

Amendment No. 1 to Interlocal Agreement

The below Scope of Work and Budget replaces the Scope of Work and Budget contained in the parties' Interlocal Agreement dated February 14, 2024.

Scope of Work and Budget

Snohomish Conservation District (the District) will provide support to the City of Everett (the City) to implement almost all aspects of the Regreen Everett Behavior Change Campaign, for the entire performance period, commencing on 8/1/2023 and terminating 6/30/2027. The target completion dates listed in tables below are from the original Scope of Work from the WDFW contract #: 23-23154 therefore some flexibility is allowable through the pass-through entity (the City) and their coalition partner (the District) in the execution of these tasks.

GOALS & MEASURABLE OBJECTIVES

The goal of this project is to incorporate social marketing principles to strategically address local stream water quality degradation and elevate the wellbeing of its residents living in high-growth areas by pinpointing opportunities where property owners can restore riparian areas. The key objective is to design a campaign that addresses the motivations and barriers this audience may have to implementing habitat protection on their property. Once the pilot campaign is executed, the effectiveness of the incentive-based pilot will be evaluated and then modified with the goal of increasing participation the following year. This secondary effort will enhance the campaign's reach by not only retaining previous successful campaign elements but amplifying the momentum from word-of-mouth and neighborhood visibility of the pilot campaign. This will improve the likelihood of contiguous tree canopy and vegetation along multiple, clustered properties in riparian areas of North and Swamp creek.

The desired outputs for this campaign include:

- A successful pilot campaign that identifies and addresses at least some of the barriers and motivators to property owners installing and planting trees on their properties.
- Amplified participation in the second year of the campaign to increase clustering of riparian buffering.
- Increased vegetation in North and Swamp creek riparian management zone.
- Expanded tree canopy and riparian forest cover in local urban streams.

The desired outcomes for this campaign include:

- Increased awareness of local water quality concerns.
- Increased government engagement in overburdened communities.
- Improved community engagement with local water quality issues.
- Increased watershed resilience to impacts from climate change including stream flow and water temperature.

TASKS & DELIVERABLES

TASK 1. Project Development

This task must be completed before initiating any other work under this subaward. The city will take lead on Task 1 with input and support from the District. Work completed on other tasks prior to completion of Task 1 may be ineligible for reimbursement.

1.2 CULTURAL RESOURCE REVIEW

Prior to ground disturbing work or alteration of a potentially historic or culturally significant structure, or release of final payments on an acquisition, the City with assistance from the District must provide HSIL documentation from the state or federal land managing agency's cultural resources responsible official demonstrating compliance with all applicable cultural resource laws and regulations.

The District shall follow HSIL guidance and directives to assist it with such review as may apply. Both the City and the District will work with the HSIL subaward manager to fulfill cultural resource review requirements.

Task 5 may not begin until the required consultation and review processes and documentation have been approved by the HSIL in coordination with the WDFW Cultural Resources Division.

No work shall commence in the project area until the HSIL has provided a notice of cultural resources completion. The HSIL may require on-site monitoring for impacts to cultural resources during any demolition, construction, land clearing, restoration, or repair work, and may direct that work stop to minimize, mitigate, or avoid impacts to cultural resource impacts or concerns. All cultural resources requirements for non-ground disturbing projects (such as acquisition or planning projects) must be met prior to final reimbursement.

At all times, the District shall take reasonable action to avoid, minimize, or mitigate adverse effects to cultural resources in the project area, and comply with any HSIL direction to manage adverse effects such as project re-design, relocation, or mitigation.

All federal or state cultural resources requirements under Governor's Executive Order 21-02 and the National Historic Preservation Act, and the State Environmental Policy Act and the National Environmental Policy Act, and any local laws that may apply, must be completed prior to the start of any work on the project site. The District must agree to indemnify and hold harmless the State of Washington in relation to any claim related to historical or cultural artifacts discovered, disturbed, or damaged due to the project funded under this Agreement. The District shall comply with RCW 27.53, RCW 27.44.055, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting cultural resources and human remains.

