

**Thurston Conservation District Board of Supervisors**  
**Board Meeting Agenda**  
November 18, 2021 5:30pm-8pm



**Zoom Meeting Link:**

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

**Passcode: 2918**

Meeting ID: 916 5857 7844  
Call in: 1-253-215-8782

- |   |                                     |
|---|-------------------------------------|
| <b>1. Welcome, Introductions, Audio Recording Announcement</b>  | <b>5:30 PM</b><br><i>5 minutes</i>  |
| <b>2. Agenda Review</b>   | <b>5:35 PM</b><br><i>5 minutes</i>  |
| <b>3. Consent Agenda – Action Item</b><br>A. October 28, 2021 Board Meeting Minutes<br>B. Shore Friendly South Sound - Interlocal Agreement 21-23 Amendment<br>C. WSCC Shellfish Cost Share Contract #17628<br>D. WSCC NRI Cost Share Contract #17977   | <b>5:40 PM</b><br><i>5 minutes</i>  |
| <b>4. Public Comment</b><br>*Three minutes per person   | <b>5:45 PM</b><br><i>10 minutes</i> |
| <b>5. Partner Reports (if present)</b><br>A. Natural Resources Conservation Service (NRCS), <i>Robin Buckingham</i><br>B. Washington State Department of Ecology, <i>Alena Reynolds</i><br>C. Washington State Conservation Commission (WSCC), <i>Jean Fike</i><br>D. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i><br>E. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | <b>5:55 PM</b><br><i>15 minutes</i> |
| <b>6. Staff Presentation: Justice, Equity, Inclusion and Diversity at TCD</b><br><i>Sarah Moorehead (Executive Director)</i>  | <b>6:10 PM</b><br><i>10 minutes</i> |
| <b>7. TCD Resolution #2021-07: To Establish the 2022 TCD Election Date, Time, Location &amp; Method, All – Action Item</b>  | <b>6:20 PM</b><br><i>10 minutes</i> |
| <b>8. 2022 Unrestricted Budget Development, All</b><br>A. Updated 2022 Unrestricted Budget Proposal<br>B. 2022 Restricted Budget Proposal   | <b>6:30 PM</b><br><i>20 minutes</i> |
| <b>9. COVID-19 Update, Sarah Moorehead</b>  | <b>6:50 PM</b>                      |

5 minutes

**10. Governance, All – Action Item**

**6:55 PM**

A. Conservation and Education Center Update

20 minutes

B. Draft TCD Resolution #2021-08: Budget Development & Implementation

C. December 16, 2021 Board Meeting Agenda Development

**11. Board of Supervisor Reports, All**

**7:15 PM**

5 minutes

**12. Executive Director Report, Sarah Moorehead**

**7:20 PM**

5 minutes

**13. Closed Session: To Discuss Collective Bargaining Negotiations**

**7:25 PM**

15 minutes

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

**Adjourn**

**7:40 PM**

**Important Dates**

**November**

13 <sup>th</sup>	WACD Annual Meeting: Focus on Boards 9am – 11:30am	<u>Virtual</u>
16 <sup>th</sup>	WACD Annual Meeting: WSCC on Water & MRSC 11am – 1:30pm	<u>Virtual</u>
18 <sup>th</sup>	TCD Board Meeting 5:30-8pm	Virtual (Zoom)
18 <sup>th</sup>	WACD Annual Meeting: WSCC Updates 5pm – 7:30pm	<u>Virtual</u>
20 <sup>th</sup>	WACD Annual Meeting: Cross-board Conservation 9am – 11:30am	<u>Virtual</u>
25 <sup>th</sup>	TCD Closed – Thanksgiving	
26 <sup>th</sup>	TCD Closed – Holiday	
29 <sup>th</sup>	WACD Annual In-Person Meeting Banquet 6pm – 9pm	Murano Hotel, Tacoma
30 <sup>th</sup>	WACD business in-person meeting 8:30am – 4:30pm	Murano Hotel, Tacoma

**December**

1 <sup>st</sup>	WACD Board In-Person Orientation 9am – 3pm	Murano Hotel, Tacoma
16 <sup>th</sup>	TCD Board Meeting 5:30-8pm	Virtual (Zoom)
24 <sup>th</sup>	TCD Closed – Christmas (Observed)	
31 <sup>st</sup>	TCD Closed – New Year's Eve (Observed)	

# Item

# 3

# Thurston Conservation District Consent Agenda Decision Sheet November 18, 2021 Board Meeting



- 
- A. October 28, 2021 Board Meeting Minutes
- a. Proposed action: accept without amendment and approve.
  - b. Action taken:
  - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting
- B. Shore Friendly South Sound- Interlocal Agreement 21-23 Amendment
- a. Proposed action: accept without amendment and approve.
  - b. Action taken:
  - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting
- C. WSCC Shellfish Cost Share Contract #17628
- a. Proposed action: accept without amendment and approve.
  - b. Action taken:
  - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting
- D. WSCC NRI Cost Share Contract #17977
- a. Proposed action: accept without amendment and approve.
  - b. Action taken:
  - c. ☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON  
November 18, 2021 AND EFFECTIVE IMMEDIATELY

SIGNED:

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TJ Johnson, Board Chair

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Helen Wheatley, Vice-Chair

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Doug Rushton, Board Member

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David Iyall, Board Auditor

ATTEST:

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Betsie DeWreede, Board Member

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Sarah Moorehead, Executive Director

# Thurston Conservation District Board of Supervisors

## Regular Board Meeting Minutes

October 28, 2021

Virtual GoToMeeting

Meeting Time: 5:30pm – pm

Originally scheduled: 5:30pm – 7:55pm



### Present at Meeting:

TJ Johnson, TCD Chair

Helen Wheatley, TCD Vice-Chair

Betsie DeWreede, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Chris Sterns, TCD Associate Supervisor

Ben Cushman, TCD Attorney

Sarah Moorehead, TCD Executive Director

Leah Kellogg, TCD Staff

Yan Dong, TCD Staff

Alena Reynolds, Department of Ecology

Robin Buckingham, Natural Resources

Conservation Services

Stephan Bramwell, WSU Extension

Tina Sharp, Thurston Economic Development

Council (EDC)

Aslan Meade, Thurston EDC

### Summary of Action Items

- ACTION ITEM:** Staff will update the Proposed 2022 Unrestricted Budget with increased amounts for the Supervisor Conference and Training and the Supervisor Travel budgets.
- ACTION ITEM:** Staff and Counsel will draft a policy that will give Executive Director Moorehead additional authorities to manage expenditures within the Budget.
- ACTION ITEM:** Staff will publish and post required documentation for the board quorums that form at the various sessions of the WACD Annual Meeting.

### Summary of Motions Passed

- Supervisor Iyall moved to adopt the revised Agenda. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).*
- Supervisor Wheatley moved to approve the revised Consent Agenda. Supervisor DeWreede seconded. Motion passed unanimously, (5-0).*
- Supervisor Iyall moved to approve the September 23, 2021 Board Meeting Minutes. Supervisor Rushton seconded. Motion passed, (4-0). Supervisor Johnson abstained.*
- Supervisor DeWreede moved to approve the October 2021 Financial Report. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).*
- Supervisor Rushton moved to authorize the use of \$1,000 from the Supervisor Conference Fees and Supervisor Travel budgets for Supervisor Johnson to travel to Spokane County and attend the Food and Farm Symposium on November 5, 2021. Supervisor Iyall seconded. Motion passed, (4-0). Supervisor Johnson abstained.*

- ***Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed unanimously, (5-0).***

## **Full Version of the Minutes**

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### **Welcome & Introductions**

At 5:30pm TCD Board Chair TJ Johnson called the October 28, 2021 Regular Board Meeting to order via the online forum, *Zoom*. Thurston CD Board and Staff were introduced by the Board Chair. For each vote, TCD Chair Johnson called out Supervisors by name. He announced the meeting was being video recorded.

### **Agenda Review**

- Item 13, *Executive Session: To Discuss Performance of the Executive Director* was given an additional 5 minutes of allotted time.
- Item 3B, *September 23, 2021 Board Meeting Minutes* was removed from the Consent Agenda and moved to Item 4
- Item 3C, *October 2021 Financial Report* was removed from the Consent Agenda and moved to Item 5.

***Supervisor Iyall moved to adopt the revised Agenda. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).***

### **Consent Agenda**

- September 14, 2021 Work Session Minutes
- WSCC Livestock TA Addendum
- WSCC NRI Cost Share Contract #17977
- RCO Agreement 20-1517R: Zangle Cove Bulkhead Removal

***Supervisor Wheatley moved to approve the revised Consent Agenda. Supervisor DeWreede seconded. Motion passed unanimously, (5-0).***

### **September 23, 2021 Board Meeting Minutes**

***Supervisor Iyall moved to approve the September 23, 2021 Board Meeting Minutes. Supervisor Rushton seconded. Motion passed, (4-0). Supervisor Johnson abstained.***

### **October 2021 Financial Report**

***Supervisor DeWreede moved to approve the October 2021 Financial Report. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).***

### **Public Comment**

No members of the public gave comment.

## **Partner Reports**

### **A. Natural Resources Conservation Service (NRCS), *Robin Buckingham***

- Robin Buckingham gave an update and will summarize the update in an email after the meeting.
- For FY2021, the NRCS was allocated \$41,000,000 for Washington State programs.
- NRCS has discussed the use of National Association of Conservation Districts (NACD) Technical Assistance (TA) grants as a tool to enhance NRCS and Conservation District (CD) collaboration.

