



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

September 23, 2026, 5:00 pm - 7:40 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. Community Partner Presentation: Chehalis Basin Education Consortium, *Rachel Stendal*
3. Staff Presentation: Green Stormwater, *Stephanie Bishop*
4. Board Recruitment Update, *All*
5. WACD Business, *All*
 - a. Proposed Resolutions
 - b. Ways and Means Committee Update
6. Year-End Board Meeting Dates, *All*
7. Legislative Tour Debrief, *Executive Director Moorehead*
8. Rates and Charges Update, *Chair TJ Johnson and Executive Director Moorehead*
 - a. Farmland Preservation Initiative
9. Conservation and Education Center (CEC) Development, *All*
10. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead*

Board Meeting

6:30 pm – 7:40 pm

- | | |
|--|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Welcome New Board Supervisor, <i>Chair TJ Johnson</i> | 6:40 PM
5 minutes |

- | | |
|--|----------------|
| 4. Consent Agenda – Action Item | 6:45 PM |
| A. August 26, 2026, Board Work Session & Meeting Minutes | 5 minutes |
| B. September 2026 Financial Report | |
| C. FY24-27 Olympia Ecosystems Vendor Agreement Amendment | |
| D. FY26-27 Placekeep Vendor Agreement | |
| E. FY26-27 SS Green Inspire Olympia Funding Agreement | |
| F. TCD Policy 5.10 Light Refreshments and Meals | |
| 5. Public Comment | 6:50 PM |
| *Three minutes per person | 10 minutes |
| 6. Partner Reports (if present) | 7:00 PM |
| A. Natural Resources Conservation Service, (NRCS) <i>Tara Donohoe</i> | 15 minutes |
| B. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i> | |
| C. Washington Association of Conservation Districts (WACD), <i>Sarah Moorehead</i> | |
| 7. Governance, All – Action Item | 7:15 PM |
| A. October 28, 2026 Work Session Topic List & Meeting Agenda Development | 10 minutes |
| 8. Executive Session: To consider the selection of a site or the acquisition of real estate | 7:25 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> | 10 minutes |
| 9. Executive Session Report Out – Action Item | 7:35PM |
| | 5 minutes |
| Adjourn | 7:40 PM |
| Informational Only Items: | |
| I. <i>Executive Director’s Report</i> | |

Important Future Dates

October 2026

TCD Local Agriculture Conference, Lacey Community Center, 9:00am-4:00pm	Oct 2
TCD Harvest Festival, South Union Grange, 10:00 am-3:00pm	Oct 3
TCD Harvest Dinner & Fundraiser, Summit Farms, 6:00pm-8:30pm	Oct 3
WACD Southwest Area Meeting, Clark CD	Oct 15
Orca Recovery Day	Oct 17
WACD Board Meeting	Oct 19
TCD County Commissioner Conservation Tour	Oct 19
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Oct 28

November 2026

TCD Closed Veterans Day	Nov 11
WACD Board Meeting	Nov 16
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Nov 23
TCD Closed, Thanksgiving	Nov 26
TCD Closed, Native American Heritage Day	Nov 27

December 2026

WSCC Commission Meeting	Dec 3
WACD Annual Conference, Stevenson WA	Dec 3-5
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Dec 23
TCD Closed Christmas Day	Dec 25

Item

3



Thurston Conservation District Consent Agenda Decision Sheet September 23, 2026 Board Meeting

-
- A. August 26, 2026 Board Meeting and Work Session Minutes
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- B. September 2026 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. FY24-27 Olympia Ecosystems Vendor Agreement Amendment
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting
- D. FY26-27 Placekeep 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. FY26-27 SS Green Inspire Olympia 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 5.10 Light Refreshments and Meals
- a. Proposed action: accept without amendment and approve.
 - b. Action was taken:
☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON
ON September 23, 2026, AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Marianne Tompkins, Board Vice-Chair

Doug Rushton, Board Auditor

Attest: Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Work Session Minutes

August 26, 2026

Hybrid: In-Person and Virtual on Zoom

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

Actual Meeting Time: 5:00 p.m. – 5:53 p.m.



Present at Work Session:

TJ Johnson, TCD Board Chair

Marianne Tompkins, TCD Board Vice Chair

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Nora Carman-White, TCD Staff

Ben Cushman, TCD Legal Counsel

Rich Jones, Member of the public

- 1 **1.** Topic List Review, *All*
- 2 **2.** Staff Presentation: 2026 United in Conservation Conference & Dinner, *Nora Carman-*
- 3 *White*
- 4 **3.** Legislative Tour Update, *Nora Carman-White & Executive Director Moorehead*
- 5 **4.** Board Recruitment Process & Interviews, *All*
- 6 **5.** Southwest Area Meeting, *All*
- 7 a. Registration and attendance
- 8 b. Proposed WACD Resolutions
- 9 **6.** WACD Agricultural Viability Committee, *Chair Johnson, All*
- 10 **7.** Rates and Charges Update, *Chair Johnson & Executive Director Moorehead*
- 11 **8.** Local Jurisdiction Presentations Update, *Chair Johnson & Executive Director Moorehead*
- 12 **9.** Important Updates & Announcements
- 13 a. Board of Supervisors, *All*
- 14 b. Executive Director, *Executive Director Moorehead*

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

August 26, 2026

Hybrid: In-Person and Virtual on Zoom

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

Actual Meeting Time: 6:30 pm – 7:01 p.m.



Present at Board Meeting:

TJ Johnson, TCD Board Chair

Marianne Tompkins, TCD Board Vice Chair

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Tara Donohoe, National Association of
Conservation Districts (NRCS)

Summary of Action Items

Summary of Motions Passed

- 1
- 2 ***Supervisor Tompkins moved to approve the amended Agenda. Supervisor Johnson seconded.***
- 3 ***Motion passed unanimously, (2-0).***
- 4 ***Supervisor Tompkins moved to approve the Consent Agenda. Supervisor Johnson seconded.***
- 5 ***Motion passed unanimously, (2-0).***
- 6 ***Supervisor Tompkins moved to approve TCD Resolution #2026-06: Mid-Term Elected Seat***
- 7 ***Appointment. Supervisor Johnson seconded. Motion passed unanimously, (2-0).***
- 8 ***Supervisor Tompkins moved to adjourn the August 26, 2026 TCD Board Meeting. Supervisor***
- 9 ***Johnson seconded. Motion passed unanimously, (2-0).***

Full Version of the Minutes

Welcome & Introductions

At 6:30 p.m., TCD Board Chair Johnson called the August 26, 2026 Regular Board Meeting to order. TCD Board, staff, members of the public, and legal counsel were introduced by Board Chair Johnson. He announced that the meeting was being video recorded. TCD Supervisors, Johnson, Tompkins, and Executive Director Moorehead attended the meeting in person at the TCD office. Supervisor Rushton was absent and excused.

Agenda Review

The Board of Supervisors added to the Agenda the *TCD Resolution #2026-06*. The Board of Supervisors also decreased the length of time from 15 to 10 minutes for the *Executive Session: To consider the selection of a site or the acquisition of real estate*.

Supervisor Tompkins moved to approve the amended Agenda. Supervisor Johnson seconded.
Motion passed unanimously, (2-0).

Consent Agenda

- A. July 22, 2026, Board Work Session & Meeting Minutes
- B. August 2026 Financial Report
- C. TCD Policy and Procedures Reformatting: Section 5

Supervisor Tompkins moved to approve the Consent Agenda. Supervisor Johnson seconded. Motion passed unanimously, (2-0).

Public Comment

No member of the public gave comment.

Partner Reports

- A. National Resources Conservation Service (NRCS) Update, Tara Donohoe
 - Ms. Donohoe was present and gave a report.
- B. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli
 - Mr. Giuntoli was not present.
- C. Washington Association of Conservation Districts (WACD) Update, Sarah Moorehead
 - Executive Director Moorehead gave an update.

TCD Resolution #2026-06: Mid-Term Elected Seat Appointment

Supervisor Tompkins moved to adopt TCD Resolution #2026-06: Mid-Term elected Seat appointment. Supervisor Johnson seconded. Motion passed unanimously, (2-0).

Governance

- A. September 23, 2026 Work Session Topic List and Meeting Agenda Development

Work Session

- Topic List Review, *All*
- Community Partner Presentation: Chehalis Basin Education Consortium, *Rachel Stendal*
- Staff Presentation: Growing Community, *Aimee Richardson*
- Board Recruitment Update, *All*
- WACD Proposed Resolutions and Ways and Means Committee Update, *All*
- Future Board Supervisor Meeting Dates, *All*
- Legislative Tour Debrief, *Executive Director Moorehead*
- Rates and Charges Update, *Chair TJ Johnson and Executive Director Moorehead*
- Conservation and Education Center Update (CEC) Development, *All*
- Important Updates & Announcements
 - Board of Supervisors, *All*
 - Executive Director, *Sarah Moorehead*

Board Meeting Agenda

- Welcome, Introductions, Audio Recording Announcement

- 58 • Agenda Review
- 59 • Welcome New Board Supervisor for Vacant Appointed Position
- 60 • Consent Agenda
- 61 ○ August 26, 2026 Board Work Session & Meeting Minutes
- 62 ○ September 2026 Financial Report
- 63 • Public Comment
- 64 • Partner Reports (if present)
- 65 ○ National Resources Conservation Service
- 66 ○ Washington State Conservation Commission
- 67 ○ Washington Association of Conservation Districts
- 68 • Governance, *All*
- 69 ○ October 28, 2026 Work Session Topic List & Meeting Agenda Development
- 70 • **Executive Session:** to consider the selection of a site or the acquisition of real
- 71 estate by lease or purchase when public knowledge regarding such consideration
- 72 would cause a likelihood of increased price.

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

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

77 The Executive Session opened at 6:50 pm to last for no more than 10 minutes and concluded at
78 7:00 pm. In attendance: TCD Board Members Johnson, Tompkins, and Executive Director
79 Moorehead and legal counsel Ben Cushman.

80 **Executive Session Report Out**

81 No action was taken.

82 ***Supervisor Tompkins moved to adjourn the August 26, 2026 TCD Board Meeting. Supervisor***
83 ***Johnson seconded. Motion passed unanimously, (2-0).***

84 **Adjourn 7:01 pm**

Respectfully,

TJ Johnson, TCD Board Chair

Thurston Conservation District September 2026 Financial Notes



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

1. The District experienced a net loss of \$416 for August and a YTD net income loss of \$147,004 for the year. Just a reminder that YTD net income and cash flow are typically low this time of year as we wait for the October large Rates and Charges installment.
2. You'll notice that, in August, the District began selling tickets for the United in Conservation Conference and CEC Fund Raising Dinner.
3. In August, TCD also earned \$6,082 from the Fall Native Bulb & Seed Sale.

Previous Year YTD P&L Comparison

4. In August, the District nearly doubled its *Nutrient Spreader Rentals* income compared to this time last year.
5. Income from *Nongovernmental Contributions* is up compared to this time last year because of several private donations to various South Sound Green programs.
6. *Grant Revenues* are lower in 2026, which is a contributor to the reduction of *Total Net Income* compared to this time last year.
7. *Licenses and Permits* are way up compared to this time last year. However, these costs are project related reimbursable expenses.

Unrestricted Budget vs Actual

8. A number of program expense budgets have already gone over budget: *No-Till Drill Rentals* (row 32), *2026 Growers Conference* (row 37), *Plant Sale* (row 39). And a number of program expense budgets are likely to go over budget: *District Communications* and *2026 CEC Fundraising Dinner*. While the District attempts to remain within the budget, some of these budget amounts were created without any historical data. We will sometimes allow those programs to exceed their budget to collect data to inform future budgets from actual program needs.

Thurston Conservation District
Profit & Loss
August 2026

	Aug 26
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	445.19
3451120 · Nutrient Spreader Rentals	198.82
3451130 · Poultry Equipment & Tool Rentals	103.48
3451140 · Plant Sales	6,081.85
Total 3451100 · Soil/Water Conservation Service	6,829.34
3417000 · Sales of Merchandise	
3417020 · Conference Ticket Income	1,525.00
3417030 · CEC Dinner Ticket Income	3,100.00
Total 3417000 · Sales of Merchandise	4,625.00
Total 3400000 · Charges for Goods and Services	11,454.34
3300000 · Grant Revenues	365,758.45
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	2,586.98
3670000 · Nongovernmental Contributions	1,500.00
3610000 · Interest and Other Earnings	318.19
Total 3600000 · Miscellaneous Revenues	4,405.17
Total Income	381,617.96
Gross Profit	381,617.96
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	251,999.17
5314000 · Intern Stipends	3,651.82
5314102 · Audit & Accounting	997.87
5314103 · Computer Services	3,795.00
5314100 · Professional Services	27,576.90
5314203 · Printing Services	1,448.52
5314104 · Janitorial Services	875.00
5314501 · Office Rent	8,680.00
5314700 · Utilities	330.63
5314503 · Equipment Leases	328.57
5314504 · Vehicle Leases	557.67
5314200 · Communications	1,763.76
5313102 · Photocopier Usage	135.54
5354800 · Repairs & Maintenance	1,673.82

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Accrual Basis

Thurston Conservation District

Profit & Loss

August 2026

	Aug 26
5314505 · Software Licenses	813.49
5313101 · Office Supplies	435.41
5314202 · Postage & Shipping	63.56
5314902 · Organizational Dues	80.00
5314307 · Licenses and Permits	3,206.00
5314117 · Soil Testing	115.42
5313401 · Plants for Resale	5,379.57
Project Expenses	4,092.22
5314302 · Staff - Conference & Training	2,679.36
5314306 · Board - Conference & Training	72.86
5314300 · Staff - Travel	1,566.21
5314108 · Construction & Restoration Work	14,721.41
5314110 · Bank Fees & Interest Charges	5.00
5314600 · Liability Insurance Premiums	3,020.38
560000 · Sub-Awards / Pass-Through	39,647.94
5945360 · Capital Outlays	
5945367 · Restoration Equipment	809.70
5945364 · Computer Hardware	1,510.77
Total 5945360 · Capital Outlays	2,320.47
Total Expense	382,033.57
Net Ordinary Income	-415.61
Net Income	-415.61

