



Thurston Conservation District Board of Supervisors

Work Session Topic List & Board Meeting Agenda

November 15, 2022, 5:00 pm -7:15 pm

Zoom Meeting Link:

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

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Minutes Review & Revision, *All*
 - a. October 25, 2022, Board Work Session & Meeting Minutes
3. Conservation and Education Center Development, *All*
4. 2023 Budget Development, *All*
5. 2023 Legislative Session
6. WACD and NACD Resolutions, *All*
7. Covid-19 Health Update, *Sarah Moorehead (Executive Director)*
8. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:15 pm

- | | |
|--|-------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM |
| | <i>5 minutes</i> |
| 2. Agenda Review | 6:35 PM |
| | <i>5 minutes</i> |
| 3. Consent Agenda – <i>Action Item</i> | 6:40 PM |
| A. October 25, 2022, Board Work Session & Meeting Minutes | <i>5 minutes</i> |
| 4. Public Comment | 6:45 PM |
| *Two minutes per person | <i>5 minutes</i> |
| 5. Partner Reports (<i>if present</i>) | 6:50 PM |
| A. Natural Resources Conservation Service (NRCS), <i>Rebecca Anderson-Blanca</i> | <i>15 minutes</i> |

- B. Washington State Department of Ecology, *Alena Reynolds*
- C. Washington State Conservation Commission (WSCC), *Jean Fike*
- D. Washington Association of Conservation Districts (WACD), *Doug Rushton*
- E. National Association of Conservation Districts (NACD), *Doug Rushton*

- | | |
|--|-------------------------------------|
| 6. TCD Resolution #2022-04: Establishing the Date, Time, Place and Method of the 2023 TCD Election | 7:05 PM
<i>5 minutes</i> |
| 7. Conservation Education Center Feasibility Study – Phase 2 RFQ #2022-09 | 7:10 PM
<i>5 minutes</i> |
| 8. Governance, All – Action Item | 7:15 PM |
| A. December 20, 2022, Work Session Topic List & Meeting Agenda Development | <i>5 minutes</i> |
| 9. Executive Session: To discuss the performance of the Executive Director. | 7:20 PM
<i>10 minutes</i> |
| <i>RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or to review the performance of a public employee.</i> | |
| 10. Executive Session: To discuss potential litigation with legal counsel. | 7:30 PM
<i>15 minutes</i> |
| <i>RCW 42.30.110 (i) To discuss with legal counsel representing the agency litigation or potential litigation.</i> | |

Adjourn	7:45 PM
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Informational Only Items:

- I. *Executive Director's Report*

Important Dates

November 2022

TCD Pasture Renovation & Soils Webinar	November 17
Thanksgiving National Holiday – TCD Office Closed	November 24
Native American Heritage Day – TCD Office Closed	November 25
WACD Annual Meeting (Wenatchee) and Virtual (Zoom)	November 28-30

December 2022

WSCC Business Meeting – Wenatchee and Virtual (Zoom)	December 1
Christmas National Holiday – TCD Office Closed	December 26
Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom)	December 20

January 2023

New Year's Day National Holiday – TCD Office Closed	January 2
Martin Luther King Day – TCD Office Closed	January 16
WSCC Business Meeting – Renton and Virtual (Zoom)	January 18-19

Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom)

January 24

February 2023

NACD Annual Meeting (New Orleans)

February 11-15

Presidents' Day – TCD Office Closed

February 20

Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom)

February 28

Item

3



Thurston Conservation District Consent Agenda Decision Sheet November 15, 2022 Board Meeting

A. October 25 Board Meeting and Work Session Minutes

a. Proposed action: accept without amendment and approve.

b. Action was taken:

☐ Passed ☐ Moved for discussion during meeting ☐ Tabled to a future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON
NOVEMBER 15, 2022, AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Helen Wheatley, Board Vice-Chair

David Iyall, Board Auditor

Doug Rushton, Board Member

Betsie DeWreede, Board Member

Attest: Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors

Work Session Minutes

October 25, 2022

Virtual Zoom Online Forum

Originally Scheduled: 5:00 pm – 6:00 pm

Actual Meeting Time: 5:00 pm – 6:00 pm



Present at Work Session:

Helen Wheatley, TCD Board Vice-Chair

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Betsie DeWreede, TCD Board Supervisor

