

Thurston Conservation District

Consent Calendar Decision Sheet

January 28, 2021 Board Meeting



A. December 17, 2020 Board Meeting Minutes

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

B. January 2020 Financial Report

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

C. 2021 TCD Annual Plan

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

D. TCD Policies and Procedure Manual

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c. ☒ Passed ☐ Moved for discussion during meeting ☐ Tabled to future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON January 28, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

DocuSigned by:
TJ Johnson
191788897ED0411...

TJ Johnson, Board Chair

DocuSigned by:
Betsy DeWreede
5E4DA45D2E0F40F...

Betsy DeWreede, Vice Chair

DocuSigned by:
Doug Rushton
569F12D3DE284B8...

Doug Rushton, Board Member

DocuSigned by:
David Iyall
7BEA6G2612B540F...

David Iyall, Board Auditor

ATTEST:

DocuSigned by:
Sarah Moorehead
3786B0710ADF43B...

Sarah Moorehead, Executive Director

DocuSigned by:
Helen Wheatley
105E45A55CE2437...

Helen Wheatley, Board Member

Thurston Conservation District Board of Supervisors

January 28th, 2021

Regular Meeting Minutes – Virtual GoToMeeting

(5:30- 7:29pm)

Originally scheduled: (5:30pm – 8:00pm)



1 **Meeting: 5:30pm – 8:00pm**

Present at Meeting:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Vice Chair

David Iyall, TCD Board Auditor

Doug Rushton, TCD Board Supervisor

Helen Wheatley, TCD Board Supervisor

Ben Cushman, TCD Attorney

Leah Kellogg, TCD Staff

Sarah Moorehead, TCD Executive Director

Alena Reynolds, DOE

Robin Buckingham, NRCS

Chris Sterns, TCD Associate Supervisor

Jay Krienitz, TCD Associate Supervisor

Applicant

3 **Summary of Action Items:**

- 4 • **ACTION ITEM:** Staff will reach out to Robin Buckingham with NRCS to invite him to
- 5 provide a written monthly update when he is unable to attend meetings.
- 6 • **ACTION ITEM:** The Board would like all Supervisors to provide brief written updates
- 7 back to the full Board for all committees that Supervisors serve on outside of TCD.
- 8 • **ACTION ITEM:** Staff will provide the Board a brief update of the Capitol Lake
- 9 Environmental Impact Statement (EIS).
- 10 • **ACTION ITEM:** Staff will send Supervisors Board meeting items as separate documents,
- 11 rather than a combined PDF.

13 **Summary of Motions Passed:**

- 14 • *Supervisor Rushton moved to adopt the revised Agenda. Supervisor Iyall seconded.*
- 15 *Motion passed unanimously, (5-0).*
- 16 • *Supervisor DeWreede moved to approve the items on the Consent Agenda. Supervisor*
- 17 *Wheatley seconded. Motion passed unanimously, (5-0).*
- 18 • *Supervisor Rushton moved to appoint Supervisor Wheatley as the TCD representative*
- 19 *to Thurston Regional Planning Council. Supervisor DeWreede seconded. Motion*
- 20 *passed unanimously, (5-0).*
- 21 • *Supervisor Wheatley moved to elect Supervisor Iyall as the alternate TCD*
- 22 *representative to Thurston Regional Planning Council. Supervisor Rushton seconded.*
- 23 *Motion passed unanimously, (5-0).*
- 24 • *Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed*
- 25 *unanimously, (5-0).*

27 **Full Version of the Minutes**

29 **Welcome & Introductions**

30 At 5:30pm, TCD Board Chair TJ Johnson called the January 28, 2021 Regular Board Meeting to
31 order via the online forum, *GoToMeeting*. TCD Board, Staff and guests were introduced by the
32 Board Chair verbally. Chair Johnson announced that the meeting was being recorded. For
33 recorded sessions, the Board Chair facilitates a roll-call vote by calling out the name of each
34 Supervisor for each vote.

35 **Agenda Review**

- 36 • An additional ***Agenda Item*** was added to Governance section - *TCD Representation to*
37 *Committee Meetings: Thurston Regional Planning Council*.

