

# City of Tenino

149 Hodgen Street South  
Tenino, WA 98589

**City Council Meeting**  
**Tuesday, May 24, 2022 at 7:00 PM**

## **Agenda**

### **WORK SESSION**

- [1.](#) Potential New Building Services

**Recommended Action:** Review contract, Discussion.

### **CALL TO ORDER**

### **AGENDA APPROVAL**

- [2.](#) Agenda for the Regular Meeting of the 5/24/22.

**Recommended Action:** Motion to approve the agenda as presented.

### **APPROVAL OF MINUTES**

- [3.](#) Meeting Minutes for 5/10/2022

**Recommended Action:** Motion to approve 5/10/2022 meeting minutes as presented

### **CONSENT CALENDAR**

- [4.](#) Consent Calendar consisting of May 11, 2022 through May 24, 2022:

Payroll EFT's in the amount of \$63,378.75

Claims Checks #30602 through #30633 and EFT's in the amount of \$463,971.36

for a grand total of \$527,350.11

Liquor Cannabis License: Mill Lane Winery

**Recommended Action:** Move to approve the consent calendar as presented.

### **EXECUTIVE SESSION**

### **PRESENTATIONS**

- [5.](#) TRL Cheryl Heywood presenting State of the Library Address.

### **PUBLIC COMMENTS**

### **PUBLIC HEARING**

**PROCLAMATIONS**

**OLD BUSINESS**

6. City Council Retreat

**Recommended Action:** Confirm City Council Retreat for June 25, 2022

**NEW BUSINESS**

**RESOLUTIONS**

**ORDINANCES**

**REPORTS**

7.
  - 1) Chamber of Commerce
  - 2) Economic Development Council (EDC)
  - 3) South Thurston Economic Development Initiative (STEDI)
  - 4) ARCH Commission
  - 5) Experience Olympia & Beyond (VCB)
  - 6) Fire District #12
  - 7) Library
  - 8) Museum
  - 9) Tenino Community Service Center
8.
  - 1) Civil Service Commission
  - 2) Façade Improvement Grant Review Committee
  - 3) Finance Committee
  - 4) Planning Commission
  - 5) Public Safety Committee
9.
  - 1) Chief of Police
  - 2) Director of Public Works
  - 3) City Planner
  - 4) Code Enforcement/Building Inspector
  - 5) PARC Specialist
  - 6) City Attorney
  - 7) Clerk/Treasurer

**8) Mayor**

**10. 1) Bucoda/Tenino Healthy Action Team (BTHAT)**

**2) Solid Waste Advisory Board**

**3) TCOMM/911**

**4) Tenino School Board**

**5) Thurston Regional Planning Council (TRPC)**

**6) Transportation Policy Board**

**7) Legislature**

**PUBLIC COMMENTS 2**

**ANNOUNCEMENTS**

**ADJOURNMENT**

**File Attachments for Item:**

1. Potential New Building Services

**Recommended Action:** Review contract, Discussion.



# PROFESSIONAL SERVICES AGREEMENT

**THIS PROFESSIONAL SERVICES AGREEMENT**, which is referred to hereinafter as “this Agreement”, is made and entered by and between BHC Consultants, LLC (“BHC”) and City of Tenino (“CLIENT”) and is effective as of the last date written below. BHC and CLIENT are sometimes referred to in this Agreement individually as “party” and together as “parties”.

Project: \_\_\_\_\_

### Scope of Services

The scope of services to be performed, and the schedule and compensation for performing those services, shall be as described on Attachment “A”, attached, hereby incorporated into this Agreement. The GENERAL CONDITIONS stated below are part of this Agreement.

In witness whereof, the parties have made and executed this Agreement.

### BHC Consultants, LLC

### City of Tenino

(Client)

By: Ron Dorn

By: \_\_\_\_\_

Title: President

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

### GENERAL CONDITIONS

**Independent Contractor:** BHC is an independent contractor and is not an agent or employee of CLIENT.

**Assignment:** Neither party may assign this Agreement or any rights or responsibilities under it, whether during performance or after performance, without first obtaining the other party’s written consent.

**Compliance with Laws, Permits and Licenses:** BHC shall comply with responsible interpretations of applicable laws, regulations, ordinances and permits that are in effect at the time of performance.

**Taxes:** BHC shall comply with applicable federal, state and local tax laws.

**Provision of Documents:** CLIENT shall provide BHC with pertinent information and documents concerning the CLIENT’s requirements for the Project. This includes drawings, specifications, schedules and other information prepared by or available to CLIENT pertinent to the services. BHC is entitled to rely upon the completeness and accuracy of the documents and information provided by CLIENT.

**Authorization:** BHC shall begin performance upon receipt of a copy of this Agreement bearing the CLIENT’s signature unless stated otherwise in writing.

**Changes and Additional Services:** CLIENT and BHC may agree to modify the scope of services and may agree to the performance of additional services for additional compensation. All changes shall be in writing and shall take effect only when signed by both parties.

**Invoicing:** BHC shall submit monthly progress billings to CLIENT. If services are performed on a lump sum fee basis, progress billings shall be on a percent-complete basis. If services are performed on a time-and-materials basis, progress billings shall itemize actual hours worked, equipment, outside services and a brief description of the services provided; hourly rates shall be in accordance with the current BHC Rate Schedule.

**Payment:** Payment to BHC for services performed and reimbursable costs incurred shall be made within 30 days of receipt of invoice. All payments shall be delivered to: BHC Consultants, LLC, 1601 Fifth Avenue Suite 500, Seattle WA 98101.

**Termination for Convenience:** CLIENT, for its convenience, may terminate this Agreement in whole or in part at any time by written notice, which shall state the extent and effective date of such termination. CLIENT shall reimburse BHC for reasonable costs necessarily incurred by BHC following receipt of the notice of termination.

## PROFESSIONAL SERVICES AGREEMENT

**Termination for Default:** Either party may terminate this Agreement if the other party substantially fails to meet its obligations under this Agreement. Said termination will become effective upon five business days' written notice unless the defaulting party cures the default within that five-day period or provides satisfactory evidence to the non-defaulting party within the five-day period that such default will be cured within a satisfactory time.

**Records:** BHC shall maintain all records pertaining to the Project for a period of not less than two years. These shall be available to CLIENT for its review upon reasonable notice.

**Confidentiality:** BHC will not disclose any documents, reports, disclosures, plans or other information that CLIENT identifies as proprietary or confidential to any third party except as necessary to perform services pursuant to this Agreement or except as required by law.

**Ownership of Documents:** All documents prepared by BHC pursuant to this Agreement are instruments of service intended for use solely with respect to this Project. These instruments of service shall become the property of CLIENT upon CLIENT's full performance of its payment obligations under this Agreement. Any use of the instruments of service on a different project, or on this project following a termination of this Agreement when BHC is not in default, by CLIENT or others shall be without liability on the part of BHC or its employees or subconsultants.

### **Insurance:**

A. BHC shall maintain continuously during the life of this Agreement the following minimum insurance requirements:

1. Worker's Compensation Insurance per Washington statutes.
2. Commercial General Liability with limits of not less than \$1,000,000 applicable to bodily injury, sickness, or death in any one occurrence or in the aggregate and not less than \$1,000,000 for loss of, or damage to, property in any one occurrence or in the aggregate.
3. Automobile Liability covering all owned, non-owned, or hired vehicles used by BHC with combined single limits of not less than \$1,000,000.
4. Professional Liability Insurance in the amount of \$2,000,000 per claim and annual aggregate covering BHC's negligent professional acts, errors, or omissions.

BHC will provide CLIENT with evidence of the above-stated coverages upon written request received.

B. CLIENT will carry Commercial General Liability Insurance with limits of not less than \$1,000,000 per occurrence and policy aggregate. CLIENT will carry, or will require the Contractor to carry, builder's risk insurance for the full replacement value of the completed Project.

C. Except to the extent that it impairs coverage, each party waives all claims for recovery of costs, losses and damages from the other to the extent covered by insurance carried by or for the benefit of the party incurring the costs, losses or damages.

**Construction:** Only CLIENT has the right to reject or stop work of its contractors or agents. BHC will notify CLIENT of non-conforming work performed by the CLIENT's contractor(s) coming to the attention of BHC, but BHC is not responsible for inspecting the construction work or for performing exhaustive observations of the construction work. BHC is not responsible for, and does not have control or charge of, the specific means, methods, techniques, sequences or procedures employed by the CLIENT's contractor(s) or for jobsite safety or jobsite safety programs. BHC is not responsible for any failure on the part of the contractor(s) to perform work in accordance with the plans and specifications.

**Laws:** This Agreement shall be governed by and interpreted in accordance with the internal laws of the State of Washington.

**Force Majeure:** BHC shall not be liable for failure to perform when its performance is hindered or prevented by an occurrence beyond the reasonable control of BHC.

**No Third Party Rights:** All duties and responsibilities undertaken pursuant to this Agreement are for the sole and exclusive benefit of the parties hereto. There shall be no third party beneficiaries of this Agreement.

**No Consequential Damages:** BHC and CLIENT waive all claims for consequential damages against each other for claims, disputes, and causes of action arising out of or related to this Agreement and/or the Project.

**Dispute Resolution:** CLIENT and BHC agree that all disputes between them arising out of or related to this Agreement, or the breach or alleged breach of this Agreement, that cannot be resolved by direct discussions shall be submitted to and considered in nonbinding mediation before either party may commence litigation. Unless the parties subsequently agree otherwise, the mediation shall be administered by the American Arbitration Association in Seattle acting under its Construction Industry Mediation Rules.

**Entire Agreement:** This Agreement, including Exhibits incorporated herein by reference, states all of the terms of the agreement between the parties respecting its subject matter and supersedes all prior and contemporaneous written and unwritten negotiations, proposals, representations, commitments and agreements. This Agreement may be modified only by way of an instrument signed by authorized representatives of both parties.

**City of Tenino**  
**PROJECT NAME**  
**SCOPE OF SERVICES**  
Attachment "A"

## 1. Plan Review

The City of Tenino (Client) will determine which plans and building permit applications will be reviewed by BHC (also called "Consultant"). BHC will review such plans submitted with building permit applications for structural and non-structural code compliance in accordance with the currently adopted construction codes as adopted and amended by the state of Washington and the City of Tenino (Client), except that BHC will confer with the City Building Official and/or his/her agent on any portion of the review that specifically requires the approval of the Building Official as specified in the code(s).

- A. The specified services to be performed by BHC shall be specified in a letter of Authorization issued by the City of Tenino for each set of plans and permit application.
- B. BHC will not design for the applicant, make any structural changes on the plans, or make any changes that directly contradict other information on the plans. Significant changes must be made by or under the direction of the applicant or design professional in responsible charge.
- C. Reviews shall be conducted by BHC and under direction of BHC staff and consultants.
- D. If corrections or additions are required, BHC will write a review letter addressed to the applicant. The review letter will be sent to the City agent or at the direction of the City the design professional in responsible charge or applicant for the project. The City or BHC at the direction of the City will provide the review letter, along with any additional City requirements to the applicant. The correction letter will indicate to the applicant that they are required to submit the revisions/additions once addressed to BHC per the submittal requirements for the permit type under review.
- E. When the plans and applications are consistent with the City's codes and standards, BHC will indicate that the drawings have been reviewed and found to be in substantial compliance with applicable construction codes and ordinances. The reviewer's name and date of compliance will be affixed to each sheet of the required digital submittal documents. In the event digital submittal documents are not available up to two sets of drawings (as provided by the applicant) including the cover sheet will be stamped in the same manner and provided back to the City.
- F. Full reviews will include structural, non-structural, accessibility, energy, and ventilation requirements as applicable. Partial reviews will be indicated as either structural or non-structural or as mutually agreed upon. Initial reviews shall be within the timelines identified in section 2 of this document.

