funds.

Notice of contributions may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to State Treasurer's Treasury Management System ("TMS"). Please refer to the [LGIP-MMF Operations Manual](#) for specific instructions regarding contributions to the LGIP-MMF.

Direct deposits from the State of Washington will be credited on the same business day.

Pricing. Contribution requests received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that contribution date.

Withdrawals

Pool participants may withdraw funds from the LGIP-MMF on any business day. Each pool participant shall file with the State Treasurer a letter designating the financial institution at which funds withdrawn from the LGIP-MMF shall be deposited (the "Letter"). This Letter shall contain the name of the financial institution, the location of the financial institution, the account name, and the account number to which funds will be deposited. This Letter shall be signed by local officials authorized to receive and disburse funds, as described in WAC 210-10-020.

Disbursements from the LGIP-MMF will be effected by electronic funds transfer. Failure by the State Treasurer to transmit funds to a pool participant after proper notification to the State Treasurer to disburse funds to a pool participant may result in a bank overdraft in the pool participant's bank account. The State Treasurer will reimburse a pool participant for such bank overdraft penalties charged to the pool participant's bank account.

Notice of Wire withdrawal. In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal over one million dollars no later than 9 a.m. on the same day the withdrawal is made. Withdrawals for one million dollars or less can be requested at any time prior to 10 a.m. on the day of withdrawal. For all other withdrawals from the LGIP-MMF over one million dollars that are requested prior to 10 a.m., a pool participant may receive such withdrawal on the same day it is requested at the sole discretion of the State Treasurer. No earnings will be credited on the date of withdrawal for the amounts withdrawn. Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

Notice of ACH withdrawal. In order to withdraw funds from the LGIP-MMF, a pool participant must notify the State Treasurer of any withdrawal by ACH no later than 2 p.m. on the prior business day the withdrawal is requested. No earnings will be credited on the date of withdrawal for the amounts withdrawn.

Notice of withdrawals may be given by calling the Local Government Investment Pool (800-331-3284) OR by logging on to TMS. Please refer to the LGIP-MMF Operations Manual for specific instructions regarding withdrawals from the Fund.

Pricing. Withdrawal requests with respect to the LGIP-MMF received in good order will receive the NAV per unit of the LGIP-MMF next determined after the order is accepted by the State Treasurer on that withdrawal date.

Suspension of Withdrawals. If the State Treasurer has determined that the deviation between the Fund's amortized cost price per share and the current net asset value per share calculated using available market quotations (or an appropriate substitute that reflects current market conditions) may result in material dilution or other unfair results, the State Treasurer may, if it has determined irrevocably to liquidate the Fund, suspend withdrawals and payments of withdrawal proceeds in order to facilitate the permanent termination of the Fund in an orderly manner. The State Treasurer will distribute proceeds in liquidation as soon as practicable, subject to the possibility that certain assets may be illiquid, and subject to subsequent distribution, and the possibility that the State Treasurer may need to hold back a reserve to pay expenses.

The State Treasurer also may suspend redemptions if the New York Stock Exchange suspends trading or closes, if US bond markets are closed, or if the Securities and Exchange Commission declares an emergency. If any of these events were to occur, it would likely result in a delay in the pool participants' redemption proceeds.

The State Treasurer will notify pool participants within five business days of making a determination to suspend withdrawals and/or irrevocably liquidate the fund and the reason for such action.

Earnings and Distribution

LGIP-MMF Daily Factor

The LGIP-MMF daily factor is a net earnings figure that is calculated daily using the investment income earned (excluding realized gains or losses) each day, assuming daily amortization and/or accretion of income of all fixed income securities held by the Fund, less the administrative fee. The daily factor is reported on an annualized 7-day basis, using the daily factors from the previous 7 calendar days. The reporting of a 7-day annualized yield based solely on investment income which excludes realized gains or losses is an industry standard practice that allows for the fair comparison of funds that seek to maintain a constant NAV of \$1.00.

LGIP-MMF Actual Yield Factor

The LGIP-MMF actual yield factor is a net daily earnings figure that is calculated using the total net earnings including realized gains and losses occurring each day, less the administrative fee.

Dividends

The LGIP-MMF's dividends include any net realized capital gains or losses, as well as any other capital changes other than investment income, and are declared daily and distributed monthly.

Distribution

The total net earnings of the LGIP-MMF will be declared daily and paid monthly to each pool participant's account in which the income was earned on a per-share basis. These funds will remain in the pool and earn additional interest unless withdrawn and sent to the pool participant's designated bank account as specified on the Authorization Form. Interest earned will be distributed monthly on the first business day of the following month.

Monthly Statements and Reporting

On the first business day of every calendar month, each pool participant will be sent a monthly statement which includes the pool participant's beginning balance, contributions, withdrawals, transfers, administrative charges, earnings rate, earnings, and ending balance for the preceding calendar month. Also included with the statement will be the monthly enclosure. This report will contain information regarding the maturity structure of the portfolio and balances broken down by security type.