Ben Cushman, TCD Legal Counsel

Sarah Moorehead, TCD Executive Director

Mara Healy, TCD Senior Habitat Restoration
Specialist

Nora Carman-White, TCD Communications &
Education Manager

1. Topic List Review, *All*
2. Staff Presentation: Riverbend Ranch Restoration, *Mara Healy, Senior Habitat*
3. *Restoration Specialist*
3. Minutes Review & Revision, *All*
 - a. September 27, 2022, Board Work Session & Meeting Minutes
4. Conservation and Education Center Development, *All*
5. Letter Regarding the Proposed Thurston County Airport, *Sarah Moorehead (Executive*
8. *Director)*
6. WACD Resolutions, *All*
 - a. SW Area Meeting Resolutions
 - b. Annual Meeting Registration
7. Covid-19 Health Update, *Sarah Moorehead (Executive Director)*
8. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*
 - i. *Thurston County VSP Cost Share Amendment*

Respectfully,

Helen Wheatly, TCD Vice Chair

Thurston Conservation District Board of Supervisors Regular Board Meeting Minutes

October 25, 2022

Virtual Zoom Online Forum

Originally Scheduled: 6:30 pm – 7:30 pm

Actual Meeting Time: 6:30 pm – 7:13 pm



Present at Meeting:

Helen Wheatley, TCD Vice-Chair

David Iyall, TCD Board Supervisor

Betsie DeWreede, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Ben Cushman, TCD Legal Counsel

Nora Carman-White, TCD Communications &
Education Manager

Kayla McCarthy, TCD 2022 Volunteer of the Year
Awardee

Leila Chavez, TCD 2022 Student Leader of the
Year

Mr. Chavez, Leila's Father

Alena Reynolds, Department of Ecology (DOE)

Summary of Action Items

- None.

Summary of Motions Passed

- *Supervisor DeWreede moved to approve the revised Agenda. Supervisor Iyall seconded. Motion passed unanimously, (4-0).*
- *Supervisor DeWreede moved to approve the Consent Agenda. Supervisor Iyall seconded. Motion passed unanimously, (4-0).*
- *Supervisor DeWreede moved to approve the Thurston County VSP Cost Share Amendment. Supervisor Iyall seconded. Motion passed unanimously, (4-0).*
- *Supervisor Rushton moved to authorize Exec Director Sarah Moorehead to distribute the letter, as amended in the Work Session, describing TCD Board of Supervisors' opposition to the CACC proposal to place a new airport in central Thurston County. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*

Full Version of the Minutes

Welcome & Introductions

At 6:30 pm, TCD Board Vice Chair Helen Wheatley called the October 25, 2022, Regular Board Meeting to order via the Zoom online forum. TCD Board and Staff were introduced by the Board Vice-Chair. For each vote, TCD Board Vice-Chair Wheatley called out Supervisors by name. She announced that the meeting was being video recorded. TCD Supervisors DeWreede, Iyall, and Wheatley attended the meeting virtually. Supervisor Rushton attended in person at the TCD office.

20 **Agenda Review**

21 A proposal was offered to move item 7. *Community Awards Presentation* to before item 3.
22 *Consent Agenda*.

23 During the Work Session, it was proposed to add the *Thurston County VSP Cost Share*
24 *Amendment* to the Agenda after item 3. *Consent Agenda* and to add the *Letter Regarding the*
25 *Proposed Thurston County Airport* to the Agenda after item 5. *Public Comment*.

26 ***Supervisor DeWreede moved to approve the revised Agenda. Supervisor Iyall seconded.***
27 ***Motion passed unanimously, (4-0).***

28 **Community Awards Presentation**

- 29 A. Leila Chavez was awarded the *TCD 2022 Student Leader of the Year Award*.
30 B. Kayla McCarthy was awarded the *TCD 2022 Volunteer of the Year Award*.

31 **Consent Agenda**

- 32 A. September 27, 2022 Board Work Session and Meeting Minutes
33 B. October 2022 Financial Report
34 C. RCO Agreement: Community Field STEM in Thurston County
35 D. Update B1 21-23 WSCC Authorized Signatures

36 ***Supervisor DeWreede moved to approve the Consent Agenda. Supervisor Iyall seconded.***
37 ***Motion passed unanimously, (4-0).***

38 **Thurston County VSP Cost Share Amendment**

39 Funding award for 5 Thurston County VSP Cost Share projects.

40 ***Supervisor DeWreede moved to approve the Thurston County VSP Cost Share Amendment.***
41 ***Supervisor Iyall seconded. Motion passed unanimously, (4-0).***

42 **Public Comment**

43 No public members were present. Board Members received several written public comments
44 regarding the proposed Thurston County Airport.