### **B. Department of Ecology (DOE), *Alena Reynolds***

- Alena Reynolds was not present.

### **C. Washington State Conservation Commission (WSCC) Update, *Jean Fike***

- Jean Fike was not present.
- The WSCC presentation on the Supplemental Budget Request, which was presented at the WACD Area 6 Meeting, was included in the packet.

### **D. Washington Association of Conservation Districts (WACD) Update, *Supervisor Rushton***

- A written update was provided in the Board Packet.
- The last of WACD's six Area Meetings was held on October 27, 2021. The WACD received about 30 resolutions from CDs. Each of the six Area Groups submitted a resolution, similar to TCD's resolution, which outlined the need for the establishment of a Sustainable Funding Committee for Washington State CDs.

### **E. National Association of Conservation Districts (NACD) Update, *Supervisor Rushton***

- A written update was provided in the Board Packet.

## **Rural Agricultural Development Presentation, *Stephen Bramwell (WSU Extension), Tina Sharp (Thurston EDC) & Aslan Meade, Thurston EDC***

## **Staff Presentation: Board Dashboard, *Yan Dong***

## **2022 Unrestricted Budget Development,**

- Supervisor Johnson proposed an increase to the 2022 Supervisor Conference and Training budgets. This increase would allow all five of the Supervisors to travel to and attend relevant conferences and trainings.

## **ACTION ITEM: Staff will update the Proposed 2022 Unrestricted Budget with increased amounts for the Supervisor Conference and Training and the Supervisor Travel budgets.**

- For 2022, Executive Director Moorehead asked for additional authority to manage District expenditures at the higher Category level rather than at the more detailed Account level. The Monthly Financial Report will continue to report expenditure actuals at the detailed Account level.

**ACTION ITEM: Staff and Counsel will draft a policy that will give Executive Director Moorehead additional authorities to manage expenditures within the Budget.**

- Another draft of the Proposed 2022 Unrestricted Budget, as well as, the Proposed 2022 Restricted Budget will be presented to the Board at the November 18, 2021 Board Meeting. The final Proposed 2022 Unrestricted, Restricted and Consolidated Budgets will be presented for approval to the Board at the December 16, 2021 Board Meeting.
- The new policy describing the Executive Director's authorities to manage expenditures within the budget will also be presented for approval at the December 16, 2021 Board Meeting.

#### **COVID-19 Update**

- TCD Staff is following the established Covid-19 protocols and guidelines.

#### **Governance**

##### **A. Conservation and Education Center (CEC) Update**

- A draft 1-page document summarizing the Board's vision for the CEC was provided in the Board Meeting Packet. Once final, this document will be used as a community outreach tool when discussing the CEC with the public.
- The next steps for the CEC Feasibility Study include:
  - Prioritization of facility spatial requirements;
  - Development of the property Request for Quote (RFQ);
  - Development of a list potential partners and stakeholder groups;
  - Development of stakeholder interview questions;
  - Finalization of the Communications 1-Pager.

##### **B. 2022 TCD Elections Discussion**

- In 2022, Supervisor Johnson's seat is up for election and Supervisor DeWreede's seat is up for a WSCC appointment.
- Staff created and shared a proposed draft resolution for the 2022 Election. This draft outlines the dates and mechanisms for the TCD 2022 Election.
- A revised version of the Election Resolution will be presented for approval at the November 18, 2021 Board Meeting.

##### **C. WACD Southwest Area Meeting Debrief**

- The meeting summary was included in the Board Meeting Packet.

##### **D. Confirm WACD Annual Meeting Registration**

- Executive Director Moorehead will submit the District's registration for those Supervisors who want to attend any of the various sessions at the WACD Annual Meeting, including the in-person business meeting.

**ACTION ITEM: Staff will publish and post required documentation for the board quorums that form at the various sessions of the WACD Annual Meeting.**



E. Board Travel Authorization

- Supervisor Johnson asked the Board for authorization to spend \$1,000 from the Supervisor Travel and Conference Fee budgets to attend the Food and Farm Symposium in Spokane County on November 5, 2021. The funds will cover registration, travel, per diem, and lodging costs. He will give an update on the Symposium at the November 18, 2021 Board Meeting.

***Supervisor Rushton moved to authorize the use of \$1,000 from the Supervisor Conference Fees and Supervisor Travel budgets for Supervisor Johnson to travel to Spokane County and attend the Food and Farm Symposium on November 5, 2021. Supervisor Iyall seconded. Motion passed, (4-0). Supervisor Johnson abstained.***

F. November 18, 2021 Board Meeting Agenda Development

- October 28, 2021 Board Meeting Minutes
- November 2021 Financial Report
- Shore Friendly South Sound - Interlocal Agreement 21-23 Amendment
- Staff Presentation: TBD
- TCD Resolution #2021-xx: To Establish the 2022 Election Date, Time, Location & Method
- 2022 Unrestricted Budget Development
  - 2022 Unrestricted Budget Proposal
  - Updated 2022 Unrestricted Budget Proposal
- COVID-19 Update
- Governance
  - Conservation and Education Center Update
  - December 16, 2021 Board Meeting Agenda Development
- Board of Supervisor Reports
- Executive Director Report
- Closed Session: To Discuss Collective Bargaining Negotiations

**Executive Session: To Discuss Performance of the Executive Director**

In attendance: TCD Board Members

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

Executive Session opened at 7:32pm to last no more than 15 minutes, and it concluded at 7:42pm.

**Executive Session Report Out**

No action was taken.

161 **Closed Session: To Discuss Collective Bargaining Negotiations**

162 In attendance: TCD Board Members, Executive Director Moorehead, and TCD Legal Counsel Ben  
163 Cushman

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

171 Closed Session opened at 7:45pm to last no more than 15 minutes, and it concluded at 7:58pm.

172 **Closed Session Report Out**

173 No action was taken. The Board will revisit this topic at the November 18, 2021 Board Meeting.

174 **Other Reports**

175 A. Board of Supervisors Report

- 176 • Supervisor Wheatley discussed the agenda topics for the November 5, 2021  
177 Thurston Regional Planning Council (TRPC) Agenda.
- 178 • Supervisor Iyall reported on the discussions from the WACD Diversity, Equity and  
179 Inclusion (DEI) Committee.
- 180 • Supervisor Johnson described his conversations with two community members  
181 who approached him regarding bio-char and the role the District could play in  
182 the production of bio-char. The community members described bio-char as a  
183 technology that can improve soil quality and sequester carbons in soils.  
184 Supervisor Johnson invited the community members to present the idea to the  
185 Board at a future board meeting. He plans to meet with the community  
186 members and learn more about bio-char and its production.

187 **ACTION ITEM: Staff was asked to research the feasibility of expanding our equipment rental**  
188 **program, specifically purchasing and renting out a wood chipper.**

189 B. Executive Director Report

- 190 • TCD and Washington State University Extension (WSU Extension) received  
191 funding to develop a "Grazing Association" within Thurston County. TCD will  
192 support this group of producers and livestock grazers to develop conservation  
193 practices that support: healthy habitats, endangered species, and long-term land  
194 management.

195                   • Executive Director Moorehead gave a presentation to the WACD Executive  
196                   Committee on TCD. The presentation included an overview of TCD's: programs,  
197                   services, staff members, the Board, and the District's accomplishments.

198   ***Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed***  
199   ***unanimously, (5-0).***

**Adjourn 8:14 pm**

Respectfully,

X

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TJ Johnson  
TCD Board Chair

AMENDMENT TO:  
Interlocal Agreement

Pierce Conservation District  
and Thurston Conservation  
District

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**AMENDMENT TO:**  
**"Shore Friendly South Sound Initiative" Interlocal Agreement**

### **Amendment Description**

The Shore Friendly South Sound Initiative (SFSS Initiative) received an additional \$661,000 of Estuary and Salmon Recovery Program (ESRP) funds for the 2021-2023 biennium. These funds were added to the original contract with the Estuary and Salmon Recovery Program (ESRP) and managed under the Recreation and Conservation Office (RCO) PRISM # 19-1703.

#### **TOTAL GRANT AMOUNT:**

Original Contract (ESRP/NEP FY18)	\$665,879.99
2020 Amendment (NEP FY19)	\$96,043.00
<b><u>October 2021 Amendment (ESRP)</u></b>	<b><u>+ \$661,000.00</u></b>
New Total Contract:	\$1,422,923.00

A total of \$339,209.30 unspent funds remained at the end of the original contract period (July 1, 2019 - June 30, 2021). These funds were rolled over into the 2021-2023 biennium. Total unspent funding for the SFSS Initiative under this contract is now \$1,000,211.00, with \$354,960.63 designated for Pierce CD, \$340,458.00 designated for Thurston CD, and \$304,792.00 designated for Mason CD. Pierce Conservation District remains the primary sponsor on the RCO Project Agreement for the Shore Friendly South Sound Initiative (2019-2023).

### **Amendment to Statement of Work**

The Statement of Work (SOW) in the RCO Project Agreement for the Shore Friendly South Sound Initiative (2019-2023, included here as Attachment A) represents collaboration between Pierce Conservation District, Mason Conservation District, and Thurston Conservation District. The Tasks and Deliverables described therein are the responsibility of the three districts to complete collectively. Each conservation district is responsible for the deliverables outlined in the table below for July 1, 2021-June 30, 2023, unless negotiated between Districts. Districts may agree, in writing, to shift deliverable responsibilities and associated funds in order to achieve the collective deliverable.