HSIL retains the right to terminate a project due to anticipated or actual impacts to cultural resources.

INADVERTENT DISCOVERY PLAN

Using the WDFW-provided template or a modified template for non-ground disturbing work, the City will adopt an Inadvertent Discovery Plan (IDP), similar to the one Snohomish Conservation District will be using in their WD1-9 Forestry HSI. If the District uses a template approved for their organization, they will work with the City to ensure the template contains all information required by WDFW Cultural Resources Division. The District is required to keep a copy of the IDP at all the project sites at all times.

If any archaeological or historic resources are found while conducting work under this Agreement, the District shall immediately stop work and notify the City who will then contact:

HSIL/WDFW: HSIL subaward manager

DAHP: Dr. Lance Wollwage - 360-586-3064

HSIL/WDFW will contact any affected Tribe. Immediately stop any activity that may cause further disturbance to the archeological or historic resources.

If ground disturbing activities encounter human skeletal remains during construction, then all activity will cease that may cause further disturbance to those remains. The area of the find will be secured and protected from further disturbance until the State provides notice to proceed. The finding of human skeletal remains will be reported to the county medical examiner/coroner and local law enforcement in the most expeditious manner possible. The remains will not be touched, moved, or further disturbed. The county medical examiner/coroner will assume jurisdiction over the human skeletal remains and make a determination of whether those remains are forensic or non-forensic. If the county medical examiner/coroner determines the remains are non-forensic, then they will report that finding to the Department of Archaeology and Historic Preservation (DAHP) who will then take jurisdiction over the remains. The DAHP will notify any appropriate cemeteries and all affected tribes of the find. The State Physical Anthropologist will make a determination of whether the remains are Indian or Non-Indian and report that finding to any appropriate cemeteries and the affected tribes. The DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the remains (RCWs 68.50.645, 27.44.055, and 68.60.055).

INADVERTENT DISCOVERY PLAN TRAINING

The District staff participating in initial site visits will take an IDP training from a resource approved by the HSIL subaward manager. The District will submit documentation via email of IDP training completion including the type of training (in-person or virtual), the provider of training, training date, and staff trained to the City.

Additional Cultural Resources Review and Consultation upon Work Zone Identification

When specific project “work zones” are identified, the District will assist the City to meet the following requirements

1) HSIL will require the City to provide written documentation that project review and consultation has occurred as provided for in applicable local, state, and federal laws and regulations and that no adverse impacts/effects have been identified or agreement to mitigation has been reached. This documentation will be provided by a person meeting the Secretary of the Interior’s qualifications for professional archaeologist and approved by the WDFW Cultural Resources Division.

- OR -

2) HSIL will continue consultation to identify whether any archaeological or historic archaeological site, historic building/structure or traditional/sacred place studies are needed before a project may proceed, as provided in EO 21-02. The City may need to provide supplemental information may include maps, monitoring, surveys, or other requirements contingent on consultation with tribes and the Department of Archaeology and Historic Preservation (DAHP).

The following process will be followed by the City, with assistant from the District, where applicable:

- i. The City will submit the WDFW Cultural Resources Intake Form and provide a map or shapefile (polygons) of the project location(s).
- ii. Additionally, the City may provide written documentation that project review and consultation has occurred as provided for in applicable local, state, and federal laws and regulations and that no adverse impacts/effects have been identified or agreement on mitigation has been reached
- iii. WDFW will review the information submitted in (i) and (ii) and make one of the following determinations:
 - a. The City has provided sufficient documentation per (i) and (ii) may proceed or,
 - b. Project-specific consultation should be initiated with a specific supplementation information recommendation.