## 2. Process

- A. The City will determine which plans are to be reviewed by the Consultant.
- B. The City will intake, track, and process the permit applications and all revisions per current building and permit administration procedures.
- C. Electronic applications coordinated by the City from the applicant shall be a digital PDF. BHC will perform the reviews and coordination in the same manner using Bluebeam Revu PDFs and Word documents.
- D. For transportation of non-electronic documents, BHC will be responsible for the transportation and cost of returning permit review documents back to the City. The City will be responsible for the transportation and cost of delivering permit review documents to BHC.
- E. The Consultant will conduct the initial review, revisions or additional information and will either indicate compliance with the code(s) against which it was checked and notify the City of compliance, or if the drawings are still not as required, contact the applicant and the City with additional revision requests within the time frames specified below unless negotiated otherwise:

<b>Project Type</b>	<b>Initial Review</b>	<b>Re-Review</b>
Single-Family	10 working days (2 weeks)	10 working days (1 – 2 weeks)
Multi-Family	15 - 20 working days (3 - 4 weeks)	10 working days (2 weeks)
Commercial	20 - 30 working days (4 - 5 weeks)	15 working days (3 weeks)

- F. Review timelines are subject to negotiation for all projects, including but not limited to number of projects and other types of permit applications, large multi-unit, multi-story or complex projects.
- G. The Consultant will not be held responsible for delays beyond the Consultant's control. During heavy workloads or schedule delays, the Consultant shall notify the City of revisions to estimated target dates.

# LABOR RATE SCHEDULE

## Attachment "B"

<u>Classification</u>	<u>Hourly Rate</u>
Building Official	\$110
Combination Building Inspector	\$90
Plans Examiner – non-structural	\$150
Structural P.E.	\$190
Fire code and sprinkler (FPE)	\$140
Fire code and sprinkler (non-FPE)	\$120
Civil / site plan review (P.E.)	\$150
Administration Assistance	\$75

### 3. Plan Review Fee

***The following fee determination criteria is intended to include the review of plans sent to BHC for review and approval. The reviews will typically be for new construction, substantial remodel, and alterations of both residential and commercial structures. Incidental over-the-counter plan review performed by BHC staff while on-site at the City will be included as part of the daily tasks performed at the hourly rate identified in the Labor Rate Schedule.***

At the request of the City and in concurrence by the Consultant, plan review fees may be determined to be charged at the hourly rates as identified in the Labor Rate Schedule as opposed to the following "fixed fee" rates.

#### Residential: (Single Family Dwelling)

##### A. Full Plan Review:

Includes structural, non-structural Fire & Life Safety, mechanical, plumbing, State Energy, and applicable items in the City's Municipal Code.

70% of the City's collected Building Plan Review fee. (\$250 minimum)

#### Non-Residential:

##### B. Full Plan Review:

Includes structural, non-structural Fire & Life Safety, Barrier Free ADA accessibility and/or State Energy Code, *Mechanical (IMC) and/or Plumbing (UPC)*.

70% of the City's collected Building Plan Review fee. (\$250 minimum)

##### C. Partial Plan Review:

Will consist of one of the following:

- IBC non-structural Fire & Life Safety including mechanical/plumbing when issued as a part

of a combination building permit, State Energy and Barrier Free ADA accessibility review.

-OR-

- IBC Structural ONLY

40% of the City's collected Building Plan Review fee. (\$250 minimum)

D. Mechanical/Plumbing: (issued as a separate permit)

When permit for such work is issued separately from a building combination permit and the permit fee is based on valuation of such work separate from the building permit, the fee will be assessed at the partial review percentage noted above. If the permit fee is based on a unit fee per the IMC or UPC, the fee will be charged at the hourly rate as identified in the Labor Rate Schedule.

E. Civil/Site Plan Review:

Will be charged hourly at the Civil Site Plan Review rate as identified in the Labor Rate Schedule.

These fees include the initial plan review plus one (1) recheck. When substantial revisions occur to previously reviewed and /or approved plans, additional fees shall be charged at the hourly rates identified in the Labor Rate Schedule.

- F. Attachment "B" Labor Rate Schedule will be utilized for all hourly fees unless negotiated otherwise between BHC and the City.
- G. All "fixed fee" and/or "hourly" projects shall have a minimum fee of \$250 to cover set up, tracking, coordination, and initial review.
- H. Expedited plan review services are available upon request. Fee is negotiated based on timeline requested at a rate of 150% to 200% of the hourly rates identified in the Labor Rate Schedule or as negotiated otherwise. Once the fee is negotiated the City is to inform the applicant of the fee ahead of the notice to proceed. Billing for authorized expedited services will be identified in the statement further described below.
- I. A joint BHC plan review and City split review option may be negotiated prior to the start of the project.

#### 4. Building Inspection Services

BHC will provide a certified building inspector to perform the following services on an as-needed, on-call basis:

- A. Upon authorization by the City, the inspector will perform building inspection services for the City.
- B. At the request of the City, the inspector shall be asked to perform one or more of the following inspection tasks:
- a. Non-structural fire and life safety inspections
  - b. Structural inspections
  - c. Energy code inspections
  - d. Barrier free ADA inspections
  - e. Mechanical & plumbing inspections

- C. Inspector will provide building inspections in accordance with the currently adopted International Codes, Washington State Building Code (WAC 51-50 and 51-51), and Energy Code (WAC 51-11), and the applicable City Building Codes, except that inspector will confer with the City Building Official or his/her agent on any portion of the review that specifically requires an approval of the Building Official under the applicable code(s), or that involves an unusual interpretation.
- D. Inspections will be done in accordance with all codes, ordinances and regulations in effect and will be performed in a courteous and professional manner. Up-to-date records of inspection status will be maintained in the manner required for the specific project and on the office copy of the permit. Inspections can be negotiated to be in person or virtual remote inspection, or as requested otherwise by the City. *Note: Plan review approvals are not inspections.*

The City shall guarantee a minimum of two (2) hours of inspection work each day inspection services are provided. Inspection time is calculated portal to portal further explained below.

## 5. Additional Services Required

- A. Building Official services can be provided for code interpretation and administrative needs such as ordinance review and update, staffing needs, department budget development and review at the hourly rates identified in the Labor Rate Schedule.
- B. Civil/Site plan reviews will be charged at the hourly rates identified in the Labor Rate Schedule.
- C. Pre-permit plan review meetings to review code requirements and City permit coordination will be charged at the hourly rates identified in the Labor Rate Schedule.
- D. Review of supplemental plans or deferred submittals (information not provided at time of initial review but required for plan approval, i.e., truss specification/plans, fire protection/alarm details, etc.) will be charged at the hourly rates identified in the Labor Rate Schedule.
- E. Revisions to plans that require additional plan review will be charged at the hourly rates identified in the Labor Rate Schedule.
- F. Addendums to approved plans that require additional plan review will be charged at the hourly rates identified in the Labor Rate Schedule.
- G. Attendance of meetings in person or remotely when requested by the City will be charged at the hourly rates identified in the Labor Rate Schedule.
- H. Separate Fire Code, Fire Sprinkler, Fire Alarm and when not part of the full plan review, mechanical, and plumbing reviews when requested by the City will be charged at the hourly rates identified in the Labor Rate Schedule.

## 6. Additional

- A. All other review services and reviews in excess of two (the initial review plus one re-check) shall be paid on a time-and-expense basis using the applicable hourly rate identified in the Labor Rate Schedule.
- B. In-house plan review and other services will be provided as desired by the City and agreed upon by the Consultant on a time-and-expense basis using an hourly rate identified in the Labor Rate Schedule.
- C. Valuation figures used to determine the plan review fees will be calculated based on the City's Fee

Resolution. The plan review fee will be determined by the City and the proposed plan review fee amount shall be submitted to the Consultant for each project for review and approval.

- D. Billing statements will be issued for reviews that receive a full initial review in the preceding month or other acceptable time period. A full initial review shall constitute an earned fee for both the City and Consultant. Each statement will include the permit application number and owner or project name of the plans reviewed with the fee.
- E. The City shall have the right to withhold payment to the Consultant for any work not completed in a satisfactory manner until such time that the Consultant modifies such work to the satisfaction of the City.
- F. **Hourly rates shown are portal to portal** from inspector's residence or the Tacoma office, whichever is less for on-call services.
- G. All mileage included by BHC inspector will be reimbursed at the most current IRS rate, currently .565 cents per mile. Mileage will not be assessed on travel using client supplied vehicle.
- H. Consultant staff's normal workdays are Monday through Friday (8am~5pm, PST). Office work on Saturdays, Sundays or City Holidays will be performed only at specific request of the City. Billing for work performed outside normal work hours or on Saturdays, Sundays, or City Holidays shall be at 150% of the rates shown above.
- I. This Labor Rate Schedule is effective as of February 1, 2022 and shall be effective for the duration of this Agreement.



**File Attachments for Item:**

3. Meeting Minutes for 5/10/2022

**Recommended Action:** Motion to approve 5/10/2022 meeting minutes as presented

**City Council Meeting  
Tuesday, May 10, 2022**

**Minutes**

Mayor Fournier convened the work session at 7:00 pm

Mayor Fournier convened the work session at 7:00 pm with

**PRESENT**

Councilmember Linda Gotovac

Councilmember Elaine Klamn

Councilmember John O'Callahan

Councilmember Jason Lawton

Councilmember Rachel Davidson

1. State of the City Address from Mayor Fournier

Mayor Fournier presented his State of the City Address along with a slideshow.

**CALL TO ORDER**

Mayor Fournier convened the regular council meeting at 7:30 pm, with

**PRESENT**

Councilmember Linda Gotovac

Councilmember Elaine Klamn

Councilmember John O'Callahan

Councilmember Jason Lawton

Councilmember Rachel Davidson.

**AGENDA APPROVAL**

2. Agenda for the Regular Meeting of the 5/10/22.

**Recommended Action:** Motion to approve the agenda as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Davidson.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan,  
Councilmember Lawton, Councilmember Davidson.

Motion passes 5/0.

**APPROVAL OF MINUTES**

3. Meeting Minutes for 4/26/2022

**Recommended Action:** Motion to approve 4/26/2022 meeting minutes as presented

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion passes 5/0.

#### **CONSENT CALENDAR**

4. Consent Calendar consisting of April 26, 2022 through May 10, 2022:

Payroll EFT's in the amount of \$33,374.38

Claims Checks #30574 through #30601 and EFT's in the amount of \$90,617.49

for a grand total of \$123,991.87

Liquor Cannabis License: None

**Recommended Action:** Move to approve the consent calendar as presented.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Davidson.

Motion passes 5/0.

#### **EXECUTIVE SESSION**

None

#### **PRESENTATIONS**

5. Commercial Vehicle Enforcement presentation by Police Chief Auderer

Chief Auderer presented on the Commercial vehicle enforcement that he held with the WSP. He is hoping to maybe hold this enforcement quarterly.

#### **PUBLIC COMMENTS**

Zack Leitzke 348 Sussex Ave E: He inquired on fencing the back part of his property and closing the alleyway to traffic. He stated he had the blessing of the two other residents on the block, however, is wanting to know the correct procedure. Mayor Fournier advised him to attend the Planning Meeting on 5/11 @ 6:00 pm.

Joyce Worrell Sussex Ave W: Joyce reported as a chairperson for the Splash Bash committee inviting the Mayor to present his State of the City Address during the Splash Bash dinner. She also reminded everyone the date of 5/21 and tickets are required. Speaking as a Chamber member she thanked Mayor Fournier for his speech during their meeting stating it was one of the best she has heard. She then

reported that Johnny Appleseed as well as Banana Man will be present during the Splash Bash Dinner and Auction.

#### **PUBLIC HEARING**

None

#### **PROCLAMATIONS**

6. PROCLAMATION BY THE GOVERNOR AMENDING PROCLAMATION 20-05 and RESCINDING PROCLAMATION 20-28

**Recommended Action:** Motion to accept proclamation by the Governor, Amending Proclamation 20-05 and rescinding Proclamation 20-28

Mayor Fournier read into record the proclamation from Gov. Enslee.

#### **OLD BUSINESS**

7. City Council Retreat 6/25/2022

**Recommended Action:** Discuss and approve City Council Retreat

Mayor Fournier requested council to all check their calendars for a retreat to be held on 6/25/22 and get back to him as soon as possible.

#### **NEW BUSINESS**

8. New Contract for Building Services

**Recommended Action:** Discuss and review new contract for building services.

Mayor Fournier advised Council that he is in the process of maybe getting a Official for the building department.

9. Donation to TPD from Nisqually Indian Tribe. The Nisqually Indian Tribe has graciously offered a donation of equipment valued at \$15,000. The Equipment is less lethal tasers and body worn cameras.

**Recommended Action:** Discuss and motion to accept donation from Nisqually Indian Tribe.

Chief Auderer explained to the Mayor and Council what he plans to use the donation monies.