AMENDMENT TO:  
Interlocal Agreement

Pierce Conservation District  
and Thurston Conservation  
District

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#### DELIVERABLES

	Pierce CD		Thurston CD		Mason CD	
Statement of Work	<i><b>Deliverables</b></i>	<i><b>Cost Estimate</b></i>	<i><b>Deliverables</b></i>	<i><b>Cost Estimate</b></i>	<i><b>Deliverables</b></i>	<i><b>Cost Estimate</b></i>
<b>Task 1</b>	Includes project administration, financial management and accounting, reporting, South Sound coordination meetings, regional quarterly meeting attendance, etc.	\$53,846.08	Includes project administration, financial management and accounting, reporting, South Sound coordination meetings, regional quarterly meeting attendance, etc.	\$24,110.08	Includes project administration, financial management and accounting, reporting, South Sound coordination meetings, regional quarterly meeting attendance, etc.	\$42,176.03
<b>Task 2*</b>	1-2 workshops, plus one shared workshop	\$7,472.85	2-3 workshops, plus one shared workshop	\$7,365.00	1 workshop, plus one shared workshop	\$9,680.17
<b>Task 3</b>	TA to an additional 34 landowners	\$147,262.13	TA to an additional 45 landowners	\$137,716.00	TA to an additional 33 landowners	\$141,133.59
<b>Task 4</b>	Incentive mini-grants for landowners	\$11,692.57	Incentive mini-grants for landowners	\$10,000	N / A	\$0
<b>Task 5*</b>	Develop 1-2 projects*	\$134,687.00	Develop 2-3 projects* (including 1 project identified in 2019-2021)	\$161,267.00	Develop 2-3 projects* (including 1 project identified in 2019-2021)	\$111,802.22

\* Total deliverable for Task 2 (2021-2023) is 5 workshops.

\*\*Total deliverable for Task 5 (2021-2023) is 6 projects.

#### Amendment to Agreement Timeline

Under RCO 19-1703, the project end date has been extended to June 31, 2023.

#### RCO AGREEMENT DATES:

Project Start Date:	07/01/2019
Original End Date:	06/30/2021
Previously Amended End Date:	12/31/2021
<b>New Amended End Date:</b>	<b>06/31/2023</b>

This amendment extends the interlocal agreement between Pierce Conservation District and Thurston Conservation District to June 30, 2023.

AMENDMENT TO:  
Interlocal Agreement

Pierce Conservation District  
and Thurston Conservation  
District

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**AGREEMENT TERMS**

In all other respects the Interlocal Agreement, to which this is an Amendment, shall remain in full force and effect.

IN WITNESS WHEREOF, this Amendment has been executed by each of the parties on the dates set forth below.

PIERCE CONSERVATION DISTRICT

Approved: *Selena Corwin*

Date: 10/21/2021

THURSTON CONSERVATION DISTRICT

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment A**

## Estuary and Salmon Restoration Program (ESRP)

### *Shore Friendly Program*

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Shore Friendly South Sound Initiative - PRISM# 19-1703

#### ***Statement of Work***

July 1, 2019

Revised May 14, 2020

Revised July 1, 2021

## **PURPOSE**

### **Agreement Scope**

This Shore Friendly South Sound initiative is a Conservation District-based collaboration that connects priority residential marine shoreline homeowners with Shore Friendly resources and professional technical guidance in Pierce, Thurston, and Mason Counties. Nearshore technical assistance will be available at each CD to help residential communities shift shoreline management behavior away from armor and towards stewardship. Local staff in each Conservation District will work with homeowners to avoid new armor; remove existing armor; choose soft shore alternatives where feasible; and improve nearshore stewardship. The goal within the next 10 years is to proactively reduce new armor installation, to increase shoreline stewardship behaviors, and to facilitate ongoing armor removal projects across South Puget Sound. This project:

- Funds local shoreline technical assistance programs at Thurston, Pierce and Mason Conservation Districts to provide site-specific assessments and expert guidance, and to develop armor removal projects. Goal: establish 3 collaborative Shore Friendly programs to rapidly engage shoreline communities in South Sound.
- Uses Shore Friendly branding, social marketing messaging, and collaboration to engage priority homeowners in proactive, preventative shoreline stewardship and on-the-ground restoration work at sites with high ecological value, low erosion rates, and unnecessary armor. Goal: assist at least 116 homeowners in first 2 years and 500 shoreline homeowners over 6 years in South Sound; identify at least 6 armor removal projects and develop at least 4 for construction by year 3.
- This project will achieve its objectives using collaborative, integrated, and consistent Shore Friendly branding and program structure across the three partnering Conservation Districts. It will track program impact and effectiveness, adaptively managing efforts to achieve the greatest outcomes over time.

## **GOALS & OBJECTIVES**

To improve nearshore stewardship behavior in South Puget Sound, this program focuses on providing expert, site-specific guidance to residential landowners in order to benefit shoreline ecology and coastal processes. Shoreline ecology will benefit from landowner behaviors that focus on preserving, enhancing, and expanding marine riparian zones; improving drainage management to avoid adverse impacts; and minimizing man-made barriers between the upland and beach, among other practices. Coastal processes will benefit from homeowner avoidance of new hard armor installation; adoption of soft shore alternatives where intervention is truly necessary; removal of hard armor at sites where appropriate and feasible. The result of this work is a reduction of new shoreline armoring and decrease in existing armoring. Together, the reduced modification of natural shorelines will benefit nearshore sediment supply and movement along the shoreline, forage fish habitat, and other critical processes and conditions that support the nearshore food web.

The three partnering South Sound Conservation Districts will:

- Provide technical assistance to waterfront homeowners (prioritizing properties with natural shorelines and those with low erosion rates and potential for armor removal).

- Incentivize homeowner stewardship behaviors by offering mini-grant cost-share assistance for marine riparian planting projects; invasive weed removal and lawn conversion into native vegetation; drainage management improvements; and armor removal or soft shore alternatives for shoreline management.
- Identify armor removal projects with willing landowners for further development.
- Fully develop projects for future construction (complete permits, engineering, etc.)

## FUNDING & SPENDING PLAN

The South Sound Shore Friendly Program received funding awards from the Estuary Salmon Restoration Program (ESRP) and the Environmental Protection Agency's (EPA) National Estuary Program (NEP). The NEP award is documented through an Interagency Agreement between RCO and the WA Department of Fish and Wildlife (WDFW # 19-13871; RCO #21-18). NEP funding may be utilized for all project activities. ESRP funding may only be used for all capital expenses (including grant administration, technical assistance, design, permitting, planting, and construction), but may not be used for outreach activities.

**Table 1: Award Overview**

<b>FY19-21 ESRP Award</b>	<b>FY18 NEP Award</b>	<b>FY19 NEP Award</b>	<b>Spending (July 2019 – June 2021)</b>	<b>Unspent FY19-21 ESRP Award</b>	<b>Unspent FY18 NEP Award (must be expended by June 30, 2021)</b>	<b>Unspent FY19 NEP Award (must be expended by Oct 1, 2022)</b>	<b>FY21-23 ESRP Award (must be expended by June 30, 2023)</b>	<b>Total Available Spending July 2021- June 2023</b>
<b>\$266,019</b>	<b>\$399,861</b>	<b>\$96,043</b>	<b>\$422,712</b>	<b>\$266,019</b>	<b>\$0</b>	<b>\$73,192</b>	<b>\$661,000</b>	<b>\$1,000,211</b>

**Table 2: Outreach Spending Plan (NEP Funds Only)**

	<b>Estimated Spending July 1, 2019 - June 30, 2021</b>	<b>Estimated Spending July 1, 2021 - Dec 31, 2021</b>	<b>Estimated Spending Jan 1, 2022 - Oct 1, 2022</b>	<b>Total</b>
<b>Total</b>	<b>\$65,406.20</b>	<b>\$5,000</b>	<b>\$19,518.02</b>	<b>\$89,925</b>



**FY 21-23 TASKS & DELIVERABLES (July 1, 2021 – June 30, 2023)****Estimated Total Cost = \$1,000,211****Task 1: Grant Administration and Management, Progress Reporting & PRISM Final Report**Cost: \$120,132.11

**Description:** Grant administration and management for this task includes, but is not limited to: participation in Shore Friendly meetings; maintenance of project records; maintenance of local Shore Friendly webpages and any updates to the ShoreFriendly.org website sent to the ESRP Shore Friendly Coordinator; submittal of payment vouchers, fiscal forms, and progress reports; compliance with applicable procurement, contracting, and agreement requirements; and submittal of required deliverables, and coordination of the partnering Conservation Districts.

The ESRP Shore Friendly program will develop a guidance manual describing standard contract requirements; program vision, goals, objectives and policies; consistent program definitions, messaging and branding guidelines; and other applicable information for grant recipients. Once finalized, grantees will adhere to the requirements in the manual.

