



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

December 20, 2022, 5:00 pm -8:10 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. November 15, 2022, Board Work Session & Meeting Minutes
3. Conservation and Education Center Development, *All*
4. Final Draft 2023 Budget Review & Discussion, *All*
5. December Consent Agenda Items, *All*
6. Potential Legislation, *All*
7. Important Updates & Announcements
  - a. Board of Supervisors, *All*
  - b. Executive Director, *Sarah Moorehead (Executive Director)*

## Board Meeting

6:30 pm – 8:10 pm

- |   |                  |
|---|------------------|
| <b>1. Welcome, Introductions, Audio Recording Announcement</b>    | <b>6:30 PM</b>   |
|   | <i>5 minutes</i> |
| <b>2. Agenda Review</b>   | <b>6:35 PM</b>   |
|   | <i>5 minutes</i> |
| <b>3. Consent Agenda – <i>Action Item</i></b>                     | <b>6:40 PM</b>   |
| A. November 15, 2022, Board Work Session & Meeting Minutes        | <i>5 minutes</i> |
| B. November 2022 Financial Report                                 |                  |
| C. Advance Payment Request for WSCC Meyer Salmon Recovery Project |                  |
| D. Advance Payment Request for RCO Riverbend Phase 2 Project      |                  |
| E. NACD JBLM Sentinel Landscape Program Amendment                 |                  |

F. RCO Signature Authorization Form – Oregon Spotted Frog (OSF) Outreach Project

- |   |                |
|---|----------------|
| <b>4. Public Comment</b>  | <b>6:45 PM</b> |
| *Three minutes per person   | 5 minutes      |
| <b>5. Partner Reports (if present)</b>  | <b>6:50 PM</b> |
| A. Natural Resources Conservation Service (NRCS), <i>Rebecca Anderson-Blanca</i>  | 10 minutes     |
| 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>   |                |
| <b>6. 2023 Thurston Conservation District Budget, All – Action Item</b>   | <b>7:00 PM</b> |
|   | 5 minutes      |
| <b>7. Governance, All – Action Item</b>   | <b>7:05 PM</b> |
| A. January 24, 2023, Work Session Topic List & Meeting Agenda Development   | 5 minutes      |
| <b>8. Executive Session: To discuss the performance of the Executive Director</b>   | <b>7:10 PM</b> |
| <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>  | 30 Minutes     |
| <b>9. Executive Session: To discuss possible Real Estate Transactions</b>   | <b>7:40 PM</b> |
| <i>RCW 42.30.110 (b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.</i> | 10 Minutes     |
| <b>10. Executive Session: To discuss Potential Litigation</b>   | <b>7:50 PM</b> |
| <i>RCW 42.30.110 (l) To discuss with legal counsel representing the agency litigation or potential litigation.</i>  | 10 Minutes     |
| <b>11. Executive Session: To discuss Potential Litigation</b>   | <b>8:00 PM</b> |
| <i>RCW 42.30.110 (l) To discuss with legal counsel representing the agency litigation or potential litigation.</i>  | 10 Minutes     |
| <b>Adjourn</b>  | <b>8:10 PM</b> |
| <b>Informational Only Items:</b>  |                |
| I. <i>Executive Director’s Report</i>   |                |

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**Important Dates**

**December 2022**

Christmas National Holiday – TCD Office Closed

December 26

**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

Item

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# Thurston Conservation District Consent Agenda Decision Sheet December 20, 2022 Board Meeting

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- A. November 15, 2022 Board Meeting and Work Session Minutes
  - a. Proposed action: accept without amendment and approve.
  - b. Action was taken:  
 Passed    Moved for discussion during meeting    Tabled to a future meeting
  
- B. November 2022 Financial Report
  - a. Proposed action: accept without amendment and approve.
  - b. Action was taken:  
 Passed    Moved for discussion during meeting    Tabled to a future meeting
  
- C. Advance Payment Request for WSCC Meyer Salmon Recovery Project
  - a. Proposed action: accept without amendment and approve.
  - b. Action was taken:  
 Passed    Moved for discussion during meeting    Tabled to a future meeting
  
- D. NACD JBLM Sentinel Landscape Program Amendment
  - a. Proposed action: accept without amendment and approve.
  - b. Action was taken:  
 Passed    Moved for discussion during meeting    Tabled to a future meeting
  
- E. Advance Payment Request for RCO Riverbend Ranch Phase 2
  - a. Proposed action: accept without amendment and approve.
  - b. Action was taken:  
 Passed    Moved for discussion during meeting    Tabled to a future meeting
  
- F. RCO Signature Authorization Form – Oregon Spotted Frog (OSF) Project
  - 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  
December 20, 2022, AND EFFECTIVE IMMEDIATELY

SIGNED:

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

\_\_\_\_\_  
Helen Wheatley, Board Vice-Chair

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David Iyall, Board Auditor

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Doug Rushton, Board Member

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Betsie DeWreede, Board Member

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Attest: Sarah Moorehead, Executive Director

# Thurston Conservation District Board of Supervisors

## Work Session Minutes

November 15, 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:

TJ Johnson, TCD Board Chair

Ben Cushman, TCD Legal Counsel

Doug Rushton, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Betsie DeWreede, TCD Board Supervisor

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

12    Respectfully,

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TJ Johnson, TCD Board Chair

# Thurston Conservation District Board of Supervisors

## Regular Board Meeting Minutes

November 15, 2022

Virtual Zoom Online Forum

Originally Scheduled: 6:30 pm – 7:15 pm

Actual Meeting Time: 6:30 pm – 7:15 pm



### Present at Meeting:

TJ Johnson, TCD Board 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

Rebecca Anderson-Bellanca, Natural Resources  
Conservation Service (NRCS)

Alena Reynolds, Department of Ecology (DOE)

### Summary of Action Items

- 1       • None.

### Summary of Motions Passed

- 2
- 3       • *Supervisor Rushton moved to approve the Agenda. Supervisor DeWreede seconded.*
- 4       *Motion passed unanimously, (3-0).*
- 5       • *Supervisor DeWreede moved to approve the Consent Agenda. Supervisor Rushton*
- 6       *seconded. Motion passed, (3-0 and 1 abstention).*
- 7       • *Supervisor Rushton moved to approve TCD Resolution #2022-04 Establishing the Date,*
- 8       *Time, Place, and Method of the 2023 TCD Board Supervisor Election. Supervisor*
- 9       *DeWreede seconded. Motion passed unanimously, (4-0).*
- 10      • *Supervisor Iyall moved to approve the Conservation and Education Center Feasibility*
- 11      *Study – Phase 2 RFQ #2022-09. Supervisor Rushton seconded. Motion passed*
- 12      *unanimously, (4-0).*
- 13      • *Supervisor Iyall moved to adjourn the November 15, 2022 TCD Board Meeting.*
- 14      *Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*

### Full Version of the Minutes

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#### 15 Welcome & Introductions

16 At 6:30 pm, TCD Board Chair TJ Johnson called the November 15, 2022, Regular Board Meeting  
17 to order via the Zoom online forum. TCD Board and Staff were introduced by the Board Chair.  
18 For each vote, TCD Board Chair Johnson called out Supervisors by name. He announced that the  
19 meeting was being video recorded. TCD Supervisors Johnson, DeWreede, and Iyall attended the  
20 meeting virtually. Supervisor Rushton attended in person at the TCD office.

#### 21 Agenda Review

22 ***Supervisor Rushton moved to approve the Agenda. Supervisor DeWreede seconded. Motion***  
23 ***passed unanimously, (3-0).***

24 Supervisor Iyall joined the meeting.

25 **Consent Agenda**

26 A. October 25, 2022 Board Work Session and Meeting Minutes

27 ***Supervisor DeWreede moved to approve the Consent Agenda. Supervisor Rushton seconded.***  
28 ***Motion passed, (3-0 and 1 abstention).***

29 **Public Comment**

30 No public members were present.

31 **Partner Reports**

32 A. Natural Resources Conservation Service (NRCS) Update, Rebecca Anderson-Bellanca

33 • Rebecca Anderson provided a verbal update.

34 B. Department of Ecology (DOE) Update, Alena Reynolds

35 • Alena Reynolds provided a verbal update.

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

37 • Jean Fike was not present.

38 E. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor and  
39 WACD Board Member Rushton

40 • Supervisor Rushton was present. A written update was provided in the Board  
41 Packet.

42 F. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD  
43 Board Member Rushton

44 • Supervisor Rushton provided an update. A written update was provided in the  
45 Board Packet.

46 **TCD Resolution #2022-04: 2023 TCD Board Supervisor Election Resolution**

47 Establishing the Date, Time, Place, and Method of the 2023 TCD Board Supervisor Election

48 ***Supervisor Rushton moved to approve TCD Resolution #2022-04 Establishing the Date, Time,***  
49 ***Place, and Method of the 2023 TCD Board Supervisor Election. Supervisor DeWreede***  
50 ***seconded. Motion passed unanimously, (4-0).***

51 **Conservation and Education Center Feasibility Study – Phase 2 RFQ #2022-09**

52 ***Supervisor Iyall moved to approve the Conservation and Education Center Feasibility Study –***  
53 ***Phase 2 RFQ #2022-09. Supervisor Rushton seconded. Motion passed unanimously, (4-0).***

54 **Governance**

55 • December 20, 2022 Work Session Topic List & Meeting Agenda Development

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**Work Session**

- Topic List Review, *All*
- Staff Presentation:
- Minutes Review & Revision, *All*
  - November 15, 2022, Board Work Session & Meeting Minutes
- Conservation and Education Center Development, *All*
- 2023 Budget Development, *All*
- WACD Resolutions, *All*
- Potential Legislation, *All*
- Important Updates & Announcements
  - Board of Supervisors, *All*
  - Executive Director, *Sarah Moorehead (Executive Director)*

**Board Meeting Agenda**

- Welcome, Introductions, Audio Recording Announcement
- Agenda Review
- Consent Agenda
  - November 15, 2022 Board Work Session & Meeting Minutes
  - November 2022 Financial Report
- Public Comment
- Partner Reports (if present)
  - Natural Resources Conservation Service
  - Washington State Department of Ecology
  - Washington State Conservation Commission
  - Washington Association of Conservation Districts
  - National Association of Conservation Districts
- 2023 Budget Approval
- Governance, *All*
  - January 24, 2024 Work Session Topic List & Meeting Agenda Development
- Executive Session: To discuss the performance of the Executive Director.
- Executive Session: To discuss possible Real Estate Transactions
- Executive Session: To discuss Potential Litigation

**Executive Session:** To discuss the performance of the Executive Director.

In attendance: TCD Board Members Johnson, Rushton, DeWreede, and Iyall.

*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 6:51 pm to last no more than 10 minutes and concluded at 6:59 pm.

93 **Executive Session Report Out:**

94 No action was taken.

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

96 In attendance: TCD Board Members Johnson, Rushton, DeWreede, and Iyall; TCD Legal  
97 Counsel Ben Cushman; and Executive Director Moorehead.

98 *RCW 42.30.110 (I) To discuss with legal counsel representing the agency litigation or*  
99 *potential litigation.*

100 Executive Session opened at 7:00 pm to last no more than 15 minutes and concluded at  
101 7:13 pm.

102 **Executive Session Report Out:**

103 No action was taken.

104 ***Supervisor Iyall moved to adjourn the November 15, 2022 TCD Board Meeting. Supervisor***  
105 ***DeWreede seconded. Motion passed unanimously, (4-0).***

106 **Adjourn 7:15 pm**

107 Respectfully,

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TJ Johnson, TCD Chair



# BOARD MEETIN ITEM SUMMARY SHEET

|  |   |
|--|---|
| <b>Agenda Item Title:</b> Advance Payment Request for WSCC Meyer Salmon Recovery Project   |   |
| <b>Lead Staff:</b> Yan Dong  | <b>Board Meeting Date:</b> 12/20/22   |
| <b>Goal of Presentation:</b>   | <b>Decision</b> <input checked="" type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Feedback</b> <input type="checkbox"/>  |
| <b>Description/Background:</b>   | <i>Please provide a description or background of the project.</i>   |
| <p>The funding awarded for the WSCC Salmon Recovery Grant Meyer project is \$60,000 - \$12,000 for TA and \$48,000 for the District Implemented Project (DIP). The DIP is implemented by TCD's Restoration Crew. Expenses for the DIP portion of the project will not be reimbursed monthly; rather they will be reimbursed when the project is complete. This delay in expense reimbursement could disrupt TCD's cash flow.</p> <p>To help maintain healthy cash flows, WSCC provides an advance payment option for 50% of the DIP portion of the project - \$24,000. This is basically a 0% interest rate 6-month loan. We pay back the loan as we submit monthly bills for reimbursement.</p> <p>The Finance Team proposes that we request a \$24,000 cash advance from WSCC to cover the delay in expense reimbursement.</p> |   |
| <b>Pros:</b><br>The advance payment can help stabilize the District's cash flow.   | <b>Cons:</b><br>With this advance, the District is incurring debt. Other than our Wells Fargo credit cards, the District currently has no debt.<br><br>If we do not spend the full \$24,000, we will have to write a check to WSCC to return the funds we do not expense. |
| <b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>   |   |
| Stabilize cash flow with no extra cost.  |   |
| <b>Recommended Action:</b>   | <i>What decision do you recommend the board make?</i>   |
| Approve the advance payment request of \$24,000 for the Meyer Salmon Recovery Project.   |   |
| <b>Legal Review:</b>   | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> <input checked="" type="checkbox"/>   |
| <b>Supporting Documents:</b> <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>  |   |
| Draft SCC Funds Advance Agreement  |   |



# SCC Funds Advance Agreement

Please fill out the following information in order to request a payment. We will follow up with you within two weeks after you have submitted this form.