45 **Letter Regarding the Proposed Thurston County Airport**

46 A letter describing TCD Board of Supervisors' opposition to the WA State Department of
47 Transportation's Commercial Aviation Coordinating Commission's (CACC) proposal to place a
48 new airport in central Thurston County.

49 ***Supervisor Rushton moved to authorize Exec Director Sarah Moorehead to distribute the***
50 ***letter, as amended in the Work Session, describing TCD Board of Supervisors' opposition to***
51 ***the CACC proposal to place a new airport in central Thurston County. Supervisor DeWreede***
52 ***seconded. Motion passed unanimously, (4-0).***

53 **Partner Reports**

- A. Natural Resources Conservation Service (NRCS) Update, Rebecca Anderson-Bellanca
 - Rebecca Anderson-Bellanca was not present.
- B. Department of Ecology (DOE) Update, Alena Reynolds
 - Alena Reynolds provided a verbal update.
- C. Washington State Conservation Commission (WSCC) Update, Jean Fike
 - Jean Fike was not present.
- E. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor and WACD Board Member Rushton
 - Supervisor Rushton was present. A written update was provided in the Board Packet.
- F. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD Board Member Rushton
 - Supervisor Rushton provided an update. A written update was provided in the Board Packet.

Governance

- 2023 TCD Election
 - A. Staff proposes that Susan Shelton, Finance and Administration Manager, act as Election Supervisor for the 2023 Election.
 - B. The proposed election date, March 14, will coincide with WSCC's first annual Conservation Month to increase awareness about conservation districts and their elections.
 - C. The proposed 2023 Election Resolution was included in the October Board Packet.

- November 15, 2022 Work Session Topic List & Meeting Agenda Development

Work Session

- Topic List Review, *All*
- Staff Presentation:
- Minutes Review & Revision, *All*
 - October 25, 2022, Board Work Session & Meeting Minutes
- Conservation and Education Center Development, *All*
- 2023 Budget Development, *All*
- WACD and NACD Resolutions, *All*
- Potential Legislation, *All*
- Covid-19 Health Update, *Sarah Moorehead (Executive Director)*
- Important Updates & Announcements
 - Board of Supervisors, *All*
 - Executive Director, *Sarah Moorehead (Executive Director)*

91 **Board Meeting Agenda**

- 92 • Welcome, Introductions, Audio Recording Announcement
- 93 • Agenda Review
- 94 • Consent Agenda
- 95 ○ October 25, 2022 Board Work Session & Meeting Minutes
- 96 ○ November 2022 Financial Report
- 97 • Public Comment
- 98 • Partner Reports (if present)
- 99 ○ Natural Resources Conservation Service
- 100 ○ Washington State Department of Ecology
- 101 ○ Washington State Conservation Commission
- 102 ○ Washington Association of Conservation Districts
- 103 ○ National Association of Conservation Districts
- 104 • Governance, *All*
- 105 ○ 2023 Election Resolution
- 106 ○ December 20, 2022, Work Session Topic List & Meeting Agenda Development
- 107 • Executive Session: To discuss potential litigation with counsel

108 **Executive Session:** To discuss potential litigation with legal counsel.

109 In attendance: TCD Board Members, Rushton, Wheatley, DeWreede, and Iyall; TCD Legal

110 Counsel Ben Cushman; and Executive Director Moorehead.

111 *RCW 42.30.110 (I) To discuss with legal counsel representing the agency litigation or*

112 *potential litigation.*

113 Executive Session opened at 7:02 pm to last no more than 10 minutes and concluded at

114 7:11 pm.

115 **Executive Session Report Out:**

116 No action was taken.

117 **Adjourn 7:13 pm**

118 Respectfully,

Helen Wheatly, TCD Vice Chair

Item

6



Thurston Conservation District RESOLUTION

Resolution #2022-04

Subject: 2023 District Election

A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, ESTABLISHING THE 2023 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 14th, 2023.

