



**Board of Supervisors
Monthly Meeting Minutes
Tuesday, April 25, 2017
2:00pm**

Present at Meeting:

Samantha Fleischer, TCD Auditor	Eric Johnson, TCD Board Chair
Richard Mankamy, TCD Board	Aslan Meade, TCD Board
Doug Rushton, TCD Board	Robin Buckingham, TCD Staff
Michelle Fossum, Sayre Law (via phone)	Amy Franks, TCD Staff
Joe Hanna, Public	Shana Joy, WSCC
Ashley McBee, TCD Staff	Sarah Moorehead, TCD Staff
Chris Stearns, TCD Assoc. Supervisor	Jeff Swotek, NRCS
Marianne Tompkins, Public	Kathleen Whalen, Executive Director

Action Items:

1. Ashley, Eric, & Richard to meet and create track change version of Feb 21st & 28th minutes, and share with Board
2. Staff will work with Shana to get WSCC attorney review of TCD's motion re: audio recordings of meetings
3. Staff will research transcription services, submit a portion of April 25th minutes for transcription, and provide follow-up to Board
4. Staff will coordinate opportunity for Board Supervisors to see BOCC R&C presentation prior to May Board meeting (can be on May 30th if necessary)
5. Eric will contact PCC Farmland Trust; Communicate with Kathy; Kathy will share discussion summary with Board

Eric Johnson called the meeting to order at 2:03pm. There was a quorum.

1. Welcome, Introductions, Audio Recording Announcement, and Pledge of Allegiance

- Welcome, Introductions, & Pledge of Allegiance conducted
- Eric announced meeting being recorded, and requested participants request the floor and state their name before speaking, for recording purposes

2. Public Comment

- Joe Hanna: Apologies to Board and Staff; Incorrectly stated at last meeting that TCD underwent 69percent increase in staff salary, based on review of 2014-2016 TCD budgets; Met with Amy F. and found salary increase for that time is 44.5 percent; Understands Board has to approve out of state travel; Sees in packet Doug Rushton recently reimbursed for out of state travel, Did Board approve this travel?; Doug: Part of responsibilities as TCD Board Supervisor to serve on WACD Board; Travel was part of fulfilling WACD Board responsibilities; Deputy Director going out of State in future: Was this approved by Board?; Going as representative of TCD or Salmon Recovery Board?; Who is paying for her travel?; Kathy: Do not believe out of state travel requires Board approval for staff; Amy's salmon recovery grant funding will cover her travel; February Draft Minutes state Amy Hatch-Winecka, "Presented and read memorandum from TCD Staff to TCD Board of Supervisors: Unintended Consequences (Dissenting Opinion): Why is memorandum not attached to minutes?; Reconciliation reports (4/14/17): Culligan water company; Has Board authorized this expenditure?; Check register April 10, 2017, Check #19212, Window Seat Media for \$2500 deposit for video: What is this? When will it be produced? When will it be available to public? Sarah: Window Seat Media is a local non-profit company that develops production quality interviews and videos; Partnering through grants to create land owner stories (highlighting land owner perspectives of district and implementation on their properties) to prepare for Legislative events and Rates and Charges; Shooting for June 1st to have it out via website/social media/etc; Aslan: Asking if going out to bid? No.; March 28th minutes: Major issue with summary of his public comment; Not recorded word for word; Paraphrased and summarized; A lot of it is out of context; Strongly object to use as is; Recommends either recording word for word or not at all; Doug: Would like to have those comments on the record