Date

Dec ▾ 21 ▾ 2022 ▾ 

Dropdown List

Thurston ▾

Name\*

Yan

First Name

Dong

Last Name

Email\*

ydong@thurstoncd.com

Which grant program are you requesting an advance?\*

Shellfish

Natural Resource Investments

Fire Recovery

Salmon Riparian Funding

Other:

Project Type\*

Cost Share

District Implemented Project (DIP)

Start Date Requested\*

Dec ▾ 21 ▾ 2022 ▾ 

Total Value of Projects Currently Under Contract in this grant?\*

\$  
**48000.00**

Do not include TA in your calculation. Project installation costs only.

Maximum Authorized\*

\$  
**24000.00**

Requested Amount\*

\$  
**24000.00**

Please ensure the landowner(s) have the ability to complete the projects within this timeframe.

Has the Board approved this request?\*

Yes  No

If the request has not been approved by the board, the request for the Capital Advance payment will not be approved.

This request must be signed by the district manager or chair.

Signature



[\[clear\]](#)

Use your mouse or finger to draw your signature above

**You will receive a copy of this request with your data in an email after submitted. SCC financial staff will respond within 2 weeks.**

Submit Form



## BOARD MEETING ITEM SUMMARY SHEET

|  |  |
|--|--|
| <b>Agenda Item Title:</b> NACD JBLM Sentinel Landscape Program Amendment   |  |
| <b>Lead Staff:</b> Sarah Moorehead   | <b>Board Meeting Date:</b> 12/20/22  |
| <b>Goal of Presentation:</b>   | <b>Decision</b> <input checked="" type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Feedback</b> <input type="checkbox"/> |
| <b>Description/Background:</b>   | <i>Please provide a description or background of the project.</i>  |
| <p>The REPI DOD Grant Funds of &amp;260,000 are made available to TCD by the agreement between NACD and TCD signed in December 2021. This amendment added a new fund of \$319,000 and extended the performance period to March 28, 2024.</p> |  |
| <b>Pros:</b><br>New funds are added and the performance period gets extended.  | <b>Cons:</b><br>None   |
| <b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>   |  |
| None   |  |
| <b>Recommended Action:</b>   | <i>What decision do you recommend the board make?</i>  |
| Approve the Amendment  |  |
| <b>Legal Review:</b>   | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> <input checked="" type="checkbox"/>                    |
| <b>Supporting Documents:</b> <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>  |  |
| WA Thurston Amended MOA REPI 2022 with Exhibit 1   |  |



**Amendment to  
Memorandum of Agreement  
Between**

**The National Association of Conservation Districts (NACD) and the Thurston Conservation District**

The purposes of this Amendment 01 are to:

1. Increase the funded value by \$319,000 as follows:

Year 1 REPI DOD Grant \$ 260,000

Year 2 REPI DOD Grant: \$ 319,000

Grant Total: \$ 579,000

2. Extend the period of performance to March 28, 2024.
3. Incorporate the proposed Year 2 goals and program outcomes from the Exhibit 1

NOW, THEREFORE, in accordance with the **MODIFICATIONS** described above, the MOA and proposal are revised and incorporated in full as follows.

**Memorandum of Agreement  
Between**

**The National Association of Conservation Districts (NACD) and the Thurston Conservation District.**

**SUMMARY**

This agreement (referred to as the “Agreement” or “MOA”) is entered into by the National Association of Conservation Districts (referred to as “NACD”), located at 509 Capitol Court NE, Washington, DC 20002 and the: **Thurston Conservation District** (referred to as “Grantee”.)

Grantee Address:

**2918 Ferguson St. SW, Ste A  
Turnwater, WA 98512**

Grantee Contact Person **Sarah Moorehead**

Email Address: **SMoorehead@thurstoncd.com**

Phone Numbers: **(360) 754-3588**

NACD shall provide the Grantee with a grant in the amounts of:

|                 |                      |
|-----------------|----------------------|
| REPI DOD Grant: | <b>\$ 579,000.00</b> |
| Grant Total:    | <b>\$ 579,000.00</b> |

These REPI DOD Grant Funds are made available by an Agreement between NACD and the Department of Defense (DoD). The requirements and accomplishments as specified in Thurston REPI application are also made a part of this Agreement as Exhibit I.

It is the intent of this Agreement and this project to support conservation capacity at the local level focused in DoD’s Sentinel Landscapes and around other key installations and ranges, while providing the maximum flexibility for the Grantee to carry out their responsibilities for these funds.

**STATEMENT OF WORK**

The Grantee shall undertake the work and activities **set forth as year 1 and 2** in Exhibit I, made a part hereof, and incorporated by reference as if fully written herein.

The Grantee expressly acknowledges that this Agreement shall not be construed or interpreted as a contract of agency or employment. The Grantee shall furnish its own support staff necessary for the satisfactory performance of this Agreement.

NACD may, from time to time as it deems appropriate, communicate specific instructions and requests to the Grantee concerning the performance of the work described in this Agreement. Upon such notice and within a reasonable period of time, the Grantee shall respond to such requests. It is expressly

understood by the parties that these instructions and requests are for the sole purpose of performing the specific tasks requested to ensure satisfactory completion of the work described in this Agreement, and are not intended to amend or alter this Agreement or any part thereof.

Any or all materials created under this Agreement may be utilized by NACD and/or DoD to promote outreach, educational and knowledge transfer nationally.

## **REPORTING**

For the duration of the project, NACD will require quarterly reports as of the end of quarters dated March 31, June 30, September 30, and December 31. These reports are due April 20, July 20, October 20, and January 20 using the online Quarterly Report Form at:

[https://nacd.formstack.com/forms/repi\\_quarterly\\_report](https://nacd.formstack.com/forms/repi_quarterly_report)

Quarterly reports must address progress on carrying out work outlined in Exhibit I. Reports must identify expenditures and metrics to the ending date of the Grantee's quarterly reports. When expenditures and or metrics are not available as of the report deadline a report is still required and should include a statement in the narrative section explaining the reason such information is not provided.

A final report must also be submitted. The report should include anything not previously included in a quarterly report. The final report must also include a short narrative (up to 200 words) about the Grantee's grant experience and a photo that might be used in NACD publications about the grants. The final report must be provided within 30 days of the completion of the grant.

For any changes to the approved grant funds budgets, including an increase or decrease in the total budget, please request and secure written approval from your NACD Region Representative. Contact information can be found on the NACD website, link below.

<https://www.nacdnet.org/nacd-staff/>

NACD will respond to reports when and if there is either a request for guidance or a question of compliance with this Agreement. The Grantee shall consult with the personnel of NACD and other appropriate persons as necessary to assure understanding of the work and satisfactory completion thereof.

NACD agrees to cooperate with and provide assistance to the Grantee; which includes, designating a person or persons to whom the Grantee will contact and who will regularly review, discuss, and meet with (as possible and necessary) the Grantee regarding the services provided, the time for performance of the services and to assist in arranging meetings, conferences and other arrangements with NACD personnel to facilitate performance under this Agreement, and to ensure that all information and issues required for review by NACD are made available to the Grantee. For this agreement the contact person will be Ariel Rivers, NACD Pacific Regional Representative.

The Grantee shall consult with the personnel of NACD and other appropriate persons as necessary to assure understanding of the work and satisfactory completion thereof.

## **TERM OF AGREEMENT**

This Agreement shall be in effect and binding for both parties until **March 28, 2024** to carry out the work described in Exhibit 1 to the satisfaction of NACD, or until otherwise terminated. This Agreement may be extended for an additional period for reasons agreed upon by both parties including should additional funds become available.

This Agreement shall not obligate any participating parties to endorse, support, or otherwise influence any policy, legislation, or program activities.

## **TERMINATION**

**Either party to this agreement may terminate this agreement with a 60-day notice. In such a case any unused funds will be returned.** This Agreement may also be terminated by NACD for noncompliance with its provisions.

## **RECORD KEEPING REQUIREMENTS**

The Grantee shall keep all financial records in a manner consistent with generally accepted accounting procedures.

All disbursements made for this Agreement shall be only for obligations incurred in the performance of this Agreement and shall be supported by documentation and data, as appropriate to support such disbursements. All disbursements for this Agreement shall be for obligations incurred only after the effective date of this Agreement, unless specific authorization for prior disbursements has been given in writing by NACD.

## **PAYMENT TERMS AND CONDITIONS**

Upon receipt of a signed copy of this Agreement, an initial check for twenty-five percent (three-month estimate of expenses for a one-year Agreement) of the Agreement amount will be issued to the Grantee. Assuming performance of the work continues on schedule, additional funds will be disbursed on a quarterly advanced basis until the grantee has received their entire grant.

## **CONFLICTS OF INTEREST**

The Grantee expressly acknowledges that no officer or employee of NACD has been employed, retained, induced or directed by the Grantee to solicit or secure this Agreement with NACD upon an agreement, offer, understanding or implication involving the payment of any form of remuneration, whatsoever. The Grantee agrees that, in the event NACD has substantial reason to believe that this provision has been violated, NACD may, at its sole option, consider this Agreement void; and in doing so, NACD is released from any and all obligations under this Agreement.

## **INDEMNIFICATION**

Except where prohibited by law, the Grantee, at its own expense, shall defend and hold NACD, its officers and employees, harmless from all claims, expenses, damages and judgments, including attorney's fees, in the event of a suit or claim arising out of the grantee's performance in executing the services as stated in Exhibit I, including but not limited to, claims of infringement of a U.S. patent, trademark or copyright, or misuse or misappropriation of a trade secret. Similarly, NACD shall provide the Grantee with reasonable notice of such suit or claim and provide information required for the defense of same.

**WARRANTY AND DISCLAIMER OF WARRANTY**

The Grantee warrants that the work and activities as set forth in this Agreement shall be performed by trained and qualified personnel, and in a professional manner.

**COMPLIANCE WITH LAW**

The Grantee agrees to comply with all applicable federal, state, and local laws in the conduct of the work hereunder. The Grantee accepts full responsibility for payment of all taxes including without limitation, unemployment compensation insurance premiums, all income tax deductions, social security deductions, and all other taxes or payroll deductions required for all employees engaged by the Grantee in the performance of the work authorized by this Agreement.

**CHANGES OR MODIFICATIONS**

This Agreement constitutes the entire Agreement between the parties and supersedes all prior negotiations, commitments, representations and understanding of the parties with respect to the services contemplated under Exhibit I of this Agreement. Any change, deletion, addition or modification of any portion of this Agreement shall not be valid or binding upon either party, unless such change, addition, deletion or modification is agreed to in writing and signed by both parties under this Agreement. See also budget change requests above under REPORTING.

**ASSIGNMENT**

Neither this Agreement nor any rights, duties, or obligations described herein shall be assigned by either party hereto without the prior express written consent of the other party, provided, however, that NACD may assign this Agreement to a related entity without such written consent.

**CONSTRUCTION**

This Agreement shall be construed and interpreted and the rights of the parties determined in accordance with the laws of the District of Columbia.

**FORCE MAJEURE**

Neither party shall be responsible for failure to perform under this Agreement due to causes beyond the parties' control, including but not limited to, fires, pandemics, civil disobedience, riots, embargoes, explosions, rebellions, strikes, work stoppages, acts of God or acts of any governmental authority or any other similar occurrence. The Grantee will notify and consult with NACD regarding the event and how to minimize its impact, and make reasonable efforts to address the problem and carry out the obligations of this Agreement.