38
39 ***Supervisor Rushton moved to adopt the revised Agenda. Supervisor Iyall seconded. Motion***
40 ***passed unanimously, (5-0).***

41
42 **Consent Agenda** –December 2020 Board Meeting Minutes

43 December 2020 & 2020 Year-End Financial Report
44 2021 TCD Annual Plan
45 TCD Policies and Procedures Manual

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

48
49 **Public Comment** *Three minutes per person

50 No members of the public attended the board meeting.

51
52 **Partner Reports**

53 **A. Washington State Conservation Commission (WSCC) Update, Jean Fike**

- 54 • Jean Fike did not attend the meeting and had nothing to report.

55 **B. Washington Association of Conservation Districts (WACD) Update, Supervisor Doug**
56 ***Rushton***

- 57 • A written report was provided in the Board Packet.

58 **C. National Association of Conservation Districts (NACD) Update, Supervisor Doug**
59 ***Rushton***

- 60 • The NACD Pacific Region's 2021 Annual Meeting will be held virtually on Feb. 3rd
61 from 2:30-5:30pm as a part of the NACD's 2021 Annual Meeting, which will be
62 held from Feb. 1 thru Feb. 10.
- 63 • The NACD Spring Fly-In event will be held virtually the week of March 22nd.
- 64 • At the January 5th NACD Pacific Regional meeting, Supervisor Rushton was
65 elected Regional Chair.
- 66 • A written report was provided in the Board Packet.

D. Department of Ecology (DOE), Alena Reynolds

- Due to technical difficulties, Alena Reynolds was not present during this section of the meeting. She gave an update later in the meeting.

E. Natural Resources Conservation Service (NRCS) Update, Robin Buckingham

- Due to technical difficulties, Robin Buckingham was not present during this section of the meeting. He gave an update later in the meeting.

ACTION ITEM: Staff will reach out to Robin Buckingham with NRCS to invite him to provide a written monthly update when he is unable to attend meetings.

Covid-19 Update, Sarah Moorehead

- Staff and legal counsel continue to monitor and follow state legislation and instructions relating to the Open Public Meeting Act (OPMA) and in-person meetings.
- Staff continues to primarily work remotely in order to limit gatherings to below the maximum of 25% of office capacity.
- Staff continues to use SmartSheets to aid remote working and to schedule office access.
- Thurston County is on track to move to Phase 2 of the governor's Healthy Washington Roadmap Plan on Monday, February 1.

Department of Ecology (DOE) Update, Alena Reynolds joined the meeting at 5:43pm

- Alena reported that there is a temporary shortage in DOE staffing of the Coastal Watershed Nonpoint Source program. She also reported on collaborative efforts by the DOE and TCD to communicate TCD's technical assistance opportunities.

2021 WACD Legislative Week, All

- Staff has been working to schedule meetings with all Thurston County legislators for the WACD Legislative Week, which will be held virtually from Feb. 8th thru Feb. 12th. So far, TCD staff is working to pin down dates with the offices of State Representatives Laurie Dolan and Jessica Bateman and with Senator Sam Hunt.
- Staff is preparing "projects and impacts" materials in both a stylized newsletter and a story map format for the WACD Legislative Week meetings and for legislative communications in general.
- The 22nd District legislators are hosting an open-house On Feb. 3rd.
- WACD's Tom Salzer's *Five Things to Know List* is a good source of conservation district legislative priority talking points.
- The Executive Director will attend all meetings with legislators. Sarah will send scheduling updates to board members and coordinate board member participation to ensure that the District is in compliance with the OPMA.
- WACD publishes a weekly "bill tracker" that describes proposed bills that are relevant to conservation districts.