- 54 **3. Agenda Review**
- 55 ▪ Partner Reports moved to Agenda Item #5; District Liability: District Responsibilities Under ESA moved to
 - 56 Agenda Item #6
 - 57 ▪ Agenda Item #8: HCP Update cancelled, as Chris Chaput could not attend
 - 58 ▪ Aslan: Noted two hours designated on agenda for minutes review; Eric: Offered to table a set of minutes to
 - 59 next Board meeting; Aslan: Deeply concerned; Losing everything we are trying to do as a District and
 - 60 spending time on minutes review; Has comments to make on the topic; Aslan Comments on Minutes
 - 61 Review created as Agenda Item #7A (beginning of Board Meeting Minutes Review)
 - 62 ▪ Doug: Would like to see notations on agenda that link Agenda Items to the Strategic Plan; Not a suggestion
 - 63 for today’s agenda; Requires whole board decision; Staff reports: Now receive weekly update so Staff
 - 64 Reports in agenda seems redundant; Will discuss in Agenda Item #14: Staff Reports; Kathy: Staff Reports
 - 65 late on agenda; Most staff will not be here that late; Doug: Would like Board to consider option of a motion
 - 66 to state we are going to record all meetings, unless otherwise stated, to avoid having to state repeatedly at
 - 67 each meeting; Eric: Advised by Michelle Fossum to state we are recording a meeting each time, and she
 - 68 will speak to that in Executive Session
 - 69 ▪ Aslan: Agree with Doug’s comments; Entire agenda for district business is at bottom of agenda; This was
 - 70 not a board decision; We have important work to do; Eric: Have to review the minutes; Aslan: Richard and
 - 71 Eric have large agenda for minutes but this is co-opting District work
 - 72 ▪ Samantha: Agree with Doug’s comments; The meaty District work is being dropped out of agendas and not
 - 73 addressed, while spending immense amount of time reviewing minutes; Eric: agrees
 - 74 ▪ Aslan: Can we shorten amount of time spent on minutes in this meeting? Eric: No. We can table a set of
 - 75 minutes; Doug: Concur with Aslan; Aslan: Can we put forth a motion to change time designated on this
 - 76 agenda for minutes?; Eric: No; Doug: Pretty sure we can make a motion

- 77
- 78 **4. Executive Session: Evaluate Complaint/Charge and Performance of Employee**
- 79 ▪ Executive Session commenced at 2:25pm for 30 minutes, with Board Supervisors, Shana Joy, Michelle
 - 80 Fossum (via phone) in attendance
 - 81 ▪ Board exited Executive Session and returned to public meeting at 2:55pm and announced Executive Session
 - 82 would continue for an additional 15 minutes.
 - 83 ▪ Board exited Executive Session and returned to public meeting at 3:10pm and announced Executive Session
 - 84 would continue for an additional 10 minutes.
 - 85 ▪ Board exited Executive Session and returned to public meeting at 3:20pm and announced Executive Session
 - 86 would continue for an additional 10 minutes.
 - 87 ▪ Board exited Executive Session and returned to public meeting at 3:30pm and returned to public meeting.
 - 88 and announced no decisions were made.

- 89 **5. Board Meeting Minutes Review**
- 90 **A. Aslan Minutes Review Comments**
 - 91 ▪ Cancelled
 - 92 ▪ Action Item Follow-Up Summaries included in packet (Informational Only)
 - 93 **B. Review of February 21, 2017 Special Meeting minutes, All**
 - 94 Line Edits: 28-29 Strike from record; Eric announced he was recording but prior to meeting starting
 - 95 46 Add ‘and was frustrated he wasted his time on Habitat Technician job description’
 - 96
 - 97 ▪ Board discussed need to finalize clear guidance on format/content of minutes, and criteria for minutes
 - 98 review/edits of minutes of minutes review; Board decision for Staff and interested Supervisors to meet and
 - 99 create a track changed version of Feb 21st and Feb 28th minutes, for full Board review

100

101 **AI – Ashley, Eric, & Richard to meet and create track change version of Feb 21st & 28th minutes, and share**

102 **with Board**

103

- 104 ▪ Eric: February 7th Minutes; Already approved by Board; Error on line 366; In reference to Staff saying no
105 candidate exists that fits these qualifications, edit to say “Eric pointed out there was at least one person that
106 met the qualifications.”
107

108 **Doug moved to approve February 7th meeting minutes, as amended to include line 366 “Eric pointed out**
109 **there was at least one person that met the qualifications.” Richard seconded. No Discussion. Vote: All in**
110 **favor. Motion passed.**
111

112 **C. Review of February 28, 2017 Board Meeting minutes, All**

- 113 ▪ Board did not review; See comments above

114 **D. Review of March 28, 2017 Board Meeting minutes, All**

- 115 ▪ Board did not review

116 **E. Review of March 29, 2017 Special Meeting minutes, All**

117 Line Edits: None
118

119 **Doug moved to approve March 29, 2017 Board meeting minutes as written. Aslan seconded. No discussion.**
120 **Vote: All in favor. Motion passed.**
121

122 **F. Review of April 10, 2017 Work Session minutes, All**

123 Line Edits: None
124

125 **Doug moved to approve April 10, 2017 Board meeting minutes as written. Samantha seconded. No**
126 **discussion. Vote: All in favor. Motion passed.**
127