**BINDING EFFECT**

This Agreement shall ensure to the benefit and be binding upon the legal representatives of the parties hereto, subject to the grant of consent for assignment as provided in this Agreement.

**SEVERABILITY**

If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the last signature date set forth below.

---

Chair or designated representative of the Grantee

---

(Please print name of signer)

Name of Grantee: **Thurston Conservation District**

\_\_\_\_\_, 2022  
(Month) (Day)



---

Jeremy Peters, CEO  
National Association of Conservation Districts

November 29, 2022



## **Landowner Outreach and Technical Assistance Proposal**

### **Proposal Partners:**

Thurston Conservation District (Lead), USDA Natural Resources Conservation Service, Washington State University Thurston County Extension, USFWS Partners for Fish and Wildlife Program and Ecostudies Institute.

### **Funding Request:**

\$888,225.00 over 3 years (Year 1: \$284,039; Year 2: \$295,786; Year 3: \$308,400)

### **Proposal Overview:**

Thurston Conservation District seeks funding for landowner outreach through mixed media, educational workshops and direct engagement to develop and share novel technical resources, tools and programs available that further the goals of the Partnership. Additionally, funding will connect JBLM with local farm cooperatives and support the transitioning of Veterans into the local farming community. Funds will add critical capacity to provide site specific technical assistance, conservation planning and conservation practice implementation for landowners, in support of agricultural viability, species conservation, and military readiness goals. This increased capacity will also support the development of programs to enhance the economic viability of farmers participating in conservation work. This project addresses the following implementation plan actions: 1.3.1, 1.3.2, 2.1.2, 2.1.3, 2.2.2, 2.3.1, 2.3.2, 2.4.1, 2.5.1, 2.5.2, 2.6.1, 3.2.1, 3.3.3., 4.1.2, 4.1.5, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.3.1, 5.1.4. The project is ready to proceed and scalable over three years. Year 1 will focus on landowner outreach and engagement, mixed media program and technical resource development and advertising, landowner feedback, site-specific technical assistance, project development and educational program planning. Year 2 will include continued outreach and engagement, along with educational opportunities (i.e. workshops, virtual offerings, tours, etc.) and beginning conservation practice implementation. Year 3 will continue this work, with a heavy focus on conservation practice implementation. Timelines and details on activities involving the livestock producer association and prairie-friendly label development provided in Attachment A (pg. 8-12). Project budget is outlined in the table below, including matching funds provided by Thurston Conservation District and partner organizations. Contractual funds support partner organizations (WSU Extension and Ecostudies Institute (ESI)) to participate in technical resource development for landowners, landowner outreach, educational efforts, development of a prairie-friendly agricultural product label and establishment of a livestock producer association. Matching funds (\$889,269) will be used to fund conservation practice implementation and additional technical assistance for project development.

### **Tasks and Timeline:**

|   | <b>Year 1</b>                                 | <b>Year 2</b>                                 | <b>Year 3</b>                                 |
|---|---|---|---|
| <b>Landowner Outreach &amp; Communication</b> | 1. Send outreach mailings to 2,000 residents. | 1. Send outreach mailings to 2,000 residents. | 1. Send outreach mailings to 2,000 residents. |



|   |   |  |   |
|---|---|--|---|
|   | <ul style="list-style-type: none"> <li>2. Post 100 physical flyers.</li> <li>3. Facilitate 4 paid ads.</li> <li>4. Conservation easement outreach developed and distributed.</li> </ul>   | <ul style="list-style-type: none"> <li>2. Post 100 physical flyers.</li> <li>3. Facilitate 4 paid ads.</li> <li>4. Mitigation credit/debit outreach developed and distributed.</li> </ul>  | <ul style="list-style-type: none"> <li>2. Post 100 physical flyers.</li> <li>3. Facilitate 4 paid ads.</li> <li>4. Easement outreach updated.</li> </ul>  |
| <b>Technical Education</b>  | <ul style="list-style-type: none"> <li>5. Conduct 150 site visits.</li> <li>6. Host 6 workshops.</li> <li>7. Train 10 transitioning Veterans in whole-farm planning</li> </ul>  | <ul style="list-style-type: none"> <li>4. Conduct 100 site visits.</li> <li>5. Host 6 workshops.</li> <li>6. Train 10 transitioning Veterans in whole-farm planning</li> </ul>   | <ul style="list-style-type: none"> <li>4. Conduct 50 site visits.</li> <li>5. Host 6 workshops.</li> <li>6. Train 10 transitioning Veterans in whole-farm planning</li> </ul>   |
| <b>Project Planning &amp; Implementation</b>  | <ul style="list-style-type: none"> <li>7. Develop 5 conservation plans.</li> <li>8. Recommend 50 Best Management Practices.</li> <li>9. Establish JBLM institutional food buyers as regular SW WA Food Hub customers</li> </ul> | <ul style="list-style-type: none"> <li>6. Develop 15 conservation plans.</li> <li>7. Recommend 150 Best Management Practices.</li> <li>8. Implement 2 conservation projects.</li> <li>9. Provide feasibility report for establishing JBLM farmers' market</li> </ul> | <ul style="list-style-type: none"> <li>6. Develop 10 conservation plans.</li> <li>7. Recommend 100 Best Management Practices.</li> <li>8. Implement 3 conservation projects.</li> <li>9. Provide feasibility report for providing local farm produce to JBLM schools</li> </ul> |
| <b>Livestock Producer Network &amp; Prairie-Friendly Agricultural Product Label</b> | 10. <i>See attachment A (pg. 8 – 12)</i>  | 10. <i>See attachment A (pg. 8 – 12)</i>   | 10. <i>See attachment A (pg. 8 – 12)</i>  |

### Outputs and Outcomes:

Landowner Outreach and Communication – Communication objectives include: (1) Develop and share information about the JBLM Sentinel Landscape Partnership (SLP), including a technical resource guide for conservation on rural and working lands that is applicable to the Sentinel

Landscape, (2) Develop and share resources available to landowners from partner organizations that support the objectives of the JBLM SLP, (3) Send invitations to educational trainings and community engagement opportunities, (4) Report back to the community on successful conservation achievements as a result of private landowner engagement, (5) Targeted outreach around the Ag Easement Staircase and a conservation resource guide for rural and working lands.

To accomplish these communication objectives the partners will:

- Send a total of 6,000 outreach postcards (or other informational mailings).
- Distribute 300 informational physical posters/flyers to visible community locations.
- Facilitate 12 paid advertisements using radio, print and social media avenues.
- Develop a resource guide to support conservation on rural and working lands that is directly applicable to the Sentinel Landscape.

### Technical Education

Technical education objectives include: (1) In-depth understanding of individual landowner/operator eligibility for federal, state and local conservation programs, (2) Assistance in applying for/enrolling in conservation programs, (3) Training on management-based Best Management Practices (ex. conservation grazing, pasture management, etc.), (4) Community-driven focus groups to support the Ag Easement Staircase development process, and (5) Establishment of new Veteran-owned farming businesses within the landscape.

To accomplish these technical education objectives the partners will:

- Conduct a minimum total of 300 site visits to private landowners/operators within the JBLM SLP geography.
- Host a minimum of 18 workshops for landowners/operators focusing.
- Conduct annual 12-week training courses for new farmers and offer 30 scholarships to military Veterans.

### Project Planning and Implementation

Project planning and implementation objectives include: (1) Identifying natural resource concerns and priorities for on-farm conservation strategies, (2) Conservation plan development and conservation practice design, (3) Project funding identification and application, (4) Conservation practice implementation, and (5) Increased JBLM participation in the local food marketplace.

To accomplish these project planning and implementation objectives the partners will:

- Develop a minimum of 30 conservation or individual stewardship plans for landowners/operators.
- Recommend a minimum of 300 Best Management Practices to address natural resource concerns, improve listed species habitat and enhance the viability of agricultural operations.
- Implement a minimum of 5 conservation practices that address natural resource concerns, improve listed species habitat and enhance the viability of agricultural operations.
- Establish JBLM food buyers within local Food Hubs.
- Provide feasibility reports and lay the groundwork for a JBLM farmers' market and a JBLM farm-to-school program.

### Livestock Producer Network & Prairie-Friendly Agricultural Product Label

Project details and timeline included in **Attachment A**.

#### **Partner Responsibilities:**

Thurston Conservation District (Lead) – TCD will serve as the lead partner and fiscal agent on this project, working in collaboration with all project partners to achieve the implementation goals listed within the project. In addition, TCD will co-lead landowner education and outreach efforts, including mixed media outreach to the community and co-hosting educational workshops. TCD will take on the primary role of supporting landowners providing technical assistance and conservation planning to identify natural resource concerns. TCD will co-lead the designing and implementation of conservation practices. TCD will provide match through direct cost-share implementation (\$100,000). Implementation plan actions addressed: 2.1.2, 2.1.3, 2.3.1, 2.3.2, 2.6.1, 3.2.1, 4.1.2, 4.1.5, 4.2.1, 4.2.2, 4.2.3, 4.2.4.

WSU Extension Thurston County – WSU will co-lead landowner education and outreach efforts, including mixed media outreach to the community and co-hosting educational workshops. In addition, WSU will lead specific outreach and educational efforts around the Ag Easement Staircase and whole farm planning. Additionally, WSU will lead efforts to connect JBLM food buyers with local farmers through connections with food hubs, exploration of a JBLM farmers' market and assessment of farm-to-school programs on base. WSU will continue to support additional efforts of the project as applicable to ensure a clear, cohesive and unified approach to engaging community members. WSU will provide in-kind match for educational activities (\$5,000). Implementation plan actions addressed: 1.3.1, 1.3.2, 2.2.2, 2.3.1, 2.3.2, 2.4.1, 2.5.1, 2.5.2, 3.3.3, 4.2.3, 4.3.1, 5.1.4.

USDA Natural Resources Conservation Service – NRCS will co-lead the design and implementation of conservation practices on private lands. In particular, NRCS will lead the implementation of conservation practices funded through the Environmental Quality Incentives Program (EQIP). This program will provide match at an estimated total of (\$600,000).

Partners for Fish and Wildlife Program – PFWP will support landowner outreach and education including mixed media outreach to the community and co-hosting educational workshops. PFWP will support technical assistance to landowners and the implementation of conservation practices on private lands. This program will provide in-kind match through supporting outreach activities and technical assistance at an estimated total of (\$70,270).

Ecostudies Institute – ESI will lead the prairie-friendly marketing label development, the development of outreach materials, marketing report and co-development of conservation grazing plans and templates. In addition, ESI will support workshops, webinars and the objectives of the grassland grazing association. ESI will provide match at an estimated total of (\$80,000) through Western SARE.

**Implementation Plan Actions Addressed:**

Over the course of three years, TCD plans to lead and/or contribute to the following Sentinel Landscape Partnership Implementation Plan actions, together with our partners:

Action 1.3.1 – **By 2020, develop and finalize the Conservation Easement Staircase (Staircase) outreach product**, a suite of incentive programs and other resources that provides a variety of options for agricultural landowners to continue ranching or farming while providing conservation benefits.

Action 1.3.2 – **By 2021, complete expanded Staircase**, adding more details to each step (in order of increasing conservation commitment: Legacy Ag, Bronze, Silver, Gold, Platinum) and expanding on information and concepts relating to conservation practices, essential easement components, mitigation potential, and species habitat requirements.

Action 2.1.2 – **Assist partners with developing other streamlined regulatory processes** to help them ensure their incentive programs are effective for land conservation.

Action 2.1.3 – **Develop concept of a landowner “one-stop-shop”** approach for all available incentive programs within the Sentinel Landscape.

Action 2.2.2 – **Link mitigation tools for buyers and sellers with Agricultural Easement Staircase actions** in Strategy 1 - Rural Lands Protection (Actions 1.2.1 and 1.2.2).

Action 2.3.1 – **Over the next 3 years, support the Partnership Liaisons (Agriculture, Veterans) and their activities**, such as the Voluntary Stewardship and Agri-Preneur Business Planning Programs, to support Partnership objectives.

Action 2.3.2 – **Enhance capacity for veterans’ programs** that connect veterans with farming- and conservation-oriented career development and business opportunities.

Action 2.4.1 – **Develop or adapt a brand certification program for conservation grazing**, including a review of successful programs elsewhere, such as the Grassland Alliance.