#### **RESOLUTIONS**

None

#### **ORDINANCES**

None

#### **REPORTS**

10. 1) Chamber of Commerce

**2) Economic Development Council (EDC)**

**3) South Thurston Economic Development Initiative (STEDI)**

**4) ARCH Commission**

**5) Experience Olympia & Beyond (VCB)**

**6) Fire District #12**

**7) Library**

**8) Museum**

**9) Tenino Community Service Center**

**1) Chamber of Commerce:** George Sharp reported the next meeting will be on May 18th featuring Peter Arbarno.

**3) South Thurston Economic Development Initiative (STEDI):** Meeting on 5/20/22

**4) ARCH Commission:** George Sharp reported he met with Jessica, they have received a grant for \$13,800.00 for the flagpole. Creative District and Arts association will be at the Market on Saturday.

**6) Fire District #12:** They are having a meeting with the Fire Chief's Association regarding suicides within the departments.

**7) Library:** Linda reported they really don't have too much happening. You can not check out Washington Nature books and fishing equipment to use. They have just recently employed a new person her name is Julian.

**8) Museum:** Jessica reported the museum is closed this month for cleaning and updating.

#### **11. 1) Civil Service Commission**

**2) Façade Improvement Grant Review Committee**

**3) Finance Committee**

**4) Planning Commission**

**5) Public Safety Committee**

**1) Civil Service Commission:** Chief Auderer reported they held a meeting and are actively seeking a Chief Examiner and secretary.

**2) Façade Improvement Grant Review Committee:** They met last Friday afternoon and all submitted applications were approved.

**12. 1) Chief of Police****2) Director of Public Works****3) City Planner****4) Code Enforcement/Building Inspector****5) City Attorney****6) Clerk/Treasurer****7) Mayor**

**1) Chief of Police:** Chief Auderer reported he has submitted an app for a new car, would like to purchase every other year instead of yearly. The new Officer lives in the City limits which will be beneficial to the public and has been working for the past 4 years at Nisqually Tribe.

**7) Mayor:** Mayor Fournier reported he had meetings at the Sandstone Cafe. He met with former Mayor Ken Jones and his wife giving them a tour of remodel of City Hall. He has met regarding any updates to the Ag Park and the legislature. He met with the engineer regarding the Quarry House renovation and they Quarry Pool is still 4-6 weeks out for the permit to be reviewed.

**13. 1) Bucoda/Tenino Healthy Action Team (BTHAT)****2) Solid Waste Advisory Board****3) TCOMM/911****4) Tenino School Board****5) Thurston Regional Planning Council (TRPC)****6) Transportation Policy Board****7) Legislature**

**4) Tenino School Board:** Councilmember Davidson reported the school board have received and suggested 3 applications for a new principle. The band attended a parade in Long Beach and received 1st place. Saturday they will be in Squim for baseball and soccer.

**5) Thurston Regional Planning Council (TRPC):** Councilmember O'Callahan reported he will email the after meeting minutes to Council.

**PUBLIC COMMENTS 2**

Keith Phillips: The T90 Stone Carvers will be featured on KOMO 4 by Eric Johnson. They also have 2 big jobs coming up in Grand Mound and Tumwater Parks.

**ANNOUNCEMENTS**

14. Thurston County Veterans Council announcement

Mayor Fournier read into record the Thurston Co Veterans Council announcement.

Councilmember O'Callahan announced on June 6th there is a Thurston Co Emergency Mgmt meeting which he will be attending and representing as both a councilmember and fire commission member. He also stated that during the First Responders BBQ there will be a Blue Grass Band playing.

Jessica reported on park events being held such as scheduling with both baseball and soccer, Mayfaire and the Music Festival. The school is hosting a history tour on 5/28 through the City. She is also getting calls about camping and the Quarry House. She is looking into improving the website.

#### **ADJOURNMENT**

Mayor Fournier adjourned the meeting at 8:34 pm.

**File Attachments for Item:**

4. Consent Calendar consisting of May 11, 2022 through May 24, 2022:

Payroll EFT's in the amount of \$63,378.75

Claims Checks #30602 through #30633 and EFT's in the amount of \$463,971.36 for a grand total of \$527,350.11

Liquor Cannabis License: Mill Lane Winery

**Recommended Action:** Move to approve the consent calendar as presented.



C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 05/06/2022

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF TENINO  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20220831

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. FERRIS, DEANA J FERRIS, DAN W	MILL LANE WINERY 16607 BUCODA HWY SE TENINO WA 98589 9537	409799	DOMESTIC WINERY < 250,000 LITERS

RECEIVED

MAY 10 2022

CITY OF TENINO



**Washington State  
Liquor and Cannabis Board**

PO Box 43098

Olympia WA 98504-3098, (360) 664-1600  
www.liq.wa.gov Fax #: (360) 753-2710

May 06, 2022

Dear Local Authority:  
RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

5) Procedure If Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at [wslcb@liq.wa.gov](mailto:wslcb@liq.wa.gov).

Sincerely,

*Rebecca Smith*

Rebecca Smith, Director,  
Licensing and Regulation, Division

LIQ 864 07/10

**Consent Calendar consisting of May 11, 2022  
through May 24, 2022:**

- Payroll EFT's in the amount of \$63,378.75**
- Claims Checks #30602 through #30633 and  
EFT's in the amount of \$463,971.36**

**for a grand total of \$527,350.11**

**Liquor or Cannabis License requests:**

**Mill Lane Winery**

# CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1520	05/24/2022	Claims	5	30631	WA State Dept of Enterprise Services	213.33	
1521	05/24/2022	Claims	5	30632	Wells Fargo Vendor Fin Serv	1,420.51	
1522	05/24/2022	Claims	5	30633	Wilson Parts Corporation	419.18	
						<hr/>	
001 General Government Fund #001						69,801.58	
002 Quarry Pool Fund #002						342.69	
101 City Street Fund #101						8,439.96	
310 Municipal Capital Imp Fund 310						11,236.76	
401 Water Fund						7,055.36	
402 Water Capital Imp Fund						4,635.77	
410 Sewer Fund						15,472.33	
421 Sewer Capital Improvement Fund						13,459.14	
422 Sewer Reserve Fund						396,906.52	
						<hr/>	
						Claims:	463,971.36
* Transaction Has Mixed Revenue And Expense Accounts						527,350.11	Payroll: 63,378.75

WE, the members of the City Council of the City of Tenino, Thurston County, Washington, DO HEREBY certify that the merchandise or services listed above have been received and that the above listed vouchers and the related checks have been reviewed and approved for payment by the Tenino City Council.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Clerk/Treasurer

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

# CHECK REGISTER

Time: 14:26:47 Date: 05/24/2022

05/11/2022 To: 05/24/2022

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1244	05/12/2022	Payroll	5	EFT	Timberland Bank	7,897.44	941 Deposit for Pay Cycle(s) 05/05/2022 - 05/05/2022
1245	05/12/2022	Payroll	5	EFT	WA State Dept of Retirement Systems	30,427.17	Pay Cycle(s) 02/20/2022 To 02/20/2022 - LEOFF II; Pay Cycle(s) 02/20/2022 To 02/20/2022 - PERS II; Pay Cycle(s) 03/05/2022 To 03/05/2022 - LEOFF II; Pay Cycle(s) 03/05/2022 To 03/05/2022 - PERS II; Pa
1356	05/20/2022	Payroll	5	EFT	Robert A Auderer	2,327.17	
1357	05/20/2022	Payroll	5	EFT	Veronica A Barnes	1,648.99	
1358	05/20/2022	Payroll	5	EFT	Troy LK Cannon	2,658.55	
1359	05/20/2022	Payroll	5	EFT	Judith Cryderman	893.05	
1360	05/20/2022	Payroll	5	EFT	Rene Durand	1,536.85	
1361	05/20/2022	Payroll	5	EFT	Brent L Gibbs	2,376.79	
1362	05/20/2022	Payroll	5	EFT	Drew Johnson	1,739.43	
1363	05/20/2022	Payroll	5	EFT	Aaron Lee	1,929.93	
1364	05/20/2022	Payroll	5	EFT	Alec C McClelland	1,936.16	
1365	05/20/2022	Payroll	5	EFT	Jason M Plaja	2,215.04	
1366	05/20/2022	Payroll	5	EFT	Derrick Prosser	1,432.70	
1367	05/20/2022	Payroll	5	EFT	Jessica Reeves-Rush	456.92	
1368	05/20/2022	Payroll	5	EFT	Maria Rodriguez	1,531.77	
1369	05/20/2022	Payroll	5	EFT	Colby Russell	1,081.82	
1370	05/20/2022	Payroll	5	EFT	Jennifer N Scharber	1,288.97	
1491	05/24/2022	Claims	5	30602	Aramark	1,230.42	
1492	05/24/2022	Claims	5	30603	Chehalis Outfitters	243.39	
1493	05/24/2022	Claims	5	30604	Correct Equipment	2,574.40	
1494	05/24/2022	Claims	5	30605	DPI Legal & Classified Publishing	50.10	
1495	05/24/2022	Claims	5	30606	Denali Water Solutions LLC	13,459.14	
1496	05/24/2022	Claims	5	30607	Diversified Coatings LLC	8,316.00	
1497	05/24/2022	Claims	5	30608	Emergency Vehicle Solutions LLC	420.62	
1498	05/24/2022	Claims	5	30609	Ferguson Pest Solutions	1,895.40	
1499	05/24/2022	Claims	5	30610	Forever Powder Coating, Inc	1,014.14	
1500	05/24/2022	Claims	5	30611	Gibbs & Olson Inc	9,599.58	
1501	05/24/2022	Claims	5	30612	Brent L Gibbs	22.41	
1502	05/24/2022	Claims	5	30613	H D Fowler Co	2,275.57	
1503	05/24/2022	Claims	5	30614	Hillier, Scheibmeir & Kelly, PS	1,530.00	
1504	05/24/2022	Claims	5	30615	J & I Power Equip	1,241.00	
1505	05/24/2022	Claims	5	30616	Joes Refuse	142.46	
1506	05/24/2022	Claims	5	30617	Drew Johnson	180.18	
1507	05/24/2022	Claims	5	30618	Mountain Mist Water	96.12	
1508	05/24/2022	Claims	5	30619	Northstar Chemical, Inc	928.37	
1509	05/24/2022	Claims	5	30620	Pacific Testing & Inspection	15,547.99	
1510	05/24/2022	Claims	5	30621	Puget Sound Energy	2,578.56	
1511	05/24/2022	Claims	5	30622	Quill	191.04	
1512	05/24/2022	Claims	5	30623	Ron & Reva Rice	160.00	411964.10 - 1104 BOWEN WAY E
1513	05/24/2022	Claims	5	30624	Rochester Lumber	11.22	
1514	05/24/2022	Claims	5	30625	Stephanie Shiflett	75.00	
1515	05/24/2022	Claims	5	30626	Tenino Marketfresh	384.32	
1516	05/24/2022	Claims	5	30627	Thurston Co Central Services	80.00	
1517	05/24/2022	Claims	5	30628	Utilities Underground Location	14.19	
1518	05/24/2022	Claims	5	30629	Verizon Wireless (Cell)	750.20	
1519	05/24/2022	Claims	5	30630	WA Dept Of Commerce	396,906.52	

5.

**File Attachments for Item:**

5. TRL Cheryl Heywood presenting State of the Library Address.



2021

# Connect



When you fly around, you bring the pollen with you to the next flower. This is called pollination. And that's how we get the fruit and other foods we eat!

12

**CENTRALIA**

Bees carry pollen from one flower to another. This is called pollination, and is an essential step in growing the fruit and other foods we eat!

Timberland Regional LIBRARY

Timberland Regional

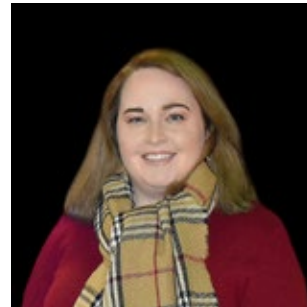
# LIBRARY



5. **BOARD OF TRUSTEES**



Nicolette Oliver  
President/Member-at-Large  
Thurston County



Jasmine Dickhoff  
President Elect  
Grays Harbor County



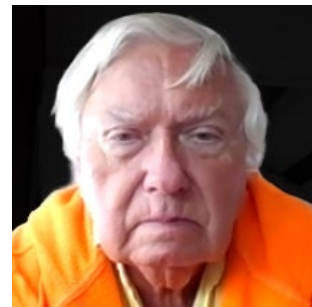
Bob Hall  
Pacific County



Brian Zylstra  
Lewis County



Hal Blanton  
Member-at-Large  
Lewis County



Kenneth Sebby  
Mason County



Vacant  
Thurston County

**Board Approved Projects in 2021**

Opening of two new demonstration libraries, West Olympia (Opened Spring 2021) and Hawks Prairie (Opening early 2022).