106
107 **Governance, All**

108 **1. 2021 Election Update**

- 109 • The candidate filing deadline has passed and one candidate has filed for the position –
110 Helen Wheatley.
111 • There has been a change to the election process and write-in candidates are now
112 eligible to receive votes. Qualification standards would apply.
113 • TCD has hired two temporary election polling officers.
114 • Ballot materials will be ready by Feb. 8th. The email address, phone line and voicemail
115 for ballot requests have been set-up.
116 • Staff is working on outreach to communicate voting procedures and pertinent dates.
117 TCD Representation to Thurston Regional Planning Council (TRPC)
118 • Supervisor Wheatley volunteered to represent TCD representative at TRPC.
119

120 Chris Sterns, TCD Associate Supervisor; Jay Krienitz (who has applied to become an Associate
121 Supervisor), and Robin Buckingham from NRCS joined the meeting.
122

123 ***Supervisor Rushton moved to appoint Supervisor Wheatley as the TCD representative to***
124 ***Thurston Regional Planning Council. Supervisor DeWreede seconded. Motion passed***
125 ***unanimously, (5-0).***
126
127

128 **ACTION ITEM: The Board would like all Supervisors to provide brief written updates back to**
129 **the full Board for all committees that Supervisors serve on outside of TCD.**
130

131 ***Supervisor Wheatley moved to elect Supervisor Iyall as the alternate TCD representative to***
132 ***Thurston Regional Planning Council. Supervisor Rushton seconded. Motion passed***
133 ***unanimously, (5-0).***
134

135 **2. February Work Session Topic List**

- 136 • Staff Presentation
137 • January Board Meeting Minutes review
138 • Covid-19 Health Update
139 • Election Update
140 • Conservation and Education Center Update
141 • Agriculture Advisory Committee
142 • Citizens Advisory Council and Associate Supervisor Policy Review
143 • Legislative Update and Legislative Week Debrief
144
145

ACTION ITEM: Staff will provide the Board a brief update of the Capitol Lake Environmental Impact Statement (EIS).

Natural Resources Conservation Service (NRCS) Update, *Robin Buckingham joined the meeting at 5:30pm*

- Robin gave updates on NRCS soil conservation staffing, NRCS's current Environmental Quality Incentives Program (EQIP) round, and the NRCS's Conservation Stewardship Program.

Executive Session: To discuss TCD's Associate Supervisors Policy

In Attendance: TCD Board Members, Executive Director Sarah Moorehead, and TCD Legal Counsel Ben Cushman.

"RCW 42.30.110 (h) To evaluate the qualifications of a candidate for appointment to elective office."

Executive Session opened at 6:23pm to last 10 minutes, and it concluded at 6:37pm

Executive Session Report Out

No action was taken. The Board will revisit this topic at the February Work Session.

Executive Session: To discuss ongoing litigation with legal counsel

In Attendance: TCD Board Members, Executive Director Sarah Moorehead, and TCD Legal Counsel Ben Cushman.

"RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency."

The Executive Session opened at 6:38pm to last for 10 minutes, and it concluded at 6:44pm

Regular meeting opened at 6:45pm.

Executive Session Report Out, *TJ Johnson*

No action was taken.

Other Reports

A. Board of Supervisors Report, All

- 186 • The Olympia Farmland Loss meeting will be held on Feb. 8. Staffs from partner
187 organizations have been asked to draft a work plan and timeline.
188 • Supervisor Johnson and Executive Director Moorehead met with the new
189 Thurston County Commissioner Carolina Mejia. A second meeting has been
190 scheduled to answer additional questions.
191

192 **ACTION ITEM: Staff will send Supervisors Board meeting items as separate documents, rather**
193 **than a combined PDF.**
194

195 **B. Executive Director Report, Sarah Moorehead**


- 196 • The Skookumchuck Project site will be developing a temporary access road for
197 project access. This road will also allow guests, including board members, to visit
198 the site.
199 • TCD has started recruiting for the TCD engineer position. The priority review
200 deadline is February 18th, but the position will remain open until a qualified
201 candidate is selected.
202 • The Board Meeting Item Coversheet has been revised and is ready to be used by
203 Staff.
204 • Strategic Plan metric reporting will be moved to the SmartSheets format to
205 improve clarity and to allow live access of goal progress.
206 • The District has made progress on its technical assistance request wait-list and is
207 excited about the growing demand for District services.
208

209 ***Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed***
210 ***unanimously, (5-0).***
211

212 **Adjourn 7:06pm**

213 Respectfully,

214

X 

TJ Johnson
TCD Board Chair

215