128 **G. TCD Board Meeting Minutes Format, Ashley McBee**

- 129 ▪ Per action item request, Ashley presented Board with draft motions to solidify content/format of written
130 board meeting minutes moving forward; Ashley also provided Board with draft motions to address
131 management of TCD’s audio recordings of meetings

- 132 ▪ Draft motions include language to address feedback expressed by each Supervisor, at February Board
133 Meeting, as it pertains to audio recordings and written minutes

- 134 ▪ Eric: Requested to revisit February 28, 2017 motion re: audio recordings of Board meetings

135 For reference: **Samantha moved for Thurston Conservation District (TCD) to purchase digital sound**
136 **recording equipment to utilize in all public meetings that have a board quorum. Richard seconded.**

137 **Discussion: What constitutes a meeting that will be recorded? TCD meetings that require public notice;**
138 **Not meetings/community events in which there is a quorum present, as three or more Supervisors**
139 **restricted from discussing any district business together in these settings; Concern and caution that relying**
140 **on recording for minutes will mean we start spending a lot of Staff time on this; If public and board**
141 **members are recording personally, TCD needs our own copy so capable of verifying content; Vote: Doug,**
142 **Samantha, & Richard in favor. Aslan and Eric abstained. Motion passed.**

- 143 ▪ Eric: Need to record Board meetings but not Board gatherings; Doug: If you have a quorum, you have a
144 public meeting; Need to record all or nothing; Board discussed recording Board meetings and Special
145 meetings, and others deemed as necessary; Requested Shana’s input on proposed direction; Shana: Nothing
146 wrong with that approach; Does not define special meeting, but as long as it is clear guidance for Staff,
147 should work

- 148 ▪ Chris: PUD only records scheduled meeting; If have special meeting, occasionally record, but generally not;
149 Do not record retreats either; Do give public notice with meeting topic specified

- 150 ▪ Doug: Recommends sending request via Shana to WSCC attorney to check for the best language re: audio
151 recordings
152

153 **AI – Staff will work with Shana to get WSCC attorney review of TCD’s motion re: audio recordings of**
154 **meetings**
155

156 **Aslan moved TCD will record Board meetings and Special meetings, and others deemed as necessary. Sam**
157 **seconded. No discussion. Vote: All in favor. Motion passed.**
158

- 159 ▪ Board discussed content/format of minutes: Eric and Richard would like minutes recorded in
160 detail/verbatim; Doug: Wants to be able to look back at minutes in five years and be able to discern key
161 pieces of discussion/how we arrived at decisions; Kathy: Board has discussed verbatim minutes in years
162 past but advised by WSCC Staff at the time not to create this type of record
163 Eric: Can audio record minutes and send out for transcriptions; Richard: Compiled cost estimates for
164 transcribing and shared document with Board; Cost estimated around \$1150 to transcribe one set of
165 minutes; Court recorder would be approximated \$1175; TCTV charges \$75 to video record meetings; Sam:
166 TCTV recording will still require transcribing
167

168 **Aslan moved to send raw minutes out to Board, via email, at end of each meeting. Doug seconded.**

169 **Discussion: Richard: Still requires same amount of time for all to review; Concern will have to review**
170 **minutes twice, raw and transcription as well. Motion dies.**
171

- 172 ▪ Joe Hanna: City of Olympia does not provide written transcript of video recordings of meetings; Shana: If
173 someone requested official record, and they had disability or other sound reasoning for not being able to
174 utilize video recording, TCD would have to provide written minutes/record; Quick Google search says
175 transcribing costs are \$1 per minute of recording
- 176 ▪ Eric: Suggested testing transcribing services by having this meeting transcribed; Board discussed cost and
177 agreed to have portion of April 25th meeting transcribed by outside service provider; Board and Staff
178 discussed considerations such as cost, importance of sound quality of our recordings; Staff will follow up
179

180 **AI- Staff will research transcription services, submit a portion of April 25th minutes for transcription, and**
181 **provide follow-up to Board**
182

