



**Board of Supervisors  
Monthly Meeting Minutes  
Tuesday, July 26, 2016  
2:00 PM**

**Thurston**

**Conservation District**

Local solutions to local problems

**Present at the meeting:**

- |    |                                |                                     |
|----|--------------------------------|-------------------------------------|
| 9  | Kathleen Berger, Staff         | Stephanie Bishop, Staff             |
| 10 | Robin Buckingham, Staff        | Samantha Fleischner, Board Auditor  |
| 11 | Amy Franks, Staff              | Joe Hanna, Citizen                  |
| 12 | Amy Hatch-Winecka, Staff       | Eric Johnson, Board Chair           |
| 13 | Shana Joy, WSCC                | Richard Mankamyer, Citizen          |
| 14 | Ashley McBee, Staff            | Aslan Meade, Board Member           |
| 15 | Sarah Moorehead, Staff         | David Nygard, Staff                 |
| 16 | Chris Stearns, Thurston P.U.D. | Doug Rushton, Board Member          |
| 17 | Jeff Swotek, NRCS              | Kathleen Whalen, Executive Director |
| 18 | Nora White, Staff              |                                     |

**Action Items:**

1. Sarah to update on RCPP programs at August board meeting
2. Ashley to doodle poll staff & self-selected board members for conservation easement sub-comm mtng
3. Kathy will work with Aslan to draft letter of support for Ag Business Center funding application
4. Aslan to send reference check record to Kathy one week prior to August meeting; Email out to board

TCD has rotating meeting chair duties for each Board Meeting. This month's meeting chair is Eric Johnson. Eric called the meeting to order at 2:00 p.m. There was a quorum.

**1. Welcome, Introductions and Public Comment:**

- Introductions were made
- Chris Stearns contacted WSU & has further information on facility relocation process to share with Kathy

**2. Agenda Review:**

- Add Facility Relocation to Agenda Item #5, as #5d
- Table Agenda Item #9: Conservation Plan #09-2016 to August meeting

**3. Review of June 28, 2016 Minutes, All**

Line Edits: Note: Doug requested Eric chair meeting because not feeling well  
Change Board Chair from Doug to Eric

**Doug moved to approve June 28, 2016 meeting minutes, as amended. Samantha seconded. No discussion.**

**Vote: All in favor. Motion passed.**

**A. Action Item Follow-up**

Action items from June 28, 2016 board meeting addressed in separate report

**4. Partner Reports:**

**A. WACD/NACD, Doug Rushton**

- NACD: Fly in last week but have not heard details/outcomes
- WACD: Bob Schroeter hired as Exec. Director; First choice for everyone on interviewing panel

**B. WSCC, Shana Joy**

- Provided follow-up handouts from WSCC commission meeting last week
- Good Governance: Election cycle weakness identified for CDs is getting forms in on time; Condensed five forms into two; Bill Eller created checklists for CDs to track timeline of process

- 54     ▪ WSCC proposing and requesting input on whether or not to select a single date or week for all CDs to hold  
55     elections in first quarter; Comments needed by first week of September  
56     ▪ Just started new fiscal year; New grant addendums & signatories required by end of month; Annual  
57     Reports due Aug 26<sup>th</sup>; Provided another reminder and handout on what devices can be utilized as part of  
58     Public Records Request; Also, be sure to follow TCD policy; Records retention schedule still applies to  
59     former supervisors/employees

60     **C. NRCS, Jeff Swotek**

- 61     ▪ Staffing changes: New position full FTE Conservationist in Bremerton announced today; Closes August 1<sup>st</sup>;  
62     Puget Sound Partnership liaison position advertised today in Olympia; Upcoming opening for an Area  
63     Engineer; Lake Stevens conservationist position open currently  
64     ▪ Future Directions Funding for salmon passage: Stopped accepting apps for FY16; Will be obligated before  
65     Sept 1; Thurston County: 1 application, going to wait until FY17 for project  
66     ▪ Shellfish funding: 2 huge shellfish contracts under development & will be obligated in next week or so;  
67     Both in excess of \$100k  
68     ▪ Climate Funding: Will be coming to WA State; Not sure what will be designated to this area; Funding  
69     going towards applications not funded under energy program; Will be obligated by Sept 1  
70     ▪ Regional Conservation Partnership Program (RCPP): 2 final proposals will be submitted from our team;  
71     Details forthcoming; Finalized and submitted in next couple of weeks  
72     ▪ Working lands for wildlife proposal for south sound submitted