Requested staffing levels, including salaries and benefits be at 68% of the annual budget. Reached 68% in March 2021.

The extension of the Strategic Direction two additional years to end in 2024.

Approved the purchase of land in Randle, Lewis County for a new Mountain View Timberland Library.

Due to COVID supply chain issues, Mobile Services Vans (approved 2020) were put on hold and are currently in reevaluation for a more cost effective solution within available markets.



Bob Hall retires from the Timberland Regional Library Board of Trustees. With gratitude and appreciation for his dedicated service representing Pacific County as a Trustee from 2006 to 2021.

*Timberland Regional Library (TRL) recognizes that we operate within the traditional territories of the Coast Salish people and Chinook people who have been the stewards of these lands since time immemorial. TRL provides library services to Indian tribes, extending beyond the geographic limits of Lewis, Mason, Thurston, Pacific, and Grays Harbor Counties. This acknowledgment reminds us to strive for respectful partnerships with all people, as we search for collective healing and learn how to be better stewards of the indigenous lands we inhabit.*

**MESSAGE FROM EXECUTIVE DIRECTOR**



“A library in the middle of a community is a cross between an emergency exit, a life-raft and a festival. They are cathedrals of the mind; hospitals of the soul; theme parks of the imagination. On a cold rainy island, they are the only sheltered public spaces where you are not a consumer, but a citizen instead.” —Caitlin Moran

This quote not only stirs the soul, it also illustrates the role of each of Timberland Regional Libraries’ (TRL) 28 libraries (soon to be 29) in our communities, as we entered the second year of the pandemic.

Throughout 2021, working closely with the Board of Trustees and staff, we:

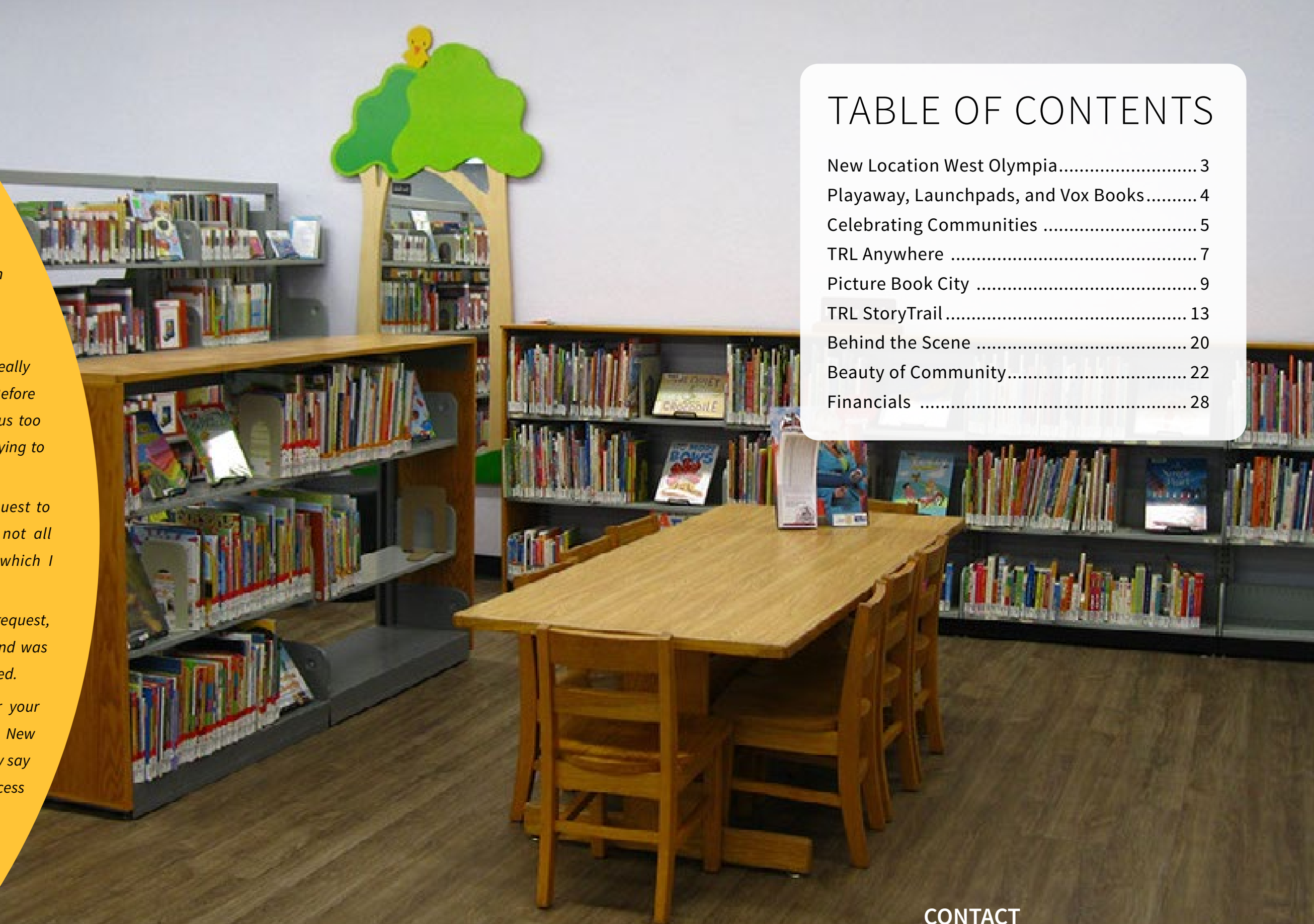
- Continued to focus on equity, diversity and inclusion in the libraries, a wide array of programs and services, collections, Human Resources and more.
- Reclassified 13,000 picture books into 14 general themes so that toddlers, preschoolers and their caregivers could find new reading adventures more easily.
- Added Playaways (preloaded audiobooks for all ages); Vox books for children (talking books in English and Spanish); Launchpads with preloaded STEM and literacy for Birth to 5 years of age; and ABCmouse.com, an early learning (ages 2-8) resource for reading, math and science, and so much more.
- Refreshed Packwood, Raymond, Tenino, North Mason libraries; refreshed exterior at the Hoodspout, Naselle and Amand Park libraries; and more – all to make your libraries more welcoming.
- Opened the 28th library, a “Lucky Day Demonstration” popular collection library at Capital Mall with a 2-year lease.

On behalf of 255 staff and the Board of Trustees, I hope you enjoy the highlights of an extraordinary year,

Cheryl

Hi,  
 I use the Centralia Branch and have always had excellent service, both with the folks at that branch and with my frequent Interlibrary loans.  
 But it's gotten even better than that!  
 I recently read about a book that really piqued my interest ("After Jesus Before Christianity"). It's a new one and thus too expensive for me to buy. But I was dying to read it.  
 TRL didn't have it so I put in a request to purchase it. I was "warned" that not all such requests could be honored (which I certainly can understand).  
 Anyway, within a few weeks of my request, the book had been bought by you and was on its way to me. And today, it's arrived.  
 I can't thank all of you enough for your beyond excellent service. I'm from New York City originally, and I can honestly say that Timberland gives me as much access to books as NYC's system did.  
 My very best wishes to all of you!  
 Artie R.

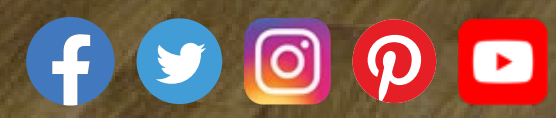
Winlock Refresh



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### FOLLOW



### CONTACT

Timberland Regional **LIBRARY**  
 415 Tumwater Boulevard SW  
 Tumwater, Washington 98501-5799  
 asklib@TRL.org • 360.943.5001 • TRL.org



# 2020-2024 STRATEGIC DIRECTION

The Timberland Regional Library Strategic Direction for 2020-2024 was developed through community and staff participation with our Board of Trustees strategic planning committee.

We appreciate the time and effort that was given to understand the needs within the community, identify areas of focus that we assist with, and then align our resources to create positive change in those areas.



**MISSION**  
Welcoming everyone to a vibrant world of possibilities.  
Connecting people, places, and ideas.  
Evolving to meet the needs of our communities.



**VISION**  
Libraries connecting to our communities.



**WE VALUE**  
Access for all. Working together. Diverse communities and ideas.  
Responsible use of public resources.



- BORROW**
- Assistive Devices
  - eBooks and Books
  - Movies
  - Audiobooks



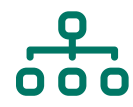
- PARTICIPATE**
- Storytimes
  - Book Groups
  - Arts & Crafts
  - Meeting Space



- DISCOVER**
- Legal Forms
  - Auto Repair
  - Homework Help
  - History & Genealogy



- CONNECT**
- Wifi
  - Printing
  - Computers
  - Job Search



- LOCAL COMMUNITIES**
- Sharing local culture.
  - Increasing our presence in under-served communities.
  - Creating opportunities for inter-generational connection.
    - ✓ New Location in West Olympia
    - ✓ TRL Anywhere Mobile Services
    - ✓ Popup Library
    - ✓ StoryTrails



- EQUITY, DIVERSITY, AND INCLUSION**
- Reaching those with disabilities and other access barriers.
  - Reflecting under-represented groups in our collections, staff, and services.
  - Partnering with local agencies and organizations to support diverse communities.
    - ✓ New Location in West Olympia
    - ✓ TRL Anywhere Mobile Services
    - ✓ Playaways, Launchpads, and Vox Books (New Technology)
    - ✓ Celebrating Communities
    - ✓ New Online Resources



- CHILDREN FROM BIRTH TO FIVE**
- Providing appealing spaces and engaging experiences.
  - Clarifying what they need and how to provide for those needs.
  - Empowering them to build relationships with the library & within their communities.
    - ✓ Picture Book City
    - ✓ Playaways, Launchpads, and Vox Books (New Technology)
    - ✓ ABCmouse Home Access





## NEW LOCATION WEST OLYMPIA

Opened June 1 in Capital Mall, Olympia.

Offers the newest and most in-demand books and movies with a modern layout that promotes quick browsing and computer use. This library helps bridge the digital divide with access to Wi-Fi, computers, and printing/scanning/faxing services, all free with a Timberland Regional Library card. The TRL collection includes books, eBooks, CDs, DVDs, eAudiobooks, eMagazines, Playaways, Library of Things, Assistive Devices (WATAP), Zines, Backpack kits for outdoor adventures, online resources, and much more!

*"This is the smartest location for a new library. Bravo to whoever made this happen. People want to be in a safe place, read and get books, get a coffee and go for a walk. This lets us do all those things in one place. Thank you. Genius and remarkable."*

*- Lindsey, TRL Patron*

# NOW OPEN

# NEW FORMATS

## PLAYAWAYS, LAUNCHPADS, & VOX BOOKS

Technology to help bridge the gap on learning how to read.