III. Management

The State Treasurer is the manager of the LGIP-MMF and has overall responsibility for the general management and administration of the Fund. The State Treasurer has the authority to offer additional sub-pools within the LGIP at such times as the State Treasurer deems appropriate in its sole discretion.

Administrator and Transfer Agent. The State Treasurer will serve as the administrator and transfer agent for the Fund.

Custodian. A custodian for the Fund will be appointed in accordance with the terms of the LGIP Investment Policy.

IV. Miscellaneous

Limitation of Liability

All persons extending credit to, contracting with or having any claim against the Fund offered in this Prospectus shall look only to the assets of the Fund that such person extended credit to, contracted with or has a claim against, and none of (i) the State Treasurer, (ii) any subsequent sub-pool, (iii) any pool participant, (iv) the LGIP, or (v) the State Treasurer's officers, employees or agents (whether past, present or future), shall be liable therefor. The determination of the State Treasurer that assets, debts, liabilities, obligations, or expenses are allocable to the Fund shall be binding on all pool participants and on any person extending credit to or contracting with or having any claim against the LGIP or the Fund offered in this Prospectus. There is a remote risk that a court may not enforce these limitation of liability provisions.

Amendments

This Prospectus and the attached Investment Policy may be amended from time to time. Pool participants shall receive notice of changes to the Prospectus and the Investment Policy. The amended and restated documents will be posted on the State Treasurer website: www.tre.wa.gov.

Should the State Treasurer deem appropriate to offer additional sub-pools within the LGIP, said sub-pools will be offered by means of an amendment to this prospectus.

LGIP-MMF Contact Information

Internet: www.tre.wa.gov Treasury Management System/TMS

Phone: 1-800-331-3284 (within Washington State)

Mail: Office of the State Treasurer
Local Government Investment Pool
PO Box 40200
Olympia, Washington 98504
FAX: 360-902-9044

LOCAL GOVERNMENT INVESTMENT POOL AUTHORIZATION FORM

Please fill out this form completely, including any existing information, as this form will **replace** the previous form.

Entity Name:	Thurston Conservation District
Mailing Address:	582 Tilley Ct SE, Ste 152, Tumwater, WA 98501

Email for Statement Delivery: accounting@thurstoned.com

Note: Statements can only be emailed to **ONE** address due to system restrictions

Bank account where funds will be wired when a withdrawal is requested.
 (Note: Funds **will not** be transferred to any account other than the one listed below)

Bank Name:	Beneficial State Bank
Branch Location:	1501 E Madison St, Ste 100, Seattle, WA 98122
Bank Routing Number:	121182056
Accounting Number:	894003103
Account Name:	Thurston Conservation District

ACH Authorization: Yes No
 Account Type: Checking Savings General Ledger

By selecting "Yes" and by signing this form, I hereby authorize the WA Local Government Investment Pool to initiate credit entries to the account listed above. I acknowledge that the origination of ACH transactions to our account must comply with the provisions of U.S. law.

Persons authorized to make deposits and withdrawals for entity listed above.

Name:	Title:	Phone Number:	Signature:
Susan Shelton	Finance & Administration Director	360-742-2313	<i>Susan Shelton</i>

Online TM\$ Access: Yes No

If you selected yes, please complete the online section on page 2
 If you selected no, skip the online access section

TMS Online Web Access

Note: Online access is optional. Each person wanting Full online access must be listed as authorized to initiate transactions on page 1.

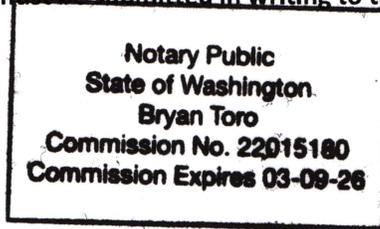
		Select one of the following:				Account Type:	
Name:	Email:	Add	Delete	Modify	No Change	Full	View Only
Susan Shelton	accounting@thurstoncd.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Yan Dong	ydong@thurstoncd.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Name:	Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By signing below, I certify I am authorized to represent the institution/agency for the purpose of this transaction.

	Finance & Administration Director	Jan 21, 2025
(Authorized Signature)	(Title)	(Date)
Susan Shelton	accounting@thurstoncd.com	360-742-2313
(Print Authorized Name)	(E-mail address)	(Phone no.)

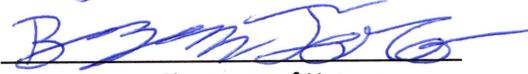
Any changes to these instructions must be submitted in writing to the Office of the State Treasurer.

OFFICE OF THE STATE TREASURER
STACI.ASHE@TRE.WA.GOV
PHONE: (360) 902-9017



Date Updated: _____
 Account Number: _____
 Updated by: _____
 (For OST use only) 11/9/22

State of Washington)
 County of Thurston) ss.
 Signed or attested before me by Susan A. Shelton
 Dated this 21st day of January, 2025.


 Signature of Notary

SEAL OR STAMP Bryan Toro
 Typed or printed name of Notary
 Notary Public in and for the State of Wash.



My appointment expires: 03/09/2026