Number	Deliverable	Completion date
<b>1.1</b>	Quarterly PRISM progress reports that describe accomplishments, completed metrics, project status, opportunities for adaptive management and any delays or concerns. Attach all available project deliverables with your progress report.	Apr 10 for 1 <sup>st</sup> qtr July 15 for 2 <sup>nd</sup> qtr Oct 10 for 3 <sup>rd</sup> qtr Jan 15 for 4 <sup>th</sup> qtr
<b>1.2</b>	Complete the PRISM Final Report for the Shore Friendly grant to describe your completed work.	June 30, 2023
<b>1.3</b>	Participation in quarterly regional Shore Friendly coordination meetings.	As scheduled
<b>1.4</b>	On a quarterly basis, email any information that needs to be updated on the ShoreFriendly.org website <a href="http://shorefriendly.org/resources/resources-in-your-area/mason/">http://shorefriendly.org/resources/resources-in-your-area/mason/</a> <a href="http://shorefriendly.org/resources/resources-in-your-area/pierce/">http://shorefriendly.org/resources/resources-in-your-area/pierce/</a> <a href="http://shorefriendly.org/resources/resources-in-your-area/thurston/">http://shorefriendly.org/resources/resources-in-your-area/thurston/</a> to the ESRP Shore Friendly Coordinator.	September 30 December 31 March 31 June 30
<b>1.5</b>	Track Shore Friendly deliverables and complete regular reporting in PRISM.	Ongoing, attach with quarterly progress report in PRISM.
<b>1.6</b>	Coordinate South Sound Regional Shore Friendly meetings and facilitate collaboration among Districts.	Ongoing, include summary of work in quarterly progress report in PRISM.
<b>1.7</b>	Attach the National Estuary Program reporting requirement of a project factsheet (using the provided template) to PRISM, with the first quarterly progress report. An updated fact sheet will be completed at the end of the grant period and attached to PRISM.	Sept 30, 2019 (initial)  October 1, 2022 (final)
<b>1.8</b>	Attach a summary report of completed outreach, technical assistance (including site visit, permit, and design assistance), and implementation assistance to PRISM for July 2021 - June 2023.	August 31, 2023

**Task 2: Shore Friendly Outreach Program**Cost: \$ 24,518.02 (See Table 2 for Outreach Spending Plan)

**Description:** Program partners will implement an integrated and strategic outreach and marketing effort to engage priority shoreline homeowners in the Shore Friendly program.

**Subtasks:**

- Develop localized Shore Friendly posters, postcards, videos, and other outreach materials to promote the program.
- Create targeted mailers for priority parcels, reaches, and/or landowners identified using Parcel Segmentation Report and GIS.
- Facilitate 5 Shore Friendly workshops.

Number	Deliverable	Completion date
2.1	Attach all outreach materials developed within the grant period to PRISM. These materials should include sign-in sheets from community meetings, MS PowerPoint presentations, brochures/flyers etc.	Ongoing, attach with quarterly progress report in PRISM.

**Task 3: Shoreline Technical Assistance**Cost: \$ 426,111.72

**Description:** Each Conservation District will provide site-specific technical assistance and guidance to shoreline homeowners in their area, reaching a combined total of at least 112 South Sound shoreline properties. Technical assistance includes access to a nearshore technical team with engineering, landscape architecture, and geology expertise, as well as technical support for homeowners engaged in mini-grant stewardship projects. During this process, staff will identify and begin to develop high-value armor removal and restoration opportunities for Task 5.

Number	Deliverable	Completion date
3.1	Attach an annual summary report of all site visits using the standard tracking worksheet to PRISM (worksheet may be modified to add program-specific data).	September 30, 2021 September 30, 2022 June 30, 2023

**Task 4: Homeowner Mini-Grant Cost Share Program**Cost: \$ 21,692.57

**Description:** Incentive mini-grants will be offered to Shore Friendly program participants. “Mini-grant” cost-share programs in each district will reimburse a small portion of landowner costs for the following eligible stewardship practices: marine riparian planting, invasive weed removal /planting, lawn conversion to native planting, drainage improvements, and hard armor removal / soft shore stabilization alternatives. Landowner and cost-share agreements for implementation projects that install material must protect the project from intentional harm for a period of at least 10 years.

## Subtasks:

- Offer, advertise, and administer Shoreline Stewardship Mini-Grant program for participating landowners.

Number	Deliverable	Completion date
<b>4.1</b>	Attach to PRISM all cost share agreements and completed deliverables.	prior to RCO reimbursement
ADDITIONAL REQUIREMENTS FOR ON-THE-GROUND IMPLEMENTATION PROJECTS (e.g., construction, planting)		
<b>4.2</b>	Attach to PRISM final design/planting plans (and bid documents, if relevant).	prior to RCO reimbursement
<b>4.3</b>	Attach to PRISM documentation of completed project (if different from final plans) and pre and post implementation high-resolution photo documentation of completed projects.	June 30, 2023

**Task 5: Restoration Project Development (Design & Permitting)**Cost: \$ 407,756.22

**Description:** For FY21-23, develop 5 high value armor removal and restoration projects identified during technical assistance site visits and feasibility assessments.

- Prepare sites to be ready for future construction.
- Engage consultants with specialized expertise, as needed, for support during site visits/project development.
- Design at least 5 projects, including feasibility assessments, surveying and engineering, and preliminary permitting as feasible
- Identify 3 additional potential projects for further development in the 2023-2025 biennium.
- Maintain necessary software to support outreach, project design, and engineering.

**Note:** From program initiation in 2019 through 2021 across scopes of work for FY19-21 and FY21-23, a total of 6 projects/designs will be developed. This includes 1 design as an initial deliverable as part of FY19-21 scope of work (that will be continued to be developed/supported in FY21-23), and 5 additional projects across FY21-23. Of these 5 projects, 1 is similarly initially developed/supported in FY19-21 and will continued to be supported in FY21-23, 2 are deliverables shifted from the FY19-21 to the FY21-23 contract, and 2 are additional new projects to be developed in FY21-23, for a total of at least 6 projects across both biennia.

Number	Deliverable	Completion date
<b>5.1</b>	Attach completed design assistance materials including: <ul style="list-style-type: none"> <li>- Landowner/cooperator agreements, if relevant.</li> <li>- Feasibility studies.</li> <li>- Conceptual/preliminary/final designs.</li> <li>- Geotechnical assessments.</li> </ul>	Ongoing, Prior to RCO reimbursement

**FY 19-21 TASKS & DELIVERABLES (July 1, 2019 – June 30, 2021)****Estimated Total Cost = \$422,711.82****Task 1: Grant Administration and Management, Progress Reporting & PRISM Final Report**Cost: \$ 60,717.59

**Description:** Grant administration and management for this task includes, but is not limited to: maintenance of project records; maintenance of local Shore Friendly webpage and any updates to the ShoreFriendly.org website sent to the ESRP Shore Friendly Coordinator; submittal of payment vouchers, fiscal forms, and progress reports; compliance with applicable procurement, contracting, and agreement requirements; and submittal of required deliverables, and coordination of the partnering Conservation Districts.

The ESRP Shore Friendly program will develop a guidance manual describing standard contract requirements; program vision, goals, objectives and policies; consistent program definitions, messaging and branding guidelines; and other applicable information for grant recipients. Once finalized, grantees will adhere to the requirements in the manual.

Number	Deliverable	Completion date
<b>1.1</b>	Quarterly PRISM progress reports that describe accomplishments, completed metrics, project status, opportunities for adaptive management and any delays or concerns. Attach all available project deliverables with your progress report.	Apr 15 for 1 <sup>st</sup> qtr July 15 for 2 <sup>nd</sup> qtr Oct 15 for 3 <sup>rd</sup> qtr Jan 15 for 4 <sup>th</sup> qtr
<b>1.2</b>	Complete the PRISM Final Report for the Shore Friendly grant to describe your completed work.	June 30, 2023
<b>1.3</b>	Participation in quarterly regional Shore Friendly coordination meetings.	September 30 December 31 March 31 June 30
<b>1.4</b>	On a quarterly basis, email any information that needs to be updated on the ShoreFriendly.org website <a href="http://shorefriendly.org/resources/resources-in-your-area/mason/">http://shorefriendly.org/resources/resources-in-your-area/mason/</a> <a href="http://shorefriendly.org/resources/resources-in-your-area/pierce/">http://shorefriendly.org/resources/resources-in-your-area/pierce/</a> <a href="http://shorefriendly.org/resources/resources-in-your-area/thurston/">http://shorefriendly.org/resources/resources-in-your-area/thurston/</a> to the ESRP Shore Friendly Coordinator.	September 30 December 31 March 31 June 30
<b>1.5</b>	Track Shore Friendly deliverables and complete regular reporting in PRISM.	Ongoing, attach with quarterly progress report in PRISM.
<b>1.6</b>	Coordinate South Sound Regional Shore Friendly meetings and facilitate collaboration among Districts.	Ongoing, include summary of work in quarterly progress report in PRISM.
<b>1.7</b>	Attach the National Estuary Program reporting requirement of a project factsheet (using the provided template) to PRISM, with the first quarterly progress report. An updated fact sheet will be completed at the end of the grant period and also be attached to PRISM.	Sept 30, 2019 (initial)  October 1, 2022 (final)

<b>1.8</b>	Pierce Conservation District (CD) will finalize agreement with Mason CD and Thurston CD to ensure work and funding are distributed among parties as intended. Attach signed agreement to PRISM.	December 31, 2019
<b>1.9</b>	Pierce, Mason, and Thurston Conservation District each agree to assume responsibility for all cultural resources consultation associated with this grant in accordance with WA Conservation Commission policies and will attach a letter to PRISM confirming this agreement.	June 30, 2020

### Task 2: Shore Friendly Outreach Program

Cost: \$ 65,406.20 (See Table 2 for Outreach Spending Plan)

**Description:** Program partners will implement an integrated and strategic outreach and marketing effort to engage priority shoreline homeowners in the Shore Friendly program.