- 183 ▪ Ashley advised that current Board direction to send out audio recordings to Board via email is not working
184 due to file size limitations; Could be provided by thumb drive or posted on website; Requested Board's
185 preference for moving forward; Doug: Can we post on website in a member's only section; Ashley: Would
186 have to check with Sarah re: website options; Shana's input requested re: if audio recordings have to be
187 posted on website; Shana: No.
- 188 ▪ Eric, Doug, Aslan, and Samantha do not wish to receive audio recordings at this time; Richard will let
189 Ashley know if he wants them via thumb drive or for her to look into creating a private area on website for
190 posting
- 191 ▪ Board agreed not to put forth any motions regarding audio recording file management or augmenting
192 written minutes format/content at this time
193

194 **6. Partner Reports:**

195 **A. NRCS, Jeff Swotek**

- 196 ▪ Environmental Quality Incentives Program (EQIP): Obligated round one of contracts; In process of
197 obligating round two; Third and final round will be obligated on June 16th; In Thurston County, \$900K
198 worth of projects applied for (CNMP fund pool for state is \$1.8 million); People submitting applications
199 now will be considered in 2018
- 200 ▪ Local Working Group (LWG): Meeting tomorrow and will provide input and direction for federal
201 programs; Encouraged TCD Board involvement; One opportunity to provide locally driven input; Last
202 year's LWG decided water quality is number one priority, which drove decisions for funding; Eric: TCD
203 hosts local working group; Will be held at NRCS building; Shana facilitating; Supervisors: Opportunity to
204 chair meeting; Doug: Stopped attending b/c they were useless in past but now hearing is going really well;
205 Jeff: Early program was awkward and took a little while to get ironed out; Does it occur annually? Shana
206 provided context and confirmed LWG holds this meeting annually
207
208

- 209 **B. WSCC, Shana Joy**
 210 ▪ May Commission meeting May 16-18 in Ritzville; Need to RSVP if attending; Includes Strategic Plan work
 211 session for WSCC; Annual reporting to state auditor's office due end of May; All CDs were in on time last
 212 year!; Would like to duplicate this achievement
 213 ▪ Annual Work plans due by end of May; TCD Board will need to approve Annual Plan in May to
 214 accomplish this
 215 ▪ WSCC waiting to see what legislative budget will be; Master contract on today's TCD agenda; Need to sign
 216 and turn in to be able to allocate funds for next biennium
 217 ▪ CPDS training going well; Has not personally not gone through it yet; Beta test shows a great improvement;
 218 Should be more intuitive and usable; Training being held next to EDC; Training Webinar video available

- 219 **C. WACD/NACD, Doug Rushton**
 220 ▪ **WACD:** Reminder to Supervisors to register for WADE if attending; Richard has not decided; Early
 221 registration deadline approaching; April 28th - Special Strategic Plan Work Session at TCD; WACD Exec
 222 Committee Board also meeting on April 28th; WACD Executive Director resigned, effective end of April;
 223 Discussing at meeting; WACD sponsored Tribal Training May 23rd in Ellensburg; See website for more
 224 information; Next Officers & Directors meeting April 27th in Ellensburg
 225 ▪ **NACD:** Summer meeting July 14th-17th in Des Moines, Iowa; Forestry Committee: Annual Meeting June
 226 20th-22nd in South Dakota?; Eric: Can we get foresters to local working group meeting tomorrow?; Doug:
 227 Too short of notice
 228

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

230 **A. Monthly Financial Report**

- 231 ▪ Amy presented balance sheet and other financials to board
 232 ○ Questions? Doug: Any red flags/abnormalities? No. TCD running lot of grants and programs; Watching
 233 everything closely; Watching budget closely because using cushion funding more than previous years;
 234 ○ Eric: Inquired on where Staff is in process of budget revision with regards to funding Habitat Technician
 235 position; Clarification: Board passed motion to hire the .6FTE Resource Technician , and to re-work
 236 budget; Requesting update on that process; Amy F: Sent out email to Board on 4/24 re: budgeting for
 237 Resource Tech position; Did not think Board was directing a full budget revision; Doug: Doug & Sam
 238 were suggesting a budget review with regard to the position salary funding; Sam: If budget revision was
 239 requested by Board, she would have been working with Amy on it; Eric: Did we find more money?
 240 ○ Original Feb 21st motion read out loud: (Feb 21st Special Meeting) Aslan moved to hire candidate already
 241 identified for .6FTE Resource Technician position, and to re-open the budget, and to re-open hiring for a
 242 full-time Resource Technician, and that Board be involved in that process; Confusion/miscommunication
 243 on what 're-open the budget' is specifically directing Staff to do; Amy F: Have re-opened budget and are
 244 examining/discussing funding for this position; Will discuss later in Agenda
 245 ○ Joe's Culligan water question: Board authorized expenditure via the Payment of Usual and Customary
 246 Expenses Resolution; Board and Staff discussed office water system setup, cost, and benefits