Thurston Conservation District
Profit & Loss
January through August 2026

	<u>Jan - Aug 26</u>
Ordinary Income/Expense	
Income	
3400000 · Charges for Goods and Services	
3451100 · Soil/Water Conservation Service	
3451110 · Soil Testing	4,376.15
3451120 · Nutrient Spreader Rentals	397.15
3451121 · No-Till Drill Rentals	474.12
3451130 · Poultry Equipment & Tool Rentals	1,282.89
3451140 · Plant Sales	44,467.74
3451150 · Partner Fee for Service	17,200.87
Total 3451100 · Soil/Water Conservation Service	68,198.92
3417000 · Sales of Merchandise	
3417020 · Conference Ticket Income	1,525.00
3417030 · CEC Dinner Ticket Income	3,100.00
Total 3417000 · Sales of Merchandise	4,625.00
Total 3400000 · Charges for Goods and Services	72,823.92
3300000 · Grant Revenues	2,591,061.09
3600000 · Miscellaneous Revenues	
3685000 · Special Assessments - Service	331,594.94
3670000 · Nongovernmental Contributions	11,100.00
3610000 · Interest and Other Earnings	2,490.25
Total 3600000 · Miscellaneous Revenues	345,185.19
Total Income	3,009,070.20
Gross Profit	3,009,070.20
Expense	
Vehicle Allocation	0.00
Overhead Allocation	0.00
5531000 · Salaries & Benefits	1,968,316.39
5314000 · Intern Stipends	12,722.91
5314101 · Legal Fees & Services	18,000.00
5314102 · Audit & Accounting	3,940.44
5314103 · Computer Services	29,958.26
5314100 · Professional Services	124,500.83
5314400 · Advertising	586.70
5314203 · Printing Services	4,172.38
5314104 · Janitorial Services	6,125.00
5314501 · Office Rent	69,440.00
5314700 · Utilities	4,418.46
5314503 · Equipment Leases	2,398.92
5314504 · Vehicle Leases	4,095.18
5314200 · Communications	13,407.03

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09/18/26

Accrual Basis

Thurston Conservation District

Profit & Loss

January through August 2026

	Jan - Aug 26
5313102 · Photocopier Usage	415.66
5354800 · Repairs & Maintenance	8,247.73
5314505 · Software Licenses	19,194.40
5313101 · Office Supplies	2,820.60
5314202 · Postage & Shipping	1,426.99
5314902 · Organizational Dues	5,549.89
5314307 · Licenses and Permits	3,706.98
5314117 · Soil Testing	2,819.25
5313401 · Plants for Resale	48,240.39
Project Expenses	53,370.45
5314302 · Staff - Conference & Training	17,693.33
5314306 · Board - Conference & Training	212.33
5314300 · Staff - Travel	12,709.70
5314301 · Board Travel	1,938.38
5314108 · Construction & Restoration Work	225,727.64
5314109 · Cost Share	123,341.72
5314110 · Bank Fees & Interest Charges	656.46
5314600 · Liability Insurance Premiums	24,793.32
5314111 · Late Fees & Penalties	0.00
560000 · Sub-Awards / Pass-Through	323,047.83
66300 · Sales Tax Adjustments	890.98
5945360 · Capital Outlays	
5945369 · Tenant Improvements	2,990.82
5945367 · Restoration Equipment	809.70
5945363 · Equipment & Office Furniture	1,750.67
5945364 · Computer Hardware	11,636.26
Total 5945360 · Capital Outlays	17,187.45
Total Expense	3,156,073.98
Net Ordinary Income	-147,003.78
Net Income	-147,003.78

Thurston Conservation District
Profit & Loss Prev Year Comparison
January through August 2026

	Jan - Aug 26	Jan - Aug 25	\$ Change	% Change
Ordinary Income/Expense				
Income				
3400000 · Charges for Goods and Services				
3451100 · Soil/Water Conservation Service				
3451110 · Soil Testing	4,376.15	4,401.48	-25.33	-0.6%
3451120 · Nutrient Spreader Rentals	397.15	204.49	192.66	94.2%
3451121 · No-Till Drill Rentals	474.12	83.89	390.23	465.2%
3451130 · Poultry Equipment & Tool Rentals	1,282.89	2,182.21	-899.32	-41.2%
3451140 · Plant Sales	44,467.74	30,010.86	14,456.88	48.2%
3451150 · Partner Fee for Service	17,200.87	19,644.99	-2,444.12	-12.4%
Total 3451100 · Soil/Water Conservation Service	68,198.92	56,527.92	11,671.00	20.7%
3417000 · Sales of Merchandise				
3417010 · TCD Swag Shop	0.00	1,207.40	-1,207.40	-100.0%
3417020 · Conference Ticket Income	1,525.00	0.00	1,525.00	100.0%
3417030 · CEC Dinner Ticket Income	3,100.00	0.00	3,100.00	100.0%
Total 3417000 · Sales of Merchandise	4,625.00	1,207.40	3,417.60	283.1%
Total 3400000 · Charges for Goods and Services	72,823.92	57,735.32	15,088.60	26.1%
3300000 · Grant Revenues	2,591,061.10	2,765,973.10	-174,912.00	-6.3%
3600000 · Miscellaneous Revenues				
3699100 · Miscellaneous Other	0.00	917.49	-917.49	-100.0%
3685000 · Special Assessments - Service	331,594.94	326,773.66	4,821.28	1.5%
3670000 · Nongovernmental Contributions	11,100.00	2,144.40	8,955.60	417.6%
3610000 · Interest and Other Earnings	2,490.25	2,097.86	392.39	18.7%
Total 3600000 · Miscellaneous Revenues	345,185.19	331,933.41	13,251.78	4.0%
Total Income	3,009,070.21	3,155,641.83	-146,571.62	-4.6%
Gross Profit	3,009,070.21	3,155,641.83	-146,571.62	-4.6%
Expense				
Vehicle Allocation	0.00	0.00	0.00	0.0%
Overhead Allocation	0.00	0.00	0.00	0.0%
5531000 · Salaries & Benefits	1,968,316.39	1,697,427.73	270,888.66	16.0%
5314000 · Intern Stipends	12,722.91	4,795.00	7,927.91	165.3%
5314101 · Legal Fees & Services	18,000.00	16,000.00	2,000.00	12.5%
5314102 · Audit & Accounting	3,940.44	7,484.18	-3,543.74	-47.4%
5314103 · Computer Services	29,958.26	21,365.47	8,592.79	40.2%
5314100 · Professional Services	124,500.83	314,946.20	-190,445.37	-60.5%
5314400 · Advertising	586.70	2,506.22	-1,919.52	-76.6%
5314203 · Printing Services	4,172.38	9,912.34	-5,739.96	-57.9%
5314104 · Janitorial Services	6,125.00	6,175.00	-50.00	-0.8%
5314501 · Office Rent	69,440.00	67,416.00	2,024.00	3.0%
5314700 · Utilities	4,418.46	4,182.64	235.82	5.6%
5314503 · Equipment Leases	2,398.92	3,154.44	-755.52	-24.0%
5314504 · Vehicle Leases	4,095.18	4,649.86	-554.68	-11.9%
5314200 · Communications	13,407.03	12,196.38	1,210.65	9.9%
5313102 · Photocopier Usage	415.66	487.74	-72.08	-14.8%
5354800 · Repairs & Maintenance	8,247.73	6,215.76	2,031.97	32.7%

2:55 PM

09/18/26

Accrual Basis

Thurston Conservation District
Profit & Loss Prev Year Comparison
January through August 2026

	Jan - Aug 26	Jan - Aug 25	\$ Change	% Change
5314505 · Software Licenses	19,194.40	19,129.16	65.24	0.3%
5313101 · Office Supplies	2,820.60	2,954.71	-134.11	-4.5%
5313103 · Promotional Items	0.00	3,006.88	-3,006.88	-100.0%
5314202 · Postage & Shipping	1,426.99	1,100.88	326.11	29.6%
5314902 · Organizational Dues	5,549.89	5,379.89	170.00	3.2%
5314307 · Licenses and Permits	3,706.98	274.95	3,432.03	1,248.2%
5314117 · Soil Testing	2,819.25	3,346.03	-526.78	-15.7%
5313401 · Plants for Resale	48,240.39	38,230.94	10,009.45	26.2%
Project Expenses	53,370.45	68,540.10	-15,169.65	-22.1%
5314302 · Staff - Conference & Training	17,693.33	16,455.49	1,237.84	7.5%
5314306 · Board - Conference & Training	212.33	810.91	-598.58	-73.8%
5314300 · Staff - Travel	12,709.70	17,368.86	-4,659.16	-26.8%
5314301 · Board Travel	1,938.38	473.82	1,464.56	309.1%
5314119 · Cultural Resources	0.00	17,833.05	-17,833.05	-100.0%
5314108 · Construction & Restoration Work	225,727.64	234,703.38	-8,975.74	-3.8%
5314109 · Cost Share	123,341.72	293,300.23	-169,958.51	-58.0%
5314110 · Bank Fees & Interest Charges	656.46	103.37	553.09	535.1%
5314600 · Liability Insurance Premiums	24,793.32	28,169.68	-3,376.36	-12.0%
5314111 · Late Fees & Penalties	0.00	0.00	0.00	0.0%
560000 · Sub-Awards / Pass-Through	323,047.83	149,843.24	173,204.59	115.6%
66300 · Sales Tax Adjustments	890.98	19.59	871.39	4,448.1%
66900 · Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
5945360 · Capital Outlays				
5945369 · Tenant Improvements	2,990.82	0.00	2,990.82	100.0%
5945367 · Restoration Equipment	809.70	24,785.76	-23,976.06	-96.7%
5945363 · Equipment & Office Furniture	1,750.67	1,747.87	2.80	0.2%
5945364 · Computer Hardware	11,636.26	6,315.10	5,321.16	84.3%
Total 5945360 · Capital Outlays	17,187.45	32,848.73	-15,661.28	-47.7%
Total Expense	3,156,073.98	3,112,808.85	43,265.13	1.4%
Net Ordinary Income	-147,003.77	42,832.98	-189,836.75	-443.2%
Net Income	-147,003.77	42,832.98	-189,836.75	-443.2%

Thurston Conservation District
Balance Sheet
As of August 31, 2026

	Aug 31, 26
ASSETS	
Current Assets	
Checking/Savings	
3088010 · Checking-103 Beneficial	72,856.82
3081001 · Checking-7444 Timberland	1,823.72
3088020 · Savings Accounts	
3088021 · Saving-116 Beneficial Reserve	4,194.90
3088022 · Saving-129 Beneficial CEC	69,597.84
Total 3088020 · Savings Accounts	73,792.74
3092001 · LGIP Investment Account	51,218.71
3088030 · Counter Cash	913.38
3088040 · PayPal Account	3,954.11
Total Checking/Savings	204,559.48
Accounts Receivable	843,662.16
Other Current Assets	
3090500 Prepaid Accounts	
3090509 · Other Prepaid Expenses	1,160.00
3090508 · Refundable Deposit Paid	150.00
3090501 · Prepaid Insurance	37,158.00
3090507 · Security Deposit - Tilley Court	8,427.00
Total 3090500 Prepaid Accounts	46,895.00
3091000 · 309.10.00 Inventory Asset	2,666.56
3092000 · 309.20.00 Cash on Hand	21,055.07
Total Other Current Assets	70,616.63
Total Current Assets	1,118,838.27
Fixed Assets	
3090600 · Tenant Improvements	66,750.00
Total Fixed Assets	66,750.00
TOTAL ASSETS	1,185,588.27
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	80,437.84
Credit Cards	20,729.65
Other Current Liabilities	
3471000 · Grant Advances	
3471200 · WSCC Advances	72,650.94
Total 3471000 · Grant Advances	72,650.94

Thurston Conservation District
Balance Sheet
As of August 31, 2026

	Aug 31, 26
3861100 · Sales Tax Payable	720.82
3861000 · Payroll Liabilities	263,267.73
Total Other Current Liabilities	336,639.49
Total Current Liabilities	437,806.98
Total Liabilities	437,806.98
Equity	
3200000 Opening Bal Equity	287,545.21
3201000 Retained Earnings	607,239.86
Net Income	-147,003.78
Total Equity	747,781.29
TOTAL LIABILITIES & EQUITY	1,185,588.27