73  
74     **AI – Sarah to update on RCPP programs at August board meeting**

75  
76     **5. Coordination & Path Forward on Easement Program Development, Eric Johnson**

77     **A. Work to Date, Ashley McBee**

- 78     ▪ Contacted four CDs (WA, OR, & NH) recommended by Josh G. with existing easement programs; Inquired  
79     re: developing easement programs or holding easements & forms that can be shared for our needs  
80     ▪ Provided alot of documents and information! Many documents can be used to educate and inform our  
81     process, but might not make best templates because often unique to each CDs different type of/approach to  
82     easements; Any rate, lot of information that is available for review  
83     ▪ **Doug: Snohomish CD chose not to start an easement program; Why?**  
84     ▪ Jeff: Discussed with Mark Clark & has frustrations; Easement programs not existent b/c don't have  
85     mechanisms in place to support and fund the programs; Recommendation to partner with existing entity  
86     that does easements & learn from them; Find ways to collaborate to align interests and maximize synergy  
87     (funding, benefits, proven track record of holding easements); It's a new business, have to set yourself up as  
88     you would with a new business (planning & partnerships)  
89     ▪ Skookumchuck has several landowners & potential for RCPP project; Will need to partner with a land trust  
90     to have reputable history of holding easements  
91     ▪ Amy HW would be vital; Create program before going into community; Have meeting before next board  
92     meeting; Doodle poll for meeting; Include Aslan

93     **B. June Board Meeting AI – Decision for Next Steps, Ashley McBee**

- 94     ▪ Ashley has compiled all information from contacting CDs discussed above; Board required to make a  
95     decision about a path forward  
96     ▪ Board agreed to have a sub-committee meet; Group comprised of staff and interested board members;  
97     Ashley to send out a doodle poll to staff and Eric & Aslan to set up a meeting time for this group

98  
99     **Doug moved to prioritize Conservation Easements as #1 Unfunded Activity. Aslan seconded. Discussion:**  
100    **Create a workplan before approaching landowners. Vote: All in favor. Motion passed.**

101  
102    **AI – Ashley to doodle poll staff & self-selected board members for conservation easement sub-comm mtng**

103  
104    **5. TCD Permanent Facility, Aslan Meade**

- 105    ▪ Ag Business Center Update: Partners, incl. TCD Staff rep, reached consensus to pursue a funding opportunity  
106    for a location and all feel TCD co-location would benefit proposal; Requesting board to consider seriously if

- 107 interested to move office location to Tenino; Need to decide today if willing to write a letter of support,  
108 stating TCD would co-house at an ag business center; Board continues to support partnership and co-housing  
109 with the ag business center; Eager to hear details as they unfold; If ag business center proves to be a viable  
110 opportunity as it comes to fruition, Board members would continue to support co-housing and partnering  
111 ■ Discussion regarding concern for staff to travel to an office in Tenino; We have a few staff who already travel  
112 from Mason County & Tacoma; Americorps staff are often without transportation but we are currently on a  
113 bus line; Can use telecommuting and flextime options to alleviate some of this issue  
114

115 **AI – Kathy will work with Aslan to draft letter of support for Ag Business Center funding application**  
116

117 **6. Staff Reports:**

118 **A. Ashley McBee**

- 119 ■ Attended WADE for first time; Worked on: Conservation Easement program research, Policy & Procedure  
120 manual updates, supporting Lead Entity program annual ranking meeting; Board meeting support; Vacated  
121 Seat advertising and process support  
122 ■ Inventory: Lost when computer crashed; Started with contacting Enduris & State Auditor's Office to  
123 ensure TCD Inventory process and corresponding policy is adequate; Inventory has begun!