- iv. If a project-specific consultation is recommended, HSIL will initiate a project-specific consultation with the affected Tribes and Department of Archeological and Historic Preservation.
- v. Following the initial consultation, HSIL will confirm with subrecipient the required supplemental information required as deliverables under this Task.
- vi. Required supplemental information will be provided to HSIL for WDFW approval and communication to consulting parties.
- vii. Work may begin on related tasks when HSIL provides a notice to proceed.

| Deliverable Number | Deliverable | Target Completion Date |
|--------------------|---|------------------------|
| 1.2b | Documentation via email of IDP training completion | January 10, 2024 |
| 1.2c-ii | Written documentation that project review and consultation has occurred | October 10, 2025 |
| 1.2c-iii | Supplementation information to be specified | January 10, 2026 |

TOTAL ESTIMATED COST FOR TASK 1: \$5,590

TASK 2. Project Administration and Reporting

2.1 PROGRESS REPORTING AND INVOICING

The District will submit quarterly progress reports by the specified target completion dates to the City or next business day when the 10th falls on a weekend or holiday.

Quarterly reporting periods are:

- Quarter 1 reporting period: January 1 – March 31
- Quarter 2 reporting period: April 1 – June 30
- Quarter 3 reporting period: July 1 – September 30
- Quarter 4 reporting period: October 1 – December 31

Progress reports shall include:

A description of:

- Work completed for each task/deliverable during the reporting period, including what deliverables were completed and submitted during the reporting period.
- Success measures or storytelling metrics completed during the reporting period.
- Status for ongoing project tasks.
- Challenges affecting task-specific or overall project completion date(s), scope of work, or costs.

2.3 CONTRACTS AND SUBAWARDS

The City will pass-through funds through subawards to applicant coalition partner, the District, to achieve the goals of this subaward. The City will provide copies of the final pass-through agreement to the Department of Natural Resource grant manager.

2.4 CLOSE-OUT REPORT

The District will complete a final Close-out report using a template provided by the City. The Close-out report will summarize methods, results, analyses, lessons learned, success of achieving success measures and recommendations for future work.

| Deliverable Number | Deliverable | Target Completion Date |
|--------------------|---|---|
| 2.1 | Quarterly progress reporting, including update on undergrad student work. (Quarter 1) (Quarter 2) (Quarter 3) (Quarter 4) | Annually on April 10 Annually on July 10 Annually on October 10 Annually on January 10 |
| 2.3 | Copy of executed pass-through agreements | January 10, 2024 |
| 2.4 | Complete a close-out report | May 1, 2027 |

TOTAL ESTIMATED COST FOR TASK 2: \$20,580

TASK 3. Broader Impacts and Communication

The District will communicate project outcomes, lessons learned, and recommendations for next steps. The District will co-present at the Salish Sea Ecosystem Conference. The District will also assist with the completion of the neighborhood workshops and presentations at other conferences, whenever possible and as budget allows.

3.2 SALISH SEA ECOSYSTEM CONFERENCE (SSEC) ATTENDANCE AND PRESENTATION

The District is required to attend the Salish Sea Ecosystem Conference and assist City with submittal of an abstract for an oral or poster presentation. Conference registration documentation and, if accepted, a copy of the conference abstract and presentation, will be provided as deliverables.

3.4 PRESENTATIONS AND WORKSHOPS

The City and the District will present on project outcomes, recommendations, lessons learned and the results at one or more relevant conference(s) (e.g. Municon or STORM symposium) and a habitat restoration, behavior change or environmental justice focused conference or symposium (e.g. SPARKS conference). The HSIL will be notified one month prior to the presentation to allow adequate time for

the HSIL to distribute to the list serve of the upcoming presentation. The City will seek pre-approval from the subaward manager for conference participation expenses proposed to be charged to this task. The City and the District will also conduct at least annually a neighborhood education and outreach workshop and submit any workshop materials developed (attendance sheet, factsheet, brochures, postcards etc.). It is recommended that the subrecipients present after the Task 5 pilot is complete to solicit feedback to incorporate into the Task 6 “relaunch”.