Subtasks:

- Develop localized Shore Friendly posters, postcards, videos, and other outreach materials to promote the program.
- Facilitate 7 Shore Friendly workshops.
- Complete GIS-based shoreline parcel prioritization, maps, and process memo.

Number	Deliverable	Completion date
<b>2.1</b>	Attach all outreach materials developed within the grant period to PRISM. These materials should include sign-in sheets from community meetings, MS PowerPoint presentations, brochures/flyers etc.	Ongoing, attach with quarterly progress report in PRISM.

### Task 3: Shoreline Technical Assistance

Cost: \$ 245,745.58

**Description:** Each Conservation District will provide site-specific technical assistance and guidance to shoreline homeowners in their area, reaching a combined total of at least 116 South Sound shoreline residents. Technical assistance includes access to a nearshore technical team with engineering, landscape architecture, and geology expertise, as well as technical support for homeowners engaged in mini-grant stewardship projects. During this process, staff will identify and begin to develop high-value armor removal and restoration opportunities for Task 5.

Number	Deliverable	Completion date
<b>3.1</b>	Attach a bi-annual summary report of all site visits using the standard tracking worksheet to PRISM (worksheet may be modified to add program-specific data).	December 31 June 30

### Task 4: Homeowner Mini-Grant Cost Share Program

Cost: \$ \$10,950.74

**Description:** Incentive mini-grants will be offered to Shore Friendly program participants. “Mini-grant” cost-share programs in each district will reimburse a small portion of landowner costs for the following eligible stewardship practices: marine riparian planting, invasive weed removal /planting, lawn conversion to native planting, drainage improvements, and hard armor removal / soft shore stabilization alternatives.

Subtasks:

- Offer, advertise, and administer Shoreline Stewardship Mini-Grant program for participating landowners.

Number	Deliverable	Completion date
<b>4.1</b>	Attach to PRISM all cost share agreements and completed deliverables.	prior to RCO reimbursement
ADDITIONAL REQUIREMENTS FOR ON-THE-GROUND IMPLEMENTATION PROJECTS (e.g., construction, planting)		
<b>4.2</b>	Attach to PRISM final designs/planting plans	prior to RCO reimbursement
<b>4.3</b>	Attach to PRISM documentation of completed project (if different from final plans) and pre and post implementation high-resolution photo documentation of completed projects.	June 30, 2021

#### **Task 5: Restoration Project Development (Design & Permitting)**

Cost: \$ 39,891.71

**Description:** Develop the highest-priority armor removal and restoration projects identified during technical assistance site visits and feasibility assessments. Prepare site(s) to be ready for future construction.

- Engage consultants with specialized expertise for support during site visits/project development.
- Identify 4 potential projects for further development.
- **Develop 1 project** (Thurston Cons Dist) toward implementation through intermediate steps including feasibility assessments, surveying and engineering, and preliminary permitting.
- Maintain necessary software to support outreach, project design, and engineering.

Number	Deliverable	Completion date
<b>5.1</b>	Identify sites for restoration; complete design assistance including: <ul style="list-style-type: none"> <li>- Landowner/cooperator agreements, if relevant.</li> <li>- Feasibility studies.</li> <li>- Conceptual/preliminary/final designs.</li> <li>- Geotechnical assessments.</li> <li>- Permit assistance.</li> <li>- Attach all deliverables to PRISM.</li> </ul>	Ongoing, attach with biannual progress report in PRISM

# Certificate of Completion

## Summary

**Document ID :** XHVJHQ2\_QU9\_\_11DRBIIKPYGCXV8\_MFZT67VMT0HUKC

**Document Name :** THURSTON CD ILA Shore Friendly South Sound-Amendment 2, 2021

**Sent by :** Kristine Lewis <kristinel@pierced.org>

**Organization :** pierceconservationdistrict  
308 West Stewart Ave., Puyallup, WA, United States 98371

**Sent on :** Oct 20, 2021 19:55 PDT

**Signers :** 2

**Completed on :** Oct 21, 2021 07:12 PDT


**Receives a copy :** 0

**Sign order :** Sequential

**Approvers :** 0

**No. of documents :** 3

## Recipients

 Heather Green  
**Signer** heatherg@pierced.org

**Signature**

*Heather Green*

**Emailed on :** Oct 20, 2021 19:55 PDT


**Accessed from :** 73.140.23.153

**Viewed on :** Oct 21, 2021 07:08 PDT

**Device used :** Web

**Signed on :** Oct 21, 2021 07:08 PDT

**Authentication type :** None

 Selena Corwin  
**Signer** selenac@pierced.org

**Signature**

*Selena Corwin*

**Emailed on :** Oct 21, 2021 07:08 PDT

**Accessed from :** 24.17.25.102

**Viewed on :** Oct 21, 2021 07:12 PDT

**Device used :** Mobile

**Signed on :** Oct 21, 2021 07:12 PDT

**Authentication type :** None



An Electronic Version of  
The WSCC NRI Cost Share Contract  
#17977 was sent to TCD Supervisors.

This document contains private  
landowner information.





An Electronic Version of  
The WSCC Shellfish Cost Share  
Contract #17628 was sent to TCD  
Supervisors.

This document contains private  
landowner information.

# Item

# 5

NACD & WACD Update\*  
for  
Thurston CD Board Meeting of November 18, 2021

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**NACD - National Association of Conservation Districts**

- A. NACD publications are available [here](#). Digital newsletters: *eResource*, *The Resource*, *Forestry Notes*, and *Conservation Clips*. These are resources to help stay abreast of issues relevant to conservation districts.
- B. Districts now have an option of **insurance** through NACD via Mercer starting on October 4. See additional information in the 9/14 [eResource](#). Insurance information [here](#).
- C. [NACD's Annual Meeting](#) is scheduled for February 12-16, 2022 in Orlando, Florida. Currently scheduled as an in-person meeting, links for registration and hotel reservations can be found on [NACD's annual meeting webpage](#).
- D. **NACD 2022 Summer Meeting** will be in San Juan, Puerto Rico, July 16-19, 2022. Details to be determined. Check the [NACD Events](#) page for information to be posted.
- E. NACD [Organizational changes](#). Two positions were created to be involved in day-to-day operations. Three positions are currently vacant: government affairs lead, communications director, and membership director. As of October 29, except for the membership position, an offer has been made for one of the positions and an offer is anticipated to be made the week of November 1 for the other.
1. New Chief operating officer – Karla Maldonado was promoted to this position.
  2. New Chief programs officer – Jan Nelligan has been hired and will have overlap with Rich Duesterhaus who will fade to a less engaged role.
  3. Mariah MacKenzie is now an NACD government affairs associate and Annica McGuirk is the new regional representative for NACD's NE region.
  4. Sarah Kangas (formerly NACD communications director) and Kimberly Uldricks (former membership director) have both left NACD.
    - [NACD Pacific Region](#) bi-monthly zoom meetings are on the first Tuesday of every other month at 4 PM Pacific Time. Open to any interested conservation district affiliates and partners. Contact NACD Pacific region representative [Ariel Rivers](#) for information and meeting access.

**WACD - Washington Association of Conservation Districts**

- A. **Resolutions** - Adopted: <https://hub.wadistricts.org/annual/2021meetings/conference/#resolutions>. The page for adopted resolutions also contains a summary of the resolution process.
- B. Two **new SW area directors**: Marshall Stowe (Wahkiakum) and Lisa Zaborac (Grays Harbor).
- C. **Annual Meeting – banquet, business meeting, retreat**. Sessions available online at [session schedule](#).
- Banquet** – November 29 (Monday): a complimentary (no-cost) banquet at the Hotel Murano for folks who register to attend the WACD annual business meeting.
- WACD Annual Business Meeting** - Tuesday, November 30<sup>th</sup> from 8:30 AM until done at Hotel Murano, Tacoma. Members can participate in the Annual Business Meeting either virtually or in-person. Lunch will be provided. If you plan to attend the meeting in Tacoma, please register here - <https://form.123formbuilder.com/6010385/form>  
Zoom Link - <https://us02web.zoom.us/j/86802674303?pwd=bWpOUjlvajBGdmIScFMrb3RnNGcwUT09>  
Zoom Phone Number – (253) 215 8782  
Meeting ID: 868 0267 4303# | Passcode: 980602#
- WACD Board Retreat**. WACD Board work session and retreat, Wednesday, December 1 from 9:00 am - 3:00 pm at the Hotel Murano. Lunch provided. Meeting information to be posted on WACD website one week before at <https://wadistricts.org/board-of-directors>.

\*as of November 17, 2021

L:\Thurston CD\2021\Board Mtgs-Work Sessions\11-18-21 Thurston CD Board Meeting\11-17-21 NACD-WACD update for 11-18-21 Thurston board mtg.docx

# Item

# 7



# Thurston Conservation District RESOLUTION

**Resolution #2021-07**

**Subject: 2022 District Election**

## **A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, ESTABLISHING THE 2022 ELECTION DATE, TIME, LOCATION AND METHOD**

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

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

It is RESOLVED that a mail-in election for an open position on the District Board of Supervisors will be held on Tuesday, March 15<sup>th</sup> 2022.