124 **B. Sarah Moorehead**

- 125 ■ New Education & Outreach Coordinator hired; Will be tabling at Thurston County fair next week; Working  
126 with Office of Farmland Preservation to organize transitional successional planning course in fall; Gearing  
127 up for landowner testimonial videos; Working into budgeting; Provided update on re-branding and website  
128 ■ August farmer workshop cancelled b/c TCD and producers busy; July workshop on Financing the Farm  
129 well-attended and follow-ups spurring other outreach opportunities; Check the google calendar

130 **C. Kathleen Berger**

- 131 ■ Chehalis Basin Outreach Strategy outreach campaign occurred in Skookumchuck; 12 residents attended  
132 from community; Several landowners interested in projects; Goal was to get feedback on highest concerns  
133 are for floodplain and what projects interested in; Next meeting in Scatter Creek this Thursday; August 17<sup>th</sup>  
134 in Chehalis; Suggestions for posting advertising: Swede Hall FB page & Gate Community Schoolhouse  
135 ■ CREP: 2 plans approved at FSA level; 3<sup>rd</sup> plan had concerns at FSA level; Gearing up for another round of  
136 outreach to landowners

137 **D. Robin Buckingham**

- 138 ■ Standard work with backlog Conservation Plans; Finishing plan to get CNMP certification in August  
139 ■ Salmon Recovery Funding Board presentation for E. Fork McLane; Ranked 3<sup>rd</sup> of eight projects; Only  
140 enough funding for top two projects; Could be opportunity for funding to trickle down

141 **E. Dave Nygard**

- 142 ■ Finished conservation plan and cost share agreement; Started another plan on Black River; Site visits  
143 scheduled; Shipped 19 soil samples last week

144 **F. Amy Franks**

- 145 ■ Working on mid-year budget revision; Closing out grants that ended in June; Vacation through August 8<sup>th</sup>

146 **G. Stephanie Bishop**

- 147 ■ SSG brought 1,000 kids to South Puget Sound nearshore this year!; Would like to present partners and  
148 outcomes to board at a future board meeting  
149 ■ Summer Teacher Institute: 3 day training for local teachers to integrate current, local issues with WA state  
150 science standards; This year's topic was Ocean Acidification & Sea level Rise; 67 local teachers attended;  
151 Discussed programming and outcomes  
152 ■ Working with WSCC staff to develop budget package for k-12 education  
153 ■ New AmeriCorps member starting September 1<sup>st</sup>  
154

155 **7. Financial Report, Amy Franks**

156 **A. Monthly Financial Report**

157 Amy presented end of year balance sheet and other financials to board; Amy provided notes

158 **B. Review of June 2016 Check Register**

- 159 ■ Board reviewed check register

160       ▪ Question: Check to David Hall; On there as outstanding because has not been cashed yet

161       **C. Mid-Year Budget & Annual Plan Update**

162       ▪ Emailed out summary and proposed revision; Provided hard copies at meeting

163

164       **Check Register Approval: Doug moved to approve the June check register for Check #s 18877-18907,**  
165       **totaling \$75,814.34 & voided check #18905 for \$350.00. Aslan seconded. No discussion. Vote: All in favor.**  
166       **Motion passed.**

167

168       **Doug moved to approved Revised FY 2016 Budget, as presented. Aslan seconded. No discussion. Vote: All**  
169       **in favor. Motion passed.**

170

171       **8. Administrative Reports, Kathleen Whalen**

172       **A. Executive Director's Report**

173       ▪ Implementation and livestock grants, RCO were fully completed and expended by deadline

174       ▪ South Bay Grange project; Internal strife holding up project; Amy gave them until end of July to make a  
175       decision; Will re-allocate funds if not using

176       ▪ Shellfish Program: Tabled conservation plans until passed other grant deadlines; Have two plans moving  
177       forward by end of year