2026 Unrestricted Budget vs Actual



August 66.67%

	Account Name	2026 Mid-Year Revised Budget	2026 Actual	\$ Over Budget	% of Budget Spent
1	☒ Income	1,319,063	846,620	-472,443	64.18%
2	☒ Retail Sales	92,350	58,039	-34,311	62.85%
3	☒ Food Production and Consumption	1,500	1,281	-219	85.37%
4	Poultry Equipment & Tool Rentals	1,500	1,281	-219	85.37%
5	☒ Soil Conservation and Health	8,250	5,247	-3,003	63.61%
6	Soil Testing	7,600	4,376	-3,224	57.58%
7	Nutrient Spreader Rentals	300	397	97	132.38%
8	No-Till Drill Rentals	350	474	124	135.46%
9	☒ Community Outreach and Education	68,900	44,468	-24,432	64.54%
10	Plant Sales	68,900	44,468	-24,432	64.54%
11	☒ Other Income	13,700	7,044	-6,656	51.41%
12	Contributions Private	0	0	0	N/A
13	Interest Income	3,700	2,419	-1,281	65.37%
14	Miscellaneous Income	0	0	0	N/A
15	2026 Growers Conference	5,000	1,525	-3,475	30.50%
16	2026 CEC Fundraising Dinner	5,000	3,100	-1,900	62.00%
17	☒ Grant Revenue	126,713	112,121	-14,592	88.48%
19	Rates and Charges	565,000	331,595	-233,405	58.69%
20	☒ Overhead	535,000	344,865	-190,135	64.46%
21	Overhead Allocation	518,000	332,330	-185,670	64.16%
22	Vehicle Allocation	17,000	12,535	-4,465	73.73%
23	2025 Carry Overs	30,000	30,000	0	100.00%
24	☒ Program Allocation	564,000	395,925	-168,075	70.20%
25	☒ Priority 1: Protect & Restore Natural Resources	50,000	25,639	-24,361	51.28%
26	Working Lands Preservation Initiative	10,000	0	-10,000	0.00%
27	Conservation TA	40,000	25,639	-14,361	64.10%
28	☒ Priority 2: Build Climate Resilience and Disaster Preparedness	64,000	40,847	-23,153	63.82%
29	Food Processing and Tools Rentals	25,000	15,112	-9,888	60.45%
30	Soil Health Testing	31,000	17,068	-13,932	55.06%
31	Nutrient Spreader Rentals	3,000	2,068	-932	68.94%
32	No-Till Drill Rentals	5,000	6,599	1,599	131.97%
33	☒ Priority 3: Create Community, Access, and Equity	290,500	237,770	-52,730	81.85%
34	Farm Link and Land Access	1,000	0	-1,000	0.00%
35	Conservation & Education Center	60,000	35,291	-24,709	58.82%
36	District Communications	60,000	56,296	-3,704	93.83%
37	2026 Growers Conference	5,000	5,450	450	109.01%
38	2026 CEC Fundraising Dinner	5,000	4,058	-942	81.16%
39	Plant Sale	75,000	76,476	1,476	101.97%
40	Elections	20,000	12,998	-7,002	64.99%
41	SS Green	45,000	37,645	-7,355	83.66%
42	Envirothon	4,000	4,000	0	100.00%

	Account Name	2026 Mid-Year Revised Budget	2026 Actual	\$ Over Budget	% of Budget Spent
43	Teens in Thurston Volunteer Program	2,500	2,175	-325	87.02%
44	Website ADA Compliance	10,000	389	-9,611	3.89%
45	TCD Signage	3,000	2,991	-9	99.69%
46	 Priority 4: Invest in Organizational Excellence and Leadership	159,500	91,669	-67,831	57.47%
47	Investing in Future Conservation	33,000	18,097	-14,903	54.84%
48	Employee Recruitment	5,000	4,801	-199	96.02%
49	Partnership Building	40,000	32,344	-7,656	80.86%
50	Advocacy Activities	44,000	21,254	-22,746	48.31%
51	Rates & Charges Initiative (Including Rate Study)	20,000	7,004	-12,996	35.02%
52	Staff Conference & Training	12,000	5,316	-6,684	44.30%
53	Board-led Initiatives and Meeting Supplies	1,000	614	-386	61.38%
54	Board Conference, Training, and Travel	4,500	2,239	-2,261	49.76%
55	 Administrative Expenses	677,105	490,668	-186,437	72.47%
56	Administrative Salaries & Benefits	290,000	235,517	-54,483	81.21%
57	TCD Staff Leave Accruals	78,752	54,343	-24,409	69.00%
58	36-Hour Leave Accrual Adjustment	8,050	8,050	0	100.00%
59	 Professional Services	77,400	46,525	-30,875	60.11%
60	Legal Services	22,000	14,000	-8,000	63.64%
61	Audit & Accounting	8,000	3,940	-4,060	49.26%
62	Computer Services	43,000	28,585	-14,415	66.48%
63	Professional Services	4,400	0	-4,400	0.00%
64	 Facility and Maintenance	122,260	80,755	-41,505	66.05%
65	Janitorial Services	9,100	6,125	-2,975	67.31%
66	Office Rent	104,160	69,440	-34,720	66.67%
67	Utilities	7,500	4,418	-3,082	58.91%
68	Equipment & Office Furniture	1,500	771	-729	51.42%
69	 Technology	31,100	20,716	-10,384	66.61%
70	Office Equipment Leases	3,000	1,813	-1,187	60.42%
71	Communications	18,000	11,985	-6,015	66.58%
72	Photocopier Usage	600	416	-184	69.28%
73	Computer Hardware Purchases	3,000	1,401	-1,599	46.71%
74	Computer Software	6,500	5,102	-1,398	78.49%
75	 Vehicles	20,000	11,940	-8,060	59.70%
76	Vehicle Leases	6,000	4,095	-1,905	68.25%
77	Vehicle Repairs & Maintenance	6,500	2,808	-3,692	43.20%
78	Vehicle Fuel	7,500	5,037	-2,463	67.16%
79	 Supplies	11,168	7,410	-3,758	66.35%
80	Office Supplies	4,000	1,915	-2,085	47.88%
81	Postage & Shipping	400	250	-150	62.50%
82	Organizational Dues	6,668	5,245	-1,423	78.66%
83	Licenses & Permits	100	0	-100	0.00%
84	 Insurance and Banking	38,375	25,412	-12,963	66.22%
85	Bank Fees & Interest Charges	750	618	-132	82.43%
86	Liability Insurance Premiums	37,625	24,793	-12,832	65.90%
87	Late Fees & Penalties	0	0	0	N/A

	Account Name	2026 Mid-Year Revised Budget	2026 Actual	\$ Over Budget	% of Budget Spent
88	 Savings	107,958	0	-107,958	0.00%
89	 Reserve Fund	57,958	0	-57,958	0.00%
90	Tenant Improvement Depreciation	22,250	0	-22,250	0.00%
91	Other Reserve Fund Savings	35,708	0	-35,708	0.00%
92	Conservation Education Center Savings Plan	50,000	0	-50,000	0.00%
93	Net Income (Surplus or Deficit)	0	-9,973	-9,973	N/A

2026 Restricted Budgets vs Actuals



As of August 31, 2026

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2026 Budget	2026 Actual	2026 Remaining Budget	% of Total Time	% of Total Budget Spent
1	Federal											
2	USFWS Restoring South Sound Prairies	US90	F22AC01820-00	07/01/22	07/01/27	190,000	59,197	59,039	29,362	29,677	83.36%	68.84%
3	DOE											
4	Black River Frog	E023	OCBASRP-2325-ThurCD-00023	07/01/25	06/30/29	239,036	218,330	68,028	14,388	53,640	29.23%	8.66%
5	Riverbend Construction	E024	OCBASRP-2325-ThurCD-00024	11/01/25	06/30/27	1,771,771	1,628,928	498,067	127,859	370,208	50.08%	8.06%
6	Chehalis Tributary Data Collection	E042	OCBASRP-2325-ThurCD-00042	08/01/25	07/31/27	150,000	115,428	39,361	28,626	10,735	54.25%	23.05%
7	Neighborhood Stormwater	E045	WQNEPSW-2025-ThurCD-00045	09/30/25	12/31/27	198,986	188,885	55,108	10,101	45,007	40.83%	5.08%
8	Umbrella Site Management	E047	OCBASRP-2325-ThurCD-00047	07/01/25	06/30/29	121,910	64,882	26,871	8,152	18,719	29.23%	46.78%
9	Goebel Road River Restoration	E053	OCBASRP-2327-ThurCD-00053	10/01/25	09/30/27	268,497	197,700	75,533	66,517	9,016	45.89%	26.37%
10	Scatter Creek	E060	OCBASRP-2527-ThurCD-00060	06/01/26	05/30/28	487,897	470,893	99,475	17,004	82,471	12.60%	3.49%
11	Ecology Elwanger	E165	WQC-2025-ThurCD-00165	11/01/24	10/31/27	500,000	385,793	275,783	48,375	227,408	61.10%	22.84%
12	RCO											
13	FY25-29 Shore Friendly Administration	R035	24-1207	07/01/25	06/30/29	2,051,187	1,610,159	647,820	324,867	322,954	29.23%	21.50%
14	ESRP Zangle Cove	R070	20-1517R	07/01/21	04/30/26	110,073	112	6,734	6,623	112	Closed	99.90%
15	FY23-25 ESRP Lower Eld Bulkhead Removal	R090	22-1201R	07/01/23	07/01/26	125,200	0	4,954	4,954	0	Closed	100.00%
16	South Sound Outreach (HSIL)	R100	23-1853O	05/07/24	04/30/27	109,846	56,699	47,112	35,221	11,891	77.78%	48.38%
17	South Sound Riparian Analysis and Implementation	R110	24-1212R	09/25/24	09/25/28	132,614	109,224	22,963	3,990	18,973	48.29%	17.64%
18	Thompson Creek Salmon Recovery	R120	25-1078P	09/16/25	09/15/27	253,000	196,725	130,286	56,275	74,011	47.95%	22.24%
19	WSCC											
20	FY25-27 Chehalis	W050	26-13-CH	07/01/25	06/30/27	222,838	97,435	90,705	64,035	26,670	58.49%	56.28%
21	FY25-27 Shellfish Cost Share	W060	26-13-SH	07/25/25	06/30/27	205,000	152,881	61,115	45,436	15,679	57.08%	25.42%
22	FY25-27 CREP	W070	26-13-CE	07/01/25	06/30/27	58,889	21,585	55,165	33,580	21,585	58.49%	63.35%
23	FY25-27 Natural Resource Investments (NRI)	W080	26-13-NR	11/05/25	06/30/27	116,470	99,474	47,336	16,996	30,340	49.75%	14.59%
24	FY25-26 Implementation - Soil Testing Support	W086.2	26-13-IM	02/05/26	06/30/26	500	1	500	499	1	Closed	99.74%
25	FY25-26 Sustainable Farms and Fields	W120	26-13-SFF	07/17/25	06/30/26	40,000	97	27,753	27,656	97	Closed	99.76%
26	FY26-27 Sustainable Farms and Fields	W120	27-13-SFF	07/01/26	06/30/27	41,284	39,751	41,262	1,533	39,729	16.99%	3.71%
27	FY25-27 Forest Health & Community Wildfire Resiliency	W130	26-13-FH	07/09/25	06/30/27	115,343	79,321	37,574	23,899	13,675	58.03%	31.23%
28	FY25-27 Irrigation Efficiencies	W140	26-13-IE	07/17/25	06/30/27	50,000	25,324	37,208	20,627	16,582	57.56%	49.35%
29	FY25-27 Riparian Grant Program (RGP)	W170	26-13-RGP	09/10/25	06/30/27	3,276,836	2,296,494	1,026,206	616,867	409,338	54.02%	29.92%
30	Other State Grants											
31	WDFW Building Conservation Capacity	S100	24-25744	03/17/25	06/30/27	500,000	246,520	227,487	141,971	85,516	63.76%	50.70%
32	WDNR Wildfire Ready Neighbors	S200	93-110294	02/10/26	06/30/26	12,350	399	12,350	11,951	399	Closed	96.77%
33	DOH Manure Management	S500	GVL29108-0	05/13/24	07/31/27	776,247	369,838	403,301	250,560	152,741	71.57%	52.36%
34	Thurston County											