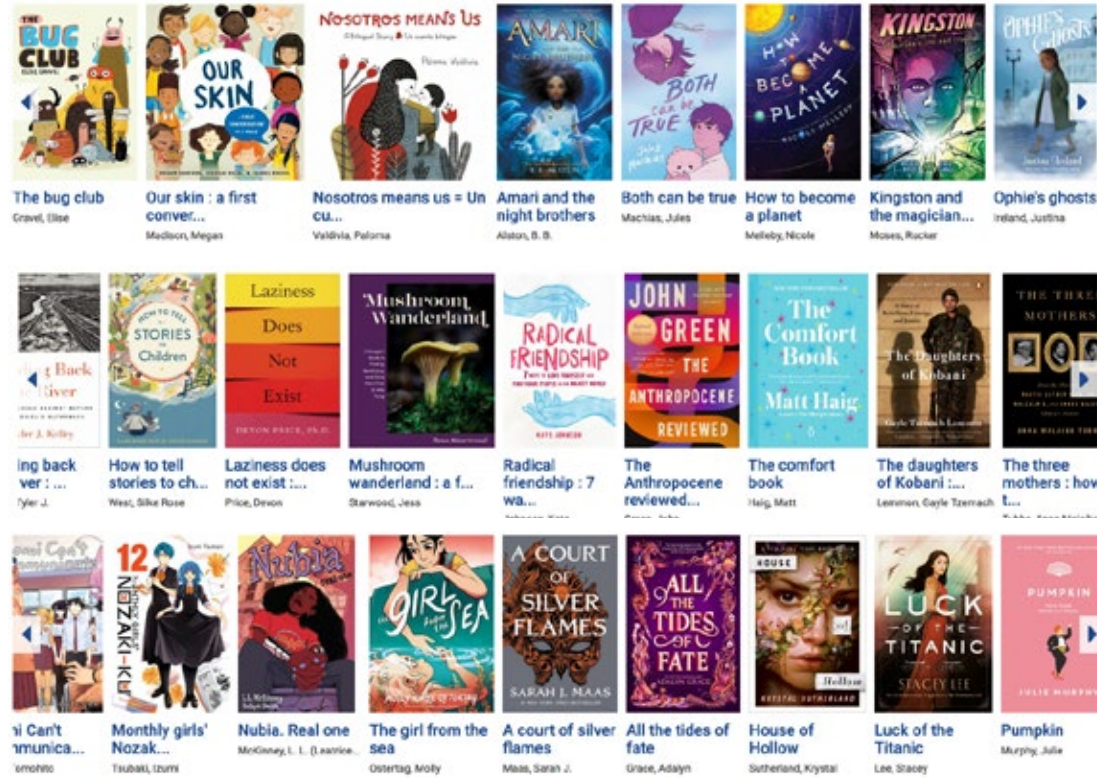
*My family loves them so much. These kids will walk forever listening to them. Actually they have walked 8 miles listening to them because I took them on an urban hike trying to find a magical trail from Mission Creek Nature Trail to Priest Point Park and we never found it, but we made it to Priest Point Park and back and the kids didn't kill me because of the play-a-ways. In the pictures Juniper is listening to Harry Potter (the first book). I love her reactions so much. Ollie is listening to To Night Owl from Dogfish, which both kids have listened to now. The play-aways have allowed them to connect with books together that they wouldn't have otherwise.*

*- Amanda L (patron)*





5. **CELEBRATING COMMUNITIES**

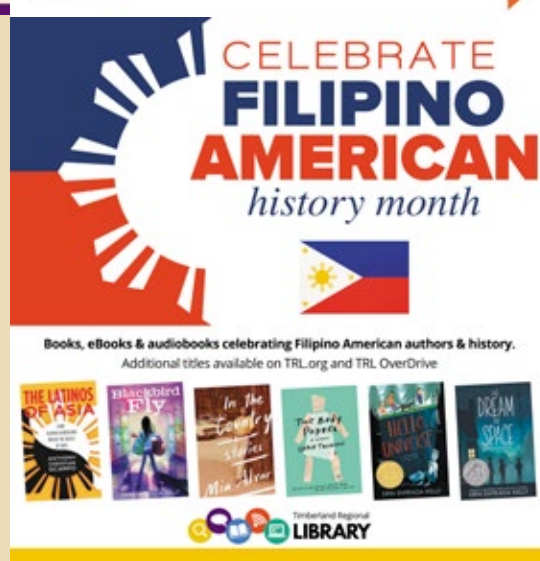
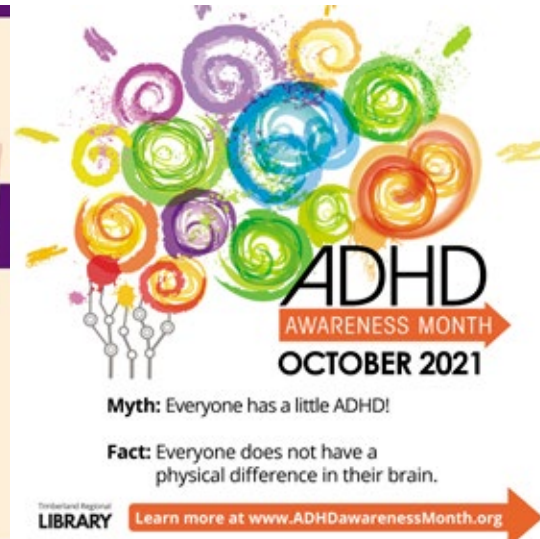
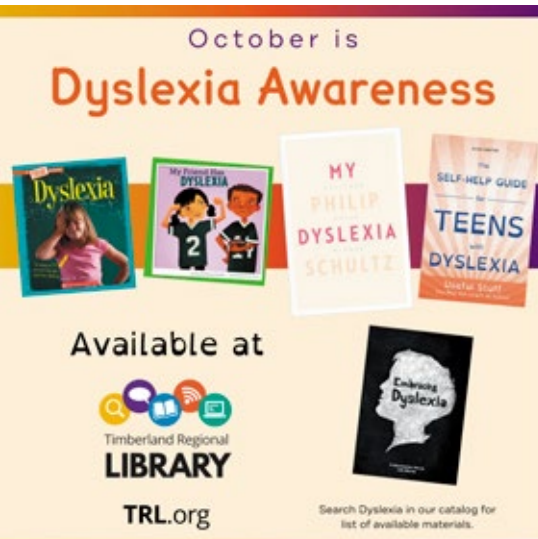


Transform your understanding of gay rights movement and the development of LGBTQ culture and activism around the world with Gale's Archives of Sexuality and Gender: LGBTQ History and Culture Since 1940.



Throughout 2021, TRL shared out curated book lists, promoted awareness campaigns using social media, designed home page web banner, and listed online resources with similar content.

Today I walked into the Olympia branch and saw the entire space opened up. I admit it - I jumped for joy! And I wanted to cry. I have missed my library and all the wonderful staff so much. The Oly branch is such a special space to me. Thank you for helping us get through the pandemic. You were one of my lifelines. I am deeply grateful for the space and knowledge you share with our community. Patron email to AskLib@TRL.org



EDI Action Highlight:  
Created a special Pride Staff Picks page in celebration of Pride Month. Featured Lambda Literary Award-winning books on homepage.



# TRL ANYWHERE MOBILE SERVICES

TRL is focused on identifying ways to provide comprehensive services to communities and district residents that do not have access to physical branches due to distance to the branch, hardships, or physical accessibility issues. While we work with partners to secure the vehicles and equipment needed to fully launch our mobile services by the end of 2023, we will provide "Pop-Up Libraries" throughout our 5-county service area. Look for a Pop-Up Library near you!

**EDI Action Highlight:**  
 Youth mobile services guide in progress. Will include EDI practices for serving youth and families through mobile services to guide staff.  
 Organize Community Conversations across the district to engage with the public and start a dialogue. Process started and ongoing.

# SERVING NEW COMMUNITIES



## FROM OUR PATRONS

Awesome loved it when the Bookmobile came when we lived in small towns. YAY

This makes me so happy for those who can't get to Randle or Salkum libraries.

Yay for the community!!!

**MORTON POP-UP LIBRARY**  
 EVERY FIRST THURSDAY 1PM-3PM

**COWLITZ RIVER VALLEY HISTORICAL SOCIETY**  
 194 Main Ave, Morton

TAKE HOME BOOKS, DVDS, & MORE. GRAB A TAKE & MAKE CRAFT BAG, PRINT DOCUMENTS, & CONNECT WITH LIBRARY STAFF!

Timberland Regional LIBRARY • TRL.org





# PICTURE BOOK CITY

## Genres

**Animals:** Stories about all kinds of animals, both domestic and wild.

**Bedtime:** Stories about bedtime, dreams, and saying goodnight.

**Community:** Stories about making a difference and sharing a world with others. Includes activism, sharing, kindness, neighborhoods, friendship, and more.

**Dinosaurs:** Stories about, well, dinosaurs!

**Emotions:** Stories about all the feels! Includes mad, sad, happy, anxious, scared, and more. Explore: Stories about exploring our world and beyond! Includes science, space, nature, and more.

**Families:** Stories about all the different ways a family can look. Includes new siblings, adoption, divorce, and more.

**Go:** Stories about planes, trains, and automobiles! Includes all types of vehicles and modes of transportation.

**Growing Up:** Stories about big life firsts, identity, and self-expression. Includes potty training, starting school, manners, moving away, neurodiversity, gender identity, and more.

**Imagine:** Stories about common roles that come up during imaginative play! Includes mermaids, monsters, unicorns, princesses, superheroes, pirates, and more.

**Learning:** Stories that support early learning needs. Includes ABCs, 123s, colors, shapes, opposites, size, and time.

**Popular:** Popular characters shelved together.

**Seasonal:** Stories about holidays, seasons, and seasonal activities. Includes snow, pumpkin patches, holidays of all varieties, and more.

**Stories:** Books that defy categorization!

### EDI Action Highlight:

Began the Picture Book City project included categories that were evaluated and selected through an anti-racism lens. This project will increase accessibility to the collection for young children and their caregivers.



*Picture Book City is a reclassification of TRL's picture book collection into genres to facilitate browsing for children and their adults. After Alexis Hardy and Muriel Wheatley's successful pilot of the project at the Centralia library, TRL decided to roll out picture book reclassification district-wide.*

*From May 2021-September 2021 over 13,000 unique titles (approximately 36,000 books!) were relabeled and moved into one of 14 genres. The genres were chosen to highlight common patron requests, as well as early learning priorities.*





# NEW ONLINE RESOURCES



**Britannica Escolar**

Enciclopedia español para los estudiantes mas jovenes y educadores

- Completa enciclopedia española para estudiantes en primaria y secundaria
- Acceso universal
- Incluye artículos, imágenes, mapas, tablas, líneas de tiempo, así como un diccionario completo y atlas

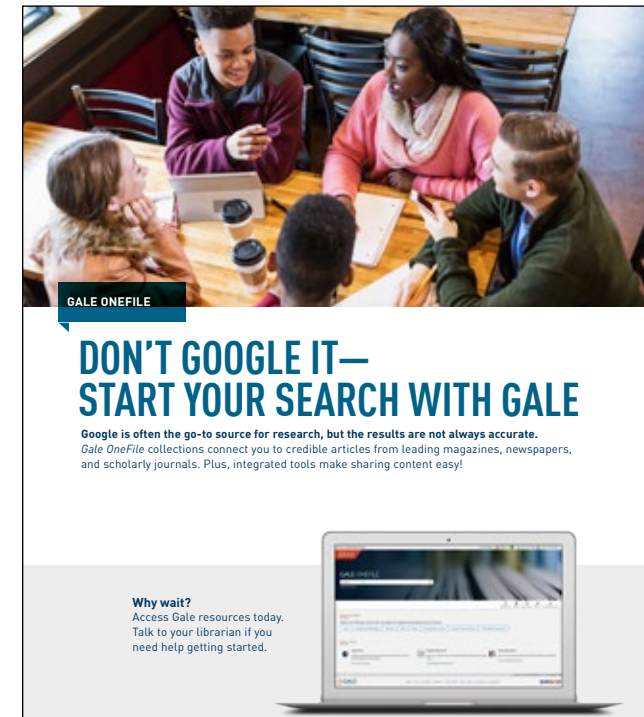
Para más recursos escolares visite: [TRL.org/reference-databases](http://TRL.org/reference-databases)

[escolar.eb.com](http://escolar.eb.com)



**pressreader**

Students are shown using a laptop displaying various news articles from the PressReader platform.



**GALE ONEFILE**

**DON'T GOOGLE IT— START YOUR SEARCH WITH GALE**

Google is often the go-to source for research, but the results are not always accurate. Gale OneFile collections connect you to credible articles from leading magazines, newspapers, and scholarly journals. Plus, integrated tools make sharing content easy!

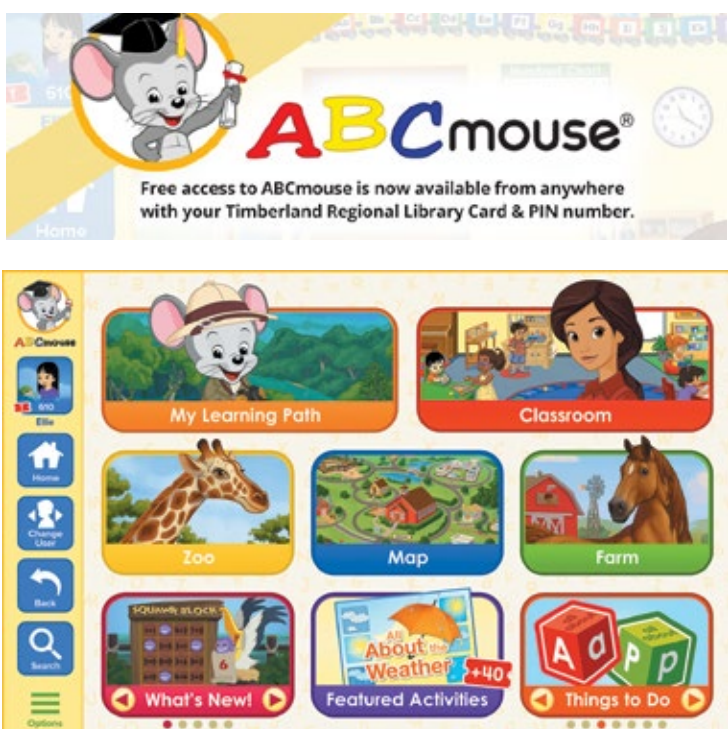
Why wait?  
Access Gale resources today. Talk to your librarian if you need help getting started.