**Action 2.5.1 – Link food sellers and buyers**

Work with South Sound Food Network's Food Hub to better link food sellers and buyers within the Sentinel Landscape.

**Action 2.5.2 – Identify indicators of readiness and capacity for establishing a farm-to-school program** within Sentinel Landscape communities. Create a Work Group to evaluate and develop next steps.

**Action 2.6.1 – Create a program to meaningfully acknowledge landowner conservation efforts** in a way that's visible to the public.

**Action 3.2.1 – Restore 100 acres of prairie on conservation lands** towards suitable habitat for listed and at-risk species.

**Action 3.3.3 – Expand and increase Partnership personnel to provide technical assistance on conservation grazing** on working lands.

**Action 4.1.2 – Develop an inventory of landowners** interested in participating in programs.

**Action 4.1.5 – Identify targeted opportunities** for communication and outreach.

**Action 4.2.1 – Utilize existing Partner programs** to reach out to landowners about Partnership's technical assistance and funding opportunities, such as NRCS Farm Bill programs, USFWS Partners for Fish and Wildlife Program, and Thurston County's Voluntary Stewardship Program and provide the menu of easement types developed by the SL Partners.

**Action 4.2.2 – Utilize Partnership's existing agricultural liaison** (Thurston Conservation District staff), as a means of linking people with Partnership programs and facilitating enrollment in, or application of, various assistance programs.

**Action 4.2.3 – Hold workshops and outreach events**, such as those held in 2019 by Washington State University, about management practices that demonstrate compatibility between agriculture and conservation.

**Action 4.2.4 – Utilize on-farm technical assistance**, such as the Thurston Conservation District's Individual Stewardship planning, as a means to promote and provide access to conservation programs.

**4.3.1 – Reach out to veterans** about programs to help them start and maintain agricultural and conservation businesses.

**Action 5.1.4 – Secure funding for Liaison Positions** to support implementation of Strategies 2 and 3.

**Budget:**

|                                | <b>Year 1</b>    | <b>Year 2</b>    | <b>Year 3</b>    | <b>Total</b>     |
|--------------------------------|------------------|------------------|------------------|------------------|
| <b>Salaries &amp; Benefits</b> | \$141,246        | \$149,860        | \$159,145        | \$450,251        |
| <b>Supplies &amp; Mileage</b>  | \$5,000          | \$5,000          | \$5,000          | \$15,000         |
| <b>Contractual</b>             | \$102,481        | \$103,461        | \$104,468        | \$310,411        |
| <b>25% Overhead*</b>           | \$35,312         | \$37,465         | \$39,786         | \$112,563        |
| <b>Total Request</b>           | <b>\$284,039</b> | <b>\$295,786</b> | <b>\$308,400</b> | <b>\$888,225</b> |
| <b>Estimated Match**</b>       | \$228,423        | \$330,423        | \$330,423        | \$889,269        |
| <b>Total Project Costs</b>     | \$512,462        | \$626,209        | \$638,823        | \$1,777,494      |

**Total Request: \$888,225.00***Total Project Costs: \$1,777,494.00***Budget Detail:**

- Salaries & Benefits – Includes 1 FTE for technical assistance, planning and project development, .5 FTE for community outreach and educational efforts, and .05 FTE for project engineering support.
- Supplies and Mileage – Includes mileage for landowner site visits, printed outreach materials, postage for outreach mailings, paid advertising and workshop supplies.
- \*Overhead – TCD standard 25% overhead rate. In the event that a federally negotiated overhead rate is necessary, TCD will proceed with the Federally recognized 10% de minimis rate.
- \*\* Funds include in-kind match from listed partners and complimentary funding provided by the Western Sustainable Agricultural Research and Education (SARE) Research to Grassroots Grant. Matching funds dependent upon actual NRCS EQIP signups, other cost share funding implementation and availability of allocated funds in specific programs of landowner interest.

## **Attachment A:**

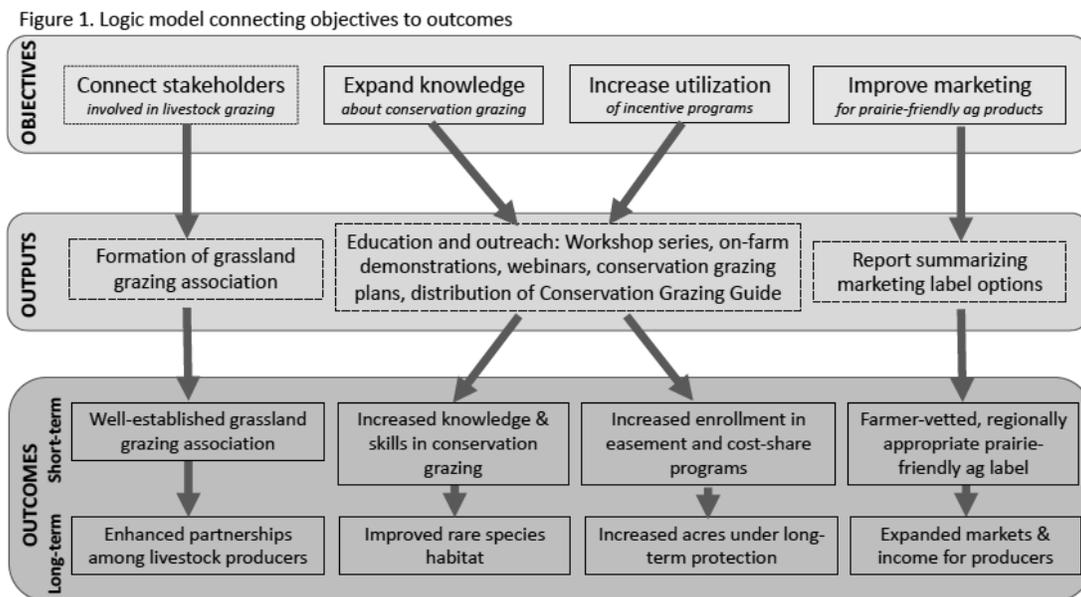
*Expanding conservation and economic opportunities through a livestock producer network and development of prairie-friendly agricultural product label.*

### **Project Overview**

**Overview of Project / Project Summary (Short Description – 1 paragraph):** To build effective conservation incentive programs for the agricultural community and implement conservation grazing research findings on working lands, a broad education and outreach strategy must be utilized to engage the landowners, producers, funders, regulatory agencies and conservation professionals. Ecostudies Institute, along with a suite of regional partners, will initiate a livestock producer-led regional grassland grazing association focused on sharing the principles, practices and programs that support both sustainable livestock production and rare species habitat. This association will be supported by an interdisciplinary team that will develop and host at least four outreach events (online and in-person workshops, webinars and on-site demonstrations) annually, driven by the needs and interests of regional livestock producers. In tandem with outreach efforts, we will conduct research on innovative marketing approaches for region-specific prairie-friendly agricultural products. A report summarizing certification programs and other case studies of marketing labels for conservation operations from around the world will be provided to the grassland grazing association for review and adoption.

### **Project Description**

**Full Project Description/Scope of Project and Need:** Farmland and prairies in southwest Washington are threatened, having contracted by over 100,000 acres (65% reduction) and 165,000 acres (>90% reduction), respectively over the past 100 years. Both contribute ecologically, economically, socially, and culturally to the region. Several recent efforts have identified a striking opportunity to build a coalition for conservation on grazed grassland around a motivated ranching community. A 2018-2020 WSARE evaluation of species protection on working prairie land, the Thurston County Habitat Conservation Plan



(HCP) and the Sentinel Landscape group all suggest large-scale funding and key partnerships are within reach to protect habitat and working lands in southwest Washington. Utilizing existing local data and knowledge, partnerships, and regulatory infrastructure, we will support development of a rancher-led association and coordinate a strategic conservation grazing education and outreach plan. This team will host farm tours, demonstrations, webinars and workshops to share conservation grazing principles and practices, information about incentive programs and farmer-prioritized marketing strategies for prairie-friendly products. This will support relationships in the grassland grazing community, protect working lands, enhance habitat for endangered species, and generate economic opportunity for producers (Figure 1).

This project aims to share information across agencies, disciplines and cultures, while also strengthening the livestock producer community in southwest Washington. While agriculture-based committees and organizations exist, none are focused on livestock producers, with the specialized needs, challenges and opportunities that exist within that community. Due to the fact that most grazing lands in southwest Washington are located on remnant prairies, these ranchers have the unique challenge of managing a successful business while also protecting endangered species on their property. By creating a venue for information sharing, easy access to cost-share and funding opportunities, and enhanced community support, we hope to generate both business and conservation gains for producers in this region, which will reduce the burden of endangered species management for the DoD. ***Our four objectives for this project include:***

1. Connect stakeholders by developing a rancher-led grassland grazing association supported by an interdisciplinary, multi-agency education and outreach team, with a minimum target of ten participating ranching businesses.
2. Expand knowledge and skills associated with conservation grazing principles and practices within the agricultural, conservation and regulatory communities, using results from previous WSARE studies, example conservation grazing management plans and a previously written and peer-reviewed Conservation Grazing Guide.
3. Increase utilization and knowledge of cost-share and easement opportunities among private landowners and document landowner interest in conservation grazing programs.
4. Improve marketing and economic opportunities for regional producers engaged in conservation programs through the development of a marketable prairie-friendly agriculture product label.

**Project Tasks and Effort:** To increase agriculture knowledge, skills, and adoption of conservation grazing practices, we will collaboratively develop a rancher-driven producer association and support related outreach and market development activities. We propose an outreach schedule for each year consisting of quarterly planning meetings for the multi-agency team, biannual association meetings, on-farm demonstration events, online educational webinars, topic-specific interactive workshops utilizing guest speakers, and extensive distribution of a peer-reviewed Conservation Grazing Guide developed in the previous WSARE study (Table 1). All outreach materials will provide information to support adoption of targeted conservation grazing practices evaluated in the previous WSARE study (Bramwell et al. 2019) and shown elsewhere to result in ecological enhancement. Each of the outreach methods planned for this project with the target participation is outlined below.

- A. Development of a grassland grazing association (Target participation: 15-20 grazing livestock businesses): In three years of Western SARE-funded prairie grazing research trials, a good degree of cohesion and interest among Thurston County ranchers was achieved. Rancher-collaborators on this proposal want to build on this cohesion by forming a grassland grazing association to holistically support the ecological, economic and social sustainability of grassland-based livestock enterprises. The rancher-driven association will provide a platform for networking, on-farm demonstrations, and workshop education and outreach deliverables focused on conservation grazing practices. To ensure relevance and retain the interest of members, ranchers will 'own' the entity with the administrative, funding, and organizational support provided by the proposal partners. Conservation grazing topics will be nested within rancher-identified educational topics to deliberately support the environmental as well as the social and economic aspects of sustainability. This addresses input from one of our rancher-collaborators that "if you only talk about butterflies and gophers, you're going to lose the ranchers' interest pretty quickly." As COVID-19 conditions permit, in-person meetings with food, education, socializing, and networking will be held in winter and spring of each year (for a total of 5 meetings throughout the funding period (Table 2).
- B. Education and Outreach around Conservation Grazing – this includes:
- i. On-farm demonstration events (Target participation: 30 grazing-based livestock producers, 2 regulatory entities, 15 conservation technical service providers): Two on-farm demonstration events will be held annually (starting in 2022) at farm sites where conservation grazing strategies have been successfully implemented. Riverbend Ranch (past WSARE trial site) and Tracking Y Ranch operations are planned for 2022 demonstrations.
  - ii. Online webinars (Target participation: 30-50 grazing-based livestock producers, 3 regulatory entities, 20 conservation technical service providers): A total of five 1-hour online education webinars will be held on topics chosen by the grazing association, provided in synchronous and asynchronous (recorded) options for viewing and participation. Conservation themes will be integrated with webinar topics. Delivery method will be online/remote lecture-based content drawing primarily from guest speakers with ample time for question and answer. Both Thurston Conservation District and WSU-Extension have the technical infrastructure to support webinars.
  - iii. Workshop series (Target participation: 30 grazing-based livestock producers, 2 regulatory entities, 15 conservation technical service providers): These in-person events will be topic-specific, focused learning activities aimed at linking topics of explicit rancher interest to outcomes from the recent grazing research project. For example, the proposed workshop topic of "Cattle and Critical Species: Benefits and Trade-Offs" would include discussion of leasing and restoring land for regional Habitat Conservation Plans, financial incentives associated with critical species habitat protection, and financial considerations associated with spring grazing deferment. Each workshop will integrate guest speakers, focus on the intersection of conservation and grazing, and provide interactive, skill-based learning for participants.
- C. Conservation grazing plans: The Thurston Conservation District, Natural Resources Conservation Service and Ecostudies Institute will partner to develop at least three sample conservation grazing plans. These plans will illustrate several conservation scenarios to help grazing operations envision the right type and level of conservation for their operation. Critical options to consider include fertility and irrigation management, rotational grazing systems, native plant seeding, seasonal grazing schedule, and management operations including forage enhancement.
- D. Prairie-friendly agriculture product label: This task will be completed in three parts consisting of: 1) background research conducted by Ecostudies Institute, 2) a mission-vision-values rancher

workshop facilitated by the Thurston Conservation District in spring 2022, and 3) a complementary branding roundtable consulting with the Economic Development Council and Grassland Alliance (a third-party certification partner) in winter 2022/23. Findings and recommendations will be compiled in a written proposal to develop or adapt a certification program for ecological livestock production on working lands, including a review of successful program(s).