178       ▪ R&C workshop: Sent out reminder on Doodle poll

179       ▪ Reviewed Action Item Follow-Up Report

180       **B. June Monthly Staff Reports**

181       **9. Conservation Plan #09-2016 & #10-2016, Doug Rushton/Resource Team Staff**

182       **A. Conservation Plan #09-2016, Robin Buckingham**

183       ▪ Tabled until next board meeting due to miscommunication and lack of board review

184       **B. Conservation Plan #10-2016, Dave Nygard**

185

186       **Aslan moved to approve Conservation Plan #10-2016, as amended. Doug seconded. No discussion. Vote: All**  
187       **in favor. Motion passed.**

188

189       **C. Conservation Plan Template, Kathleen Whalen**

190       ▪ Provided draft and seeking comments from Board by August 5<sup>th</sup>

191

192       **10. Vacant Board Seat, All**

193       **A. Decide process moving forward**

194       ▪ Kathy reached out to County as directed by the board; County feedback is they will not take on leadership  
195       role and will not appoint a board member; Falls back to TCD board to make decision on vacated board seat

196       ▪ What changes are proposed for policy? Just removal of reference to RCW

197       ▪ Needed to come together as board to decide if get legal counsel; Attorney provided verbal, informal  
198       consultation stating TCD board has leadership & can move forward with appointment process; Price quote  
199       for formal legal advice was \$700; Board decision that okay with advice received

200       ▪ Board Input:

201       ○ Sam: Concerned with restarting process; Won't be time to carry out reference checks before next  
202       board meeting with this timeline (as outlined as appropriate process in TCD policy); Thinks we  
203       should move forward with current applicants and this will provide time for reference checks in next  
204       month

205       ○ Eric: Wants to conduct interviews with current applicants in special meeting, prior to next board  
206       meeting; If decide to stop process and change policy, need to seek legal advice first

207       ○ Aslan: Move forward with current applicants

208       ▪ Board decision to continue present path that corresponds with TCD policy

209       ▪ Policy needs updated but would be a conflict of interest to re-write policy during this process; We can use  
210       our lessons learned to fix policy after appointment process

- 211     ▪ Board requested Joe Hanna to share summary of his concern & if his concerns had been addressed:
- 212       Originally issued email to the TCD Board re: concerns about unfair communications with applicants; As
- 213       public officials, perception of different treatment for applicants could present problem; Raised issue to
- 214       board on RCW cited in policy; Talked to county legal advisor & discerned it was an error to cite RCW;
- 215       RCW 89.08 is appropriate to follow; Should follow policy until you have legal advice to contrary;
- 216       Applauded board for deciding to move forward; he was asked if his concern were addressed at this point?
- 217       “I raised the issue. TCD didn’t have a set policy. Applaud that board has done due diligence to make sure
- 218       proceeding forward appropriately.”
- 219     ▪ Richard Mankamyer asked if he would like to comment: Agrees that good to revisit policy and applauds
- 220       board for due diligence
- 221     ▪ Board affirmed consensus to continue on with interviewing current applicants

222     **B. Decide Reference Check questions**

223       i. Decide who will make reference check calls

- 224     ▪ Board discussed conducting interviews in special meeting, week prior to board meeting; Determined must
- 225       follow TCD policy, which states interviews to occur at next regularly scheduled board meeting
- 226     ▪ Doug offered to conduct reference checks but personal schedule conflicts with timeline; Aslan agreed to
- 227       conduct reference checks for applicants; Process will be to call each reference, ask the assigned set of
- 228       questions, and provide written record of responses to rest of Board; Doug, Samantha, Kathy, & Ashley
- 229       offered assistance to record comments as calls are conducted
- 230     ▪ Reference Check Questions: Remove questions on back that are on a scale of 1-5; Shorten question list;
- 231       Remove questions: #3, #4, #6, #7, #8, #10, #12

232  
233     **AI – Aslan to send reference check record to Kathy one week prior to August meeting; Email out to board**