	Grant Name	Account Number	Grant Number	Grant Start Date	Grant End Date	Total Grant Amount	Official Remaining	2026 Budget	2026 Actual	2026 Remaining Budget	% of Total Time	% of Total Budget Spent
35	FY25-27 VSP	TC400	2025-024	07/01/25	06/30/27	170,000	30,927	94,073	72,568	21,505	58.49%	81.81%
36	FY25-27 VSP Cost Share	TC450		08/15/25	06/30/27	223,875	196,704	36,269	26,462	9,807	55.77%	12.14%
37	FY24-26 Thurston County Working Lands Outreach	TC500		08/13/24	06/30/26	5,500	0	4,736	4,736	0	Closed	100.00%
38	FY26-27 Thurston County Net Ecological Gain	TC800	2026-018	05/01/26	06/30/27	275,596	237,356	146,478	38,241	108,237	28.87%	13.88%
39	- Miscellaneous											
40	FY25-29 Olympia Urban Farmland	M065	NA	01/01/25	12/31/29	259,000	176,679	51,800	31,740	20,060	33.30%	31.78%
41	GRuB Beginning Farmer Development	M066	NA	01/01/24	09/14/26	6,525	-39	1,746	1,785	-39	Closed	100.60%
42	FY26-29 MSU Western SARE	M071	G234-26-WB803	05/01/26	04/30/29	60,000	58,165	19,580	1,835	17,745	11.22%	3.06%
43	FY24-25 NACD Bucoda Community Farm	M077	NA	09/24/24	11/15/25	60,000	2,105	432	0	432	Closed	96.49%
44	WCRRI Prairie Habitat Enhancement	M095	2022-06	01/01/22	06/30/26	119,954	45	11,907	11,862	45	Closed	99.96%
45	FY25-29 Ecostudies Diversity & Resilience of Rural Communities (WCRRI Phase II)	M096	ESI_2025-29	11/01/25	06/30/29	131,000	116,010	38,718	14,990	23,728	22.72%	11.44%
46	FY25-26 NACD Forestry	M200	NA	01/01/25	06/30/26	133,786	-49	90,329	90,377	-49	Closed	100.04%
47	FY25-27 OlyEco NFWF Habitat Resilience	M078	NA	03/01/24	02/28/27	30,000	4,609	20,706	16,097	4,609	83.47%	84.64%
48	FY26 Puget Sound Energy	M079		07/01/26	until spent	10,000	6,660	6,300	3,340	2,960	NA	33.40%
49	One Tree Planted	M085	NA	09/03/21	until spent	33,076	25,006	0	0	0	NA	24.40%
50	FY24-26 Pierce County Shellfish NTA	M600	SC-111404	01/01/24	01/31/27	191,000	42,387	70,318	27,931	42,387	86.42%	77.81%
51	- Sentinel Landscape Program (SLP)											
52	NACD SLP REPI Challenge	SLP075	NA	10/01/21	06/30/28	1,353,000	123,634	74,649	41,989	32,660	72.86%	90.86%
53	EcoStudies REPI	SLP076	SA-2025-01	08/01/25	12/31/28	188,543	163,874	29,759	17,538	12,221	31.71%	13.08%
54	WDFW Landowner Support and Due Diligence (AERI)	SLP077	25-27659	06/01/25	11/30/28	385,000	322,507	73,056	58,127	14,929	35.73%	16.23%
55	- South Sound GREEN											
56	2025 Interlocal	G019-SS		01/01/25	until spent	64,160	0	8,916	8,916	0	Closed	100.00%
57	2026 Interlocal	G019-SS		01/01/26	until spent	66,432	28,286	66,432	38,146	28,286	NA	57.42%
58	FY25 ESD 113 Climate Education	G019.104		05/15/25	until spent	6,000	1,948	3,731	1,783	1,948	NA	67.54%
59	FY25 Tumwater SD Natural Resources	G019.120		09/03/24	until spent	1,000	0	329	329	0	NA	100.00%
60	foundry10 Congress Support	G019.122		02/23/26	until spent	9,100	0	9,100	9,100	0	Closed	100.00%
61	FY25-27 NOAA B-WET	G019.106		02/01/25	01/31/27	40,720	3,654	27,747	24,093	3,654	79.04%	91.03%
62	2024 Dawkins	G019.28		01/01/24	until spent	20,750	10,452	13,656	3,203	10,452	NA	49.63%
63	FY25-27 Dawkins	G019.28		12/16/24	until spent	30,000	30,000	0	0	0	NA	0.00%
64	2023 Community Foundation	G019.29		10/25/23	until spent	2,500	588	1,700	1,112	588	NA	76.49%
65	2024 Community Foundation	G019.29		11/01/24	until spent	2,500	2,500	0	0	0	NA	0.00%
66	Carlson Charitable	G019.31		12/05/23	until spent	2,500	7	7	0	7	Closed	99.73%
67	2024 Nisqually for Water Quality Testing	G019.60		01/01/24	until spent	5,000	2,321	2,321	0	2,321	NA	53.57%
68	2025 Nisqually	G019.60		11/14/25	until spent	600	600	0	0	0	NA	0.00%
69	TCC General	G019 TCC		01/01/18	until spent	10,096	216	216	0	216	NA	97.86%
70	2024 Squaxin	G019.85		02/01/24	until spent	2,250	2,250	0	0	0	NA	0.00%
71	2025 Squaxin	G019.85		03/01/25	until spent	1,000	1,000	0	0	0	NA	0.00%
72	FY25-26 Inspire Olympia	G019.130		08/01/25	until spent	30,000	0	6,867	6,867	0	Closed	100.00%
73	FY26 Inspire Olympia	G019.130		06/01/26	until spent	47,500	39,978	42,650	7,522	35,128	NA	15.84%
74	FY25-27 NFWF Improving Salmon Habitat	G019.864	1301.26.086400	08/30/25	04/30/27	54,490	52,405	54,490	2,085	52,405	60.26%	3.83%
75	- Teens in Thurston Volunteer Program											
76	Nisqually TNT 2024	T070	NA	01/01/24	until spent	5,581	2,509	2,509	0	2,509	NA	55.04%
77	- Envirothon Program											
78	2025 Chehalis Tribe Envirothon	T040		03/01/25	until spent	2,500	1,476	1,494	18	1,476	NA	40.95%
79	2026 Pork Blakely Envirothon	T040		01/26/26	until spent	500	500	500	0	500	NA	0.00%

Thurston Conservation District
Payment Report
August 2026

Num	Type	Date	Name	Funding Source	Expense Account	Paid Amount
15623	Credit Card Charge	8/1/2026	Thurston County Fairgrounds	T030.0 - District Communication	5314307 · Parking fees	9.32
15780	Credit Card Charge	8/1/2026	Office Depot	T030.0 - District Communication	5314107 · Project Supplies	6.58
Check	EFT	8/1/2026	Tilley Court Caves, LLC	A010 - Administrative Expenses	5314501 · Office Rent	8,680.00
Check	EFT	8/1/2026	Delta Dental	A010 - Administrative Expenses	5531212 · Dental Benefits	3,226.15
15634	Credit Card Charge	8/3/2026	Pilot Travel Center	W170 - FY25-27 RGP	5314107 · Project Supplies	22.39
15635	Credit Card Charge	8/3/2026	Ace Hardware	W170 - FY25-27 RGP	5314107 · Project Supplies	6.58
15660	Credit Card Charge	8/3/2026	AMS, Inc.	S500 - DOH Eld Inlet Manure Management	5314107 · Project Supplies	361.80
Bill Pmt -Check	Cash	8/3/2026	Katie Austin	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	40.00
Bill Pmt -Check	Cash	8/3/2026	Samantha Tinner	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	40.00
Bill Pmt -Check	Cash	8/3/2026	Lisa Howard	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	40.00
Bill Pmt -Check	Cash	8/3/2026	Sarah Pyburn	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	40.00
Bill Pmt -Check	Cash	8/3/2026	Carla Bangs	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	40.00
Bill Pmt -Check	Cash	8/3/2026	Bobbi Marshall	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	100.00
Bill Pmt -Check	Cash	8/3/2026	Jessica Curenton	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	100.00
Check	EFT	8/3/2026	Beneficial State Bank	A010 - Administrative Expenses	5314110 · Bank Fees & Interest Charges	2.50
Bill Pmt -Check	EFT	8/3/2026	Comcast	A010 - Administrative Expenses	5314204 · Internet Services	261.92
15636	Credit Card Charge	8/4/2026	Nitro	S100 - WDFW BuildingConservation Capacity	5314505 · Software Licenses	270.00
15637	Credit Card Charge	8/4/2026	Northwest Meadowsapes, LLC	T097 - Plant Sale	5313401 · Plants for Resale	5,379.57
15645	Credit Card Charge	8/4/2026	Target	A010 - Administrative Expenses	5313101 · Office Supplies	142.52
15646	Credit Card Charge	8/4/2026	Lew Rents	W170 - FY25-27 RGP	5314108 · Construction & Restoration Work	332.75
15656	Credit Card Charge	8/4/2026	Amazon	T030 - District Communications	5313101 · Office Supplies	61.79
15669	Credit Card Charge	8/4/2026	Home Goods	T044 - Board Initiatives & MeetingSupplies	5314310 · Board Meeting Snacks	26.99
15673	Credit Card Charge	8/4/2026	Forestry Supplies	S500 - DOH Eld Inlet Manure Management	5314107 · Project Supplies	888.89
15696	Credit Card Charge	8/4/2026	Amazon	A010 - Administrative Expenses	5313101 · Office Supplies	29.64
15697	Credit Card Charge	8/4/2026	Amazon	A010 - Administrative Expenses	5313101 · Office Supplies	21.95
G174923788	Credit Card Charge	8/4/2026	Microsoft	T030 - District Communications	5314505 · Software Licenses	9.72
Bill Pmt -Check	Cash	8/4/2026	Jeanette Ernst	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	100.00
Bill Pmt -Check	Cash	8/4/2026	Hannah-Grace Snow Sr	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	100.00
Bill Pmt -Check	Cash	8/4/2026	Nichole Alexander	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	100.00
Bill Pmt -Check	Cash	8/4/2026	Liz Soto	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	100.00
Check	EFT	8/4/2026	Beneficial State Bank	A010 - Administrative Expenses	5314110 · Bank Fees & Interest Charges	2.50
15649	Credit Card Charge	8/5/2026	Home Depot	W170 - FY25-27 RGP	5314107 · Project Supplies	13.14
15778	Credit Card Charge	8/5/2026	Amazon	T030 - District Communications	5945364 · Computer Hardware	216.23
Check	EFT	8/5/2026	Regence - Health Care		5531210 · Medical Benefits	36,546.35
Bill Pmt -Check	23506	8/5/2026	Center for Natural Lands Management	US90 Restoring South Sound Prairies	5314107 · Project Supplies	8,970.08
Bill Pmt -Check	23507	8/5/2026	Courtney Peetz	S100 - WDFW BuildingConservation Capacity	5314000 · Intern Stipends	1,547.25
Bill Pmt -Check	23508	8/5/2026	Enduris	A010 - Administrative Expenses	3090501 · Prepaid Insurance	36,690.00
Bill Pmt -Check	23509	8/5/2026	Ghader Alrashid	Numerous Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23510	8/5/2026	Lily Storbeck	S100 - WDFW BuildingConservation Capacity	5314000 · Intern Stipends	1,815.44
Bill Pmt -Check	23511	8/5/2026	Marlena Blua	Numerous Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23512	8/5/2026	Olympia School District	G019.106 NOAA B-WET	5314113 · Teacher Substitute Stipends	1,001.85
Bill Pmt -Check	23513	8/5/2026	Service Saw Workwears	W170 - FY25-27 RGP	5945367 · Restoration Equipment	809.70
Bill Pmt -Check	23514	8/5/2026	Spencer Nakashima	Numerous Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23515	8/5/2026	Tabitha Lederer	Numerous Funding Sources	Restoration Crew Intern Stipend	1,600.00

Bill Pmt -Check	23516	8/5/2026	Thurston County Treasurer	A010 - Administrative Expenses	5314110 · Bank Fees & Interest Charges	593.19
Bill Pmt -Check	23517	8/5/2026	WACD	Numerous Funding Sources	5313401 · Plants for Resale	10,104.00
Bill Pmt -Check	23518	8/5/2026	Wolf Water Resources INC	R120 - Thompson Creek Salmon Recovery	5314100 · Professional Services	16,127.75
Bill Pmt -Check	23519	8/5/2026	Deschutes Law Group	A010 - Administrative Expenses	5314101 · Legal Fees & Services	2,000.00
Bill Pmt -Check	23520	8/5/2026	Olympia Computer	A010 - Administrative Expenses	5314103 · Computer Services	3,795.00
Bill Pmt -Check	23521	8/5/2026	Petrocard	A010 - Administrative Expenses	5313201 · Vehicle Fuel	244.34
Bill Pmt -Check	23522	8/5/2026	Primo Brands	A010 - Administrative Expenses	5313101 · Office Supplies	46.06
Bill Pmt -Check	23523	8/5/2026	Midwest Labs	T098 - Soil Health Testing	5314117 · Soil Testing	115.42
15647	Credit Card Charge	8/6/2026	Complete Repair Services	W170 - FY25-27 RGP	5354804 · Restoration Equipment Maintenan	533.28
15648	Credit Card Charge	8/6/2026	Complete Repair Services	W170 - FY25-27 RGP	5354804 · Restoration Equipment Maintenan	232.22
15695	Credit Card Charge	8/6/2026	Amazon	Numerous Funding Sources	5314901 · Meeting & Event	32.92
15779	Credit Card Charge	8/6/2026	Amazon	T030 - District Communications	5313101 · Office Supplies	28.52
15784	Credit Card Charge	8/6/2026	US Postal Service	T098 - Soil Health Testing	5314202 · Postage & Shipping	26.80
15790	Credit Card Charge	8/6/2026	360 Training	W170 - FY25-27 RGP	5314302 · Staff - Conference & Training	86.74
Liability Check	EFT	8/6/2026	Internal Revenue Service		3861004 · Federal Income Tax Payable	21,353.22
	Credit Card Charge	8/7/2026	Starlink	T030 - District Communications	5314204 · Internet Services	10.00
15655	Credit Card Charge	8/7/2026	Olympia Region Clean Air Agency	W170 - FY25-27 RGP	5314307 · Licenses and Permits	206.00
15706	Credit Card Charge	8/7/2026	International Shellfish Restoration	S100 - WDFW BuildingConservation Capacity	5314302 · Staff - Conference & Training	425.00
1517209948	Credit Card Charge	8/7/2026	QuickBooks Time Support (TSheets)	A010 - Administrative Expenses	5314102 · Audit & Accounting	340.38
Liability Check		8/7/2026	QuickBooks Payroll Service		3861001 · Direct Deposit Liabilities	62,038.99
Liability Check	EFT	8/7/2026	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	4,192.09
Liability Check	EFT	8/7/2026	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	19,773.59
15714	Credit Card Charge	8/10/2026	Ace Hardware	W170 - FY25-27 RGP	5314107 · Project Supplies	25.99
P1117838269	Credit Card Charge	8/10/2026	Intuit	A010 - Administrative Expenses	5314102 · Audit & Accounting	657.49
Bill Pmt -Check	EFT	8/10/2026	Puget Sound Energy	A010 - Administrative Expenses	5314701 · Electricity	163.45
Bill Pmt -Check	EFT	8/10/2026	Puget Sound Energy	A010 - Administrative Expenses	5314701 · Electricity	90.52
Bill Pmt -Check	EFT	8/10/2026	USABLE.Life	A010 - Administrative Expenses	5531214 · Life Insurance	280.18
Bill Pmt -Check	EFT	8/10/2026	VSP - Vision Care	A010 - Administrative Expenses	5531213 · Vision Insurance	270.47
Bill Pmt -Check	EFT	8/10/2026	Verizon	A010 - Administrative Expenses	5314201 · Telephone	1,207.58
15782	Credit Card Charge	8/11/2026	360 Training	W170 - FY25-27 RGP	5314302 · Staff - Conference & Training	86.74
15783	Credit Card Charge	8/11/2026	360 Training	W170 - FY25-27 RGP	5314302 · Staff - Conference & Training	86.74
15668	Credit Card Charge	8/12/2026	MRSC	T037 - Staff Conference and Training	5314302 · Staff - Conference & Training	300.00
15670	Credit Card Charge	8/12/2026	Lenovo	G019-SS GREEN Interlocal (Quarterly)	5945364 · Computer Hardware	1,294.54
15671	Credit Card Charge	8/12/2026	Target	T030 - District Communications	5314901 · Meeting & Event	7.36
15693	Credit Card Charge	8/12/2026	US Postal Service	T098 - Soil Health Testing	5314202 · Postage & Shipping	9.96
15694	Credit Card Charge	8/12/2026	Home Depot	A010 - Administrative Expenses	5313101 · Office Supplies	82.11
15672	Credit Card Charge	8/13/2026	Home Depot	W080 -FY25-27 Natural Resource Investment	5314107 · Project Supplies	162.06
G178042391	Credit Card Charge	8/13/2026	Microsoft	Numerous Funding Sources	5314505 · Software Licenses	648.48
15777	Credit Card Charge	8/14/2026	City of Olympia	T030 - District Communications	5314307 · Parking fees	4.91
9158276	Credit Card Charge	8/14/2026	Buzzsprout	T030 - District Communications	5314207 · Web Hosting and Maintenance	12.00
15678	Credit Card Charge	8/17/2026	Fourth Corner Nurseries	W170 - FY25-27 RGP	5314108 · Construction & Restoration Work	809.58
15683	Credit Card Charge	8/17/2026	Amazon	Numerous Funding Sources	5313101 · Office Supplies	68.88
15704	Credit Card Charge	8/17/2026	NAAEE	TCC:G019.28 Dawkins	5314902 · Organizational Dues	80.00
15712	Credit Card Charge	8/17/2026	Pilot Travel Center	W170 - FY25-27 RGP	5314107 · Project Supplies	15.53
Check	EFT	8/17/2026	TPSC Benefits	A010 - Administrative Expenses	5531216 · HRA Admin	145.00
15681	Credit Card Charge	8/18/2026	Tumwater Parks and Recreation	G019-SS GREEN Interlocal (Quarterly)	5314502 · Site Rental	110.00
15682	Credit Card Charge	8/18/2026	Lacey Parks Culture & Recreation	G019-SS GREEN Interlocal (Quarterly)	5314502 · Site Rental	200.00
15705	Credit Card Charge	8/18/2026	NAAEE	TCC:G019.28 Dawkins	5314302 · Staff - Conference & Training	550.00
15710	Credit Card Charge	8/18/2026	Tractor Supply	W170 - FY25-27 RGP	5314108 · Construction & Restoration Work	405.59