The election position whose term is expiring in May 2023 is currently held by David Iyall.

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 16th, 2022 at 10:00 am. The deadline for candidates to file their required information is January 23rd, 2023 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: sshelton@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 6, 2023 and the last day and time is March 7, 2023 at 4:30 pm by contacting Thurston Conservation District at (360) 754-3588 or ballotrequest@thurstoncd.com. Ballot requests can be made in person March 7th through March 14th during TCD workdays from 8:00am to 4:30pm at the Thurston Conservation District Office, 2918 Ferguson St. SW, Suite A, Tumwater, WA 98512. Ballots returned by mail must be postmarked no later than Election Day, March 14th 2023. Ballots returned by other means must be returned no later than 4:30pm on Election Day, March 14th, 2023 to 2918 Ferguson St. SW Suite A, Tumwater, WA 98512.

The election supervisor will be Susan Shelton, Finance and Administration Manager, Thurston Conservation District. Questions or concerns may be sent to sshelton@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, or from the Washington State Conservation Commission at www.scc.wa.gov

**ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON
CONSERVATION DISTRICT ON NOVEMBER 15, 2022.**

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

Item

7



Request for Qualifications

Conservation Education Center Feasibility Study - Phase 2

INTRODUCTION

Thurston Conservation District (TCD) invites responses from qualified consulting firms to complete Phase 2 of a Feasibility Study for the development of a Conservation Education Center (CEC) in Thurston County, Washington. TCD is a local non-regulatory subdivision of state government, which matches local natural resource concerns and needs with applicable technical assistance and financial resources to solve on-the-ground conservation issues with proven effective conservation practices.

Project Title: Conservation Education Center Feasibility Study – Phase 2 RFQ #2022-09

RFQ Response Due Date: All responses must be received by **4:00 P.M. Monday, December 12, 2022.**

Estimated Time Period for Contract: February 1, 2023 – May 31, 2023

This Request for Qualifications (RFQ) is available by email request at sshelton@thurstoncd.com.

Please submit your response electronically to **Susan Shelton** at sshelton@thurstoncd.com. All responses must be clearly marked “Response to CEC Feasibility Study – Phase 2 RFQ #2022-09” in the subject line of the email. Responses must be received by **Susan Shelton** before the deadline. Faxed, in-person and mailed submissions are not available. Late applications will **not** be accepted.

All responses and accompanying documentation will become the property of the District and will not be returned. Vendors accept all risks of late delivery of emailed responses regardless of fault. Costs for developing the RFQ response are entirely the obligation of the vendor.

This Request for Qualifications includes the following sections:

1. DISTRICT BACKGROUND	2
2. PROJECT BACKGROUND	3
3. OBJECTIVES AND SCOPE OF WORK	3
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1. DISTRICT BACKGROUND

The Thurston Conservation District was founded in 1947 and operates as a special purpose district under the authority of the State of Washington (Revised Code of Washington 89.08). The mission of the Thurston Conservation District, a non-regulatory agency, is to conserve and sustain the beneficial use and protection of local natural resources through partnerships with the County’s rural, agricultural, and urban communities, as well as, local, state, federal, and tribal agencies.

The District is governed by a 5-member Board, 3 elected at large by the citizens of Thurston County and 2 appointed by the State Conservation Commission. They are volunteer public officials who determine matters of policy and oversee the budget and management of the Executive Director. The Board hires a full-time Executive Director who is the lead administrator coordinating day-to-day activities.

The District provides a range of natural resource and food security protection and improvement services to local residents to support the following:

- Climate change adaptation and mitigation
- Local food production and consumption
- Preservation and expansion of working lands
- Protection and restoration of ecosystems
- Soil conservation and health
- Water Quality and Quantity

2. PROJECT BACKGROUND

As part of its five-year Strategic Plan, TCD has committed to locate and engage in securing land by 2024 for the development of its Conservation Education Center. TCD envisions a Conservation Education Center that will ultimately include the following:

- At least 10 acres of land within Thurston County
- A “Conservation Hub” facility that would house the TCD Office and possibly other partners
- The TCD Office will require minimum of 14,000 SF including office space for at least of 25 District employees, including rest rooms, shower, conference rooms, staff room with a kitchen and storage. Additional square footage might be required to house interested partners.
- Indoor small event space
- Out buildings to store farm tools, equipment, and vehicles.
- Indoor public spaces for interpretive displays, demonstrations, and trainings
- Outdoor public spaces for recreation, interpretive and farming demonstration areas
- Outdoor meeting and event spaces, with possible outdoor restroom access
- Adequate parking for staff and event attendees, with ADA, public transit, and school bus accessibility
- Access to a stream for water quality education (optional)
- Opportunities for habitat restoration (optional)

The ideal location would be:

- Adjacent to working farms, including those with small gardens, row crops, livestock, or working forests.
- Located within or adjacent to the Urban Growth Areas of Olympia, Lacey, and Tumwater.
- Accessible by various public transportation methods and/or close to I-5.

3. OBJECTIVES AND SCOPE OF WORK

The District is in the very early stages of this work. In Phase I of the Feasibility Study, the District refined the CEC requirements and considered the various features that might be included in a Conservation and Education Center. The District invites responses from qualified consulting firms to build on that work and create three (3) reports:

- 1) Zoning and Utility Requirements Report
- 2) Conservation and Education Center Comparison Report
- 3) Acquisition and Ownership Strategy Comparison Report

The **Zoning and Utility Requirements Report** will consider the District’s facility needs and identify the Thurston County zoning and utility requirements for the CEC. The purpose of this report is to identify the availability of appropriate parcels and the likely location of the future CEC. The report will include:

1. A list and description of all the possible Thurston County zone types that would be appropriate for the CEC. Agricultural activities must be permitted within the zone type.
2. A map illustrating the concentrations of the appropriate zone types in Thurston County.
3. A list of the CEC’s utility requirements.
4. A map illustrating the availability of the utilities required for the CEC. For example, if access to city water and high-speed internet is required, this map would highlight the areas in Thurston County where these utilities are available.
5. A map overlaying the zone type and utility maps.

The **CEC Comparison Report** will review and compare four existing Conservation Education Centers, or similar facilities, in our region (CA, OR, WA and ID) operated by Conservation Districts. TCD anticipates that data collection for this report would require interviews with CEC facility staff. Comparisons should be displayed in an easy-to-read format such as tables. At a minimum, this report will:

1. Identify and compare common and innovative features among the facilities. Examples of CEC features might be – a pollinator hedgerow, an urban garden, samples of various types of farm equipment, and a high tunnel or hoop house.
2. Compare the property acquisition and facility development strategies for each facility and summarize the pros, cons, and lessons learned of each strategy
3. Describe funding sources and partnerships used in the acquisition and facility development phase for each facility.
4. Identify the benefits of each facility for the local community, including local economic development.
5. Describe and quantify the use of each facility by the local community.

The **Acquisition and Ownership Strategy Comparison Report** will help the District identify the types of properties the District should consider for the development of its CEC. Considering the District's CEC requirements and possible features and the results of the Zoning and Utility Requirements Report, this report will compare the following acquisition and ownership strategies and identify which of the strategies best matches the District's needs.

1. Purchase land with existing utilities and building(s) and renovate for purpose.
2. Purchase land without existing utilities and building(s) and build for purpose.
3. Purchase or lease land with existing utilities and buildings already built for purpose. Long-term lease arrangements with government agencies and TCD partners should be considered in this strategy.
4. Other option(s) as identified by the consultant for TCD Board consideration.

At a minimum, a comparison of the four ownership strategies would include:

- a. Pros and Cons
- b. The development process/steps and schedule
- c. Cost estimates
- d. Finance Options
- e. Partnership Opportunities
- f. Thurston County availability
- g. Local Economic Development Opportunities

4. PROJECT DELIVERABLES

1. **Draft Data Collection and Analysis Plan:** The consultant will document their data collection and analysis methodology and schedule. An early draft of this plan must be submitted to the Finance and Administration Manager by February 10, 2023.
2. **Kick-off Meeting:** At the February 28 Board Meeting, the consultant will meet virtually with the Board, Executive Director, and Finance and Administration Manager to present their draft *Data Collection and Analysis Plan*, hear feedback from meeting participants, and get direction from the Board. To be included in the Board Meeting Materials Packet, The *Data Collection and Analysis Plan* must be submitted to the Finance and Administration Manager by February 21, 2023.
3. **Weekly Progress Meetings:** Each week the consultant will meet virtually with the Finance and Administration Manager to discuss project progress, issues, and direction.