234  
235     **C. Decide Candidate Interview questions**

236       In reviewing the draft questions the board:

- 237     ▪ Removed Questions: #1, #6, #7, & #11
- 238     ▪ Reworded Questions: #3 - Describe work you’ve done with ag, conservation, and natural resources.; #8 –
- 239       Strike first sentence & keep second sentence; Use word “skills” rather than “assets”; #9 - Describe a
- 240       situation in which you were involved in a conflict? What happened? What was your role?; #10 – Please
- 241       share one of your strengths and one weakness
- 242     ▪ Added “Please describe your experiences participating on other boards or governing organizations”
- 243     ▪ Board discussed and decided not to provide interview questions to candidates in advance; Noted in minutes
- 244       that two of three candidates present for this discussion

245  
246     **11. Executive Session: Annual Performance Review of Executive Director, All**

- 247       ▪ Executive Session commenced at 4:35pm, with Board Members & Shana Joy in attendance
- 248       ▪ Board came out of executive session and returned to public meeting at 5:05pm

249  
250     **Board came out of executive session and returned to public meeting at 5:05pm; No motions brought**

251     **forward as a result of discussions during Executive Session.**

252     **12. WSCC Documents, Kathleen Whalen/Amy Franks**

253       **A. Grant Addendum**

254  
255     **Doug moved to approve the Implementation and Livestock grant addendums. Aslan seconded. No**

256     **discussion. Vote: All in favor. Motion passed.**

257  
258       **B. Update Authorized Signatories**

259  
260     **Aslan moved to approve the WSCC Authorized Signatories. Sam seconded. No discussion. Vote: All in**

261     **favor. Motion passed.**

- 263 **13. Forest Stewardship Plan, All**  
264     ▪ Forest Stewardship Plan contracted with Grays Harbor CD for landowner completed; Seeking board  
265     decision on whether or not TCD Board will review Forest Stewardship Plans; Plans reviewed by an  
266     authorized and respected source; Creates more work for TCD Board & Staff to review & we lack expertise  
267         ○ Doug: Abstaining from discussion because he is a certified forester/planner  
268         ○ Sam: TCD doesn't have capacity or skill to conduct reviews; Do we have legal obligations?  
269         ○ Eric: Would like to see any plan that comes through TCD  
270     ▪ Board decision not review Forest Stewardship Plans  
271     ▪ Kathy will email Forest Stewardship Plans to board members, except Doug; Board members can look if  
272     interested  
273

- 274 **14. Board Representation at NACD Annual Meeting, All**  
275     ▪ Table to next meeting, Not time sensitive  
276

- 277 **15. WACD Resolutions, All**  
278     ▪ Tabled to next meeting, Not time sensitive  
279

- 280 **16. TCD Advisory Committee, Doug Rushton**  
281     ▪ Tabled to next meeting; Not time sensitive  
282

- 283 **17. Washington Conservation Society Membership, Kathleen Whalen**  
284     ▪ Tabled to next meeting; Not time sensitive  
285

- 286 **18. Board Meetings into the Future**  
287     **A. Rotating Chair**  
288     ▪ Tabled to next meeting; Not time sensitive  
289  
290     **B. Meeting Date/Time**  
291     ▪ Tabled to next meeting; Not time sensitive  
292

- 293 **19. Roundtable & Adjourn, All**  
294     **Doug:**     Attended VSP meeting; Provided notes which are attached to minutes  
295  
296     **Samantha:** Not present.

297     **Aslan:**     Going to be firm on 3 hour board meetings; Requested board meeting tables arranged so board  
298     members don't have their backs to members of public  
299

300     **Shana:**     No comment  
301

302     **Eric:**     Shared personal health update  
303

304     **Ashley:**    No comment  
305

306     **Kathy:**     Vacation July 29 – August 15<sup>th</sup>.  
307

308     **Joe Hanna:** No comment  
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310     **Richard Mankamy:** No comment  
311

312 Eric Johnson adjourned the meeting at 5:27p.m.  
313

314     Respectfully Submitted,

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Eric Johnson, Meeting Chair