247 **B. Check register**

- 248 ▪ Check registers always in packet; Credit card invoices passed around
 249 ▪ Vics Pizza is local? Yes.
 250

251 **Check Register Approval: Doug moved to approve the March check register for checks #19180-19212,**
 252 **\$105,689.60; Check #s 19196-19198 for \$0 were voided due to printer error. Aslan seconded. No Discussion.**
 253 **Vote: Richard abstained. Sam, Aslan, & Doug in favor. Motion passed.**
 254

255 **C. Schedule 22: State Auditor Report**

- 256 ▪ Amy F. provided completed audit to be submitted to WSCC in Board packet; No longer requires board
 257 approval; No Board questions

258 **D. Resolution #05-2017: MRSC Small Works Roster**

- 259 ▪ Amy F described MRSC Small Works Provided description of Small Works Roster; Looking at it now b/c
 260 have lot of funding going towards construction projects this year; Saves considerable Staff time because

261 provides an already vetted list of contractors to pull from (appropriately licensed, bonded, and have enough
262 experience, references, and insurance)
263 ■ Eric: How do we choose contractors from list? Depends on cost of project; In accordance with our policy,
264 we have to go through formal bidding process if project cost exceeds certain amount; We can pick lowest
265 estimate but can also choose others on the list if we deem better fit/choice.
266

267 **Aslan moved to approve Resolution #05-2017: MRSC Small Works Roster. Doug seconded. No Discussion.**
268 **Vote: Richard, Doug, and Aslan in favor. Samantha out of room. Motion passed.**
269

270 **8. Thurston County HCP Update, Chris Chaput (Thurston County)**

- 271 ■ Cancelled; Chris could not be present
272

273 **9. District Liability: District Responsibilities Under Endangered Species Act (ESA), Kathleen Whalen**

- 274 ■ In follow-up to Eric's request re: clarification on District liability for approving Cost Share #01-2017 cost
275 share contract; Kathy unable to get anyone from Fish & Wildlife here today; Followed up with Brian at
276 WSCC; They are addressing working on addressing this issue with CREP in their policies; Going to suggest
277 WSCC commissioners adopt in their grants procedure manual; Eric: Think TCD Board will not be able to
278 approve that cost share agreement; Jeff: If using federal funding, can be covered by formal Fish & Wildlife
279 consultation but timeline has averaged 1½ year; Doug: Make sense to fall back to previous
280 funding/contract proposition for fencing; Kathy: Clarified not seeking funding for fence; Already
281 implemented fence; Alternative above ground watering would be option; This is funded as a CPDS cost
282 share project; Will have to turn that funding back; Shana: Be sure to put in reason why box when turn back
283 funds to share that districts' need clear guidance on what is needed; Sarah: Kathleen B. available by phone
284 if Board wants to call her for any clarification/questions; Reminded Kathleen sent out email with response
285 from Fish and Wildlife and Scott McCormick (Thurston County); Depending on what Board decides today,
286 anything proposed after today would not be implemented in time to utilize funds
287 ■ Eric: Is TCD working with WSCC on ESA issue?; Shana spoke with Brian who says we are bringing up
288 good questions but WSCC has not gotten to developing succinct, specific guidance in a policy; No
289 templates or mechanism exist by which WSCC is checking district compliance; Doug: Can propose a
290 WACD resolution to address issue; Board agrees; Aslan: Understanding is there is a potential violation if
291 we install a well in a critical area or buffer; USFW not screening any new/replacement well sites; Advised
292 landowners to minimize impact; Sarah: Chris Chaput said something to that effect as well; Jeff: County not
293 surveying anything NRCS providing assistance for; Permitting accepting their gopher surveys; Still conduct
294 when permitting not required; When CD project funding matches federal money, NRCS can consult and
295 provide coverage for well-defined scope of work; USFW supposed to reply 120 days after submittal but
296 swamped so NRCS being put on back burner
297 ■ Eric: Hearing we need formal consultation; Doug: Is there federal money involved? No. ; How much
298 turning back? \$24k
299 ■ Board does not see a pathway forward; Next steps: Turn money back
300