Bill Pmt -Check	EFT	8/18/2026	Puget Sound Energy	A010 - Administrative Expenses	5314701 · Electricity	272.45
15691	Credit Card Charge	8/19/2026	MRSC	T037 - Staff Conference and Training	5314302 · Staff - Conference & Training	300.00
15692	Credit Card Charge	8/19/2026	MRSC	T037 - Staff Conference and Training	5314302 · Staff - Conference & Training	180.00
15711	Credit Card Charge	8/19/2026	Tractor Supply	W170 - FY25-27 RGP	5314108 · Construction & Restoration Work	67.59
15715	Credit Card Charge	8/19/2026	Tractor Supply	W170 - FY25-27 RGP	5314107 · Project Supplies	33.42
	Credit Card Charge	8/20/2026	Garmin	A010 - Administrative Expenses	5314205 · Garmin	43.90
15699	Credit Card Charge	8/20/2026	US Postal Service	T098 - Soil Health Testing	5314202 · Postage & Shipping	26.80
15701	Credit Card Charge	8/20/2026	Minuteman Press	S500 - DOH Eld Inlet Manure Management	5314203 · Printing Services	1,448.52
15731	Credit Card Charge	8/20/2026	NAAEE	G019.110 TCD SS Green Allocation	5314302 · Staff - Conference & Training	225.00
15703	Credit Card Charge	8/21/2026	Auto Zone	S500 - DOH Eld Inlet Manure Management	5354804 · Restoration Equipment Maintenan	9.45
15776	Credit Card Charge	8/21/2026	GM Energy	T030 - District Communications	5314311 · EV Charging	18.17
G179257025	Credit Card Charge	8/21/2026	Microsoft	A010 - Administrative Expenses	5314505 · Software Licenses	17.29
15708	Credit Card Charge	8/24/2026	Trader Joes	T044 - Board Intiatives & MeetingSupplies	5314310 · Board Meeting Snacks	45.87
15713	Credit Card Charge	8/24/2026	Tractor Supply	W170 - FY25-27 RGP	5314108 · Construction & Restoration Work	152.95
15716	Credit Card Charge	8/24/2026	Tractor Supply	W170 - FY25-27 RGP	5314108 · Construction & Restoration Work	152.95
15717	Credit Card Charge	8/24/2026	Pilot Travel Center	W170 - FY25-27 RGP	5314107 · Project Supplies	12.30
Liability Check		8/24/2026	QuickBooks Payroll Service		3861001 · Direct Deposit Liabilities	67,637.32
Liability Check	EFT	8/24/2026	Internal Revenue Service		3861004 · Federal Income Tax Payable	23,235.32
15748	Credit Card Charge	8/25/2026	Kasco Manufacturing Co., Inc.	T096 - Soil Health Equipment Rentals	5354802 · Rental Equipment Maintenance	803.51
15749	Credit Card Charge	8/25/2026	Amazon	T096 - Soil Health Equipment Rentals	5354802 · Rental Equipment Maintenance	42.81
Liability Check	EFT	8/25/2026	WA St Dept of Retirement Systems		3861005 · PERS Deferral Payable	4,360.30
15735	Credit Card Charge	8/26/2026	Ace Hardware	W170 - FY25-27 RGP	5314107 · Project Supplies	43.90
15736	Credit Card Charge	8/26/2026	Ace Hardware	W170 - FY25-27 RGP	5314107 · Project Supplies	10.98
15750	Credit Card Charge	8/26/2026	Amazon	T099 - Food Processing and Tools Rentals	5354802 · Rental Equipment Maintenance	10.97
15751	Credit Card Charge	8/26/2026	Amazon	T099 - Food Processing and Tools Rentals	5354802 · Rental Equipment Maintenance	41.58
15768	Credit Card Charge	8/26/2026	Amazon	SLP077 - WDFW REPI Landowner Support	5314107 · Project Supplies	17.56
Bill Pmt -Check	EFT	8/26/2026	Ricoh USA, Inc.	A010 - Administrative Expenses	5314503 · Equipment Leases	342.59
Bill Pmt -Check	23524	8/26/2026	Christina Wagner	Numerous Funding Sources	5314304 · Mileage	85.78
Bill Pmt -Check	23525	8/26/2026	FP Mailing Solutions	A010 - Administrative Expenses	5314503 · Equipment Leases	121.52
Bill Pmt -Check	23526	8/26/2026	Kiana Sinner_V	Numerous Funding Sources	5314304 · Mileage	120.08
Bill Pmt -Check	23527	8/26/2026	Stephen Harvey	S100 - WDFW BuildingConservation Capacity	5314304 · Mileage	295.00
Bill Pmt -Check	23528	8/26/2026	Anchor QEA	E053 - Goebel Rd River Restoration	5314100 · Professional Services	6,324.51
Bill Pmt -Check	23529	8/26/2026	Ashley Paine	M065 - FY25-29 Olympia Urban Farmland	5314000 · Intern Stipends	500.00
Bill Pmt -Check	23530	8/26/2026	Association of Washington Cities	T021 - Conservation Education Center	5314302 · Staff - Conference & Training	325.00
Bill Pmt -Check	23531	8/26/2026	Edwards Enviromental LLC	W170 - FY25-27 RGP	5314100 · Professional Services	216.80
Bill Pmt -Check	23532	8/26/2026	Ghader Alrashid	Numerous Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23533	8/26/2026	LaMotte Company	Numerous Funding Sources	5314107 · Project Supplies	1,441.50
Bill Pmt -Check	23534	8/26/2026	Marlena Blua	Numerous Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23535	8/26/2026	Mason Conservation District	Numerous Funding Sources	560000 · Sub-Awards / Pass-Through	720.64
Bill Pmt -Check	23536	8/26/2026	Spencer Nakashima	Numerous Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23537	8/26/2026	Summit Farms	T030 - District Communications	5314502 · Site Rental	1,500.00
Bill Pmt -Check	23538	8/26/2026	Tabitha Lederer	Numerous Funding Sources	Restoration Crew Intern Stipend	1,600.00
Bill Pmt -Check	23539	8/26/2026	WA St Dept of Ecology - Cashiering Unit	R035 - Shore Friendly Phase 4:Worksite #2	5314302 · Staff - Conference & Training	105.00
Bill Pmt -Check	23540	8/26/2026	Wild Fish Conservancy	Numerous Funding Sources	560000 · Sub-Awards / Pass-Through	5,650.78
Bill Pmt -Check	23541	8/26/2026	Withywindle Valley Farm	T030 - District Communications	5314901 · Meeting & Event	200.00
Bill Pmt -Check	23542	8/26/2026	Hannah's Cleaning Service	A010 - Administrative Expenses	5314104 · Janitorial Services	875.00
Bill Pmt -Check	23543	8/26/2026	Petrocard	A010 - Administrative Expenses	5313201 · Vehicle Fuel	752.51
Bill Pmt -Check	23544	8/26/2026	WA St Conservation Commission	A010 - Administrative Expenses	5314504 · Vehicle Leases	557.67
Liability Check	23545	8/26/2026	WSCCE - Council 2		3861008 · Union Dues	1,595.14

	Credit Card Charge	8/27/2026 ADT Security Services	A010 - Administrative Expenses	5314704 · Office Security	58.18
15742	Credit Card Charge	8/27/2026 Irrigation King	W170 - FY25-27 RGP	5314107 · Project Supplies	25.07
15755	Credit Card Charge	8/27/2026 Fred Meyer	T030 - District Communications	5314901 · Meeting & Event	55.98
15763	Credit Card Charge	8/28/2026 Amazon	T096 - Soil Health Equipment Rentals	5354802 · Rental Equipment Maintenance	42.81
15729	Credit Card Charge	8/30/2026 US Foods Chef's Store	M065 - FY25-29 Olympia Urban Farmland	5314901 · Meeting & Event	159.10
15730	Credit Card Charge	8/30/2026 Safeway	M065 - FY25-29 Olympia Urban Farmland	5314901 · Meeting & Event	56.77
MC20698189	Credit Card Charge	8/30/2026 Mail Chimp	T030 - District Communications	5314207 · Web Hosting and Maintenance	124.35
15734	Credit Card Charge	8/31/2026 Ace Hardware	W170 - FY25-27 RGP	5314107 · Project Supplies	43.91
15752	Credit Card Charge	8/31/2026 Grocery Outlet	M065 - FY25-29 Olympia Urban Farmland	5314901 · Meeting & Event	49.35
15753	Credit Card Charge	8/31/2026 Grocery Outlet	M065 - FY25-29 Olympia Urban Farmland	5314901 · Meeting & Event	11.97
15754	Credit Card Charge	8/31/2026 Grocery Outlet	T030 - District Communications	5314901 · Meeting & Event	18.67



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		FY24-27 Olympia Ecosystems Vendor Agreement Amendment	
Lead Staff:		Karin Streliaff	Board Meeting Date: 09/23/26
Goal of Presentation:		☒ Decision	☐ Information ☐ Feedback
Description/Background:		<i>Please provide a description or background of the project.</i>	
This request is for approval of a budget increase to an existing vendor agreement between TCD and Olympia Ecosystems. The proposed contract amendment increases the budget from \$40,000 to \$104,090 (an increase of up to \$64,090) for additional tasks in support of the Elwanger Creek Restoration Project, Phase 1.			
Pros:		Cons:	
This amendment allows TCD & partners to continue necessary work on the Elwanger Creek restoration project.		n/a	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
The current grant budget includes sufficient funds to cover the amendment and complete the needed additional tasks.			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve the contract amendment to increase the budget as requested.			
Legal Review:		☐ Yes	☐ No ☒ Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
Amendment #1 to Agreement 2024-14			



Project Name: Improving Water Quality in Ayer/Elwanger Creek, Phase 1
(Professional Services in support of WA Dept of Ecology Agreement)

Amendment #1 to Agreement 2024-14

Budget Increase

Description:

Amendment #1 to Agreement 2024-14 increases the budget for Task 3, Restoration Planning & Riparian Buffer.

- This amendment increases the Task 3 budget from \$40,000 by up to \$64,090.00, for a not to exceed task total of \$104,090. This budget increase is for the specific expenses below:
 - Wetland Delineation and report, not to exceed \$48,890. Start of work on this task is preapproved for September 18, 2026.
 - Wetland restoration consulting services in support of Task 3, not to exceed \$15,200. These services may not begin until receipt of a “Notice to Proceed” and available budget.
 - Payment will be provided for completed tasks only.
- Revised contract total: not to exceed \$104,090.