4. **Mid-Project Progress Report:** The consultant will meet virtually with the District’s Board at the April 25 Board Meeting month to update the board on progress and issues and to hear feedback and direction from the Board.
5. **Final Meeting:** The consultant will meet virtually with the Board at the May 24, 2023 Board Meeting to present their data, findings, and recommendations and to respond to Board questions.
6. **Final Report:** By May 31, the consultant will submit to the Finance and Administration Manager the three Final Reports. Each report will include summaries of their data, findings, and recommendations. All raw data and analysis will be included as appendices of the Final Report.

5. CONSULTANT ELIGIBILITY

This procurement is open to those consultants who are available to work in Washington State. Responding firms should have significant knowledge and experience:

- conducting property acquisition and facility development feasibility studies; and/or
- acquiring and developing property for office space and education or interpretive facilities; and/or
- acquiring and developing property for working lands; and
- WA State Real Estate or lawfully equivalent license.

Joint venture firms are acceptable and the experience of individual members of the joint venture will count for the experience requirement.

6. RFQ COORDINATOR

The RFQ Coordinator is the sole point of contact in the District for this procurement. All communication between the consultant and the District upon the release of this RFQ shall be with the RFQ Coordinator, as follows:

Name	Susan Shelton, Finance and Administration Manager
Email Address	sshelton@thurstoncd.com
Phone Number	360.742.2313

All other communication will be considered unofficial and non-binding on the District. Consultants are to rely on written statements issued by the RFQ coordinator. Communication directed to parties other than the RFQ coordinator may result in the disqualification of the Consultant.

7. BUDGET/CONTRACT

The District wishes to negotiate a contract with a “not to exceed” dollar total based on a clearly defined scope of work. The selected consultant will be required to enter into a standard professional services contract outlining roles and responsibilities, scope, timelines, and expectations of the parties.

8. RESPONSE FORMAT

Responses shall be a maximum of 14 pages, including any attachments, and include the following information:

1. Cover letter summarizing the consultant’s response.
2. Certifications and Assurances (Exhibit A)
3. Consultant information page (Exhibit B)
4. Project Plan, including overview of: approach, methodology, barriers, and timeline for completion
5. List of principals

6. Licenses
7. Description of at least 3 completed projects that demonstrate the consultant's relevant experience
8. References
9. Schedule of Availability

RFQ responses must be written in English with the contents of the response organized in the order listed above.

9. SCHEDULE

The following is an outline of the selection procedure and a tentative time schedule:

Event Date	Date / Time
Release RFQ	November 16, 2022
Questions about RFQ due	November 25, 2022
Question Responses Released	November 30, 2022
Deadline for Submission of RFQ Response	December 12, 2022 / 4:00 p.m.
Response Evaluation Complete	December 16, 2022
Contract Awarded	Week of December 19, 2022
Contract Executed	January 31, 2023
Work Started	February 1, 2023
Work complete	May 31, 2023

10. SELECTION CRITERIA

Responses will be evaluated based on the following criteria:

Evaluation Criteria	Weight
Staff expertise and overall experience of personnel assigned to the work.	35
Demonstrated understanding of the tasks to be completed. Overall content quality and responsiveness to project requirements	30
Background and experience in organizational analysis and evaluation. Recent public-sector experience, preferably in a local government setting, conducting similar studies.	35
Total	100

11. DISCRETION AND LIABILITY WAIVER

The District reserves the right to reject all responses or to request and obtain supplementary information as may be necessary for District staff to analyze the responses pursuant to the consultant selection criteria listed above. The consultant, by submitting a response to this RFQ, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFQ.

12. MINORITY AND WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of RFQs, no minimum level of MWBE participation shall be required as a condition for receiving an award, and RFQs will not be rejected or considered non-responsive on that basis.

The established annual procurement participation goals for MBE is 10% and for WBE, 4%, for this type of project. These goals are voluntary. For information on certified firms, consultants may contact OMWBE at 360/753-9693 or <http://www.omwbe.wa.gov>.

Exhibit A

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the RFQ to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

I/we declare that all answers and statements made in the RFQ are true and correct.

In preparing this RFQ, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this RFQ or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.

I/we understand that the District will not reimburse me/us for any costs incurred in the preparation of this RFQ. All RFQs become the property of the District, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this RFQ.

Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.

I/we agree that submission of the attached RFQ constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.

No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a RFQ for the purpose of restricting competition.

I/we grant the District the right to contact references and other, who may have pertinent information regarding the ability of the Consultant and the lead staff person to perform the services contemplated by this RFQ.

We (circle one) are / are not submitting proposed Contract exceptions. (See Section 2.10, Contract and General Terms and Conditions.) If Contract exceptions are being submitted, I/we have attached them to this form.

On behalf of the Consultant submitting this RFQ, my name below attests to the accuracy of the above statement. *If electronic, also include:* We are submitting a scanned signature of this form with our RFQ.

Signature of Proposer

Title

Date

Exhibit B

CONSULTANT INFORMATION

1. Contractor’s Registration Number (if applicable): _____

2. Unified Business Identification Number: _____

3. Contractor’s Liability Policy Number: _____

Expiration Date: _____

4. Labor and Industries Account Number (If applicable): _____

Expiration Date: _____

5. Federal Tax ID #: _____

6. DUNS #: _____

I, as a consultant, hereby acknowledge and understand all criteria listed in RFQ.

Signed: _____ Date _____

Name: _____

Address: _____

Phone: _____

Item

8



Thurston Conservation District Board of Supervisors

Work Session Topic List & Board Meeting Agenda

December 20, 2022, 5:00 pm -7:15 pm

Zoom Meeting Link:

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

Passcode: 2918

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation:
3. Minutes Review & Revision, *All*
 - a. November 15, 2022, Board Work Session & Meeting Minutes
4. Conservation and Education Center Development, *All*
5. 2023 Budget Development, *All*
6. WACD Resolutions, *All*
7. Potential Legislation, *All*
8. Covid-19 Health Update, *Sarah Moorehead (Executive Director)*
9. Important Updates & Announcements
 - a. Board of Supervisors, *All*
 - b. Executive Director, *Sarah Moorehead (Executive Director)*

Board Meeting

6:30 pm – 7:15 pm

- | | |
|--|------------------------------------|
| 1. Welcome, Introductions, Audio Recording Announcement | 6:30 PM
<i>5 minutes</i> |
| 2. Agenda Review | 6:35 PM
<i>5 minutes</i> |
| 3. Consent Agenda – <i>Action Item</i> | 6:40 PM |
| A. November 15, 2022, Board Work Session & Meeting Minutes | <i>5 minutes</i> |
| B. November 2022 Financial Report | |
| 4. Public Comment | 6:45 PM |
| *Three minutes per person | <i>10 minutes</i> |

- | | |
|--|--------------------|
| 5. Partner Reports (<i>if present</i>) | 6:55 PM |
| A. Natural Resources Conservation Service (NRCS), <i>Rebecca Anderson-Blanca</i> | <i>15 minutes</i> |
| B. Washington State Department of Ecology, <i>Alena Reynolds</i> | |
| C. Washington State Conservation Commission (WSCC), <i>Jean Fike</i> | |
| D. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i> | |
| E. National Association of Conservation Districts (NACD), <i>Doug Rushton</i> | |
|
6. Governance, All |
7:10 PM |
| A. 2023 Budget Approval | <i>5 minutes</i> |
| B. January 24, 2024, Work Session Topic List & Meeting Agenda Development | |
|
Adjourn |
7:15 PM |
|
Informational Only Items: | |
| I. <i>Executive Director's Report</i> | |

Important Dates

December 2022

Christmas National Holiday – TCD Office Closed	December 26
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January 2023

New Year's Day National Holiday – TCD Office Closed	January 2
Martin Luther King Day – TCD Office Closed	January 16
WSCC Business Meeting – Renton and Virtual (Zoom)	January 18-19
Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom)	January 24

February 2023

NACD Annual Meeting (New Orleans)	February 11-15
Presidents' Day – TCD Office Closed	February 20
Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom)	February 28

March 2023

WSCC Business Meeting – Everett and Virtual (Zoom)	March 15-16
Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom)	March 28

Informational Items

Executive Director's Report

Sarah Moorehead – Executive Director

November 15, 2022

Priority Initiative Updates

Habitat Restoration Crew Update: New Projects, New Faces

TCD welcomed new interns Sydney, Erica, Kadin, and James to our Habitat Restoration Crew! During the month of November, Crew Lead TJ Jenkins and crew are busy planting native trees and shrubs on one of our new restoration projects in Cozy Valley, located in the headwaters of Scatter Creek near Tenino. This exciting project is led by TCD staff members Karin Streliaoff and Emily Landrus and includes a conceptual restoration plan for the whole valley, preliminary designs for future restoration, and 5 acres of habitat enhancement and restoration along Scatter Creek.