The election position whose term is expiring in May 2022 is currently held by TJ Johnson.

Interested candidates must be registered voters who reside within the boundaries of the District. Candidates may be required to be landowners or operators of a farm, depending on the current composition of the District Board of Supervisors. Candidates may file their candidacy paperwork beginning November 19<sup>th</sup>, 2021 at 10:00 am. The filing deadline for candidates to file their candidate required information is January 21, 2022 at 4:30 pm. Interested candidates must file their candidate required information at the following location: 2918 Ferguson St. SW, Suite A, Tumwater, WA 98512 (District offices) or by emailing the Election Supervisor a scanned copy of their candidate paperwork to: [nwhite@thurstoncd.com](mailto:nwhite@thurstoncd.com).

Eligible voters are registered voters who reside within the boundaries of the District. The first day that voters may request ballots to be mailed to their mailing address for this election is February 7, 2022 and the last day and time is March 8, 2022 at 4:30 pm by contacting Thurston Conservation District at (360) 754-3588 or [ballotrequest@thurstoncd.com](mailto:ballotrequest@thurstoncd.com). Ballot requests can be made in person March 7<sup>th</sup> thru March 11<sup>th</sup> from 8:00am to 4:30pm at the Thurston Conservation District Office, 2918 Ferguson St. SW, Suite A, Tumwater, WA 98512. If a voter is returning a ballot by mail, the voter must account for the time it will take for the ballot to be returned to the district by mail. Ballots returned by mail must be post-marked no later than Election Day, March 15<sup>th</sup> 2022. Ballots returned by other means must be returned to 2918 Ferguson St. SW Suite A, Tumwater, WA 98512 no later than 4:30pm on Election Day, March 15<sup>th</sup>, 2022.

The election supervisor will be Nora Carman-White, Communications and Education Manager, Thurston Conservation District. Questions or concerns may be sent to [nwhite@thurstoncd.com](mailto:nwhite@thurstoncd.com).

A conservation district supervisor is a public official who serves without compensation and who sets policy and direction for the conservation district. The published election procedures can be viewed at the District office and the website at [www.thurstoncd.com](http://www.thurstoncd.com), or from the Washington State Conservation Commission at [www.scc.wa.gov](http://www.scc.wa.gov)

**ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON  
CONSERVATION DISTRICT ON \_\_\_\_\_, 2021.**

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TJ Johnson, Board Chair

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Helen Wheatley, Vice Chair

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Betsie DeWreede, Board Member

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Doug Rushton, Board Member

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David Iyall, Board Member

Attest:

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Sarah Moorehead, Executive Director

# Item

# 8

# Proposed 2022 Consolidated Budget



November 12, 2021

	Income	Income \$\$	Expense	Expense \$\$
1	<b>Unrestricted Budget</b>			
2	<b>Unrestricted Income</b>		<b>Unrestricted Expenses</b>	
3	District Services	55,200	<b>Administrative Expenses</b>	
4	WSSC Implementation	117,823	Administrative Salaries & Benefits	231,725
5	Rates and Charges	554,668	Professional Services	60,000
6	Overhead	165,300	Facility, Vehicles and Maintenance	99,000
7	Cash Surplus	31,500	Supplies	11,750
8			Conferences, Training and Travel	10,971
9			Insurance and Banking	27,320
10			<b>Administrative Expenses Total</b>	<b>440,766</b>
11				
12			<b>Program Allocations</b>	
13			Local Food Production and Consumption	16,500
14			Producer Support & Preservation and Expansion of Working Lands	22,300
15			Water Quality & Quantity and Protection & Restoration of Ecosystems	5,000
16			Soil Conservation and Health	46,600
17			Community Outreach and Education	157,700
18			Adult and Youth Conservation Education	52,500
19			Climate Change Adaptation & Mitigation and Other Combined Priorities	108,125
20			<b>Program Allocations Total</b>	<b>408,725</b>
21				
22			<b>Savings</b>	<b>75,000</b>
23	<b>Unrestricted Income Total</b>	<b>924,491</b>	<b>Unrestricted Expenses Total</b>	<b>924,491</b>
24				
25	<b>Restricted Budget</b>			
26	<b>Restricted Income</b>		<b>Restricted Expenses</b>	
27	FY21-23 ESRP Shore Friendly	172,478	Salaries & Benefits	860,147
28	FY21-23 ASRP Independence	16,389	Overhead	155,800
29	FY21-23 ASRP Riverbend	22,188	Travel	14,093
30	SRFB Cozy Valley	112,551	Goods & Services	241,122
31	Zangle Cove	32,144	Construction & Landscaping	231,019
32	FY21-23 Livestock	10,000	Cost Share	223,598
33	Skookumchuck Planting	193,146		
34	FY21-23 Chehalis Flood Plain	94,848		
35	FY21-23 Chehalis Lead	47,711		
36	Chehalis EAR	2,500		
37	FY21-23 Shellfish Cost Share	178,729		
38	FY21-23 CREP	10,382		
39	FY21-23 NRI Cost Share	59,112		
40	Western SARE - Grassland	10,099		
41	WCRRR Prairie Habitat	20,314		
42	Sentinel Landscape Program	354,274		



	Income	Income \$\$	Expense	Expense \$\$
43	One Tree Planted	3,870		
44	Envirothon Program	1,000		
45	FY21-23 VSP	76,692		
46	Riparian Streamside_Allen	7,803		
47	Riparian Streamside_Wasserman	18,098		
48	Riparian Streamside_Wolt/Morley	6,163		
49	NTAqua	107,325		
50	Frogs on Farm	18,094		
51	Ecology Grant	34,169		
52	South Sound Green	115,700		
53	<b>Restricted Income Total</b>	<b>1,725,778</b>	<b>Restricted Expense Total</b>	<b>1,725,778</b>
54				
55	<b>Income Total</b>	<b>2,650,269</b>	<b>Expense Total</b>	<b>2,650,269</b>
56	<b>Budget Surplus</b>	<b>0</b>	<b>Administrative Expense to Total-Budget Ratio</b>	<b>17%</b>




# Proposed 2022 Unrestricted Budget



November 12, 2021

	Account Name	2021 Mid-Year Revised Budget	2022 Proposed Budget	Difference	Notes
1	<b>Income</b>	<b>875,144</b>	<b>892,991</b>	<b>17,847</b>	
2	<b>3431100 · Retail Sales</b>	<b>38,234</b>	<b>55,200</b>	<b>16,966</b>	
3	<b>Food Production and Consumption</b>	<b>2,000</b>	<b>2,500</b>	<b>500</b>	
4	3411140 · Poultry Equipment & Tool Rentals	2,000	2,500	500	
5	<b>Soil Conservation and Health</b>	<b>4,500</b>	<b>5,250</b>	<b>750</b>	
6	3431130 · Soil Testing	3,500	5,000	1,500	
7	Soil Health Equipment Rental	1,000	250	-750	
8	<b>Community Outreach and Education</b>	<b>30,709</b>	<b>46,500</b>	<b>15,791</b>	
9	3431110 · Plant Sales	30,709	46,500	15,791	
10	TCD Swag Shop	0	0	0	
11	<b>Other Retail Income</b>	<b>1,025</b>	<b>950</b>	<b>-75</b>	
12	3670000 · Contributions Private	0	0	0	
13	3431120 · Rental Income	900	800	-100	
14	3611100 · Interest Income	125	150	25	
15	<b>3300000 · Grant Revenue</b>	<b>175,242</b>	<b>117,823</b>	<b>-57,419</b>	
16	3340000 · State Grants	175,242	117,823	-57,419	Using the entire FY22 Implementation budget in 2021. Includes the entire expected FY23 Implementation grant; spending cannot begin until after July 1, 2022.
17	<b>3685201 · Rates and Charges</b>	<b>554,668</b>	<b>554,668</b>	<b>0</b>	
18	<b>Overhead</b>	<b>107,000</b>	<b>165,300</b>	<b>58,300</b>	
19	5314999 · Overhead Allocation	100,000	155,800	55,800	
20	5966699 · Vehicle Allocation	7,000	9,500	2,500	
21	<b>Cash Surplus / 2021 Carry Overs</b>	<b>60,000</b>	<b>31,500</b>	<b>-28,500</b>	Represents the carry over income from the 2021 Budget to cover half of the Audit expense (\$3,500) and half of the CEC Feasibility Study expense (\$28,000).
22	<b>Program Allocation</b>	<b>357,386</b>	<b>408,725</b>	<b>51,339</b>	
23	<b>Local Food Production and Consumption</b>	<b>13,000</b>	<b>16,500</b>	<b>3,500</b>	
24	Poultry Equipment Rentals	13,000	16,500	3,500	
25	<b>Producer Support &amp; Preservation and Expansion of Working Lands</b>	<b>58,000</b>	<b>22,300</b>	<b>-35,700</b>	
26	TCD VSP	40,000	0	-40,000	Budget has been moved to Conservation TA
27	Working Lands Preservation Initiative	13,000	22,300	9,300	
28	Food System Support	5,000	0	-5,000	No funding from WSCC.
29	<b>Water Quality &amp; Quantity and Protection &amp; Restoration of Ecosystems</b>	<b>23,359</b>	<b>5,000</b>	<b>-18,359</b>	
30	TCD Habitat Cost Share	0	5,000	5,000	
31	Restoration Projects	13,097	0	-13,097	Budget has been moved to Conservation TA
32	CTA Orca Recovery	10,262	0	-10,262	No funding from WSCC.
33	<b>Soil Conservation and Health</b>	<b>37,553</b>	<b>46,600</b>	<b>9,047</b>	
34	Soil Health Testing	35,553	40,600	5,047	
35	Soil Health Equipment Rental	2,000	6,000	4,000	