### Project Timeline:

| Project Actions  | Yr 1 |    | Yr 2 |    |    |    | Yr 3 |    |    |    |
|--|------|----|------|----|----|----|------|----|----|----|
|  | Q3   | Q4 | Q1   | Q2 | Q3 | Q4 | Q1   | Q2 | Q3 | Q4 |
| Grassland Grazing Association meetings                                   |      | X  |      | X  |    | X  |      | X  |    | X  |
| Outreach planning meetings   | X    | X  | X    | X  | X  | X  | X    | X  | X  | X  |
| Host recorded webinars   | X    |    | X    |    | X  |    | X    |    | X  |    |
| Host Workshop series   |      |    |      | X  | X  |    |      | X  | X  |    |
| Hold on-farm demonstrations  |      |    |      | X  | X  |    |      | X  | X  |    |
| Develop conservation grazing plans                                       |      |    |      |    | X  | X  |      |    |    |    |
| Research & develop recommendations for prairie-friendly ag product label | X    | X  | X    | X  | X  | X  | X    |    |    |    |
| Write & submit reports   |      | X  |      |    |    | X  |      |    | X  |    |

### Project Deliverables:

This project will generate a variety of deliverables, directly related to the stated objectives:

- A. Formation of a grassland grazing association (meets Objective 1): The formation of this group is driven by the stated needs and interests of the regional ranching community. Therefore, we expect to engage at least ten local ranchers as key participants throughout the length of the project and hold biannual meetings (2 per year) to maintain interest, build networks and share information.
- B. Education and Outreach events:
  - i. Two workshop series (meets Objectives 2 & 3): Each workshop series will include 3 in-person or virtual workshops focused on different aspects of conservation grazing practices, landowner incentive programs, and marketing opportunities, among other topics prioritized by ranchers.
  - ii. Five recorded webinars (meets Objectives 2 & 3): Webinars will be dedicated to topics identified by producers as important, relevant and helpful to their operations.
  - iii. Four on-farm demonstrations (meets Objectives 2 & 3): Two farm tours/on-farm demonstrations, led by local ranchers, will be held each year to share challenges, opportunities and tips associated with implementation of conservation rotational grazing practices (cross fencing, native seeding, etc.).
- C. Three Conservation Grazing Plans (meets Objective 3): Three example Conservation Grazing Plans developed collaboratively utilizing region-specific conservation goals and grassland conditions will give ranchers templates from which they can build a plan for their operation.
- D. Report on prairie-friendly marketing label (meets Objective 4): a report summarizing certification programs and other case studies of marketing labels for conservation or prairie-friendly operations from around the world will be provided to the grassland grazing association for review and adoption.

### How will you address project risks?

The primary risks associated with this project include: 1) miscommunications and misunderstandings due to the large number of partners involved and 2) lack of engagement by ranchers and private landowners. The work proposed for this project builds off of previous work and well-established partnerships, which ensures a strong team and effective communications. Additionally, the inclusion of and financial support for three rancher advisors provides an assurance of their involvement and leadership and increases the likelihood of more widespread engagement of the ranching community in meetings and outreach activities. The goals and activities are driven by the stated needs of the ranching community; we have had high levels of involvement by private landowners at previously held workshops and demonstrations with requests for more so this work will be fulfilling an explicit need.

### **Project Benefits/Alignment with Implementation Plan**

#### **Which Implementation Plan objectives and actions does the project progress and how?**

This project will address three stated objectives in the Sentinel Landscapes Implementation Plan. Sharing research results from a previous study evaluating effects of conservation grazing practices on rare species habitat will directly address Objective 3.7 (Working lands research). Developing a rancher-led grassland grazing association and co-organizing outreach events will support Objective 4.2 (Outreach to landowners). Finally, conducting marketing research on branding strategies to support the development of a prairie-friendly agricultural product label will address Objective 2.4 (Marketing support).

#### **How does the project benefit conservation, military readiness, and/or working lands?**

This work will connect livestock producers throughout the region, creating a network for information-sharing about conservation principles, practices and programs and ultimately increasing acres enrolled in conservation programs. Developing a marketable prairie-friendly ag product label will enhance economic opportunities for livestock producers involved in conservation programs, benefiting the agricultural community and rare species conservation, therefore easing the burden on JBLM.



# BOARD MEETIN ITEM SUMMARY SHEET

|   |   |
|---|---|
| <b>Agenda Item Title:</b> Advance Payment Request for RCO Riverbend Phase 2   |   |
| <b>Lead Staff:</b> Susan Shelton  | <b>Board Meeting Date:</b> 12/20/22   |
| <b>Goal of Presentation:</b>  | <b>Decision</b> <input checked="" type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Feedback</b> <input type="checkbox"/>  |
| <b>Description/Background:</b>  | <i>Please provide a description or background of the project.</i>   |
| <p>TCD received a grant from RCO with a total budget of \$7,674,839 for the RCO Riverbend project for a 5-year period from the 2022 to 2027.</p> <p>TCD expects to see large invoices (\$50K or more) for this construction project. Normally, TCD pays these invoices and then submits a bill for reimbursement. However, invoices this large can cause havoc on TCD's cash flow.</p> <p>To help maintain healthy cash flows, RCO provides an advance payment option. This is basically a 0% interest rate 3-month loan. We pay back the loan when we submit bills for expense reimbursement.</p> <p>The Finance Team proposes that we request a \$150,000 3-month 0% advance from RCO to cover the large expense we expect to see in the coming months. It is very likely that we will request other cash advances in the future.</p> |   |
| <b>Pros:</b><br>The advance payment will help stabilize TCD's cash flow.  | <b>Cons:</b><br>With this advance, the District is incurring debt. Other than our Wells Fargo credit cards, the District currently has no debt.<br><br>If we do not spend the full \$150,000, we will have to write a check to RCO to return the funds we do not expense. |
| <b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>  |   |
| Stabilize cash flow with no extra cost.   |   |
| <b>Recommended Action:</b>  | <i>What decision do you recommend the board make?</i>   |
| Approve the advance payment request.  |   |
| <b>Legal Review:</b>  | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>N/A</b> <input checked="" type="checkbox"/>   |
| <b>Supporting Documents:</b> <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>   |   |
| Draft Advance Payment Request Form  |   |



BILLING # DETAILS

Setup

BILLING OPTIONS

Online Help for Billings

PROJECT DETAILS

- Project Brief
- Properties
- Attachments
- Billings
- Progress/Final Reports
- Snapshot

OPTIONS

- Enter Progress/Final Report
- Email Grant Manager
- PRISM Support

DASHBOARDS

Billing Dashboards

Go to Project:

GO

Go to Org:

GO

Go to Person:

GO

**PROJECT: 22-1548 PLAN,REST, RIVERBEND RANCH REACH DESIGN & CONSTRUCTION**  
Sponsor: [Thurston Conservation District](#) Program: CBS Habitat Rest. Project Project Status  
Project Start Date: 03/28/2022 Agreement End Date: 06/30/2027

Payment Calculation

Billing #: Draft Date: 12/13/2022 Billing Status: Draft

**BILLING SETUP**

Enter or check all appropriate information related to this billing.

**BILLING PERIOD**

Enter the beginning and ending dates during which the costs were incurred.

From 12/01/2022 To 02/28/2023

**SPONSOR INVOICE NUMBER**

Enter your internal invoice reference number for this billing if applicable.

**STATEWIDE VENDOR NUMBER**

SWV0018442 Suffix 00

**BILLING SCOPE**

Enter a brief description of the work included in this billing.

View a list of billable worksites, properties and worktypes for this project.

**BILLING SCENARIOS**

Check any that apply. If none apply do not check any.

This billing includes pre-agreement costs.

This is a request for an advance.

Advance Amount \$150,000.00

This is the final billing for this project.

**IMPORT OR ENTER**

Data can be entered below and on the following pages or it can be imported from a spreadsheet that required format standards.

Import [Download template\(meets required format standards\).](#)  
View a list of billable worksites, properties and worktypes for this project.

Save



# BOARD MEETIN ITEM SUMMARY SHEET

|   |  |
|---|--|
| <b>Agenda Item Title:</b> RCO Signature Authorization Form - OSF Outreach Project   |  |
| <b>Lead Staff:</b> Mara Healy   | <b>Board Meeting Date:</b> 12/20/22  |
| <b>Goal of Presentation:</b>  | <b>Decision</b> <input checked="" type="checkbox"/> <b>Information</b> <input type="checkbox"/> <b>Feedback</b> <input type="checkbox"/> |
| <b>Description/Background:</b>  | <i>Please provide a description or background of the project.</i>  |
| <p>This is a signature authorization form for an upcoming landowner outreach grant, which is administered through RCO and funded through the ASRP program. The outreach project addresses critical knowledge gaps for the successful restoration and conservation of the Oregon Spotted Frog (OSF) – a federally listed species. Thurston Conservation District (TCD) will be conducting landowner outreach, consisting of in-person landowner workshops, landowner surveys, and creating education/outreach materials. TCD will also subcontract to US Fish and Wildlife Service for landowner engagement collaboration with TCD and GIS habitat analysis for OSF. This project will focus on reaching landowners within the Black River watershed to raise awareness of OSF, and understand community thoughts, perceptions and needs around OSF, and to inform OSF restoration and the potential for future translocation of OSF to aid in species recovery.</p> |  |
| <b>Pros:</b><br>Required paperwork for RCO to administer funds and allow project to be completed.   | <b>Cons:</b><br>None   |
| <b>Fiscal Impacts:</b> <i>Please describe the costs associated with this action.</i>  |  |
| None  |  |
| <b>Recommended Action:</b>  | <i>What decision do you recommend the board make?</i>  |
| Approve   |  |
| <b>Legal Review:</b>  | <b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>N/A</b> <input type="checkbox"/>                    |
| <b>Supporting Documents:</b> <i>Please list below and attach supporting documents (contracts, maps, agreements, draft resolution or other documents).</i>   |  |
| 1. ApplicantAuthorization OFS Outreach  |  |





## Applicant Resolution/Authorization

Organization Name (sponsor) \_\_\_\_\_

Resolution No. or Document Name \_\_\_\_\_

Project(s) Number(s), and Name(s) \_\_\_\_\_

This resolution/authorization authorizes the person(s) identified below (in Section 2) to act as the authorized representative/agent on behalf of our organization and to legally bind our organization with respect to the above Project(s) for which we seek grant funding assistance managed through the Recreation and Conservation Office (Office).

WHEREAS, grant assistance is requested by our organization to aid in financing the cost of the Project(s) referenced above;

NOW, THEREFORE, BE IT RESOLVED that:

1. Our organization has applied for or intends to apply for funding assistance managed by the Office for the above "Project(s)."
2. Our organization authorizes the following persons or persons holding specified titles/positions (and subsequent holders of those titles/positions) to execute the following documents binding our organization on the above projects:

| Grant Document  | Name of Signatory or Title of Person Authorized to Sign |
|---|---|
| Grant application (submission thereof)  |   |
| Project contact (day-to-day administering of the grant and communicating with the RCO)  |   |
| RCO Grant Agreement (Agreement)   |   |
| Agreement amendments  |   |
| Authorizing property and real estate documents (Notice of Grant, Deed of Right or Assignment of Rights if applicable). These are items that are typical recorded on the property with the county. |   |

The above persons are considered an "authorized representative(s)/agent(s)" for purposes of the documents indicated. Our organization shall comply with a request from the RCO to provide documentation of persons who may be authorized to execute documents related to the grant.