Beginning on **March 10**

We are excited to announce **Timberland Regional Library** is now partnering with **LinkedIn Learning** for new, on-demand learning content!

Over 6,000 on-demand professional skills courses.



**ABCmouse**

Free access to ABCmouse is now available from anywhere with your Timberland Regional Library Card & PIN number.

My Learning Path, Classroom, Zoo, Map, Farm, What's New!, Featured Activities, Things to Do



**GALE**  
A Cengage Company

**GET A HEALTHY HELPING OF TRUSTED SOURCES**

Gale Health and Wellness

**GET STARTED**



Available in App Store.

**ABCmouse (Home Access):** ABCmouse.com offers the most comprehensive online curriculum for children ages 2–8+, including reading and language arts, math, beginning science, social studies, art and music.

**Northstar Digital Literacy:** Tests your computer skills. Build skills in key areas, and demonstrate knowledge by earning certificates and badges.

**PressReader:** Get access to more than 7,000 of the world's top newspapers and magazines. Find content from over 120 countries in 60 different languages.

**Britannica Escolar (Español):** Un excelente recurso digital en español que ayuda a enriquecer el aprendizaje de los estudiantes de primaria y secundaria.

**Britannica Moderna (Español):** es el portal confiable y actualizado que le brinda una gran variedad de contenidos para desarrollar sus trabajos académicos.

**Gale Academic OneFile:** Quickly access articles from a database of scholarly journals and trusted periodicals.

**Gale Business Insights: Global:** Compare global economies, countries, and industries with in-depth analysis on over 400,000 companies.

**Gale Business: Entrepreneurship:** Learn how to start, finance, or manage your small business.

**Gale General OneFile:** Access general interest magazines and key serials in a single resource.

**Gale in Context: Elementary:** Learn about animals, plants, music science, sports, and more.

**Gale OneFile: Informe Academico:** Una colección de revistas y revistas académicas en español y portugués de texto completo sobre América Latina.

**LinkedIn Learning:** Learn software, technology, creative, and business skills with over 16,000 courses and expanded language options.

Tip: Click on the title to visit the resource. Requires your Timberland Library Card and Pin number.



Enjoy a nature walk and a great book at the same time!

¡Disfruta de un paseo por la naturaleza y de un gran libro al mismo tiempo!



2021 STORYTRAILS

**Grays Harbor County**  
Elma Library StoryTrail  
Westport Library StoryTrail

**Lewis County**  
Centralia Library StoryTrail  
Mountain View Library StoryTrail  
Packwood Library StoryTrail  
Salkum Library StoryTrail

**Mason County**  
Hoodsport Library StoryTrail  
North Mason Library StoryTrail

**Pacific County**  
Ilwaco Library StoryTrail  
Naselle Library StoryTrail  
Ocean Park Library StoryTrail  
Raymond Library StoryTrail  
South Bend Library StoryTrail

**Thurston County**  
Lacey Library StoryTrail  
Olympia/West Olympia Library StoryTrail  
Yelm Library StoryTrail



June 1 – September 30

Participants of all ages were able to earn 2 books! Like last year, programs were held over Zoom. Thank you to the performers: Teachers of Nature, Javoen Byrd from the Hawk Foundation for Research and Education in African Culture, and Silver Kite.

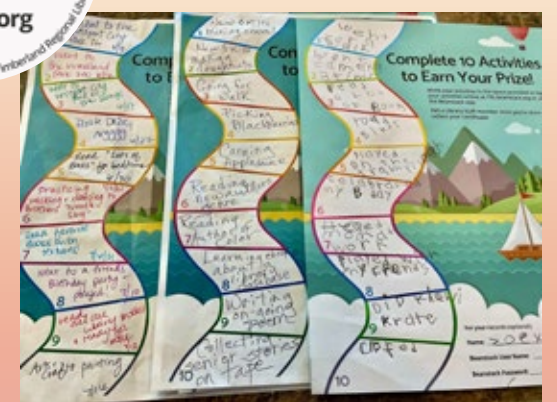
EARN 2 BOOKS!



FIND IT THURSTON COUNTY  
¡ENCONTRARLO EN THURSTON COUNTY!



Lacey  
Olympia  
Tenino  
Tumwater  
Yelm



Visit Thurston County libraries, parks, and other community spaces and find the items on this passport. Visit any Thurston County library (Lacey, Olympia, Tenino, Tumwater, West Olympia, or Yelm), show us your passport, and get a small prize!

EDI Action Highlight:

All Summer Library Program activity logs, school letters, and promotional pieces (videos, social media) available in English and Spanish with different formats (print/digital, audio/text).

Book prizes included several different formats and both Spanish and English options.

#TRLSUMMER2021



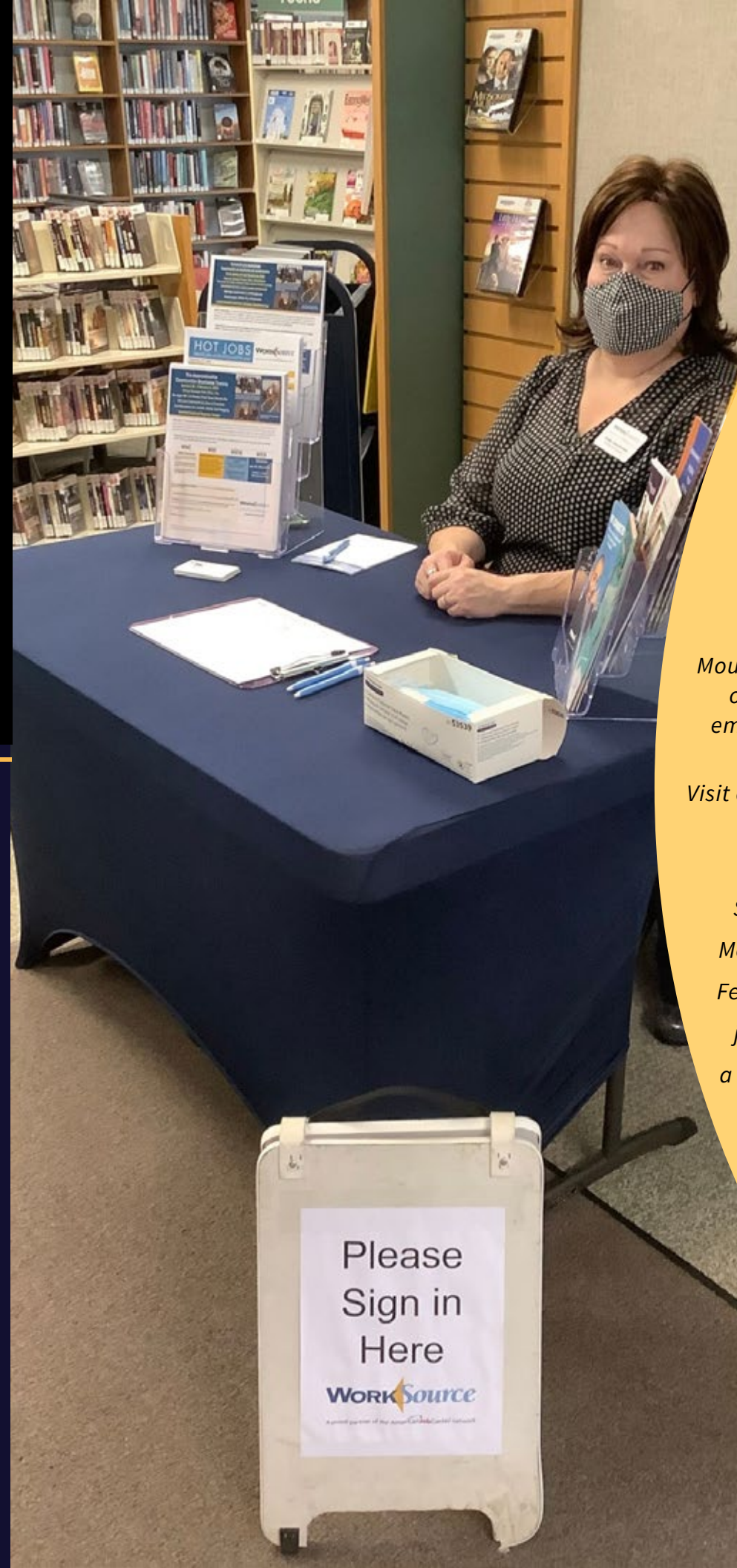




To enhance STEAM education NASA@ My Library Partners will hold public programs that explore NASA science and technology.

Olympia Timberland Library is one of 60 U.S. public libraries that were selected through a competitive application process to become NASA@ My Library Partners. Approximately 150 libraries applied to be part of the program.

NASA@ My Library is a STEM education initiative created to increase and enhance STEAM learning opportunities for library patrons throughout the nation, including geographic areas and populations currently underrepresented in STEAM education.



A proud partner of the AmericanJobCenter network



29 libraries are Connection Sites in the WorkSource system.

Summer 2021: TRL worked with Pacific Mountain Workforce Development to update our online resources for those looking for employment support, career development, and small businesses.

Visit our website [trl.org/groups/employment](http://trl.org/groups/employment)

Shelly from WorkSource set up inside the McCleary Timberland Library, January 10 - February 4, to recruit people, interested in jobs in the construction industry, and for a FREE four week training program taking place at the Satsop Business Park.

WorkSource, PacMtn, TRL, and our community partners are an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.



Timberland Regional Library (TRL) has supported the Latinx Youth Summit (LYS) for 18 years by collaborating with Hispanic Roundtable, local colleges, and other community sponsors to organize the event.

“It is an event...that brings together Latinx high school students from across our five-county region by providing post-secondary education opportunities, a sense of community and joy,” said Betsy Storey, Timberland Regional Library public service specialist for the Olympia branch.





## PILOT PROGRAM LIBRARY VOTING CENTER AT LACEY TIMBERLAND LIBRARY

*"This is a dream partnership, one library staff are only too happy to support. We are overjoyed to be providing additional access to voting rights and registrations as part of library community services." – Holly*



*TRL expanded its service partnership with WestCare Foundation to open the second Veterans Connection Café (VCC) at Westport Timberland Library, available to all Veterans in Grays Harbor, Lewis, Mason, Pacific, and Thurston counties.*

*Hoquiam Timberland Library Throwback.  
Photo taken between 1911 - 1918.*



## NEW HOURS FOR 2022

*Beginning January 3, 2022, Timberland Regional Library (TRL) locations will have updated hours with some branches opening earlier and/or staying open later during the week and weekend as part of an effort to expand and adapt library access to the needs of local communities.*