	Account Name	2021 Mid-Year Revised Budget	2022 Proposed Budget	Difference	Notes
36	<input type="checkbox"/> Community Outreach and Education	110,722	157,700	46,978	
37	Conservation Education Center		38,000	38,000	Includes half of the expense for the Feasibility Study (\$28,000), which is expect to begin in September 2021
38	Awards Ceremony	1,500	0	-1,500	Budget has been moved to District Communications
39	District Communications	69,569	68,750	-819	Includes Harvest Festival
40	Plant Sale	30,653	41,750	11,097	
41	Elections	9,000	9,200	200	
42	<input type="checkbox"/> Adult and Youth Conservation Education	46,300	52,500	6,200	
43	South Sound Green	46,300	46,300	0	
44	Teens in Thurston Volunteer Program	0	4,200	4,200	Includes TCD Swag Shop expenses.
45	Envirothon	0	2,000	2,000	
46	<input type="checkbox"/> Climate Change Adaptation & Mitigation and Other	68,452	108,125	39,673	
47	Strategic Plan Priorities Conservation TA	36,675	98,125	61,450	Includes TCD VSP, Restoration Projects, and Conservation Project Administration
48	JEDI Work	0	10,000	10,000	
49	Conservation Project Administration	6,527	0	-6,527	Budget has been moved to Conservation TA
50	Engineering Program	25,250	0	-25,250	
51	<input type="checkbox"/> Expense	502,758	440,766	-61,992	
52	Administrative Salaries & Benefits	206,241	231,725	25,484	
53	<input type="checkbox"/> Professional Services	123,000	60,000	-63,000	
54	5314101 · Legal Services	25,000	25,000	0	
55	5314102 · Audit & Accounting	10,000	11,000	1,000	Includes half of the expense (\$7k) for the 2019-2020 audit, which is expected to begin in the autumn of 2021. Also includes the \$2,000 for DocuSign/SmartSheet software.
56	5314103 · Computer Services	22,000	19,000	-3,000	
57	5314100 · Professional Services	10,000	5,000	-5,000	Includes FCS; assumes 2021 Salary Study will be paid in 2021
58	Conservation Education Center	56,000	0	-56,000	Moved to a TCD program.
59	<input type="checkbox"/> Facility, Vehicles and Maintenance	133,317	99,000	-34,317	
60	5314104 · Janitorial Services	8,000	8,000	0	
61	5314501 · Office Rent	50,000	50,000	0	
62	5314700 · Utilities	10,000	8,000	-2,000	
63	5314503 · Equipment Leases	3,000	3,000	0	
64	5314504 · Vehicles	35,000	5,700	-29,300	
65	5314200 · Communications	11,000	10,300	-700	
66	5313102 · Photocopier Usage	1,500	1,000	-500	Reduction in photocopier usage and paper processes
67	5354800 · Repairs & Maintenance	2,500	2,000	-500	Includes vehicle and office equipment repairs & maintenance; Rental Equipment maintenance is captured in the Program Allocations.
68	Computer Hardware Purchases	4,817	4,500	-317	
69	Computer Software	4,000	5,000	1,000	
70	Equipment & Office Furniture	3,500	1,500	-2,000	
71	<input type="checkbox"/> Supplies	12,200	11,750	-450	

	Account Name	2021 Mid-Year Revised Budget	2022 Proposed Budget	Difference	Notes
72	5313101 · Office Supplies	3,000	3,500	500	
73	5314202 · Postage & Shipping	1,000	500	-500	
74	5314901 · Meetings & Events	200	0	-200	These expenses will be captured in District Communications.
75	5314902 · Organizational Dues & Licenses	7,500	7,750	250	NACD, WACD, TRPC, WCS, MRSC, WACD SW, Vehicle Licenses
76	Board Meeting Snacks	500	0	-500	
77	 <b>Conferences, Training and Travel</b>	<b>7,000</b>	<b>10,971</b>	<b>3,971</b>	
78	5314302 · Staff Conference & Training Fees	3,000	1,971	-1,029	
79	Board Conference and Training Fees	1,500	2,500	1,000	
80	5314300 · Staff Travel	2,000	4,000	2,000	Includes all vehicle fuel purchases that are off-set by the Vehicle Allocation income (Line 20). Also, includes staff travel for administrative tasks - like getting checks signed.
81	Board Travel	500	2,500	2,000	
82	 <b>Insurance and Banking</b>	<b>21,000</b>	<b>27,320</b>	<b>6,320</b>	
83	5314110 · Bank Fees & Interest Charges	500	500	0	
84	5314600 · Liability Insurance Premiums	20,000	26,320	6,320	
85	5314111 · Late Fees & Penalties	500	500	0	
86	 <b>Savings</b>	<b>75,000</b>	<b>75,000</b>	<b>0</b>	
87	Reserve Fund	37,500	37,500	0	Brings the Reserve Fund balance up to \$205,129.
88	Conservation Education Center Savings Plan	37,500	37,500	0	Brings the CEC balance up to \$95,000.
89	<b>Net Income (Surplus or Deficit)</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# Proposed 2022 Restricted Budget



November 12, 2021

	Grant Code	Grant Name	Salaries & Benefits	Overhead	Travel	Goods & Services	Construction & Landscaping	Cost Share	2022 Proposed Budget Total
1		<b>Restricted Budget Totals</b>	<b>860,147</b>	<b>155,800</b>	<b>14,093</b>	<b>241,122</b>	<b>231,019</b>	<b>223,598</b>	<b>1,725,778</b>
2	R035	FY21-23 ESRP Shore Friendly	92,435	9,244	3,299	61,500	0	6,000	172,478
3	R040	FY21-23 ASRP Independence	16,389	0	0	0	0	0	16,389
4	R050	FY21-23 ASRP Riverbend	22,188	0	0	0	0	0	22,188
5	R060	SRFB Cozy Valley	26,051	2,605	1,195	5,700	77,000	0	112,551
6	R070	Zangle Cove	3,180	0	150	100	28,714	0	32,144
7	W025	FY21-23 Livestock	7,800	1,950	250	0	0	0	10,000
8	W030	Skookumchuck Planting	46,429	11,607	3,219	23,891	108,000	0	193,146
9	W050	FY21-23 Chehalis Flood Plain	74,590	18,648	610	1,000	0	0	94,848
10		FY21-23 Chehalis Lead	37,369	9,342	0	1,000	0	0	47,711
11		Chehalis EAR	2,000	500	0	0	0	0	2,500
12	W060	FY21-23 Shellfish Cost Share	22,071	5,518	1,140	0	0	150,000	178,729
13	W070	FY21-23 CREP	6,755	1,689	200	0	0	1,738	10,382
14	W080	FY21-23 NRI Cost Share	7,050	1,762	300	0	0	50,000	59,112
15	New	Western SARE - Grassland Grazing	8,919	892	288	0	0	0	10,099
16	New	WCRRRI Prairie Habitat Enhancement	20,314	0	0	0	0	0	20,314
17	M075	Sentinel Landscape Program (SLP)	196,643	49,161	1,000	107,470	0	0	354,274
18	M085	One Tree Planted	0	0	0	1,370	2,500	0	3,870
19	T040	Envirothon Program	1,000	0	0	0	0	0	1,000
20	TC400	FY21-23 VSP	61,193	15,299	200	0	0	0	76,692
21	TC510	Riparian Streamside_Allen	5,025	503	175	0	2,100	0	7,803
22	TC520	Riparian Streamside_Wasserman	16,343	1,635	120	0	0	0	18,098
23	TC530	Riparian Streamside_Wolt/Morley	5,302	530	0	0	331	0	6,163
24	TC700	NTAqua	85,227	21,307	500	291	0	0	107,325
25	US080	Frogs on Farm	2,234	0	0	0	0	15,860	18,094
26	E100	Ecology Grant	14,440	3,610	447	4,800	10,874	0	34,169
27	G019	South Sound Green	79,200	0	1,000	34,000	1,500	0	115,700

**Thurston Conservation District Board of Supervisors**  
**Board Meeting Agenda**  
December 16<sup>th</sup>, 2021 5:30pm-8pm