Daniel Einstein
Conservation Director
Olympia Ecosystems

Date

Sarah Moorehead
Executive Director
Thurston Conservation District

Date



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:		FY26-27 Placekeep Vendor Agreement	
Lead Staff:		Susan Shelton	Board Meeting Date: 09/23/26
Goal of Presentation:	☒ Decision	☐ Information	☐ Feedback
Description/Background:	<i>Please provide a description or background of the project.</i>		
The agreement Provides consulting services for a Concept Design and Funding Development Planning Project for the Conservation and Education Center.			
Pros: The District will have a document in the form of a prospectus that describes the District's concept of the Conservation and Education Center. The Concept document will include descriptions of 1) the District's history and mission; 2) proposed CEC project and campus; 3) the public benefit (including economic development benefits) and risks of the project; 4) the resources required to build the CEC; and 5) the ways the community can support the project. The District will have data on the economic benefits of the project, the project's site size requirements, and the estimated costs of the project.		Cons: None.	
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
This project is partially (\$50K) funded by a Community Economic Revitalization Board grant. TCD is required to contribute 25% match for \$12,500.			
Recommended Action:		<i>What decision do you recommend the board make?</i>	
Approve the agreement.			
Legal Review:	☒ Yes	☐ No	☐ Not Required
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
FY26-27 Placekeep			



Thurston Conservation District

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



PERSONAL SERVICES CONSULTANT CONTRACT

Placekeep, PLLC
PERSONAL Services Contract Contract Number (2026-07)

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 **Placekeep, PLLC** (the "Consultant").

Placekeep, PLLC
2137 East Highlands Street, Bremerton WA 98310
850 339 5771
Kirsten Dahlquist
kirsten@placekeep.studio
www.placekeep.studio

The parties agree as follows:

1. Term of Agreement. This Agreement shall be effective from and after **September 1, 2026** through **April 30, 2027** 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, except that Exhibit A shall control as to the scope of work, compensation, rates, and reimbursable expenses. Exhibit A for this engagement describes the full scope of work and fee for the entire term of this Agreement, to be performed as a single continuous engagement rather than released over time through separate task orders.
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 **One hundred twenty two thousand, three hundred and forty dollars and six cents \$122,340.06** unless mutually agreed upon in writing by the parties. If the District requests work beyond the scope described in Exhibit A or the accompanying Scope of Work, the Consultant shall provide written notice and a cost estimate for that work before commencing it, and such additional work shall not begin until the District has approved it in writing, at the rates set forth in this Agreement. Work identified in Exhibit A as an Additional Service, including additional rounds of review or revision beyond those included in the Scope of Work, shall likewise require the Consultant's written notice and the District's written approval as described above before commencing, and shall be billed at the rates set forth in this Agreement.

- 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. Billing statements may also include subconsultant fees, Placekeep's sub-consultant management fee, and reimbursable expenses, each billed consistent with Exhibit A. The Consultant will provide the District with a Taxpayer Identification Number before or along with the first billing statement submitted to the District.
4. Record Keeping and Reporting. The Consultant shall maintain accounts and records, including personnel, property, financial and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and work or services performed under this Agreement, and any other records or reports as may be deemed necessary by the District to ensure the performance of this Agreement. These records shall be maintained for a period of six (6) years after termination of this Agreement, unless permission to destroy such records is granted by the Washington State Archives in accordance with RCW 40.14.070 and the District.
5. Audit. The Consultant shall permit the District, from time to time as the District deems necessary (including after the expiration or termination of this Agreement), to inspect and audit at all reasonable times in Thurston County, Washington, or at such other reasonable location as the District selects, all pertinent books and records of the Consultant to verify the accuracy of accounting records. The Consultant shall supply the District with, or shall permit the District to make, a copy of any books and records upon the District's request. The Consultant shall ensure that the inspection, audit and copying right of the District is a condition of any subcontract, agreement or other arrangement under which any other person or entity is permitted to perform work and services under this Agreement.
6. Compliance with Law.
- A. General Requirement. The Consultant, at the Consultant's sole cost and expense, shall perform and comply with all applicable Federal, State, County and City laws and ordinances. To the extent such laws apply to the performance of Contractor's professional services, Contractor shall comply to the extent required by the standard of care. As used in this Agreement, the standard of care means the level of skill and care ordinarily exercised by members of the Consultant's profession practicing under similar circumstances at the same time and in the same locality.
- 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. The District's approval of the following subconsultants, named in Exhibit A, is granted upon execution of this Agreement: The Local Food Trust, Design Hippo, and DCW Cost Management. Any subcontractor not named in Exhibit A remains subject to the District's prior written approval.

9. Indemnification and Limitation of Remedies.

- 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 own 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 own 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 the amount of Contractor's fee under this Agreement. 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 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. With respect to Professional Liability insurance, which is written on a claims-made basis, the Consultant shall maintain continuous coverage for the duration of the Agreement and for two years following completion of services. In the event the Consultant's Professional Liability policy is cancelled or not renewed during that two-year period, the Consultant shall obtain Extended Reporting Period (tail) coverage for the remainder of that period. This clause is not meant to require any warranty of work or builder's risk insurance.

- A. 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, except as expressly limited by Section 9.C of this Agreement. The Consultant's Automobile Liability and Commercial General Liability 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. This requirement does not apply to Professional Liability insurance, which does not provide additional insured status, primary-and-non-contributory status, or contractual liability coverage as a matter of standard industry practice.
- B. 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.
- C. 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 under its Automobile Liability and Commercial General Liability insurance for all work conducted by or resulting from the work of the consultant. This requirement does not apply to Professional Liability insurance.
- D. Other Insurance Provisions The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile 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.
4. This requirement does not apply to Professional Liability insurance, which does not provide primary-and-non-contributory coverage as a matter of standard industry practice.
- E. Acceptability of Insurers Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- F. 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.

- G. Subcontractors' Insurance Contractor shall ensure that each subcontractor of every tier obtains insurance coverage and limits appropriate to that subcontractor's role and fee on the Project, subject to the District's reasonable approval. 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 become the property of the District upon completion of the applicable services and payment in full of all amounts due to the Consultant for those services; until such time, these documents remain the property of the Consultant. Upon becoming District property, such documents are subject to public disclosure under Chapter 42.56 RCW. The Consultant shall furnish these documents to the District upon request. The Consultant shall refer all third party requests for inspection and copying of these documents to the District which shall determine whether the documents shall be made available for inspection in accordance with Chapter 42.56 RCW. Modification or re-use of any of these documents by the District following completion of the work and services under this Agreement, without the written permission of the Consultant, shall be at the District's sole risk.
- A. Pursuant to performing the Specified Services, Consultant will create certain instruments of service, which may take the form of printed, hard copy documents and electronic, computer-

ready materials including but not limited to computer programs, software, and data. These instruments may also take the form of methodology, processes, and logic.

- B. Materials, methodologies, processes, and logic will be delivered to District as part of the Specific Services rendered by Consultant, and District will acknowledge said materials as instruments of service. All instruments shall become the property of District upon completion of the respective Specific Service and payment in full of monies due Consultant for that service.
- C. Consultant makes no warranties, expressed or implied, of the merchantability or fitness of said instruments for any particular purpose other than the pertinent scope of the Specified Services.
- D. Consultant may retain reproducible copies of its instruments of service (aka "documents" per TCD). Consultant may use such copies in Consultant's professional portfolio, marketing materials, and award submissions.
- E. Each subconsultant's work product shall first be delivered to Consultant, who shall incorporate it into the instruments of service delivered to District under this Section 11.

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

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

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

13. Amendments. No modification or amendment of this Agreement shall be effective unless in writing and signed by authorized representatives of the parties. The parties expressly reserve the right to modify this Agreement, from time to time, by mutual agreement.
14. Binding Effect. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
15. Applicable Law; Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue of any action brought under this Agreement shall be in the Superior Court for Thurston County. Before commencing litigation, the parties shall first attempt to resolve any dispute through mediation, except for claims solely for payment of undisputed amounts and claims for injunctive relief. If mediation has not occurred within 45 days of a party's written request to mediate, this condition shall be deemed satisfied.
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 for all work and services satisfactorily performed up to the effective date of termination, calculated at the hourly rates set forth in Exhibit A, plus any reimbursable expenses incurred prior to termination, not to exceed the remaining unbilled portion of the not-to-exceed amount.
 - 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.
20. Entire Agreement. This Agreement, together with Exhibit A attached hereto and incorporated by reference, is all of the covenants, promises, agreements and conditions, either oral or written, between the parties.
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.
22. Mutual Waiver of Consequential Damages. Neither party shall be liable to the other for indirect or consequential damages, including without limitation lost donations, lost grant funding, or lost fundraising opportunities, arising out of or relating to this Agreement, regardless of the legal theory asserted.

23. Late Payment. If the District fails to pay any undisputed invoice within 30 days of receipt, the Consultant may suspend further work upon 10 days' written notice and may charge interest on the unpaid balance at the rate of 1% per month until paid. An invoice, or any portion of it, is undisputed unless the District notifies the Consultant in writing, stating the basis for the dispute, within 10 days of receipt of the invoice.
24. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the District and the Consultant. Nothing in this Agreement creates any rights or remedies in favor of any third party, including any donor, funder, or grantor, and the Consultant's work under this Agreement is not intended to be relied upon directly by any such third party.

Conservation and Education Center Conceptual Design and Funding Development

Personal Services Contract 2026-07

CONSULTANT

THURSTON CONSERVATION DISTRICT

By _____
Owner/Principal, Placekeep, PLLC

By _____
TCD ED Name, Executive Director

Date: _____

Date: _____

Conservation and Education Center Conceptual Design and Funding Development

Personal Services Contract 2026-07



2137 E. Highlands Street
Bremerton, WA 98310
(850) 339 5771
kirsten@placekeep.studio
www.placekeep.studio

September 1, 2026

Susan Shelton
Finance and Administration Director
Thurston Conservation District
360-742-2313

TCD Conservation & Education Center Planning Project: Final Fee Proposal/Exhibit A
RFQ #2026-07

This proposal reflects the scope, schedule, and team outlined in the attached Exhibit A (Scope of Work). Below is a summary of how the fee was built, for your and the Board's reference.

Team & Structure

Placekeep, PLLC serves as prime consultant, with Kirsten Dahlquist, AIA leading the project team. Placekeep holds individual subconsultant agreements with three firms: The Local Food Trust (Patricia Hennessy, MPA) for fundraising strategy and prospectus narrative drafting, Design Hippo (Tanner Hatch) for graphic design and layout, and DCW Cost Management (Ryan Fouts) for cost estimating.

Fee Basis

Each team member's fee is built the same way: estimated hours per deliverable, multiplied by an hourly rate. Placekeep bills at \$225/hr; subconsultant rates vary by firm and are shown in Exhibit A. Placekeep adds a 12% management fee on top of subconsultant hours. The 12% markup reflects Placekeep's administrative and contractual responsibility for each subconsultant, including insurance, and compliance tracking, invoice processing, and Placekeep's liability. It is separate from the hourly project leadership and coordination time included in Placekeep's fee and is itemized separately from each subconsultant's base fee rather than blended into a single number.

Schedule

The engagement runs approximately 8 months, from kickoff on September 3, 2026 through the TCD Board presentation on April 28, 2027 (about 34 weeks). Weekly 30-minute team check-ins and monthly 1-hour meetings with TCD's Executive Director and the Board CEC Sub-committee run throughout that period and are built into the fee. Task-level hours and due dates for each deliverable are in Exhibit A.

Full deliverable-by-deliverable detail, including due dates and each team member's task-level hours, and fee is in the attached Exhibit A.

Exhibit A

Scope of Work

Thurston Conservation District – Conservation & Education Center
Conceptual Design and Funding Development Project | RFQ #2026-07
Contract Number: 2026-07

1. Project Team

Placekeep, PLLC will serve as Prime Consultant, with Kirsten Dahlquist, AIA as Project Lead. Placekeep will hold individual subconsultant agreements with the following firms:

- The Local Food Trust (Patricia Hennessy, MPA) – fundraising strategy and prospectus narrative drafting
- Design Hippo (Tanner Hatch) – graphic design and layout
- DCW Cost Management (Ryan Fouts) – cost estimating

DCW's cost-estimating engagement will begin later in the project rather than at kickoff; the exact timing has not yet been determined, though their work must be completed in time to support the January 29, 2027 Required Resources deliverable.

2. Project Overview

Placekeep will lead an interdisciplinary team to develop a Conceptual Design prospectus and a Public, Private & Philanthropic (3P) Funding Development Plan for TCD's Conservation & Education Center, carrying the project from TCD's existing feasibility work through a polished, board-ready set of materials.

3. Deliverables

This engagement is expected to take approximately 8 months, from kickoff in September 2026 through the TCD Board presentation in April 2027. The deliverables below will be produced over that period. Several dates are already fixed by TCD's own calendar (the Conservation Tour and kickoff meeting, the fundraising dinner, and the Board presentation), and are noted as such. The detailed working schedule for everything in between, including how the deliverables below sequence and overlap, will be developed collaboratively with the CEC project team after kickoff, once the actual pace of the work is clearer.

Weekly team touchpoints will be the primary tool for managing that schedule as the engagement progresses. Rather than fixing the cadence and order of the deliverables below in advance, the team will use these check-ins to confirm what is due next, flag anything running ahead or behind, and reassess which tasks are most important to prioritize as new information comes in, such as the site negotiations, TCD's phasing decisions, or Board feedback.

