

**CONTRACT FOR SERVICES
BETWEEN**

**WASHINGTON STATE CONSERVATION COMMISSION
AND**

WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS

This Contract is made and entered into by and between the state of Washington, Conservation Commission, hereinafter referred to as the "AGENCY" or "WSCC", and the below named firm, hereinafter referred to as "CONTRACTOR" or "WACD".

Contractor Name: Washington Association of Conservation Districts (WACD)

Address: 2918 Ferguson St. SW, Suite A

City, ST, ZIP: Tumwater, WA 98512

Phone: 360-754-3588 x121

FAX: (360) 236-0941

Email: dvogel@wadistricts.org

Federal TIN: 91-6176150

Statewide Vendor #: SWV0090342.01

PURPOSE

The purpose of this contract is to retain the services of a qualified organization to provide project administration, project coordination, data collection and information exchange between conservation districts per RCW 89.08.220 (14) and the Agency.

SCOPE OF WORK

- A. Exhibit A, attached hereto and incorporated by reference, contains the *General Terms and Conditions* governing work to be performed under this contract.
- B. The CONTRACTOR will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth in Exhibit B—Statement of Work.
- C. The CONTRACTOR shall produce the following written reports or other written documents (deliverables) by the dates indicated in Exhibit B—Statement of Work.

All written reports required under this contract must be delivered to Debbie Becker, the Contract Manager, in accordance with the schedule listed in Exhibit B—Statement of Work.

PERIOD OF PERFORMANCE

The period of performance under this contract will be from **July 1, 2015**, or date of execution, whichever is later, through **June 30, 2016**.

DES FILING REQUIREMENT

10-Day Filing

Under the provisions of Chapter 39.26 RCW require the AGENCY to file this personal service contract with the Department of Enterprise Services (DES) for review. No contract so filed is effective nor shall work commence nor payment made until ten (10) working days following the date of filing, and if required, until approved by DES. In the event DES fails to approve the contract, the contract shall be null and void.

COMPENSATION

Total compensation payable to CONTRACTOR for satisfactory performance of the work under this contract shall not exceed sixty-two thousand (\$62,000). Requests for payment will be billed at one hundred dollars per hour (\$100.00/hour) for each deliverable. The hourly rate will include all salaries and expenses within this hourly rate. Payments shall not exceed and are subject to appropriation authority by the Washington State Legislature to the AGENCY.

EXPENSES

All expenses for this contract will be vouchered monthly by the 10th of each month. No more than 15% of the contract value will be used for administration costs.

BILLING PROCEDURES AND PAYMENT

AGENCY will pay CONTRACTOR upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Contract Manager. Invoices must contain details of each Statement of Work item's Deliverables completed or in progress, percent complete or other effort, hours billed by each Statement of Work (SOW) item.

The invoices shall describe and document, to the AGENCY'S satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the contract reference number .

If expenses are invoiced, the CONTRACTOR must provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement. For all separately invoiced travel expenses pre-approved by AGENCY, CONTRACTOR shall receive reimbursement not-to-exceed current state travel reimbursement rates for expenses in compliance with State policies.

Payment shall be considered timely if made by the AGENCY within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the CONTRACTOR.

The AGENCY may, in its sole discretion, terminate the contract or withhold payments claimed by the CONTRACTOR for services rendered if the CONTRACTOR fails to satisfactorily comply with any term or condition of this contract.

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

CONTRACT MANAGEMENT

The Contract Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this contract.

| CONTRACTOR Contract Manager | AGENCY Contract Manager |
|---|---|
| Dave Vogel Washington Association of Conservation Districts 2918 Ferguson St. SW, Suite A Tumwater, WA 98512 Phone: 360-754-3588 x121 Fax: (360) 236-0941 Email address: dvogel@wadistricts.org | Debbie Becker Washington State Conservation Commission PO Box 47721 Olympia, WA 98504 Phone: (360) 407-6211 Fax: (360) 407-6215 Email address: dbecker@scc.wa.gov |

INSURANCE

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

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

1. **Commercial General Liability Insurance Policy.** Provide a Commercial General Liability Insurance Policy, including contractual liability, in adequate quantity to protect against legal liability arising out of contract activity but no less than \$1,000,000 per occurrence.

Additionally, the CONTRACTOR is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

2. **Automobile Liability.** In the event that services delivered pursuant to this contract involve the use of vehicles, either owned or unowned by the CONTRACTOR, automobile liability insurance shall be required. The minimum limit for automobile liability is:

\$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

3. The insurance required shall be issued by an insurance company/ies authorized to do business within the state of Washington, and shall name the state of Washington, its agents and employees as additional insureds under the insurance policy/ies.