**Zoom Meeting Link:**

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

**Passcode: 2918**

Meeting ID: 916 5857 7844  
Call in: 1-253-215-8782

- |  |                                     |
|--|-------------------------------------|
| <b>1. Welcome, Introductions, Audio Recording Announcement</b>   | <b>5:30 PM</b><br><i>5 minutes</i>  |
| <b>2. Agenda Review</b>  | <b>5:35 PM</b><br><i>5 minutes</i>  |
| <b>3. Consent Agenda – Action Item</b> <ul style="list-style-type: none"><li>A. November 28, 2021 Board Meeting Minutes</li><li>B. November 2021 Financial Report</li><li>C. EcoStudies Western SARE Sub-Agreement</li><li>D. EcoStudies WCRRI Sub-award</li><li>E. NACD Landowner Outreach &amp; TA Grant</li></ul>   | <b>5:40 PM</b><br><i>5 minutes</i>  |
| <b>4. Public Comment</b><br>*Three minutes per person  | <b>5:45 PM</b><br><i>10 minutes</i> |
| <b>5. Partner Reports (if present)</b> <ul style="list-style-type: none"><li>A. Natural Resources Conservation Service (NRCS), <i>Robin Buckingham</i></li><li>B. Washington State Department of Ecology, <i>Alena Reynolds</i></li><li>C. Washington State Conservation Commission (WSCC), <i>Jean Fike</i></li><li>D. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i></li><li>E. National Association of Conservation Districts (NACD), <i>Doug Rushton</i></li></ul> | <b>5:55 PM</b><br><i>15 minutes</i> |
| <b>6. Staff Presentation: TBD</b>  | <b>6:10 PM</b><br><i>10 minutes</i> |
| <b>7. TCD Resolution #2021-08: Budget Development &amp; Implementation, All – Action Item</b>  | <b>6:20 PM</b><br><i>5 minutes</i>  |
| <b>8. 2022 TCD Budget, All – Action Item</b>   | <b>6:25 PM</b><br><i>5 minutes</i>  |
| <b>9. COVID-19 Update, Sarah Moorehead</b>   | <b>6:30 PM</b>                      |

5 minutes

**10. Governance, All – Action Item**

**6:35 PM**

A. Conservation and Education Center Update

15 minutes

B. January 2022 Work Session Topic List Development

**11. Board of Supervisor Reports, All**

**6:50 PM**

5 minutes

**12. Executive Director Report, Sarah Moorehead**

**6:55 PM**

5 minutes

**13. Closed Session: To Discuss Collective Bargaining Negotiations**

**7:00 PM**

10 minutes

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

**14. 2022-2024 TCD Collective Bargaining Agreement, All – Action Item**

**7:10 PM**

5 minutes

**15. Executive Session: To Discuss Performance of the Executive Director**

**7:15 PM**

30 minutes

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

**16. Executive Session Report Out, All – Action Item**

**7:45 PM**

5 minutes

**Adjourn**

**7:50 PM**

**Important Dates**

**December**

1<sup>st</sup> WACD Board In-Person Orientation 9am – 3pm

Murano Hotel, Tacoma

16<sup>th</sup> TCD Board Meeting 5:30-8pm

Virtual (Zoom)

24<sup>th</sup> TCD Closed – Christmas (Observed)

31<sup>st</sup> TCD Closed – New Year's Eve (Observed)

# Item

# 10





# Thurston Conservation District RESOLUTION

**Resolution #2021-08**

**Subject: Budget Management & Implementation**

## **A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, TO DEFINE THE PROCESS OF ANNUAL BUDGET DEVELOPMENT AND IMPLEMENTATION**

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

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

WHEREAS, the Board of Supervisors have a fiduciary responsibility to the District, including the approval of an annual organizational budget,

It is RESOLVED:

The budget development process will be as follows:

1. The Executive Director is responsible for developing a draft organizational budget for review and revision by the Board.
2. The Board approves a high-level organizational-level budget:
  - a. The Board-approved budget shall be divided by category and may include subcategories.
  - b. The Board may, in adopting a budget, designate a subcategory as a fixed amount that cannot be increased, decreased, or both without Board action. The Board may also designate a minimum or maximum amount for any subcategory.
  - c. Subject to these limitations and the duty to report expenditures to the Board and receive Board approval for all expenditures, the ED may allocate moneys budgeted within a category from one sub-category to another provided the total amount allocated to the category is not increased or decreased as a result.

The budget implementation process will be as follows:

1. Once an annual budget has been approved by the Board, the Executive Director is responsible for allocating, managing and adjusting expenses within each budget category to ensure that the organization is meeting the organizational mission, vision and approved annual work plan.
2. The Executive Director will submit a mid-year working budget to the Board annually, to address actual and anticipated adjustments within or from the approved annual budget.

**ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON  
CONSERVATION DISTRICT ON DECEMBER 16<sup>TH</sup>, 2021.**

\_\_\_\_\_  
TJ Johnson, Board Chair

\_\_\_\_\_  
Helen Wheatley, Vice Chair

\_\_\_\_\_  
Betsie DeWreede, Board Member

\_\_\_\_\_  
Doug Rushton, Board Member

\_\_\_\_\_  
David Iyall, Board Member

Attest:

\_\_\_\_\_  
Sarah Moorehead, Executive Director

**Thurston Conservation District Board of Supervisors**  
**Board Meeting Agenda**  
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10 minutes

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5 minutes

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Murano Hotel, Tacoma  
Virtual (Zoom)

# Item

# 12

**To: TCD Board of Supervisors**  
**From: Sarah Moorehead (Executive Director)**  
**Date: November 18<sup>th</sup>, 2021**  
**Subject: Executive Director's Report**



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## **Priority Initiative Updates**

### **Puget Sound Partnership**

Recently TCD's Conservation Program Manager and I have participated in detailed public planning workshops for the 2022-2026 Puget Sound Partnership Action Agenda to co-generate draft high-level actions that will implement Puget Sound recovery strategies. These high-level actions describe the activities that will be a shared focus for implementing each strategy from 2022-2026. This could include: Capital investment (e.g., restoration and acquisition), Program development, improvement, or implementation, Education, Outreach, Research, Legislative or policy improvements, etc. High-level actions are intended to guide partner implementation and innovation and will inform the focus of public and private funding and implementation support by the boards and regional partners.

See approved strategies for the 2022-2026 Action Agenda:

<https://pspwa.app.box.com/s/ghhp8c3dbm0uegyq1o8c1c3cidwf0j1m>

See the timeline for Action Agenda updates and learn more about the work of the Puget Sound Partnership here: <https://psp.wa.gov/2022AAupdate.php>

### **Grassland Grazing Association**

TCD is working together with EcoStudies Institute and WSU Extension Thurston County to develop a rancher-led grassland grazing association supported by an interdisciplinary, multi-agency education and outreach team. The association aims to expand knowledge and skills associated with conservation grazing principles and practices within the agricultural, conservation and regulatory communities while increasing utilization and knowledge of cost-share and easement opportunities among private landowners and document landowner interest in conservation grazing programs. This helps expand the engagement and impact of programs at service organizations like TCD.

The first grazing association meeting was well attended and participants gave great feedback on how to expand the association to other community producers, challenges to managing land and agricultural businesses, and needs for assistance, programs and educational trainings. Aggregate information for the first meeting is being finalized and will direct future meeting topics and structure. This is an exciting opportunity for long-term conversations and information sharing among producers and between producers and service organizations like TCD.

## **Upcoming Event! Deschutes River Volunteer Planting Party!**

Tuesday, November 23rd, 10:00 am – 1:00 pm

Tumwater, WA

TCD is hosting a restoration work part to enhance habitat along the Deschutes River! Volunteers will plant native trees and shrubs along the river to create a healthy function riparian area. These plantings will grow and eventually serve as important habitat for wildlife as well as create shade that helps keep the river cool and healthy for aquatic species like salmon. Questions? Contact Kiana Sinner, [ksinner@thurstoncd.com](mailto:ksinner@thurstoncd.com) or 360-972-0407

There are 15 volunteer spots available. Please register in advance if you plan to attend:

[https://app.smartsheet.com/b/form/9d9d5ff783ab482a882130c225fa5a8e?fbclid=IwAR1rdOvQwYUaE-1LLx55RViO24A-bZLwv\\_pyLdvWfNIFlogj70dc-Evlk7E](https://app.smartsheet.com/b/form/9d9d5ff783ab482a882130c225fa5a8e?fbclid=IwAR1rdOvQwYUaE-1LLx55RViO24A-bZLwv_pyLdvWfNIFlogj70dc-Evlk7E)

## **District Operations**

### **October 28<sup>th</sup>, 2021 Board Meeting Action Items**

- 1. Staff will update the Proposed 2022 Unrestricted Budget with increased amounts for the Supervisor Conference and Training and the Supervisor Travel budgets.**  
*Completed.*
- 2. Staff and Counsel will draft a resolution that will give Executive Director Moorehead additional authorities to manage expenditures within the Budget.**  
*Completed.*
- 3. Staff will publish and post required documentation for the board quorums that form at the various sessions of the WACD Annual Meeting.**  
*Completed.*
- 4. Staff was asked to research the feasibility of expanding our equipment rental program, specifically purchasing and renting out a wood chipper.**  
*Ongoing. TCD Staff continually collect information on equipment rental program expansion needs. Some of the high priority items are soil health/ farms equipment - no till drill, tractor and implements, etc. Staff will include this identified equipment in targeted future outreach.*

## **Congratulations Supervisors!**

Congratulations to TJ Johnson, Helen Wheatley, David Iyall and Betsie DeWreede for winning the 2021 Washington Association of Conservation Districts Special Services Award! This well-deserved honor is given to new TCD Board members recognizing their vision and the work they have done to grow the organization over the last couple of years. Thank you Doug Rushton for such an outstanding nomination of your fellow Board members!

## **2019-2022 Accountably Audit Underway!**

Staff are pleased to share that our anticipated accountability audit with the Washington State Auditor's Office has begun. The majority of the work with SAO staff will begin in the coming weeks, with the full audit to conclude before the end of 2021. TCD staff members

are looking forward to share the growth, policy improvements and overall success of the CD over the last couple of years!

**Monthly Staff Reports**

Reminder – Monthly staff reports can be viewed electronically! The link to view monthly staff reports has been sent via email.