3. Our organization has reviewed the sample RCO Grant Agreement on the Recreation and Conservation Office's WEB SITE at: <https://rco.wa.gov/wp-content/uploads/2019/06/SampleProjAgreement.pdf>. We understand and acknowledge that if offered an agreement to sign in the future, it will contain an indemnification and legal venue stipulation and other terms and conditions substantially in the form contained in the sample Agreement and that such terms and conditions of any signed Agreement shall be legally binding on the sponsor if our representative/agent enters into an Agreement on our behalf. The Office reserves the right to revise the Agreement prior to execution.
4. Our organization acknowledges and warrants, after conferring with its legal counsel, that its authorized representative(s)/agent(s) have full legal authority to act and sign on behalf of the organization for their assigned role/document.
5. Grant assistance is contingent on a signed Agreement. Entering into any Agreement with the Office is purely voluntary on our part.
6. Our organization understands that grant policies and requirements vary depending on the grant program applied to, the grant program and source of funding in the Agreement, the characteristics of the project, and the characteristics of our organization.
7. Our organization further understands that prior to our authorized representative(s)/agent(s) executing any of the documents listed above, the RCO may make revisions to its sample Agreement and that such revisions could include the indemnification and the legal venue stipulation. Our organization accepts the legal obligation that we shall, prior to execution of the Agreement(s), confer with our authorized representative(s)/agent(s) as to any revisions to the project Agreement from that of the sample Agreement. We also acknowledge and accept that if our authorized representative(s)/agent(s) executes the Agreement(s) with any such revisions, all terms and conditions of the executed Agreement shall be conclusively deemed to be executed with our authorization.
8. Any grant assistance received will be used for only direct eligible and allowable costs that are reasonable and necessary to implement the project(s) referenced above.
9. [for Recreation and Conservation Funding Board Grant Programs Only] If match is required for the grant, we understand our organization must certify the availability of match at least one month before funding approval. In addition, our organization understands it is responsible for supporting all non-cash matching share commitments to this project should they not materialize.
10. Our organization acknowledges that if it receives grant funds managed by the Office, the Office will pay us on only a reimbursement basis. We understand reimbursement basis means that we will only request payment from the Office after we incur grant eligible and allowable costs and pay them. The Office may also determine an amount of retainage and hold that amount until all project deliverables, grant reports, or other responsibilities are complete.
11. [for Acquisition Projects Only] Our organization acknowledges that any property acquired with grant assistance must be dedicated for the purposes of the grant in perpetuity unless otherwise agreed to in writing by our organization and the Office. We agree to dedicate the property in a signed "Deed of Right" for fee acquisitions, or an "Assignment of Rights" for other than fee acquisitions (which documents will be based upon the Office's standard versions of those documents), to be recorded on the title of the property with the county auditor. Our organization acknowledges that any property

acquired in fee title must be immediately made available to the public unless otherwise provided for in policy, the Agreement, or authorized in writing by the Office Director.

12. [for Development, Renovation, Enhancement, and Restoration Projects Only–If our organization owns the project property] Our organization acknowledges that any property owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant in perpetuity unless otherwise allowed by grant program policy, or Office in writing and per the Agreement or an amendment thereto.
13. [for Development, Renovation, Enhancement, and Restoration Projects Only–If your organization DOES NOT own the property] Our organization acknowledges that any property not owned by our organization that is developed, renovated, enhanced, or restored with grant assistance must be dedicated for the purpose of the grant as required by grant program policies unless otherwise provided for per the Agreement or an amendment thereto.
14. [Only for Projects located in Water Resources Inventory Areas 1-19 that are applying for funds from the Critical Habitat, Natural Areas, State Lands Restoration and Enhancement, Riparian Protection, or Urban Wildlife Habitat grant categories; Aquatic Lands Enhancement Account; or the Puget Sound Acquisition and Restoration program, or a Salmon Recovery Funding Board approved grant] Our organization certifies the following: the Project does not conflict with the Puget Sound Action Agenda developed by the Puget Sound Partnership under RCW 90.71.310.
15. This resolution/authorization is deemed to be part of the formal grant application to the Office.
16. Our organization warrants and certifies that this resolution/authorization was properly and lawfully adopted following the requirements of our organization and applicable laws and policies and that our organization has full legal authority to commit our organization to the warranties, certifications, promises and obligations set forth herein.

This resolution/authorization is signed and approved on behalf of the resolving body of our organization by the following authorized member(s):

Signed \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

On File at: \_\_\_\_\_

This Applicant Resolution/Authorization was adopted by our organization during the meeting held:  
(Local Governments and Nonprofit Organizations Only):

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

Washington State Attorney General's Office

Approved as to form Brian Tallen 2/13/2020  
Assistant Attorney General Date

You may reproduce the above language in your own format; however, text may not change.

5

NACD and WACD Update  
for the Thurston Conservation District  
December 20, 2022 Board Work Session and Meeting

**NACD**

**NACD 2023 Farm Bill principles**     [NACD/Farm Bill/2023/NACD Farm Bill Principles](#)

**NCF-Envirothon Opens Applications for 2023 Diversity Grant Program**

The **National Conservation Foundation** (NCF) and the **NCF-Envirothon** announce the application period for the 2023 cycle of Diversity Enhancement and Underserved Audience Grant (Diversity Grant) Program awards is **now open**. This cycle, applications for **awards of up to \$4,000** are being accepted for Diversity Grant projects. Qualifying projects seek to provide traditionally underserved students with exposure to the Envirothon program with a focus on the five areas of study: aquatic ecology, forestry, soils and land use, wildlife, and current environmental issues.

Those interested in applying may view the complete request for proposals on the [NCF-Envirothon Diversity Grant webpage](#), and apply through the online application form by **11:59 p.m. ET on Friday, February 3, 2023**. Awards will be announced in early March 2023.

*For application questions or to discuss potential Diversity Grant project ideas, please contact Jennifer Brooks, NCF-Envirothon Program Manager, at [jennifer-brooks@nacdnet.org](mailto:jennifer-brooks@nacdnet.org) or call 1-800-825-5547 x 2.*

**Proposed Changes of NACD's By-Laws.**

Proposed changes for consideration at the 2023 annual meeting: cleaning up language and organization; removes more policy from bylaws and establishes a list of documents to be maintained; revises the committee structure (changes names from 'resource policy groups' to subcommittees and to include staff members as well as supervisors; and reduces standing (formerly foundational) committees to three (legislative, natural resource, and district and partner relations)

**NACD 2023 Annual Meeting in New Orleans**

Same as last month -- registration for the NACD Annual Meeting is [still open](#)! The 2023 Annual Meeting will be in New Orleans from February 11-15 at the New Orleans Marriot. Early bird registration is through December 23, 2022.

NACD's Annual Meeting is the biggest event of the year and brings hundreds of conservation leaders from across the nation together. The Annual Meeting agenda includes a full NACD board meeting and is packed with opportunities for attendees to network and hear from a variety of conservation speakers.

**NACD Pacific Region**

Joint SW/Pacific NACD regions meeting will be August 22-24 at Lake Tahoe. Focus will be fuels and fires with tours on harvesting burnt trees, a new lumber mill, a biomass steam plant and how fuel thinning saved the Tahoe basin.

**WACD**

**Resolutions from WACD Annual Meeting.**

We left the WACD area meetings with 12 resolutions to go for consideration at the 2022 annual meeting. The Thurston resolution on removing population criteria and per parcel maximum annual rate (WACD number 2022-10) was merged with the identical Pierce resolution (WACD number 2022-9) with Pierce as the originator and Thurston secondary.

So, of the 11 resolutions (and one from Palouse CD introduced at the meeting) three are slated to go to NACD for consideration (2022-04, Whitman on good faith FSA contracts; 2202-11, Foster Creek CD on review of FSA practice standards, and 2022-12, Skagit CD on NRCS easements and recommendations for program improvements. These resolutions are at NACD for "early" review and comment. The official versions are not due until December 31. As the

NACD and WACD Update  
for the Thurston Conservation District  
December 20, 2022 Board Work Session and Meeting

Skagit resolution has three components, it is likely it will be broken into those parts so if one part “fails”, it does not take down the rest of the proposal. Resolutions and a description of the process are [here](#).

**WACD Annual Meeting**

1. With 45 voters present, the 2023 WACD budget was accepted as was the workplan. From the 2022 WACD business meeting - the executive office information is [here](#) and the Plant Materials Center budget is [here](#).
2. WACD and the Plant Materials Center are in good shape financially as indicated in the [financial report](#).
3. Mike Mumford (Pend Oreille CD) was elected to a two year term as president and Amy McKay (Whitman CD) was elected to a two year term as vice president.
4. The webpage for the 2022 WACD annual meeting is [here](#) and it contains additional information to what is presented in this summary.

**WACD December 5, 2022 Work Session Summary**

1. Debrief of the 2022 WACD annual meeting – went well, participants were civil, hybrid approach worked.
2. Adequacy of current staffing level to be evaluated.
3. Ideas for 2023
4. [Preliminary 2023 WACD Legislative Priorities](#)
5. Discussion of the letter from Lincoln CD to the Conservation Commission on “Code of Conduct”.

Information current as of December 13, 2022 and provided by WACD National Director [Doug Rushton](#).

L:\Thurston CD\2022\Board Mtgs-Work Sessions\12-20-22 TCD Board mtg & Work session\12-13-22 DRAFT NACD-WACD Update for 12-20-22 TCD.docx

Item

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# Proposed 2023 Consolidated Budget



|    | Income                              | Income \$\$      | Expense   | Expense \$\$     |
|----|-------------------------------------|------------------|---|------------------|
| 1  | <b>Unrestricted Budget</b>          |                  |   |                  |
| 2  | <b>Unrestricted Income</b>          |                  | <b>Unrestricted Expenses</b>  |                  |
| 3  | Retail Sales                        | 51,524           | <b>Administrative Expenses</b>  |                  |
| 4  | WSCC Implementation                 | 117,823          | Administrative Salaries & Benefits                                    | 294,000          |
| 5  | Rates and Charges                   | 559,611          | Professional Services   | 75,697           |
| 6  | Overhead                            | 263,500          | Facility, Vehicles and Maintenance                                    | 137,905          |
| 7  | Cash Surplus                        | 51,000           | Supplies  | 12,300           |
| 8  |                                     |                  | Conferences, Training and Travel                                      | 23,500           |
| 9  |                                     |                  | Insurance and Banking   | 35,650           |
| 10 |                                     |                  | <b>Administrative Expenses Total</b>                                  | <b>579,052</b>   |
| 11 |                                     |                  |   |                  |
| 12 |                                     |                  | <b>Program Allocations</b>  |                  |
| 13 |                                     |                  | Local Food Production and Consumption                                 | 14,000           |
| 14 |                                     |                  | Producer Support & Preservation and Expansion of Working Lands        | 6,000            |
| 15 |                                     |                  | Water Quality & Quantity and Protection & Restoration of Ecosystems   | 1,446            |
| 16 |                                     |                  | Soil Conservation and Health  | 35,910           |
| 17 |                                     |                  | Community Outreach and Engagement                                     | 179,125          |
| 18 |                                     |                  | Adult and Youth Conservation Education                                | 54,800           |
| 19 |                                     |                  | Climate Change Adaptation & Mitigation and Other Strategic Priorities | 98,125           |
| 20 |                                     |                  | <b>Program Allocations Total</b>                                      | <b>389,406</b>   |
| 21 |                                     |                  |   |                  |
| 22 |                                     |                  | <b>Savings</b>  | <b>75,000</b>    |
| 23 | <b>Unrestricted Income Total</b>    | <b>1,043,458</b> | <b>Unrestricted Expenses Total</b>                                    | <b>1,043,458</b> |
| 24 |                                     |                  |   |                  |
| 25 | <b>Restricted Budget</b>            |                  |   |                  |
| 26 | <b>Restricted Income</b>            |                  | <b>Restricted Expenses</b>  |                  |
| 27 | FY21-23 ESRP Shore Friendly Phase 2 | 139,964          | Salaries & Benefits   | 1,284,407        |
| 28 | FY23-25 ESRP Shore Friendly Phase 3 | 128,611          | Overhead  | 248,003          |
| 29 | FY22-UK ASRP Independence Phase 2   | 84,612           | Travel  | 51,515           |
| 30 | FY22-25 ASRP Riverbend Phase 2      | 655,070          | Goods & Services  | 696,417          |
| 31 | SRFB Cozy Valley                    | 104,520          | Construction & Restoration Work                                       | 624,051          |
| 32 | Zangle Cove                         | 99,011           | Cost Share  | 275,814          |
| 33 | FY23-25 ESRP Lower Eld Bulkhead     | TBD              |   |                  |
| 34 | ASRP Frog                           | 12,550           |   |                  |
| 35 | FY21-23 Livestock                   | 13,304           |   |                  |
| 36 | FY23-25 Livestock                   | 8,900            |   |                  |
| 37 | Skookumchuck Restoration            | 95,741           |   |                  |
| 38 | FY21-23 Chehalis Flood Plain        | 55,002           |   |                  |
| 39 | FY23-25 Chehalis Flood Plain        | 36,095           |   |                  |
| 40 | FY21-23 Shellfish Cost Share        | 56,731           |   |                  |
| 41 | FY23-25 Shellfish Cost Share        | 6,375            |   |                  |
| 42 | FY21-23 CREP                        | 78,555           |   |                  |
| 43 | FY21-23 NRI Cost Share              | 21,056           |   |                  |
| 44 | FY23-25 NRI Cost Share              | 6,375            |   |                  |
| 45 | Engineering                         | 12,670           |   |                  |
| 46 | Meyer Salmon Recovery               | 36,355           |   |                  |
| 47 | Riparian Outreach and Assessment    | 42,938           |   |                  |
| 48 | Riparian Restoration (RRIP)         | 324,239          |   |                  |
| 49 | FY21-23 Chehalis Lead               | 42,418           |   |                  |
| 50 | FY23-25 Chehalis Lead               | 18,000           |   |                  |