#	Deliverable	Description	Team Member(s)	Total Hours
1	Conservation Tour	In-person, full day at TCD's facility on September 2, 2026, 9:30 AM–4:30 PM Meet TCD's partners, farmers, and community stakeholders. With travel time.	Local Food Trust (Patricia Hennessy, MPA) and Placekeep (Kirsten Dahlquist)	18
2	Kickoff Meeting	2-hour virtual kickoff meeting on September 3, 2026 (already scheduled). Also includes debrief for other team members not in attendance.	Placekeep (Kirsten Dahlquist) and Local Food Trust (Patricia Hennessy, MPA). Design Hippo (Tanner Hatch) and DCW (Ryan Fouts) as needed.	6
3a	1st Draft Renderings & Sketches	Three (3) non-site-specific conceptual renderings/sketches of the CEC campus, due to TCD by October 2, 2026, ahead of TCD's fundraising dinner on October 3, 2026. Placekeep produces the renderings; Design Hippo handles board layout and print coordination to get them foam-mounted and dinner-ready.	Placekeep (Kirsten Dahlquist) and Design Hippo (Tanner Hatch)	49
3b	Program Test Fit	Following TCD's identification of candidate parcels, Placekeep will: (1) confirm and/or revise the program square footages developed to date; (2) produce a bubble diagram test layout illustrating the space needed for the program in general, not tied to a specific site; and (3) test that program, both as currently defined and in a potentially enlarged version, against the candidate parcels to assess fit.	Placekeep (Kirsten Dahlquist)	26
4	Prospectus Section 1 – Organizational Overview	First draft narrative covering TCD's mission, vision, history, and key programs, informed by materials TCD provides.	Placekeep (Kirsten Dahlquist) and Design Hippo (Tanner Hatch)	15
5	Prospectus Section 2 – Project Description	First draft narrative describing the CEC project and campus plan, informed by the renderings above and materials TCD provides.	Placekeep (Kirsten Dahlquist) and Design Hippo (Tanner Hatch)	19
6	Draft Data Collection and Analysis Plan	Documented methodology for data supporting the prospectus, due by October 30, 2026.	Local Food Trust (Patricia Hennessy, MPA) and Design Hippo (Tanner Hatch)	10

#	Deliverable	Description	Team Member(s)	Total Hours
7	Prospectus Section 3 – Benefits and Potential Risks	Core research scope: public-benefit and economic-development research (see Section 5 below).	Local Food Trust (Patricia Hennessy, MPA) and Design Hippo (Tanner Hatch)	30
8	Prospectus Section 4 – Required Resources	Cost estimates broken out by phase and building (see Section 4 below), not a single campus-wide figure. Due to TCD by January 29, 2027. Start timing is not yet determined (see Section 1 above), but the development window is built to land on that date.	DCW (Ryan Fouts), Placekeep (Kirsten Dahlquist), and Design Hippo (Tanner Hatch)	130
9	Prospectus Section 5 – Call to Action	First draft narrative describing ways the community can support the project, including partnership and investment opportunities. Per RFQ Q&A #9, this describes future engagement opportunities only; no design or leading of community engagement activities is included in this scope.	Local Food Trust (Patricia Hennessy, MPA) and Design Hippo (Tanner Hatch)	18
10	Funding Development Plan	Work to begin early, as soon as October 2026, running in parallel with the prospectus sections above rather than waiting until the rest of the work is finished, with a first draft due by March 31, 2027. Broken out by phase and building/area within each phase (see Section 4 below), consistent with the cost estimates.	Local Food Trust (Patricia Hennessy, MPA)	90
11	Wrap-up Meeting	Virtual meeting on April 14, 2027 to finalize the prospectus and funding development plan.	Placekeep (Kirsten Dahlquist), Local Food Trust (Patricia Hennessy, MPA), and Design Hippo (Tanner Hatch)	26
12	TCD Board Presentation	In-person on April 28, 2027 (a fixed external date). Final materials (slide deck, printed prospectus samples, and foam-mounted boards) due to TCD by April 20, 2027, ahead of the presentation. With travel time.	Placekeep (Kirsten Dahlquist), Local Food Trust (Patricia Hennessy, MPA) and Design Hippo (Tanner Hatch)	30

#	Deliverable	Description	Team Member(s)	Total Hours
13	Weekly / Monthly Progress Meetings	Weekly virtual check-ins with the project team capped at 30 minutes. Monthly meetings include TCD's Executive Director and the Board CEC Sub-committee up to one hour. Additional or extended meetings to be considered an Additional Service.	Placekeep (Kirsten Dahlquist) and Local Food Trust (Patricia Hennessy, MPA). Design Hippo (Tanner Hatch) and DCW (Ryan Fouts) as needed.	55

Schedule and Deliverable notes:

1. *Design Hippo has allotted 12 hours of initial prospectus design and template development at the outset of the engagement and those hours are not reflected in the Total Hours column above.*
2. *Placekeep has included 4 hours per week of project leadership and consolidation across the 34-week engagement (136 hours total). This work is not tied to a single deliverable and is not reflected in the Total Hours column above.*
3. *Per discussion with TCD on August 21, 2026, work may proceed on parallel tracks rather than strictly in sequence, and the schedule may flex as needed, provided all deliverables are finalized in advance of the April 28, 2027 TCD Board presentation.*

4. Project Phasing (Cost Estimating)

TCD's full campus build-out is envisioned on a roughly 20-year horizon. This engagement's prospectus and funding plan will focus on the nearer-term window, structured across six phases (confirmed with TCD on August 25, 2026):

- Phase 1: Site preparation, office building, vehicle/farm equipment shop and storage, and parking
- Phase 2: Landscaping, trails, and outdoor education/event space
- Phase 3: Conference and events facility, and classrooms
- Phase 4: Leasable office space for a partner building
- Phase 5: Native plant propagation
- Phase 6: Four-season farmers market

The order in which these phases are pursued may depend on the anticipated availability of funding for each, and is not necessarily sequential. Cost estimates by DCW under Section 4 (Required Resources) and the Funding Development Plan developed by The Local Food Trust will be broken out by phase and by building/area within each phase, rather than delivered as a single campus-wide figure.

5. Scope Boundary

Base scope for renderings (Deliverable 3a) includes non-site-specific conceptual sketches only, assume 3 renderings. If TCD secures a site for the CEC campus during this engagement, more detailed or site-specific renderings beyond the original concept sketches constitute Additional Services, to be billed separately and authorized in writing in advance.

Deliverables 3a, 4 through 7, and 9 through 11 include one round of consolidated written comments per deliverable, with further rounds constituting Additional Services, to be billed separately and authorized in writing in advance. Regarding DCW's Deliverable 8, further revision requests are not included and may require Additional Services, to be billed separately and authorized in writing in advance.

6. Compensation

Total compensation under this Agreement shall not exceed \$122,340.06 (the “Not-to-Exceed Amount”), consistent with Section 3.A of the Agreement. This amount covers Placekeep, the Local Food Trust, Design Hippo, and DCW’s services fees listed below. Invoicing shall be on a monthly basis against actual hours worked, at the rates stated below, per Section 3.B of the Agreement.

Total not-to-exceed amount is not subject to full payment beyond actual hours worked and costs incurred to meet the deliverables.

Consultant	Role	Billing Rate	Base Fee	Total Fee (includes 12% sub consultant mgmt fee)
Kirsten Dahlquist, AIA (Placekeep, PLLC)	Renderings, Program Test Fit, Project Management, & Ongoing Coordination/Leadership	\$225/hr	\$59,962.50	\$59,962.50
Patricia Hennessy, MPA (The Local Food Trust)	Funding Consultant	\$112.50/hr	\$21,656.25	\$24,255.00
Tanner Hatch (Design Hippo)	Graphic Designer	\$130/hr	\$12,870.00	\$14,414.40
Ryan Fouts (DCW Cost Management)	Cost Estimator	\$189/hr	\$21,168.00	\$23,708.16
Total (Not-to-Exceed)				\$122,340.06

The 12% markup reflects Placekeep’s administrative and contractual responsibility for each subconsultant agreement, including insurance and compliance tracking and invoice processing, and Placekeep’s liability under Section 8 (No Subcontracting or Assignment) of the Agreement for each subconsultant’s compliance with its terms. It is separate from the hourly project leadership and coordination time included in Placekeep’s own fee above, and is itemized separately from each subconsultant’s base fee rather than blended into a single number. Subconsultant fees are invoiced monthly based on actual hours worked at each subconsultant’s Billing Rate shown above, plus Placekeep’s 12% sub-consultant management fee, itemized as a separate line on each invoice.

Reimbursable expenses (mileage and meals at rates not to exceed current WA State Per Diem rates, and printing/mounting for the October 3 dinner boards and April 28 board presentation samples) are billed at cost plus a 12% markup, and will be shown separately from the Not-to-Exceed Amount above. Quantities and vendor costs for printing/mounting will be confirmed once TCD’s print quality and quantity decisions are made. No lodging is anticipated under this scope (day trips only); if overnight travel becomes necessary, lodging would be reimbursed at rates not to exceed current WA State Per Diem rates, consistent with Section 3.A of the Agreement.



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	FY26-27 SS Green Inspire Olympia Funding Agreement		
Lead Staff:	Brigette German	Board Meeting Date:	09/23/26
Goal of Presentation:	☒ Decision ☐ Information ☐ Feedback		
Description/Background:	<i>Please provide a description or background of the project.</i> Subcontract with The Conservation Connection for the City of Olympia Inspire Olympia program.		
Pros: Advancing scientific programs and experiences.	Cons: None.		
Fiscal Impacts: <i>Please describe the costs associated with this action.</i> \$47,500 to further the work.			
Recommended Action:	<i>What decision do you recommend the board make?</i> Approve agreement.		
Legal Review:	☐ Yes ☐ No ☒ Not Required		
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i> G019.130 - FY26-27 Inspire Olympia WO #F1			



Agreement Number: 2026-18 WO #F1



The Conservation Connection: Ron Holtcamp, rholtcamp@comcast.net, 360-943-8269

See Exhibit B

Duration: July 1, 2026 through July 31, 2027.

Sarah Moorehead
Executive Director
Thurston Conservation District

Exhibit “B”
SCOPE OF WORK
Inspire Olympia - Impact Funding
Conservation Connection
Fiscal Sponsor for Thurston Conservation District

OVERVIEW:

AGENCY applied to the City of Olympia’s Cultural Access Program and was awarded funding through a competitive application and review process consistent with Olympia Municipal Code Chapter 2.100 Article XI. The funding is dedicated per OMC 3.04.200 to support arts culture, heritage and science organizations producing programming for the general public and/or youth education programming in Olympia that offers public benefit, with a demonstrated commitment to improving equity and access for Olympia’s diverse populations. AGENCY meets the purpose and eligibility requirements as listed under program guidelines.

SCOPE OF WORK:

This is a Contract for Services to support the provision of public benefits through programming in Olympia to preserve or advance arts, culture, heritage and/or science experiences including but not limited to in person presentations, performances, workshops, exhibitions, events, festivals and educational programs for all ages. Programs must generally be open to the public, with the exception of Cultural Access in Public School Programs that may be specifically for Olympia Public School students or teachers. Cultural Access funding may also support an organization’s general operating or capital expenses related to this work.

All services and deliverables supported with Cultural Access funds must adhere to state and local health regulations and protocols. The CITY will not pay for any services and deliverables that were not allowable under state and local health regulations or that did not follow health protocols at the time they were provided.

AGENCY WILL PROVIDE THE FOLLOWING SERVICES AND DELIVERABLES TO THE CITY:

- **Phase 1: Initial Deliverables -July 2026:**
 - Completed and Signed Contract
 - Provide Organization’s W9
 - Completed and Signed *City of Olympia Vendor Payee Registration*
- **Phase 2: Core Deliverables for July – September 2026:**
 - Engage 15 teachers in Water Quality Monitoring training, including 3 new or returning OSD teachers
 - Connect with and prepare dozens of new and returning teachers to participate in Fall Water Quality Testing, including many OSD classes, with an emphasis on Title 1 eligible schools including Hansen Elementary School, Garfield Elementary School and Marshall Middle School

- **Phase 3: Core Deliverables for October – December 2026:**
 - Engage and support 1500 total students in Fall Water Quality Monitoring, including 400 OSD students
 - Engage 150 OSD students in native planting and watershed restoration projects to restore or maintain watershed health
- **Phase 4: Core Deliverables for January – March 2027:**
 - Continue to engage and support 1500 total students in Winter Water Quality Monitoring, including 400 OSD students
 - Engage 400 students, including 75 OSD students who participate in Water Quality Monitoring, in the 34th annual Student GREEN Congress
- **Phase 5: Core Deliverables for April – June 2027:**
 - Engage 300 OSD middle school students in nearshore field experiences at the Meyer's Point Environmental Field Station, including 8th grade students from OSD Title 1 eligible middle schools
 - Engage 600 OSD 3rd grade students in nearshore field experiences at Burfoot Park, with an emphasis on supporting Title 1 elementary schools

PAYMENT SCHEDULE:

The total funding amount available for AGENCY's Initial Deliverables and Core Deliverables is **\$37,500.00**, which is payable after receipt of reporting forms, in five phases, as described below.

Additionally, AGENCY may invoice for up to **\$10,000.00** per funding year (July 1-June 30) for the provision of School-Day Field trips for Olympia School District students offered free of charge to the teachers and students.

AGENCY may invoice only for the portion of all deliverables, as listed in the Scope of Work, which were completed.

AGENCY may invoice following the fee schedule below.

Phase 1:

Timeline: During the month of July 2026, or later

Funding Amount: Up to **\$7,500.00** upon completion/receipt of the Initial Deliverables as outlined in the Scope of Work

Phase 2:

Timeline: During the month of September 2026, or later

Funding Amount: Up to **\$7,500.00** upon completion/receipt of the Core Deliverables as outlined in the Scope of Work

Additionally, AGENCY may invoice for field trips provided free of charge to Olympia School District Students, during July - September 2026

Phase 3:

Timeline: During the month of December 2026, or later

Funding Amount: Up to \$7,500.00 upon completion/receipt of the Core Deliverables as outlined in the Scope of Work

Additionally, AGENCY may invoice for field trips provided free of charge to Olympia School District Students, during October - December 2026

Phase 4:

Timeline: During the month of March 2027, or later

Funding Amount: Up to \$7,500.00 upon completion/receipt of the Core Deliverables as outlined in the Scope of Work

Additionally, AGENCY may invoice for field trips provided free of charge to Olympia School District Students, during January - March 2027

Phase 5:

Timeline: During the month of June or July 2027

Funding Amount: Up to \$7,500.00 upon completion/receipt of the Core Deliverables as outlined in the Scope of Work

Additionally, AGENCY may invoice for field trips provided free of charge to Olympia School District Students, during April - June 2028

ADDITIONAL REQUIREMENTS:

1. **Public Promotion of Programming** – AGENCY shall ensure that members of the general public are aware of Cultural Access funded programs by using multiple channels of communication including submission of public programming to the Experience Olympia events calendar (<https://www.experienceolympia.com/events/>).
2. **Funding Acknowledgment** – AGENCY shall acknowledge the use of City of Olympia Cultural Access funding in promotional materials, public announcements, programs, advertising and other forms of notice as appropriate to the funded programs. AGENCY will recognize City of Olympia Cultural Access funding at all funded public programs as suitable for the event type (example: on website or social media post, a printed program, as part of the curtain speech, on event signage, etc.)