| Deliverable Number | Deliverable | Target Completion Date |
|--------------------|---|------------------------|
| 3.2a | SSEC conference registration | April 10, 2026 |
| 3.2b | SSEC submitted conference abstract or documentation of “non-acceptance” | April 10, 2026 |
| 3.2c | If SSEC abstract accepted, copy of poster or presentation. | July 10, 2026 |
| 3.4a | Conference abstracts and presentations | April 10, 2027 |
| 3.4b | Workshop material developed | October 10, 2025 |

TOTAL ESTIMATED COST FOR TASK 3: \$ 11,395

TASK 4. Social Marketing Research & Survey Development

The City will perform formative social marketing research, a situational analysis, and audience surveys to shape the development of the Regreen Everett behavior change campaign. A cross-sectional advisory group of city staff, stakeholders, and partners will advise on the development of Task 4 to ensure equity and inclusion. The District will be a part of the advisory group.

4.1 SOCIAL MARKETING RESEARCH

The social marketing research will identify property owners and local stakeholders to ascertain the barriers, benefits, and motivators to planting and maintaining trees and other vegetation on their properties to increase riparian buffer widths and functions. This research will inform the campaign’s design elements. The City will convene a cross sectional advisory group of city staff and partners to conduct a situational analysis, assessing the internal and external strengths, weaknesses, opportunities, and threats.

4.2 SURVEY DEVELOPMENT

Utilizing the information collected in task 4.1, the City will develop, with input from the District, an online survey to collect information from property owners as well as an in-depth stakeholder questionnaire to collect key insights to identify and weigh areas of conflict, motivators, barriers (real or perceived) to adopting said behavior.

4.3 LANDOWNER OUTREACH PLAN & MATERIALS

Based on the results of the survey implemented in Task 4.2, an incentive-based program and communication plan will be developed by the coalition partners that breaks down the design campaign elements, logistics of recruitment and planting, roles, responsibilities and timeline, key messaging and details of workshop components. The plan will be consistent with the WDFW Riparian Ecosystems, Volume 2: Management Recommendations. A portfolio of education and outreach materials will be developed in partnership with City and SCD staff that includes all produced education pieces, participant evaluation/feedback form, translated materials, and engagement and education strategies (postcards, tree planting guide, etc.). The City will take lead on development of communication plan. SCD has a wealth of experience and existing outreach materials that will assist in completing the following tasks:

- Homeowner packet (on-site permission letter, maintenance agreement, participation feedback form, etc.).
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- Training module for staff who might canvas in selected neighborhoods.

| Deliverable Number | Deliverable | Target Completion Date |
|--------------------|--|---|
| 4.1d | Advisory group meeting agendas, attendance, copies of presentations, meeting notes | Annually on April 10 Annually on July 10 Annually on October 10 Annually on January 10 |
| 4.2a | Landowner survey and stakeholder questionnaire | October 10, 2024 |
| 4.3b | Draft outreach materials | January 10, 2025 |
| 4.3c | Final outreach materials | April 10, 2025 |
| 4.3d | Homeowner packet | April 10, 2025 |
| 4.3e | Training module | April 10, 2025 |

TOTAL ESTIMATED COST FOR TASK 4: \$ 6,638

TASK 5. Implementation

The coalition partners will implement an incentive-based, behavior change campaign using a social marketing framework, developed through formative research in task 4 that identified drivers of decisions and the needs of the target audience. The task team will create a detailed campaign program plan that addresses the educational and behavior change priorities set forth from the research phase. They will recruit and work with interested private property owners. Implementation will include site visits, stream workshops, developing riparian planting plans, establishing landowner agreements, purchasing native trees and shrubs/vegetation, site preparation, plant installation documentation, and any additional assistance. Translated education outreach materials and guides will be used, as needed.