Montesano



Centralia

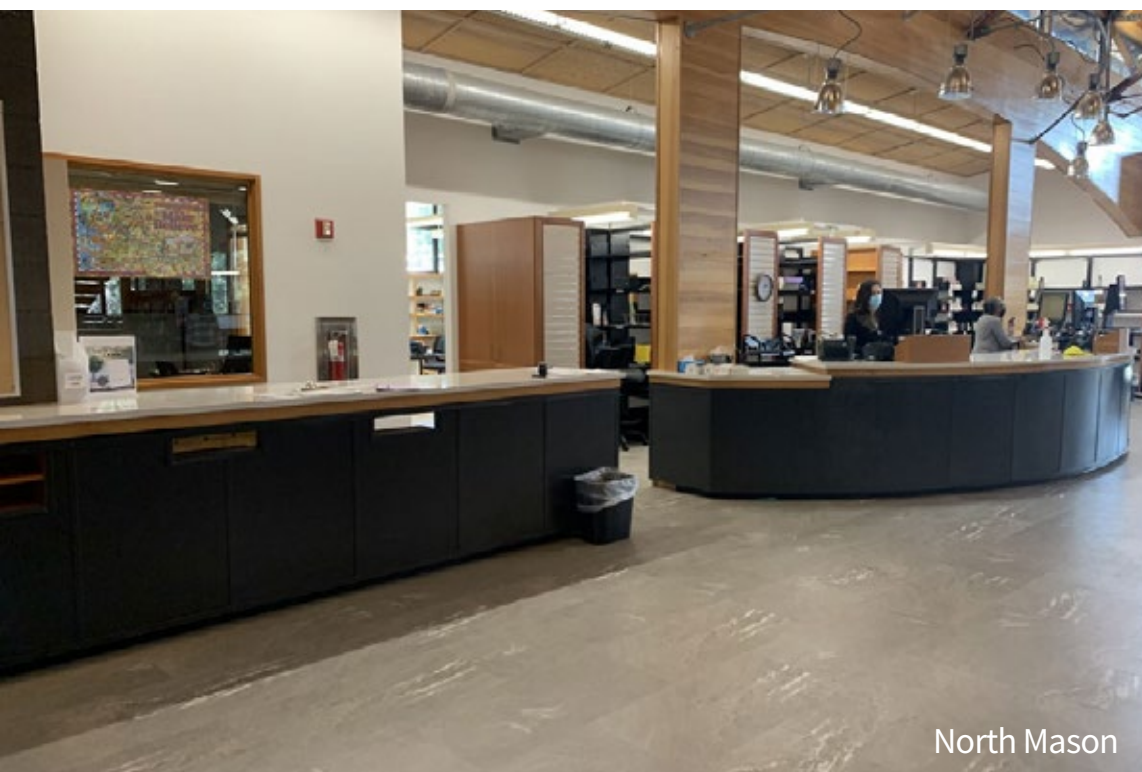


Winlock



## LIBRARY REFRESHES

- Amanda Park
- Centralia
- Hoodspport
- Lacey
- Mountain View
- Montesano
- Naselle
- North Mason
- Packwood
- Raymond
- Salkum
- Service Center
- Shelton
- Tenino
- Winlock



North Mason



Raymond



Raymond

## NEW TAKEOUT WINDOWS

Due to COVID-19 pandemic and resulting in shutdowns, takeout windows were installed in 13 locations to allow staff to continue to serve our patrons.

- Amanda Park
- Hoodspport
- Ilwaco
- Lacey
- Naselle
- North Mason
- Ocean Park
- Olympia
- Packwood
- Salkum
- Tenino
- Westport
- Winlock

## TOOLS IN THE LIBRARY

### New 2022 Open Hours

Access Wi-Fi (Daily 6 a.m. to midnight)

Computer use  
Walkup and online reservations available

Free Print/Scan/Fax  
Remote Printing is available for pick-up during library hours

Shelf Checkout Stations

## BEHIND THE SCENES

Facilities Report 2020-2021 ([View](#))

Automated Materials Handling Systems ([Video](#))

### EDI Action Highlight:

Completed ADA ramp at Ilwaco.  
Complete ADA Audit of Library Buildings.



Tenino



Tenino



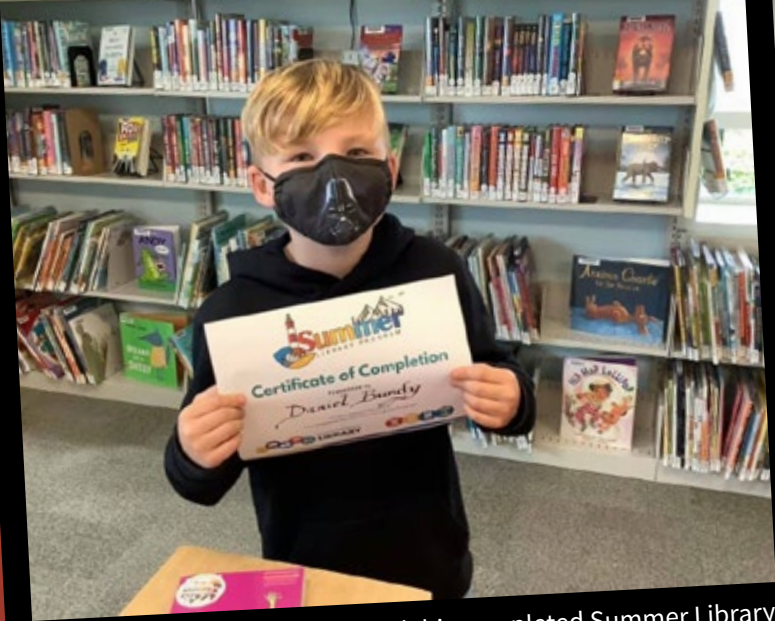
Raymond



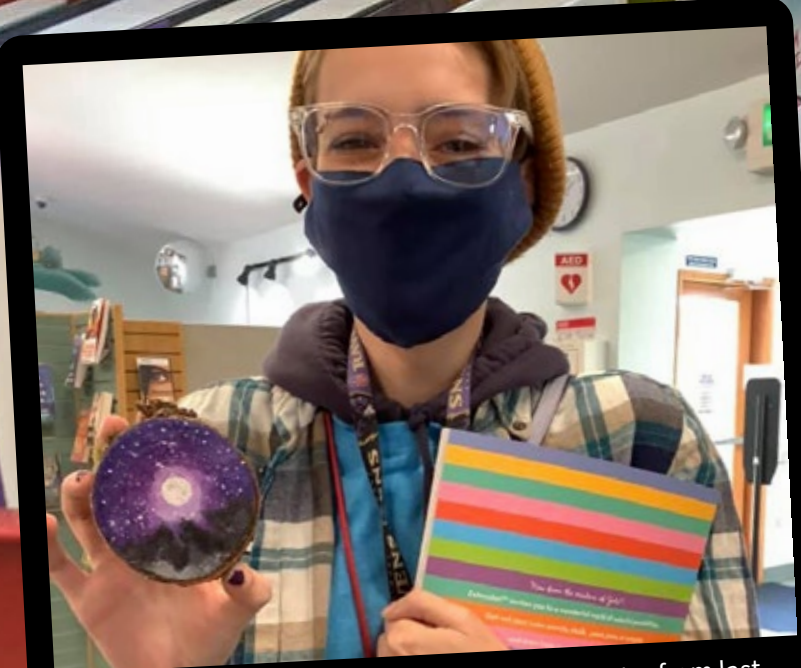
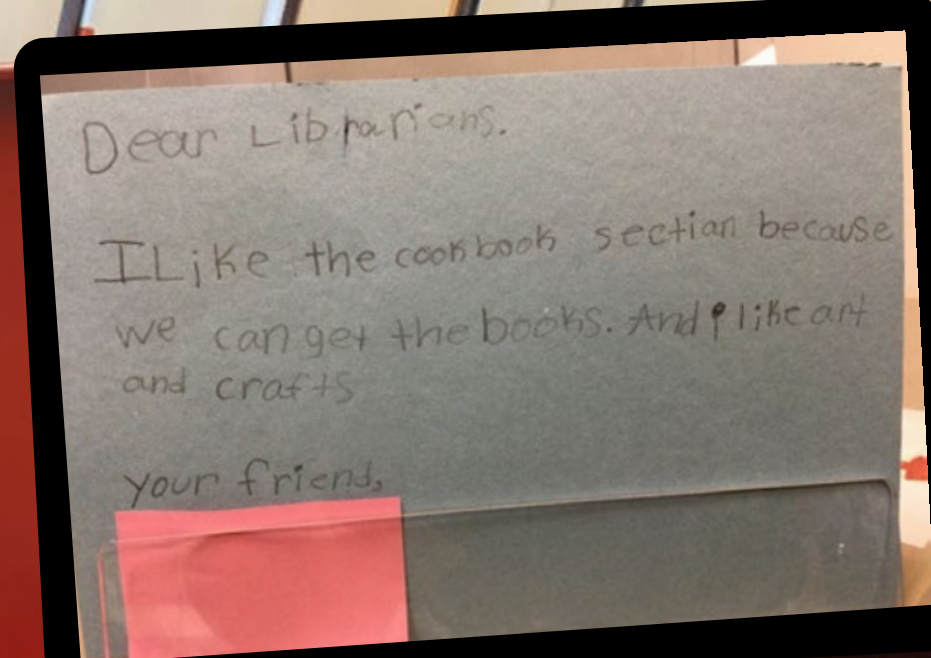
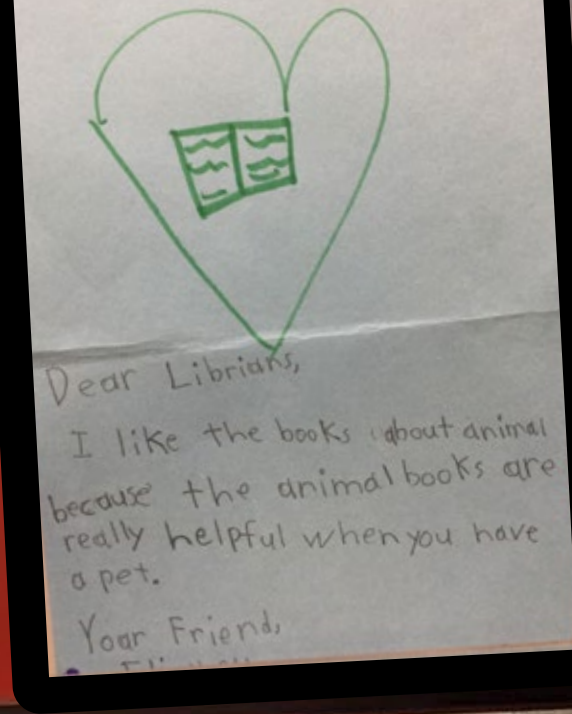
5.



One of our virtual storytime families came to visit in person all the way from Olympia! Our hearts grew two sizes.  
*(Photo: Spring 2021 No mask mandate.)*



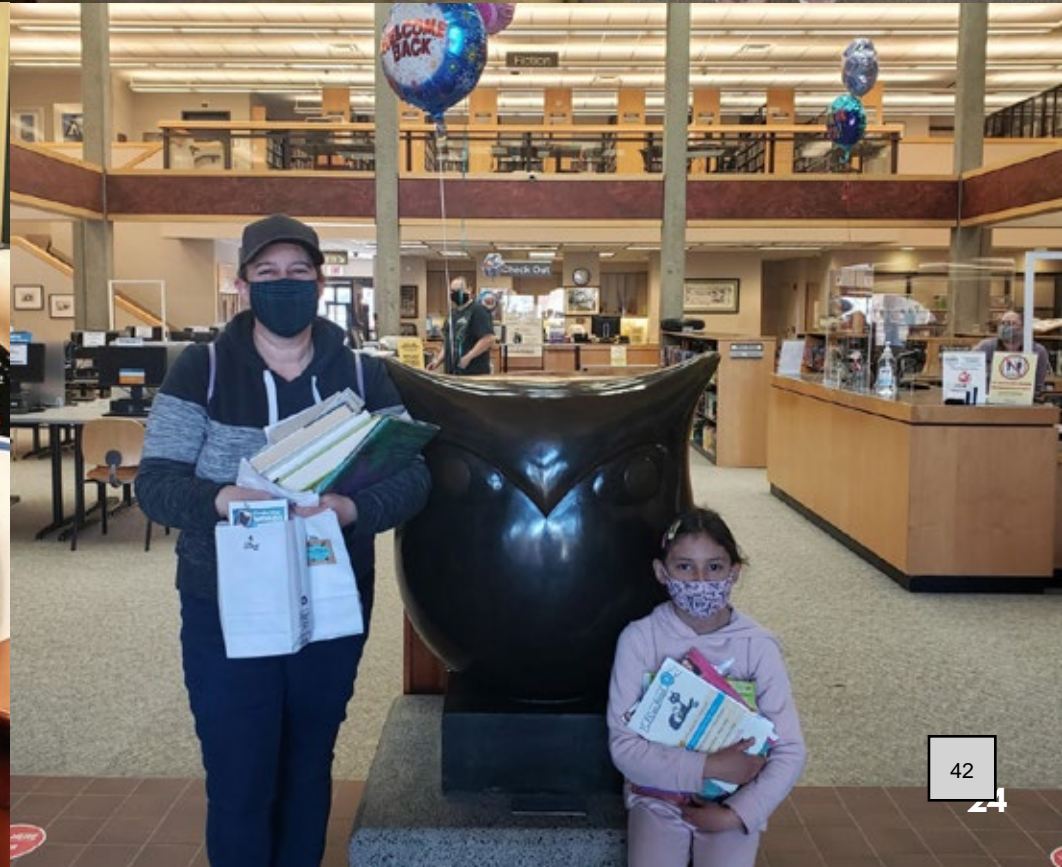
Daniel was the first to return with his completed Summer Library Program Activities Sheet! Way to go, Daniel! He got a free book and a Certificate of Completion!