Above (left) Crew Lead TJ Jenkins orients new crew members to the new project site and describes the restoration plan and activities the crew will be responsible for. Above (right) crew members begin implementing the restoration plan by planting native plants.

Professional Development: As an internship program, one of the important elements for our Habitat Restoration Crew members is the opportunity to receive on the ground training and skill development. In addition to learning from many staff members at TCD about a variety of topics such as restoration planning, weed management, equipment maintenance

and technologies, the crew participates in other professional training programs. This adds valuable capacity to TCD, and supports interns as they continue on their career paths. Upcoming trainings include: WSDA Certified Pesticide Applicator's License and Assessing Structural Ignition Potential from Wildfire (ASIP).

Pasture Renovation & Soils Webinar

Thursday, November 17th, 5:30 – 7:00 pm

Winter is a great time to reflect on the past season and plan ahead for the changes you'd like to make to your pastures. Join us for this webinar to discuss the ways in which you can change your pasture for the better by addressing things like compaction, forage variety, utilizing rest periods, micro and macronutrients, and more! If you want to nerd out about soil health and how that translates to healthy pastures and animals, this is the webinar for you! Closed captions provided.

All grazers, shepherds, ranchers, and curious folks are welcome!

Hosted by Thurston CD, WSU Extension, & EcoStudies Institute.

RSVP for Zoom link: nwhite@thurstoncd.com

Get a Sense of Your Soil – November Podcast Episode!

This month on Conservation Starters, we're joined for a second time by TCD's Senior Natural Resource Specialist, Adam Peterson. During this episode, we delve into the topic of soil health. Adam breaks down why soil health is so important and teaches us how we can make sure we're protecting the soil in our backyard! We also discuss the District's soil testing program and even analyze a soil test for Conservation Starters host, Kiana. Tune in to this episode to learn more about how you can get a sense of what's happening in your soil!

Tune in here: <https://www.conservationstarters.com/1903207/11633168-get-a-sense-of-your-soil>

District Operations

October 25, 2022 Board Meeting Action Items

- No Action Items to report on.

New Funding Award!

TCD was awarded \$261,000 for landowner outreach and technical assistance as part of a \$4,844,383 collaborative multi-partner Sentinel Landscape Partnership project through the Readiness and Environmental Protection Integration Program (REPI). Contracting will begin via NACD in January 2023.

Hiring! Education & Outreach Assistant

The Education and Outreach Assistant position is now live! Please share our recruitment announcement for this position available here: <https://www.thurstoncd.com/get-involved/career-opportunities/>

Executive Director Evaluation Timeline

The Executive Director Evaluation Timeline is detailed in TCD Resolution #2020-03. A summary is provided below:

November

- ✓ TCD Board will review the evaluation process.
- ✓ Executive Director will submit a list of partners to the Board to obtain feedback on the Executive Director's performance.

December

- Executive Director will submit a written self-evaluation to the Board two weeks prior to the December Board meeting. (*Due: December 6th, 2022*)
- Board Chair or designee will collect feedback from TCD Staff and partners via web form.
- TCD Board and Executive Director will meet to discuss self-evaluation, goals for the coming year, and board performance feedback.
- In executive session, TCD Board will discuss the Executive Director's performance and review self-evaluation and staff/partner feedback, then develop a performance evaluation.

January

- Board Chair and Executive Director will meet to discuss performance evaluation.
- Self-evaluation and Annual Performance Evaluation from Board will be included Executive Director's personnel file.

Open Requests for Proposals

When Thurston Conservation District is actively soliciting Requests for Proposals or Requests for Qualifications for contracted work they will be shared here:

<https://www.thurstoncd.com/get-involved/open-requests-for-proposals/>

In addition to implementation-focused RFPs/RFQs, projects including the Conservation and Education Center Feasibility Study Part 2 can be found on our website at the link above. Should the Board receive questions, please help direct inquiries to this page of our website for details!

Monthly Staff Reports

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