All policies shall be primary to any other valid and collectable insurance.
CONTRACTOR shall instruct the insurers to give AGENCY thirty (30) calendar days advance notice of any insurance cancellation.

ASSURANCES

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

ORDER OF PRECEDENCE

Each of the exhibits listed below is by this reference hereby incorporated into this contract. In the event of an inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special terms and conditions as contained in this basic contract instrument
- Exhibit A – General Terms and Conditions
- Exhibit B – Scope of Work
- Any other provision, term or material incorporated herein by reference or otherwise incorporated

ENTIRE AGREEMENT

This contract, including referenced exhibits, represents all the terms and conditions agreed upon by the parties. No other statements or representations, written or oral, shall be deemed a part hereof.

CONFORMANCE

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

APPROVAL

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

THIS CONTRACT, consisting of 16 pages including two (2) attachments (Attachment A—General Terms & Conditions and Attachment B-Statement of Work), is executed by the persons signing below, who warrant they have the authority to execute the contract.

Washington Association of
Conservation Districts

Washington State Conservation Commission

AUTHORIZED SIGNATORY

AUTHORIZED SIGNATORY

TITLE

TITLE

DATE

DATE

EXHIBIT A – Contract #K1505~WACD
GENERAL TERMS AND CONDITIONS

DEFINITIONS

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

- A. "AGENCY" or "WSCC" shall mean the WASHINGTON STATE CONSERVATION COMMISSION of the State of Washington, any division, section, office, unit or other entity of the AGENCY, or any of the officers or other officials lawfully representing that AGENCY.
- B. "AGENT" shall mean the Executive Director of the WSCC, and/or the delegate authorized in writing to act on the Executive Director's behalf.
- C. "CONTRACTOR" or "WACD" shall mean the WASHINGTON ASSOCIATION OF CONSERVATION DISTRICTS and shall include all employees of the CONTRACTOR.
- D. "SUBCONTRACTOR" shall mean one not in the employment of the CONTRACTOR, who is performing all or part of those services under this contract under a separate contract with the CONTRACTOR. The terms "SUBCONTRACTOR" and "SUBCONTRACTORS" means SUBCONTRACTOR(s) in any tier.

ACCESS TO DATA

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

ADVANCE PAYMENTS PROHIBITED

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

AMENDMENTS

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

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

The CONTRACTOR must comply with the ADA (Americans with Disabilities Act (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35), which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

ASSIGNMENT

Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the CONTRACTOR without prior written consent of the AGENCY.

ATTORNEYS' FEES

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

CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

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

DISALLOWED COSTS

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

DISPUTES

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

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

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

DUPLICATE PAYMENT

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

GOVERNING LAW

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

INDEMNIFICATION

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

CONTRACTOR'S obligations to indemnify, defend, and hold harmless includes any claim by CONTRACTORS' agents, employees, representatives, or any subcontractor or its employees.

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

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

INDEPENDENT CAPACITY OF THE CONTRACTOR

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

LICENSING, ACCREDITATION AND REGISTRATION

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

LIMITATION OF AUTHORITY

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

NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

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

NONDISCRIMINATION

During the performance of this contract, the CONTRACTOR shall comply with all federal and state nondiscrimination laws, regulations and policies.

PUBLICITY

The CONTRACTOR agrees to submit to the AGENCY all advertising and publicity matters relating to this contract wherein the AGENCY'S name is mentioned or language used from which the connection of the AGENCY'S name may, in the AGENCY'S judgment, be inferred or implied. The CONTRACTOR agrees not to publish or use such advertising and publicity matters without the prior written consent of the AGENCY.

RECORDS MAINTENANCE

The CONTRACTOR shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

CONTRACTOR shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by the AGENCY, personnel duly authorized by the AGENCY, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

RIGHT OF INSPECTION

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

SAVINGS

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

SEVERABILITY

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

SUBCONTRACTING

Neither the CONTRACTOR nor any SUBCONTRACTOR shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the AGENCY. In no event shall the existence of the subcontract operate to release or reduce the liability of the contractor to the Department for any breach in the performance of the contractor's duties. This clause does not include contracts of employment between the contractor and personnel assigned to work under this contract.

Additionally, the CONTRACTOR is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. CONTRACTOR and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law.

TAXES

All payments accrued because of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the CONTRACTOR or its staff shall be the sole responsibility of the CONTRACTOR.