5.1 LANDOWNER OUTREACH

Using the marketing and educational materials developed in task 4, launch the outreach and education campaign to include workshops, mailers, and other outreach tactics to outreach to riparian management

zone property owners/managers. Site visits will be conducted to provide technical assistance and follow up with technical assistance letters and development of riparian planting plans. Collaborate with willing property owners on a riparian buffer planting project and request feedback on the participation process. Site visit logs including summary of site areas and outcomes will be submitted quarterly.

5.2 RIPARIAN PLANTINGS

The subrecipient will work with at least five interested private property owners to design site specific planting plans and landowner agreements, purchase native trees and shrubs/vegetation, site preparation, plant installation, installation documentation, and development of maintenance agreements and/or assistance. Maintenance agreements will include information on how to maintain plantings and prevent invasive species. Planting plans and maintenance agreements will be consistent with the WDFW Riparian Ecosystems, Volume 2: Management Recommendations. Cultural resource consultation will be completed for each site. Plantings will be implemented utilizing a combination of property owner labor, restoration field crew labor, and community volunteer events.

| Deliverable Number | Deliverable | Target Completion Date |
|--------------------|---|---|
| 5.1b | Site visit logs | Annually on April 10 Annually on July 10 Annually on October 10 Annually on January 10 |
| 5.2a | Documentation of landowner agreements & long-term maintenance agreement | April 10, 2026 |
| 5.2b | Documentation of cultural resource consultation and approval for each site. | January 10, 2026 |
| 5.2c | Before and after photos | July 10, 2026 |
| 5.2d | Documentation of invasive species removal and site preparation | July 10, 2026 |
| 5.2e | Riparian planting plan / site map | July 10, 2026 |
| 5.2f | Maintenance Plan | July 10, 2026 |

TOTAL ESTIMATED COST FOR TASK 5: \$ 66,632

TASK 6. Evaluation & Adaptive Management

The District will implement survey tools to track impacts and outcomes of tasks using social marketing and survey guidelines. The survey tools will be developed by the coalition team.

6.1 TRACK & EVALUATE OUTCOMES

The City, with assistance from the District will develop an evaluation report that will debrief and evaluate how the pilot campaign went to determine what worked well and what improvements can be made. It will also report on lessons learned and opportunities for improvement. The subrecipient will also assess how task 5 implementation went and where there were identified opportunities to create regreen clusters. A campaign redesign memo will be completed that outlines what components of the pilot will be revised based on lessons learned and participant evaluations.

6.2 REFINE & RELAUNCH CAMPAIGN

Based on the evaluation report, the campaign will be relaunched where opportunities were identified to create regreen clusters. Relaunch deliverables include summary of site locations and outcomes, copy of planting plans and landowner agreements. Post-planting monitoring and maintenance will be completed for property owners participating in the incentive program. Site visit log including summary of site visits and outcomes will be submitted quarterly. Documentation of cultural resource consultation and approval for each site including intake form and map or shape file will be submitted as deliverables.

| Deliverable Number | Deliverable | Target Completion Date |
|--------------------|---|---|
| 6.1 c | Campaign redesign memo | July 10, 2026 |
| 6.2a | Site visit log | Annually on April 10 Annually on July 10 Annually on October 10 Annually on January 10 |
| 6.2b | Documentation of landowner agreements & long-term maintenance agreement | April 10, 2027 |
| 6.2c | Documentation of cultural resource consultation | January 10, 2027 |
| 6.2d | Before and after photos | June 1, 2027 |
| 6.2e | Documentation of invasive species removal and site preparation | June 1, 2027 |
| 6.2f | Riparian planting plans / site maps/maintenance plans | June 1, 2027 |