One of our patrons brought in the Night Sky Coaster from last month's Teen/Adult Take & Make! We love seeing your creations from our Kits!

# THE BEAUTY OF COMMUNITY







# Thank You

*"Hello! My son was born deaf and now has cochlear implants. We have spent lots of time in audiology and ENT clinics; we have learned about the physical structure of the ear; and we were prepared that his brain might need help learning how to process sound with his implants. However, I never really understood how it all worked; what would be so different with the implants? How does our brain learn to listen?"*

*Earlier this fall I listened to an NPR interview with Nina Kraus about her new book Of Sound Mind. It sounded like it was going to explain the exact things that I had been wondering about, so I checked your catalog to see if it was available as an e-book. It wasn't, so I clicked the "recommend we buy" button and exited the app without giving it much more thought. Within hours, I got an email notifying me that it was now available to check out.*

*Thank you. Thank you for listening to recommendations and thank you for purchasing this book. It gave me so much insight into ways to help our son's sound mind develop and will make our next audiology visit even more fascinating! I genuinely appreciate all that you do for the community." -Beth P, TRL Patron*

"I wanted to thank you for playing such an important role in my kids and my life. It means so much to me to have a memory and connection to a Librarian and community member.....Thank you so much for being an extraordinary Librarian and making a difference in this family's life!"

-Andy, Ollie, and Juniper, TRL Patrons

Hello,  
Thank you for these e-newsletters. I've clicked on more links from the most recent one than any other from TRL, and appreciate all the options I never knew existed!

I also want to thank everyone who put together the Story Trails. My daughter and I are not little kids chronologically, but we adore the story at our local walking trail--- where we try to learn a little Spanish as well!

Best, Chanel

Just want each of you to know how much you are appreciated... I took for granted that the library would always be open with you all greeting and helping us. Then Covid hit and no more going to the library and kidding with the staff. No more checking out books and DVDs or looking up subjects on the computer, which we don't have at home. What a void without you and all that you do each and every day. I really did a "Happy Dance" when you opened up again. Know that we won't take you or your services for granted again. Thank you soooooo very much for being in the library for us. Stay safe

- Sherry R

Good morning,  
No request for services; I just wanted to thank the library staff for offering Libby and the reading of e-books. It's so convenient and of course so safe! It's a wonderful service.  
With best wishes,  
Linda B

I just wanted to send you an enormous THANK YOU!!!! for taking the time to call me and suggest I use the wifi at the high school in Amanda Park for my college teaching job interview. It worked wonderfully and I got the job as prof at a local community college!!! I'm from Wyoming and was in a pickle and you took the time to help me out. I cannot thank you enough!!!  
Take good care,  
Amy

Thank You to the Shelton Library for coming to read stories aloud to my Summer Jump Start students and tell us all about the Summer Reading Program and Passport to Mason County!

- Ms. Oliver's 2nd Grade Class





Physical Checkouts .....2,041,621  
 OverDrive Total.....1,369,333  
 OverDrive Magazines\* .....32,580  
 RBdigital Magazines\*\* .....7,106  
 Kanopy.....70,768

**Total Circulation ..... 3,488,901**

*\*OverDrive Magazine total included in the OverDrive Total*

*\*\*Discontinued 2/1/2021*

New Patrons .....42,880  
 New OverDrive Patrons.....11,649  
 Active Patrons .....60,697  
**Total Patrons ..... 317,009**

Physical Collection Total.....827,238  
 New items/Orders .....121,896  
 Processed Items .....106,792

PC Print Jobs .....235,547  
 Sheets of Paper Used .....862,969



**AskLib@TRL.org**  
 2,800 emails



**Live Chat**  
 8,300+ Chats

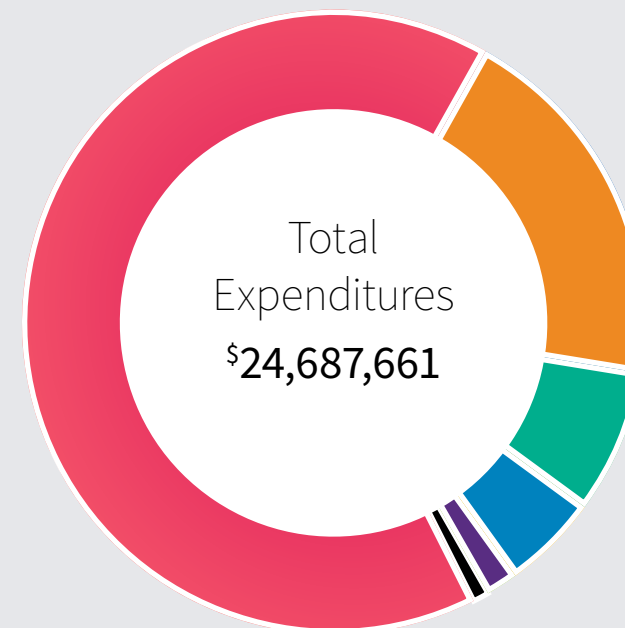


**Grab Bags**  
 957 Bags



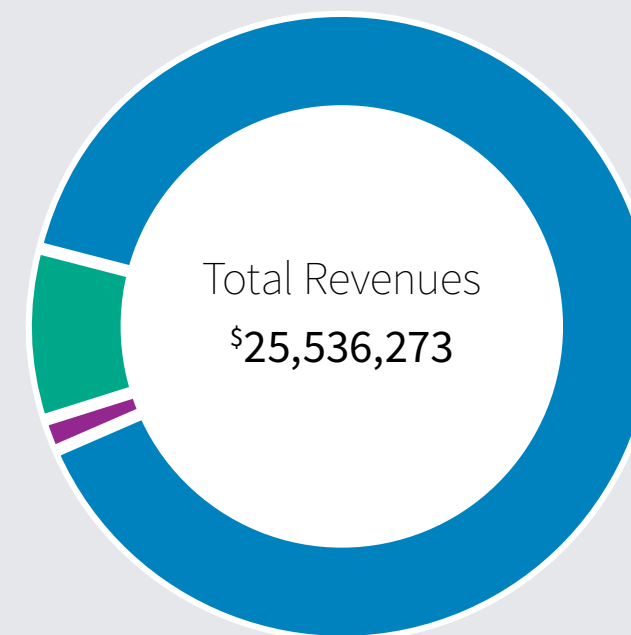
**Behind the Scenes**

Our librarians are prepared to help find the information and resources you need. Send any questions or issues to asklib@trl.org, or chat with us by clicking on the icon on our website.

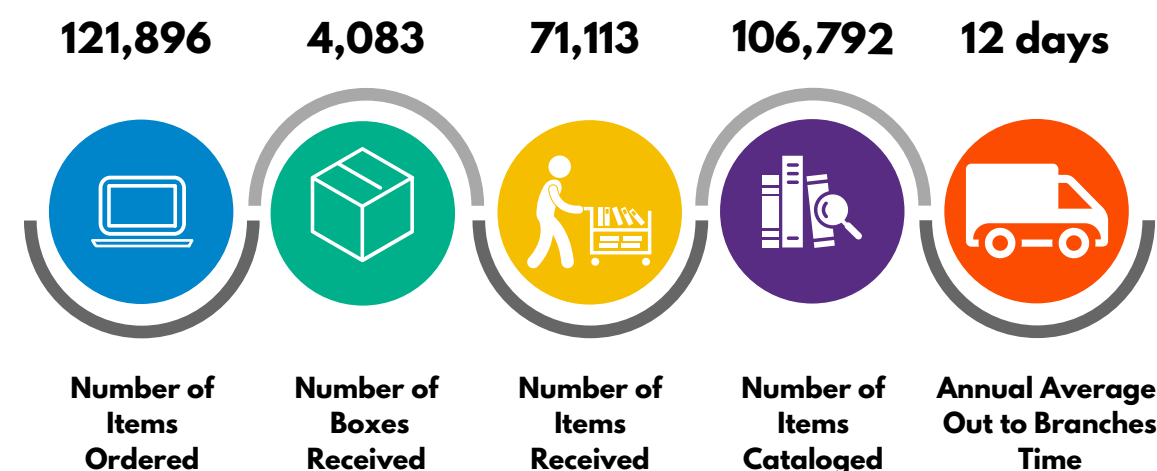


- 65.8% Salaries & Benefits ..... \$16,46,590
- 19.3% Books & Materials ..... \$4,758,741
- 7.6% Other..... \$1,879,963
- 4.9% Professional Services ..... \$1,197,624
- 1.7% Supplies..... \$431,724
- .7% Capital Expenditures ..... \$173,019

- \$22,876,424 Property Taxes ..... 89.6%
- \$2,246,817 Timber ..... 8.8%
- \$413,032 Other..... 1.6%



**Turnaround Time for New Collection Items**





5. Timberland Regional Library (TRL) is a public library system that provides library services to the residents of five counties Southwest Washington State: Grays Harbor, Lewis, Mason, Pacific, and Thurston Counties. TRL is an Intercounty Rural Library District, funded by property taxes and revenue from timber sales nearly \$25.1 million.

## GRAYS HARBOR COUNTY

- Aberdeen Timberland Library**  
121 East Market Street; 360.533.2360
- Amanda Park Timberland Library**  
6118 US Highway 101; 360.288.2725
- Elma Timberland Library**  
119 North 1st Street; 360.482.3737
- Hoquiam Timberland Library**  
420 7th Street; 360.532.1710
- McCleary Timberland Library**  
121 South 4th Street; 360.495.3368
- Montesano Timberland Library**  
W.H. Abel Memorial Library  
125 Main Street South; 360.249.4211
- Oakville Timberland Library**  
204 Main Street; 360.273.5305
- Westport Timberland Library**  
101 East Harms Drive; 360.268.0521
- North River School District**  
2867 North River Road; 360.532.3079

## PACIFIC COUNTY

- Ilwaco Timberland Library**  
158 1st Avenue North; 360.642.3908
- Naselle Timberland Library**  
4 Parpala Road; 360.484.3877
- Ocean Park Timberland Library**  
1308 256th Place; 360.665.4184
- Raymond Timberland Library**  
507 Duryea Street; 360.942.2408
- South Bend Timberland Library**  
1st and Pacific; 360.875.5532
- Shoalwater Bay Tribal Community Library**  
4115 State Route 105, Tokeland; 360.267.8190

## MASON COUNTY

- Hoodsport Timberland Library**  
40 N Schoolhouse Hill Road; 360.877.9339
- North Mason Timberland Library (Belfair)**  
23081 NE State Rt 3; 360.275.3232
- Shelton Timberland Library**  
**William G. Reed Public Library**  
710 W Alder Street; 360.426.1362

## THURSTON COUNTY

- Hawks Prairie Timberland Library** **NEW**  
8205 Martin Way; 360.252.9658
- Lacey Timberland Library**  
500 College Street Southeast; 360.491.3860
- Olympia Timberland Library**  
313 8th Avenue Southeast; 360.352.0595
- Tenino Timberland Library**  
172 Central Avenue West; 360.264.2369
- Tumwater Timberland Library**  
7023 New Market Street; 360.943.7790
- West Olympia Timberland Library** **NEW**  
625 Black Lake Blvd SW; 360.764.4440
- Yelm Timberland Library**  
210 Prairie Park Street; 360.458.3374
- Book Return - Fire District 3, Station 35**  
3701 Willamette Drive, Lacey
- Book Return - West Olympia**  
1313 Cooper Point Road Southwest
- Rainier Book Drop at Rainier City Hall**  
102 Rochester Street West, Rainier
- Nisqually Tribal Library**  
4820 She-Nah-Num Dr SE; 360.456.5221

## LEWIS COUNTY

- Centralia Timberland Library**  
110 South Silver Street; 360.736.0183
- Vernetta Smith Chehalis Timberland Library**  
400 North Market Boulevard; 360.748.3301
- Mountain View Timberland Library (Randle)**  
210 Silverbrook Road; 360.497.2665
- Packwood Timberland Library**  
109 West Main Street; 360.494.5111
- Salkum Timberland Library**  
2480 US Highway 12; 360.985.2148
- Winlock Timberland Library**  
322 Northeast 1st Street; 360.785.3461
- Morton Centralia College East Kiosk**  
701 Airport Way; 360.496.5022
- Toledo Community Library Kiosk**  
241 Cowlitz Street ; 360.864.4247

*As a convenience to you, most checked out items can be returned to any TRL book returns. A few specifically labeled items need to be returned to their original location.*