AGENCY's acknowledgement of Cultural Access funding must be made visible in a manner directly proportionate to the respective level of funding including precedence or sequential order in the "billing" or acknowledgment given and in the type.

AGENCY shall use the Olympia Cultural Access Program logo on all promotional materials and the logo should appear on AGENCY's website as possible. In cases when visible use of a logo is not feasible, such as a curtain speech or radio announcement, AGENCY shall verbally acknowledge the support of Olympia's Cultural Access Program.

3. **Meeting Participation** – AGENCY shall participate in focus groups, meetings, planning processes, and learning opportunities organized by Olympia Cultural Access Program staff related to program operations.
4. **Reporting** - AGENCY shall submit a completed report, covering programming data and outcomes and sharing documentation of programming as part of payment phases two through five, CITY will provide reporting forms via Submittable.
5. **Project Changes** – Should any pertinent project information (e.g., date, location, focus of programming) change AGENCY shall contact the CITY staff in a timely manner to discuss updates: Marygrace Goddu, Inspire Olympia Program Manager, mgoddu@ci.olympia.wa.us 360.480.0923. AGENCY may modify delivery of programming in response to emerging opportunities and challenges as long as the modifications are a) in alignment with the AGENCY's original application proposal, and b) preauthorized in writing by Olympia Cultural Access program staff, and c) continuing to provide public benefit and access to public programming for people in Olympia.
6. **Complimentary Access to Programming** – If the funded programming is ticketed, AGENCY will provide CITY with up to four passes to any funded programming, if requested by the CITY in order to conduct an evaluation.
7. **No Use of Copyrighted Material** – *The AGENCY is responsible for ensuring there is no copyright infringement on materials created, used or performed during the programming funded by this grant.*



BOARD MEETING ITEM SUMMARY SHEET

Agenda Item Title:	TCD Policy 5.10 Light Refreshments and Meals		
Lead Staff:	Susan Shelton	Board Meeting Date:	09/23/26
Goal of Presentation:	☒ Decision ☐ Information ☐ Feedback		
Description/Background:	<i>Please provide a description or background of the project.</i>		
TCD's new Light Refreshments and Meals policy			
Pros: This policy allows the District to serve and seek reimbursement for light refreshments and meals at District meetings and events.	Cons: NA		
Fiscal Impacts: <i>Please describe the costs associated with this action.</i>			
None			
Recommended Action:	<i>What decision do you recommend the board make?</i>		
Approve			
Legal Review:	☒ Yes ☐ No ☐ Not Required		
Supporting Documents: <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>			
5.10 Light Refreshments and Meals			



Thurston Conservation District Policy & Procedures

TCD Policy 5.10: Light Refreshment and Meal Policy



Board Approval: September 23, 2026

Purpose:

The purpose of this policy is to ensure that Thurston Conservation District (TCD) complies with the State RCW 43.03.050 so as to receive cost reimbursement for providing coffee and light refreshments at meetings and formal training sessions.

Additionally, this policy will allow the District to serve light refreshments and meals to board members and staff (RCW 43.03.505(3)) and to the public during TCD meetings and events.

This policy provides clear procedures that describe the light refreshment and meal approval process.

Serving and gathering around healthy local food aligns with the District's mission. Serving meals during events removes one barrier for the public to participate in public processes. Sharing meals together creates community.

Definitions:

Light Refreshments are not meals and may include coffee and/or any non-alcoholic beverages (e.g. tea, soft drinks, juice or milk) and between meal snacks (e.g. bagels, donuts, nuts, fruit, cheese and crackers). Pizza, sandwiches, etc. are not considered light refreshments.

Meals are more substantial than light refreshments and are offered during breakfast, lunch or dinner. Pizza, sandwiches, etc. are considered meals.

Policy:

Serving Light Refreshments and Meals

With approval of the Executive Director, TCD may serve meals and/or light refreshments at District meetings, conferences, conventions, trainings, project tours, or other TCD events.

Light refreshments and meals may be served to TCD board, staff, volunteers, public officials and members of the public.

Per SAAM 70.10.30 and SAAM 70.15.20, light refreshments and meals are not permitted for certain types of events:

- Anniversaries of agencies, receptions for new, existing, and/or retiring employees or officials, election celebrations, etc.;
- Any "hosting" activities. "Hosting" includes, but is not limited to, those activities that are intended either to lobby a legislator or a governmental official or are to be a social rather than

29 governmental business event and include expenditures for light refreshments for those whom
30 agencies are not legally authorized to reimburse.

31 In accordance with WA State Executive Order 13-06, the District is strongly encouraged to incorporate
32 healthy food and beverages in their light refreshments and meals. Healthy meals include:

- 33 • Emphasizing Fruits, vegetables and whole grains;
- 34 • Minimizing the use of processed foods that contain added sugar and sodium;
- 35 • Utilizing healthy cooking techniques, such as baking, roasting, broiling, grilling, poaching,
36 steaming, and stir frying. Recommend no use of deep fryers;
- 37 • Serving items in smaller portions if high calorie items are provided (e.g., mini muffins or 2-inch
38 cookies), while still maintaining overall calorie and nutrient requirements;
- 39 • Working toward reducing overall sodium content.

40 Alcoholic beverages may not be served as light refreshments.

41 Alcoholic beverages may only be served at meals. Alcoholic beverages may only be served by caterers
42 with the appropriate license and liquor liability coverage recorded in their Certificate of Insurance. At
43 an individual event, TCD may offer one “drink ticket” to attendees who can demonstrate that they are
44 of drinking age. Additional alcoholic beverages must be purchased from the serving caterer.

45 **Seeking Reimbursement**

46 Per RCW 43.03.050(4), with approval of the Executive Director or authorized designee, TCD may serve
47 and seek reimbursement for light refreshments and meals at meetings, conferences, conventions,
48 trainings, project tours, or other TCD events where:

- 49 • The purpose of the meeting is to conduct state business or to provide formal training that
50 benefits the state; and
- 51 • The light refreshments are an integral part of the meeting or training session.

52 Reimbursement for light refreshments and meals is not allowable under certain grant programs, for
53 example WA State Conservation Commission programs like CREP, Shellfish, NRI, etc. District staff must
54 review the grant’s requirements to determine if the program allows reimbursement for light
55 refreshments.

56 TCD may use unrestricted funds to cover the cost of light refreshments and meals not reimbursable by
57 any funder. The District may sell tickets to events where meals are served.

58 **Procedures:**

59 The District must maintain documentation for the request and approval of any expenditure for light
60 refreshments and meals, including:

- 61 • A completed and signed WSCC *District Meeting Expense Authorization form*;
- 62 • All associated receipts;
- 63 • A list of attendees; and
- 64 • A copy of the meeting/event agenda, including the purpose of the meeting.

- 65 When seeking reimbursement for light refreshments, the District will complete and submit to the
66 funder the expenditure request and approval documentation listed above.
- 67 When serving catered meals, TCD must follow the District's procurement process for entering into a
68 Purchased Services and Good agreement with a caterer.
- 69 When serving alcohol at catered meals, the District must collect evidence of the caterer's liquor license
70 and liquor liability coverage.

Item

7



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

October 28, 2026, 5:00 pm - 7:40 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. Community Partner Presentation:
3. Staff Presentation: Growing Community, *Aimee Richardson*
4. *WACD Business, All*
 - a. *Southwest Area Meeting Debrief*
 - b. *Annual Conference*
5. TCD County Commissioner Conservation Tour Debrief,
6. TCD Harvest Dinner & Fundraiser Debrief, *Executive Director Moorehead*
7. Rates and Charges Update, *Chair TJ Johnson and Executive Director Moorehead*
8. Conservation and Education Center (CEC) Development, *All*
9. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead*

Board Meeting

6:30 pm – 7:40 pm

- | | |
|---|----------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
5 minutes |
| 2. Agenda Review | 6:35 PM
5 minutes |
| 3. Welcome New Board Supervisor, <i>Chair, TJ Johnson</i> | |
| 4. Consent Agenda – <i>Action Item</i> | 6:40 PM |
| A. September 23, 2026, Board Work Session & Meeting Minutes | 5 minutes |
| B. October 2026 Financial Report | |

5. Public Comment	6:45 PM
*Three minutes per person	<i>10 minutes</i>
6. Partner Reports (if present)	6:55 PM
A. Natural Resources Conservation Service, (NRCS) <i>Tara Donohoe</i>	<i>15 minutes</i>
B. Washington State Conservation Commission (WSCC), <i>Josh Giuntoli</i>	
C. Washington Association of Conservation Districts (WACD), <i>Sarah Moorehead</i>	
Governance, All – Action Item	7:10 PM
D. November 25, 2026 Work Session Topic List & Meeting Agenda Development	<i>10 minutes</i>
7. Executive Session: To consider the selection of a site or the acquisition of real estate	7:20 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>15 minutes</i>
8. Executive Session Report Out – Action Item	7:35 PM
	<i>5 minutes</i>
Adjourn	7:40 PM
Informational Only Items:	
<i>I. Executive Director’s Report</i>	

Important Future Dates

November 2026

TCD Closed Veterans Day	Nov 11
WACD Board Meeting	Nov 16
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Nov 23
TCD Closed, Thanksgiving	Nov 26
TCD Closed, Native American Heritage Day	Nov 27

December 2026

WSCC Commission Meeting	Dec 3
WACD Annual Conference, Stevenson WA	Dec 3-5
TCD Board Work Session & Meeting 5:00 - 7:30 p.m. In-person and Virtual (Zoom)	Dec 23
TCD Closed, Christmas	Dec 25

January 2027

TCD Closed, New Year’s Day	Jan 1
TCD Closed, Martin Luther King Jr. Day	Jan 18

Informational Items



Executive Director's Report

Sarah Moorehead – Executive Director

September 23, 2026

Priority Initiatives Updates

County Commissioner Conservation Tour

On October 19th, TCD will host a half-day tour for the Thurston County Commissioners highlighting the diversity and impact of TCD's conservation work, including the intersection with Thurston County priorities. This limited capacity tour is open to all TCD Board members. Please let us know if you would like to attend.

Rates and Charges Renewal

Thurston County staff has notified TCD that the intended date of public hearing for the Rates and Charges adjustment will be October 20th @ 3:30pm. The motion provided to the commissioners during their September 15th agenda setting meeting included authorization for the County Clerk to adjust the date as needed and to hold the meeting as soon after the intended hearing date as possible if it needs to be moved. County staff indicated a heavy workload during this time and that the October 20th date is not a guarantee, but a proposed timeline. Notifications of the public hearing are set out via the County's newsletter on the following dates, per statute: 9/24, 10/1, 10/8 and 10/15.

TCD plans to do additional outreach above and beyond the statutory requirements to supplement announcements provided by the County in preparation for the hearing. TCD is in the process of seeking clarification about the opportunity to provide a presentation in conjunction with the hearing and will be prepared to do so. Once the hearing has been posted on the County website, the link will be shared with the TCD Board and community to encourage participation in providing public awareness and comment.

TCD has already begun receiving letters of support (see attached) and will ensure that any letters received are provided to Thurston County.

WACD Award Nominations Open

WACD is accepting nominations for a variety of award categories, to be honored at the WACD Annual Meeting in December.

To view the award categories and nomination instructions, please visit:

<https://wadistricts.us/wacd/awards/>

District Operations

August 26, 2026 Board Meeting Action Items

- None

Updated Mid-Term Elected Appointments

Below is the revised extended timeline for of the mid-term elected position recruitment process:

Date	Action
August 27 th – October 22 nd	Open recruitment for mid-term elected position.
October 23 rd	Applications are sent to TCD Board for review.
October 28 th	Board interviews mid-term elected candidates and makes selection if desired during Business Meeting.
<i>Upon appointment</i>	New Supervisor begins term

Meet TCD's Newest Staff Members!

Avery Snook (They/Them), South Sound G.R.E.E.N. Program Assistant
Avery comes to us with experience in environmental education as recent maritime educator focusing on the Duwamish River system and an AmeriCorps member servicing at the Pierce Conservation District. They will be assisting in K12 field trips, in class lessons, and events like Envirothon and Student GREEN Congress.

Kyra Morrill (They/Them), Education and Outreach Assistant
Kyra is currently farming in Mason County, recently working for EcoStudies Institute managing social media and communications projects in addition to performing restoration field work. They will assist with TCD outreach events, workshops, communications, and developing content for TCD owned media channels.

Wayne Dodson (He/Him) & **Marlee Blau** (She/Her), Assistant Crew Leads
As recent TCD interns, Wayne and Marlee are transitioning to a year-long
termed positions as Assistant Crew Leads for TCD's restoration field crew.
Their dedication and experience in the field with TCD's crew has made them
invaluable parts of the team and we're excited for them to take on the next
level of responsibility within the crew structure! Their dedication to TCD and
the field crew is outstanding.