TERMINATION FOR CAUSE

In the event the AGENCY determines the CONTRACTOR has failed to comply with the conditions of this contract in a timely manner, the AGENCY has the right to suspend or terminate this contract. Before suspending or terminating the contract, the AGENCY shall notify the CONTRACTOR in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the CONTRACTOR shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

The AGENCY reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the CONTRACTOR from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the CONTRACTOR or a decision by the AGENCY to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the CONTRACTOR: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the AGENCY provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

TERMINATION FOR CONVENIENCE

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

TERMINATION PROCEDURES

Upon termination of this contract, the AGENCY, in addition to any other rights provided in this contract, may require the CONTRACTOR to deliver to the AGENCY any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The AGENCY shall pay to the CONTRACTOR the agreed upon price, if separately stated, for completed work and services accepted by the AGENCY, and the amount agreed upon by the CONTRACTOR and the AGENCY for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by the AGENCY, and (iv) the protection and preservation of property, unless the termination is for default, in which case the AGENT shall determine the extent of the liability of the AGENCY. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The AGENCY may withhold from any amounts due the CONTRACTOR such sum as the AGENT determines to be necessary to protect the AGENCY against potential loss or liability.

The rights and remedies of the AGENCY provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

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

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

6. Complete performance of such part of the work as shall not have been terminated by the AGENT; and
7. Take such action as may be necessary, or as the AGENT may direct, for the protection and preservation of the property related to this contract, which is in the possession of the CONTRACTOR and in which the AGENCY has or may acquire an interest.

TREATMENT OF ASSETS

- A. Title to all property furnished by the AGENCY shall remain in the AGENCY. Title to all property furnished by the CONTRACTOR, for the cost of which the CONTRACTOR is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the AGENCY upon delivery of such property by the CONTRACTOR. Title to other property, the cost of which is reimbursable to the CONTRACTOR under this contract, shall pass to and vest in the AGENCY upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by the AGENCY in whole or in part, whichever first occurs.
- B. Any property of the AGENCY furnished to the CONTRACTOR shall, unless otherwise provided herein or approved by the AGENCY, be used only for the performance of this contract.
- C. The CONTRACTOR shall be responsible for any loss or damage to property of the AGENCY that results from the negligence of the CONTRACTOR or which results from the failure on the part of the CONTRACTOR to maintain and administer that property in accordance with sound management practices.
- D. If any AGENCY property is lost, destroyed or damaged, the CONTRACTOR shall immediately notify the AGENCY and shall take all reasonable steps to protect the property from further damage.
- E. The CONTRACTOR shall surrender to the AGENCY all property of the AGENCY prior to settlement upon completion, termination or cancellation of this contract
- F. All reference to the CONTRACTOR under this clause shall also include CONTRACTOR'S employees, agents or SUBCONTRACTORS.

WAIVER

Waiver of any default or breach shall not be deemed a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing and signed by authorized representative of the AGENCY.

**WASHINGTON ASSOCIATION OF CONSERVATION
DISTRICTS
SOLE-SOURCE CONTRACT**

EXHIBIT B—STATEMENT OF WORK

FY 2015 (through June 30, 2016)

TOTAL CONTRACT AWARD VALUE: \$62,000

1. WACD Annual Meeting and Training

WACD provides an annual event where all elected and appointed conservation district supervisors have the opportunity to gather to hear presentations and to discuss and propose solutions to issues of mutual concern. Per RCW 89.08.070(2) and (14), WSCC is to keep the supervisors apprised of issues affecting conservation districts.

DELIVERABLES:

- 1.1. WSCC will be provided the opportunity to be part of the planning committee for the WACD Annual Meeting and Training.
- 1.2. WSCC will be provided the opportunity to have a half-day session to interact with participants without competing breakout sessions. This will provide the opportunity to address conservation district supervisors about critical pertinent issues, per RCW 89.08.070 (2) and (14).
- 1.3. WSCC will be provided breakout sessions or other events during the WACD Annual Meeting for the purposes of a focused discussion and training for conservation district supervisors on issues related to statutorily mandated WSCC support for conservation districts, and on topics of statewide significance impacting WSCC and conservation districts.
- 1.4. WACD will coordinate with WSCC in advance on resolutions to be heard at the annual meeting, and will allow time during WACD resolution committee meetings and/or the WACD business meeting to address conservation district supervisors regarding impacts to the state, WSCC, conservation districts or the conservation delivery system. WACD will share applicable completed resolutions with WSCC following the WACD Annual Meeting.

- 1.5. The meeting and trainings shall serve to inform conservation district supervisors, build partnerships, and enhance the working relationships of conservation district partners and participants.
- 1.6. The meeting will provide the venue for the election of the regional WACD member to the Commission board.
- 1.7. WACD will provide exhibitor space for the WSCC at the annual meeting. WACD will include in the official program for the annual meeting the following: "Funding for the WACD annual meeting is provided in part by the Washington State Conservation Commission" and shall include the official logo of the WSCC as provided by the WSCC.

COMPLETION DATE(S):

- 1.1-1.7 Coordination and planning of this segment shall be ongoing during the months of July through December 2015. Details of WSCC participation will be included in the final report.