|    | Income                               | Income \$\$      | Expense   | Expense \$\$     |
|----|--------------------------------------|------------------|---|------------------|
| 51 | FY21-23 VSP                          | 26,702           |   |                  |
| 52 | FY23-25 VSP                          | 33,328           |   |                  |
| 53 | FY21-23 TC VSP Cost Share            | 228,249          |   |                  |
| 54 | Western SARE - Grassland Grazing     | 17,604           |   |                  |
| 55 | Sentinel Landscape Program (SLP)     | 295,000          |   |                  |
| 56 | WCRRI Prairie Habitat Enhancement    | 36,531           |   |                  |
| 57 | DNR Wildfire Ready Neighbors         | 50,000           |   |                  |
| 58 | Pierce Shellfish NTA                 | 66,000           |   |                  |
| 59 | City of Olympia Community Garden     | 129,500          |   |                  |
| 60 | Frogs on Farm                        | 8,445            |   |                  |
| 61 | USFWS Restoring South Sound Prairies | 1,000            |   |                  |
| 62 | Zangle Cove PMEP                     | 40,000           |   |                  |
| 63 | Ecology Grant                        | 42,401           |   |                  |
| 64 | South Sound Green                    | 126,355          |   |                  |
| 65 | <b>Restricted Income Total</b>       | <b>3,180,207</b> | <b>Restricted Expense Total</b>                     | <b>3,180,207</b> |
| 66 |                                      |                  |   |                  |
| 67 | <b>Income Total</b>                  | <b>4,223,665</b> | <b>Expense Total</b>                                | <b>4,223,665</b> |
| 68 | <b>Budget Surplus</b>                | <b>0</b>         | <b>Administrative Expense to Total-Budget Ratio</b> | <b>14%</b>       |

# Proposed 2023 Unrestricted Budget



|    | Primary Column   | 2022 Approved Budget | 2023 Budget | Difference |
|----|--|----------------------|-------------|------------|
| 1  | <input type="checkbox"/> Income  | 892,991              | 992,458     | 99,467     |
| 2  | <input type="checkbox"/> Retail Sales  | 55,200               | 51,524      | -3,676     |
| 3  | <input type="checkbox"/> Food Production and Consumption                                     | 1,900                | 1,600       | -300       |
| 4  | Poultry Equipment & Tool Rentals   | 1,900                | 1,600       | -300       |
| 5  | <input type="checkbox"/> Soil Conservation and Health  | 5,850                | 7,778       | 1,928      |
| 6  | Soil Testing   | 5,000                | 7,178       | 2,178      |
| 7  | Soil Health Equipment Rental   | 850                  | 600         | -250       |
| 8  | <input type="checkbox"/> Community Outreach and Education                                    | 46,500               | 39,540      | -6,960     |
| 9  | Plant Sales  | 46,500               | 39,540      | -6,960     |
| 10 | TCD Swag Shop  | 0                    | 0           | 0          |
| 11 | <input type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems | 950                  | 1,607       | 657        |
| 12 | Partner Fee for Service - Restoration Crew   | 0                    | 1,607       | 1,607      |
| 13 | <input type="checkbox"/> Other Income  | 950                  | 1,000       | 50         |
| 14 | Contributions Private  | 0                    | 0           | 0          |
| 15 | Rental Income  | 800                  | 800         | 0          |
| 16 | Interest Income  | 150                  | 200         | 50         |
| 17 | Miscellaneous Income   | 0                    | 0           | 0          |
| 18 | <input type="checkbox"/> Grant Revenue   | 117,823              | 117,823     | 0          |
| 19 | State Grants   | 117,823              | 117,823     | 0          |
| 20 | Rates and Charges  | 554,668              | 559,611     | 4,943      |
| 21 | <input type="checkbox"/> Overhead  | 165,300              | 263,500     | 98,200     |
| 22 | Overhead Allocation  | 155,800              | 248,000     | 92,200     |
| 23 | Vehicle Allocation   | 9,500                | 15,500      | 6,000      |
| 24 | Cash Surplus / 2022 Carry Overs  | 88,456               | 51,000      | -37,456    |
| 25 | <input type="checkbox"/> Program Allocation  | 432,645              | 389,406     | -43,239    |
| 26 | <input type="checkbox"/> Local Food Production and Consumption                               | 16,500               | 14,000      | -2,500     |
| 27 | Poultry Equipment Rentals  | 16,500               | 14,000      | -2,500     |
| 28 | <input type="checkbox"/> Producer Support & Preservation and Expansion of Working Lands      | 22,300               | 6,000       | -16,300    |
| 29 | Working Lands Preservation Initiative  | 22,300               | 6,000       | -16,300    |
| 30 | <input type="checkbox"/> Water Quality & Quantity and Protection & Restoration of Ecosystems | 5,000                | 1,446       | -3,554     |
| 31 | Restoration Crew & Equipment   | 5,000                | 1,446       | -3,554     |
| 32 | <input type="checkbox"/> Soil Conservation and Health  | 46,600               | 35,910      | -10,690    |
| 33 | Soil Health Testing  | 40,600               | 22,910      | -17,690    |
| 34 | Soil Health Equipment Rental   | 6,000                | 13,000      | 7,000      |
| 35 | <input type="checkbox"/> Community Outreach and Engagement                                   | 181,620              | 179,125     | -2,495     |
| 36 | Conservation & Education Center  | 61,920               | 55,000      | -6,920     |
| 37 | District Communications  | 68,750               | 68,750      | 0          |
| 38 | Plant Sale   | 41,750               | 44,625      | 2,875      |
| 39 | Elections  | 9,200                | 10,750      | 1,550      |
| 40 | <input type="checkbox"/> Adult and Youth Conservation Education                              | 52,500               | 54,800      | 2,300      |
| 41 | South Sound Green  | 46,300               | 46,300      | 0          |

|    | Primary Column  | 2022 Approved Budget | 2023 Budget | Difference |
|----|---|----------------------|-------------|------------|
| 42 | Teens in Thurston Volunteer Program   | 4,200                | 5,000       | 800        |
| 43 | Envirothon  | 2,000                | 3,500       | 1,500      |
| 44 | <input type="checkbox"/> Climate Change Adaptation & Mitigation and Other Strategic Plan Priorities | 108,125              | 98,125      | -10,000    |
| 45 | Conservation TA   | 98,125               | 98,125      | 0          |
| 46 | <input type="checkbox"/> Expense  | 473,802              | 579,052     | 105,250    |
| 47 | Administrative Salaries & Benefits  | 231,725              | 294,000     | 62,275     |
| 48 | <input type="checkbox"/> Professional Services  | 63,036               | 75,697      | 12,661     |
| 49 | Legal Services  | 25,000               | 36,000      | 11,000     |
| 50 | Audit & Accounting  | 14,036               | 6,500       | -7,536     |
| 51 | Computer Services   | 19,000               | 30,197      | 11,197     |
| 52 | Professional Services   | 5,000                | 3,000       | -2,000     |
| 53 | <input type="checkbox"/> Facility, Vehicles and Maintenance   | 129,000              | 137,905     | 8,905      |
| 54 | Janitorial Services   | 8,000                | 7,800       | -200       |
| 55 | Office Rent   | 50,000               | 50,000      | 0          |
| 56 | Utilities   | 8,000                | 8,000       | 0          |
| 57 | Equipment Leases  | 3,000                | 3,500       | 500        |
| 58 | Vehicle Leases  | 5,700                | 5,775       | 75         |
| 59 | 5966604 · Vehicle Purchase  | 30,000               | 0           | -30,000    |
| 60 | Office Move   | 0                    | 23,000      | 23,000     |
| 61 | Communications  | 10,300               | 12,180      | 1,880      |
| 62 | Photocopier Usage   | 1,000                | 600         | -400       |
| 63 | Repairs & Maintenance   | 2,000                | 5,000       | 3,000      |
| 64 | Computer Hardware Purchases   | 4,500                | 4,500       | 0          |
| 65 | Computer Software   | 5,000                | 11,550      | 6,550      |
| 66 | Equipment & Office Furniture  | 1,500                | 6,000       | 4,500      |
| 67 | <input type="checkbox"/> Supplies   | 11,750               | 12,300      | 550        |
| 68 | Office Supplies   | 3,500                | 4,000       | 500        |
| 69 | Postage & Shipping  | 500                  | 550         | 50         |
| 70 | Organizational Dues & Licenses  | 7,750                | 7,750       | 0          |
| 71 | <input type="checkbox"/> Conferences, Training and Travel   | 10,971               | 23,500      | 12,529     |
| 72 | Staff Conference & Training Fees  | 1,971                | 11,000      | 9,029      |
| 73 | Board Conference and Training Fees  | 2,500                | 2,500       | 0          |
| 74 | Staff Travel  | 4,000                | 7,500       | 3,500      |
| 75 | Board Travel  | 2,500                | 2,500       | 0          |
| 76 | <input type="checkbox"/> Insurance and Banking  | 27,320               | 35,650      | 8,330      |
| 77 | Bank Fees & Interest Charges  | 500                  | 650         | 150        |
| 78 | Liability Insurance Premiums  | 26,320               | 34,500      | 8,180      |
| 79 | Late Fees & Penalties   | 500                  | 500         | 0          |
| 80 | <input type="checkbox"/> Savings  | 75,000               | 75,000      | 0          |
| 81 | Reserve Fund  | 37,500               | 37,500      | 0          |
| 82 | Conservation Education Center Savings Plan  | 37,500               | 37,500      | 0          |
| 83 | Net Income (Surplus or Deficit)   | 0                    | 0           | 0          |