TOTAL ESTIMATED COST FOR TASK 6: \$ 83,369

Summary of budget by task

| TASK | DELIVERABLE | TASK TOTAL |
|--------------|---|-------------------|
| Task 1.2 | Cultural resource review | \$ 5,590 |
| Task 2.1/2.4 | Quarterly progress reports and close-out report | \$13,410 |
| Task 2.3 | Contracts and subawards | \$ 7,170 |
| Task 3.2 | Salish Sea Ecosystem conference | \$ 3,565 |
| Task 3.4 | Presentations and workshops | \$ 4,800 |
| Task 3.5 | Website and story map | \$ 3,030 |
| Task 4.1 | Social marketing research | \$ 1,200 |
| Task 4.2 | Survey development | \$ 1,230 |
| Task 4.3 | Landowner outreach plan & materials | \$ 4,208 |
| Task 5.1 | Landowner outreach | \$34,312 |
| Task 5.2 | Riparian plantings | \$32,320 |
| Task 6.1 | Track and evaluate outcomes | \$ 6,600 |
| Task 6.2 | Refine and relaunch outcomes | \$76,769 |
| TOTAL | | \$194,204 |


The parties have executed this Amendment as of the date of the last signature.

CITY OF EVERETT

By:  _____

Cassie Franklin, Mayor

SNOHOMISH CONSERVATION DISTRICT

By:  _____

Linda Lyshall

Name: _____

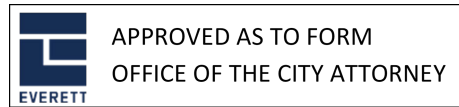
Executive Director

Title: _____

ATTEST:

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Office of the City Clerk













WDFWSCD_ILA for Awarded WDFW Grant Funds_Amendment No. 1_AH_2026.03.11_SD

Final Audit Report

2026-03-19

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| Created: | 2026-03-16 |
| By: | Marista Jorve (mjorve@everettwa.gov) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAoHEMCy4CKwt8VG0mmvG8YO-uOV2q4BiP |

"WDFWSCD_ILA for Awarded WDFW Grant Funds_Amendment No. 1_AH_2026.03.11_SD" History

-  Document created by Marista Jorve (mjorve@everettwa.gov)
2026-03-16 - 9:06:04 PM GMT
-  Document emailed to Kathleen Baxter (KBaxter@everettwa.gov) for approval
2026-03-16 - 9:06:34 PM GMT
-  Email viewed by Kathleen Baxter (KBaxter@everettwa.gov)
2026-03-16 - 11:11:29 PM GMT
-  Document approved by Kathleen Baxter (KBaxter@everettwa.gov)
Approval Date: 2026-03-16 - 11:12:23 PM GMT - Time Source: server
-  Document emailed to Linda Lyshall (llyshall@snohomishcd.org) for signature
2026-03-16 - 11:12:25 PM GMT
-  Email viewed by Linda Lyshall (llyshall@snohomishcd.org)
2026-03-19 - 0:18:29 AM GMT
-  Document e-signed by Linda Lyshall (llyshall@snohomishcd.org)
Signature Date: 2026-03-19 - 0:18:54 AM GMT - Time Source: server
-  Document emailed to Tim Benedict (TBenedict@everettwa.gov) for approval
2026-03-19 - 0:18:57 AM GMT
-  Email viewed by Tim Benedict (TBenedict@everettwa.gov)
2026-03-19 - 2:11:51 AM GMT
-  Document approved by Tim Benedict (TBenedict@everettwa.gov)
Approval Date: 2026-03-19 - 2:12:10 AM GMT - Time Source: server

 Document emailed to Cassie Franklin (cfranklin@everettwa.gov) for signature


2026-03-19 - 2:12:12 AM GMT

 Email viewed by Cassie Franklin (cfranklin@everettwa.gov)

2026-03-19 - 2:25:13 PM GMT

 Document e-signed by Cassie Franklin (cfranklin@everettwa.gov)

Signature Date: 2026-03-19 - 2:25:39 PM GMT - Time Source: server

 Document emailed to Marista Jorve (mJORVE@everettwa.gov) for signature

2026-03-19 - 2:25:42 PM GMT

 Document e-signed by Marista Jorve (mJORVE@everettwa.gov)

Signature Date: 2026-03-19 - 4:00:08 PM GMT - Time Source: server

 Agreement completed.

2026-03-19 - 4:00:08 PM GMT