BUDGET: Not to exceed \$35,000 of the contract value

2. Conservation District Supervisor Engagement, Training and Leadership Development

WSCC seeks to increase awareness of citizens about opportunities to serve and responsibilities for serving on the board of the local conservation district. Participation and outreach to promote the leadership role of a conservation district supervisor is a high priority partnership initiative. The success and reliability of locally-led conservation planning and higher-level conservation district supervisor participation depends on the inclusion of broad representation, leadership, supervisor engagement, and information sharing.

Local Working Group processes bring together all stakeholders within the area to evaluate and determine the natural resource issues of concern and prioritize these decisions to assist WSCC and USDA, NRCS in developing appropriate budget proposals.

DELIVERABLES:

- 2.1 WACD will develop and hold training sessions to enhance leadership and board conduct by local conservation districts. WSCC will be the lead on Supervisor training and will be included in the development of these sessions.

- 2.2 Provide training to conservation district supervisors in coordination with WSCC on the appropriate and required actions of an elected or appointed local conservation district official. This will include the communication of relevant information regarding financial and implementation successes. Training on educating citizens and decision-makers to demonstrate the effectiveness and needs associated with incentive-based conservation programs, emphasizing performance and results in putting conservation on the ground. Communication elements on required reporting of the districts' information on the needs assessments and results data to partners, funders, and community members.
- 2.3 Coordination with NRCS and WSCC on Local work group activities. Developing common lineages to natural resource inventory and natural resource assessment to districts' long-range and annual plans. This work to be done in coordination with the WSCC Regional manager lead.
- 2.4 WACD will assist WSCC in developing and coordinating cross-training of field/regional staff from agencies, partners and conservation districts where agencies have committed to undertaking cross-training.
- 2.5 All printed materials for conservation district supervisor engagement, training, and leadership development shall include the following statement: "Funding for these training materials is provided in part by the Washington State Conservation Commission" and shall include the official logo of the WSCC as provided by the WSCC.

DELIVERABLE DATE(S):

2.1-2.5 July 1, 2015 – June 30, 2016

BUDGET: Not to exceed \$7,000 of the contract value

3. Tribal Task Force

On issues of statewide significance, WSCC has a need to work with various tribal organizations. These issues may arise from a request from the Governor's office, Legislators, or other agencies and partners.

DELIVERABLES:

3.1 WACD shall provide education to conservation districts on interacting and working with tribes. WACD shall conduct training sessions and committees.

There should be a minimum of 30 supervisors attending these training sessions and committee meetings. WACD shall include during the training sessions and committee meetings ways conservation districts can work cooperatively on projects with the tribes. Coordination with WSCC commission meetings in order to provide information at each meeting.

3.2 Monthly reports of activities will be received by WSCC on the 10th of every month.

3.3 All printed materials for conservation district tribal engagement and training shall include the following statement: "Funding for these materials is provided in part by the Washington State Conservation Commission" and shall include the official logo of the WSCC as provided by the WSCC.

DELIVERABLE DATES

July 1, 2015 – June 30, 2016

BUDGET: Not to exceed \$5,000 of contract value.

4. Outreach and Education with Local Leaders

The WSCC has the statutory duty to encourage the cooperation and collaboration of various agencies and entities with conservation districts. RCW 89.08.070(6). The WSCC must also disseminate information throughout the state concerning the activities and programs of the conservation districts, and to share information with the legislature, state and local agencies, and the general public. RCW 89.08.070(7). The WSCC chooses to implement portions of these duties through the WACD.

DELIVERABLES

4.1 WACD will assist conservation districts in opportunities for education with local legislators, local officials and the public. WACD will work with the WSCC communications and policy leads to coordinate activities.

4.2

WACD will, in coordination with the WSCC communications and policy leads, develop and implement a local media outreach plan with at least 10 conservation districts regarding the work of the conservation district locally, the system of conservation district work statewide, and provide an opportunity for including WSCC in the local media outreach.

DELIVERABLE DATE(S):

July 1, 2015 – June 30, 2016

BUDGET: not to exceed \$5,000 of contract value

5. WACD Administration –

No more than 15% (\$9,300) of contract value will be used for administration costs. The WACD contract manager is the only person authorized to submit vouchers for WACD and will be the contact person for this contract. WACD will administer all projects and provide monthly vouchers for work accomplished in each of the project areas consistent with this statement of work. An annual report will be produced for the WSCC on deliverables for each of the projects. A final report of all activities and accomplishments during the contract period ending June 30, 2016 will be provided to WSCC by July 15, 2016.

COMPLETION DATE(S): WACD will provide monthly vouchers by the 10th of each month and detailed annual reports to Commission staff by **July 15, 2016**.