# Proposed 2023 Restricted Budget



| Grant Code | Grant Name                                     | Salaries & Benefits | Overhead       | Travel        | Goods & Services | Construction & Restoration Work | Cost Share     | Proposed 2023 Total Budget |
|------------|--|---------------------|----------------|---------------|------------------|---------------------------------|----------------|----------------------------|
| 1          | <b>Restricted Budget Totals</b>                | <b>1,284,407</b>    | <b>248,003</b> | <b>51,515</b> | <b>696,417</b>   | <b>624,051</b>                  | <b>275,814</b> | <b>3,180,207</b>           |
| 2          | R035 FY21-23 ESRP Shore Friendly Phase 2       | 34,095              | 3,410          | 5,214         | 93,245           | 0                               | 4,000          | 139,964                    |
| 3          | R035 FY23-25 ESRP Shore Friendly Phase 3       | 116,919             | 11,692         | 0             | 0                | 0                               | 0              | 128,611                    |
| 4          | R040 FY22-UK ASRP Independence Phase 2         | 84,612              | 0              | 0             | 0                | 0                               | 0              | 84,612                     |
| 5          | R050 FY22-25 ASRP Riverbend Phase 2            | 84,618              | 21,155         | 6,000         | 317,520          | 225,777                         | 0              | 655,070                    |
| 6          | R060 SRFB Cozy Valley                          | 31,138              | 3,114          | 2,215         | 48,553           | 19,500                          | 0              | 104,520                    |
| 7          | R070 Zangle Cove                               | 2,824               | 0              | 225           | 0                | 95,962                          | 0              | 99,011                     |
| 8          | TBD FY23-25 ESRP Lower Eld Bulkhead Removal    | TBD                 | TBD            | TBD           | TBD              | TBD                             | TBD            | TBD                        |
| 9          | TBD ASRP Frog                                  | 0                   | 0              | 0             | 12,550           | 0                               | 0              | 12,550                     |
| 10         | W025 FY21-23 Livestock                         | 10,348              | 2,587          | 369           | 0                | 0                               | 0              | 13,304                     |
| 11         | W025 FY23-25 Livestock                         | 7,000               | 1,750          | 150           | 0                | 0                               | 0              | 8,900                      |
| 12         | W030 Skookumchuck Restoration                  | 12,000              | 3,000          | 2,946         | 2,423            | 75,372                          | 0              | 95,741                     |
| 13         | W050 FY21-23 Chehalis Flood Plain              | 39,859              | 9,965          | 3,453         | 1,725            | 0                               | 0              | 55,002                     |
| 14         | W050 FY23-25 Chehalis Flood Plain              | 28,372              | 7,093          | 200           | 430              | 0                               | 0              | 36,095                     |
| 15         | W060 FY21-23 Shellfish Cost Share              | 4,994               | 1,249          | 488           | 0                | 0                               | 50,000         | 56,731                     |
| 16         | W060 FY23-25 Shellfish Cost Share              | 4,800               | 1,200          | 375           | 0                | 0                               | 0              | 6,375                      |
| 17         | W070 FY21-23 CREP                              | 59,946              | 14,986         | 0             | 0                | 0                               | 3,623          | 78,555                     |
| 18         | W080 FY21-23 NRI Cost Share                    | 3,005               | 752            | 38            | 0                | 0                               | 17,261         | 21,056                     |
| 19         | W080 FY23-25 NRI Cost Share                    | 4,800               | 1,200          | 375           | 0                | 0                               | 0              | 6,375                      |
| 20         | W100 Engineering                               | 3,880               | 970            | 0             | 7,820            | 0                               | 0              | 12,670                     |
| 21         | W110.1 Meyer Salmon Recovery                   | 1,600               | 400            | 0             | 300              | 34,055                          | 0              | 36,355                     |
| 22         | W110.2 Riparian Outreach and Assessment (ROAR) | 9,746               | 2,437          | 255           | 23,000           | 7,500                           | 0              | 42,938                     |
| 23         | W110.3 Riparian Restoration (RRIP)             | 89,235              | 22,309         | 0             | 93,945           | 118,750                         | 0              | 324,239                    |
| 24         | W150 FY21-23 Chehalis Lead                     | 33,077              | 8,269          | 0             | 1,072            | 0                               | 0              | 42,418                     |
| 25         | W150 FY23-25 Chehalis Lead                     | 14,100              | 3,525          | 0             | 375              | 0                               | 0              | 18,000                     |
| 26         | TC400 FY21-23 VSP                              | 21,108              | 5,277          | 317           | 0                | 0                               | 0              | 26,702                     |
| 27         | TC400 FY23-25 VSP                              | 26,662              | 6,666          | 0             | 0                | 0                               | 0              | 33,328                     |
| 28         | TC450 FY21-23 TC VSP Cost Share                | 21,255              | 5,314          | 750           | 0                | 0                               | 200,930        | 228,249                    |
| 29         | M070 Western SARE - Grassland Grazing          | 15,456              | 1,603          | 545           | 0                | 0                               | 0              | 17,604                     |
| 30         | M075 Sentinel Landscape Program (SLP)          | 227,200             | 56,800         | 1,000         | 10,000           | 0                               | 0              | 295,000                    |
| 31         | M095 WCRRRI Prairie Habitat Enhancement        | 24,905              | 6,226          | 300           | 2,700            | 2,400                           | 0              | 36,531                     |

|    | Grant Code | Grant Name                           | Salaries & Benefits | Overhead | Travel | Goods & Services | Construction & Restoration Work | Cost Share | Proposed 2023 Total Budget |
|----|------------|--------------------------------------|---------------------|----------|--------|------------------|---------------------------------|------------|----------------------------|
| 32 | TBD        | DNR Wildfire Ready Neighbors         | 30,000              | 7,500    | 0      | 12,500           | 0                               | 0          | 50,000                     |
| 33 | TBD        | Pierce Shellfish NTA                 | 32,000              | 8,000    | 26,000 | 0                | 0                               | 0          | 66,000                     |
| 34 | TBD        | City of Olympia Community Garden     | 103,600             | 25,900   | 0      | 0                | 0                               | 0          | 129,500                    |
| 35 | US80       | Frogs on Farm                        | 6,516               | 1,629    | 300    | 0                | 0                               | 0          | 8,445                      |
| 36 | US90       | USFWS Restoring South Sound Prairies | 1,000               | 0        | 0      | 0                | 0                               | 0          | 1,000                      |
| 37 | US100      | Zangle Cove PMEP                     | 0                   | 0        | 0      | 0                | 40,000                          | 0          | 40,000                     |
| 38 | E100       | Ecology Grant                        | 8,100               | 2,025    | 0      | 31,604           | 672                             | 0          | 42,401                     |
| 39 | G019       | South Sound Green                    | 85,637              | 0        | 0      | 36,655           | 4,063                           | 0          | 126,355                    |

Item

7



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

January 24, 2023, 5:00 pm -7:45 pm

**Zoom Meeting Link:**

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

**Passcode: 2918**

Meeting ID: 916 5857 7844

Call in: 1-253-215-8782

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## Work Session Topic List

5:00 pm – 6:00 pm

1. Topic List Review, *All*
2. Staff Presentation:
3. Minutes Review & Revision, *All*
  - a. December 20, 2022, Board Work Session & Meeting Minutes
4. Conservation and Education Center Development, *All*
5. Real Estate Update, *All*
6. WACD Resolutions, *All*
7. Potential Legislation, *All*
8. Important Updates & Announcements
  - a. Board of Supervisors, *All*
  - b. Executive Director, *Sarah Moorehead (Executive Director)*

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## Board Meeting

6:30 pm – 7:45 pm

- |  |                                    |
|--|------------------------------------|
| 1. Welcome, Introductions, Audio Recording Announcement    | <b>6:30 PM</b><br><i>5 minutes</i> |
| 2. Agenda Review   | <b>6:35 PM</b><br><i>5 minutes</i> |
| 3. Consent Agenda – <i>Action Item</i>                     | <b>6:40 PM</b>                     |
| A. December 20, 2022, Board Work Session & Meeting Minutes | <i>5 minutes</i>                   |
| B. December 2022 & 2022 Year-End Financial Report          |                                    |
| 4. Public Comment  | <b>6:45 PM</b>                     |
| *Three minutes per person                                  | <i>10 minutes</i>                  |

- 5. Partner Reports (if present)** **6:55 PM**
- A. Natural Resources Conservation Service (NRCS), *Rebecca Anderson-Blanca* *15 minutes*
  - 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. Governance, All** **7:15 PM**
- A. February 28, 2023 Work Session Topic List & Meeting Agenda Development *5 minutes*

**Adjourn** **7:50 PM**

**Informational Only Items:**

- I. Executive Director's Report*

### Important Dates

**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

**April 2023**

- Board Work Session & Meeting 5:00 -7:30 pm In-person and Virtual (Zoom) April 25

# Informational Items



# Executive Director's Report

Sarah Moorehead – Executive Director

December 20, 2022

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## **Priority Initiative Updates**

### **TCD Funded No-Till Drill**

TCD has been notified that we will be awarded funding for a no-till drill to include in TCD's equipment rental program. This long-anticipated piece of equipment has become increasingly requested from community members, partners and even staff who are developing on the ground conservation projects!

In addition to the soil-health benefits of minimal tillage, TCD is looking to purchase a drill that maximizes the incorporation of native seed as we support community members in their restoration of native grasslands!

TCD plans to offer required on-the-ground drill use and cleaning training opportunities to help ensure proper use of the equipment, make community members feel comfortable operating the equipment, and ensure it remains well-maintained into the future. Community members that successfully participate in this training will be eligible to rent the equipment from TCD.

While TCD has received some feedback on drill specifications, a survey currently exists to calculate and quantify projected use of the equipment and fine-tune the size and specifications of this valuable piece of equipment. Community members who are interested in renting this equipment in the future are encouraged to complete a survey to share their thoughts on their desired equipment specifications, as well as future pieces of equipment they would like to see as part of TCD's equipment rental program! The survey will also generate a list of interested individuals to continue to share rental program updates and training opportunities with.

Interested producers can complete the survey here: <https://forms.gle/y6Rwnff5ezenHZNX6>

### **K12 Field Trips Return in 2022!**

South Sound GREEN's return to in person field trips this fall! Students from Roosevelt Elementary charge down the path at Squaxin Park to test the water at Mission Creek, and one student from Horizons Elementary takes notes on the riparian vegetation along Long Lake during their water quality testing trip.



### **A Look Inside Cost Share Construction**



A look at the construction of a Shellfish Cost Share cost share project! This now completed project implemented Heavy Use Area Protection, Subsurface Drainage, and a Waste Storage Facility to will help protect water quality in Eld Inlet. On the left, a representative of the Nisqually Tribe joins TCD's contract Cultural Resources Consultant in the field to survey

the project site for cultural resources prior to project construction. On the right, District Engineer Katrinka Hibler inspects the placement of the rebar structure against her final designs.

## **District Operations**

### **November 15, 2022 Board Meeting Action Items**

- No Action Items to report on.

### **2023 Board of Supervisors Election Information**

#### **Voter Information**

A mail-in election will be held March 14, 2023. Registered voters who live within the Conservation District boundaries are encouraged to request a ballot to cast their vote in the 2023 election.

Ballot requests begin February 6, 2023. More information about how to request a ballot will be posted on our website and featured in upcoming newsletters.

#### **How to Become a Candidate**

A mail-in election for Position 3 on the Thurston Conservation District Board of Supervisors will be held on March 14, 2023. Qualified candidates are registered voters residing in the Conservation District, which covers most of Thurston County.

*Candidates must complete and return paperwork by January 23, 2023 at 4:30pm.*

Mandatory paperwork and candidate statement/photo materials may be returned to the Election Supervisor via mail or dropped off to 'Thurston Conservation District, C/O Susan Shelton 2918 Ferguson St SW, Suite A, Tumwater WA 98512' or by emailing a scanned copy to [accounting@thurstoncd.com](mailto:accounting@thurstoncd.com)

#### **Hiring! Temporary Polling Officer**

TCD is searching for a temporary part-time election employee who will serve as a polling officer and will help the District hold a transparent and accountable election for its Board of Supervisors Position 3. The selected candidate will report directly to the District's Election Supervisor, Susan Shelton, and will work in collaboration with the Thurston County Auditor's Office Elections staff and Polling Officer volunteers. This temporary position will support the District's March 14, 2023 mail-in election season.

It is a priority of Thurston CD to ensure that our permanent conservation staff are not responsible for handling or processing ballots in order to reduce any potential for the appearance of election tampering and to ensure sufficient capacity to provide voters with well-trained, highly responsive support throughout our 2023 election season. Our election processes are dictated by our governing law (RCW Chapter 89.08), WAC Section 135-110, and the procedures established by the Washington State Conservation Commission.

Find a full list of duties and responsibilities in the job description here:

<https://www.thurstoncd.com/get-involved/career-opportunities/>

To Apply: Submit a resume with two references and the supplemental questionnaire to job-applications@thurstoncd.com by January 20, 2023 at 4:30pm.

### **Hiring! Administrative Assistant**

Thurston Conservation District is looking for a reliable, organized, and friendly team player who will support the work of TCD's staff and board and provide general assistance to the public!

The Administrative Assistant will join our Finance and Administration team and will assist TCD's board and staff with administrative functions, provide general information and assistance to the public, assist the Soil Health and Food Processing equipment rental programs, and ensure that District facilities and vehicles are maintained.

A full position description and application instructions can be found here:

<https://www.thurstoncd.com/get-involved/career-opportunities/>

Applications are due by the end of the day on December 31, 2022.

### **Annual Plan Development Timeline**

Following the anticipated approval of the 2023 TCD Annual Budget, staff will align the approved TCD Strategic Plan goals and actions with the approved annual budget to develop an annual plan for the TCD Board to review and consider approval of at the January work session and board meeting.

### **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.