301 **10. Resource Technician Position Hiring Update, All**

- 302 ■ Kathy: Couldn't agree on salary in hiring sub-committee; Sent out email to everyone seeking feedback if
303 okay to put out hiring solicitation with "Salary: DOQ" on job description; We do not know what
304 budget/funding will look like and will not be hiring until July, and will know more about funding by then;
305 Recommends putting out job description with "Salary: DOQ"; Standard practice and also used by other
306 districts; Otherwise, recommend we hold off on solicitation until we know more about funding; Richard:
307 Recommend holding off until we know what we can offer; Eric: Want to put a salary range in job
308 description; Kathy: TCD has a salary schedule and would need to open it up, re-classify positions, and
309 should look at salary bases for all Staff positions at that time; Eric: Create a special classification; Current
310 salary proposals are for high technician or low specialist salary; Amy F: Interested in why we need a higher
311 level position than already have; Is VSP higher responsibility than other Specialists' plans; Concerned
312 about sustained funding for high paid position: If something happens with VSP, how will we sustain that
313 pay?

- 314 ▪ Richard: Hold off until we know what funding VSP provides
- 315 ▪ Eric: Can we re-work budget and put Dave's salary back in?; Creates a deficit?, Yes. Eric: How would we
- 316 overcome deficit? Kathy: Don't know until funding from VSP becomes clearer; Eric: What if no VSP?;
- 317 Amy F: Robin's salary currently provided through six grants; Salary locked in at that salary for those
- 318 grants; Kathy: Dave was on high end of salary range because topped out and had Certified Crop Advisor
- 319 and Conservation Planner certifications
- 320 ▪ Samantha: Need to consider, if we are seeking to hire another Dave, looking at 5-6 years before they are at
- 321 retirement age as well; Want someone experienced but if have that number of years of experience will retire
- 322 soon; We want experience but consideration from looking at people with 20+ years' experience; Want some
- 323 experience, and ability to groom and grow in the position; Eric: The person is out there; His candidate is
- 324 probably 52 years old; What age is retirement? Can retire anywhere from 55-67; Doug: Was Dave salary
- 325 budgeted out through fiscal year? Kathy: No; As far as budgeting a salary, 80-90% of salary is grants; Only
- 326 budgeted once in hand; Doug: Agrees does not want to hire someone close to retirement age
- 327 ▪ Aslan: 1) Nice to have wide range for salary in job description, and 2) Discussed candidates who were not
- 328 interviewed may have lots of ag experience but little to no Natural Resource Technician experience
- 329 ▪ Sam: Problem hiring at topped out salary because not going to get a raise and got going to get more than 10
- 330 years from them
- 331 ▪ Doug: Put job description out now and put range as lower to upper (DOQ), minimum experience 15 years
- 332 ▪ Kathy: Will know what legislature is setting aside for VSP fund, but don't know what county will give us;
- 333 Doug: Can we talk with county to see what they are thinking they will provide? Eric: Will talk to
- 334 commissioners on the first and ask
- 335 ▪ Aslan: Would vote to get something out as soon as possible
- 336 ▪ Eric: How much staff time to go through resumes and do that? Kathy: Committee will go through them and
- 337 put them up and look at them together; We have a hiring process a method for picking candidates for
- 338 interview
- 339 ▪ Joe: Reminded James said we need four; Hire new, less qualified person
- 340 ▪ Eric: How many years does James have left? Don't know.
- 341 ▪ Eric: Would we be able to hire someone for 50k by end of year? Kathy: Can't answer without looking at
- 342 numbers

343
344 **Doug moved to advertise Natural Resource Technician position starting immediately with pay range from**
345 **step one of resource technician to step 10 resource specialist, actual salary depends on qualifications**
346 **(DOQ), with 5+ years minimum experience. Aslan seconded. Discussion: Amy F.: If we offer top end salary,**
347 **limits salary growth; Eric: Can we put comp rate in job description? Kathy/Amy F: Can't do that; Can**
348 **advertise for resource technician and list desired qualifications of a resource specialist; Common practice.**
349 **Vote: All in favor. Motion passed.**

- 350
- 351 ▪ Advertise highest skills desired and include range down to technician qualified; Leaves options open
- 352 ▪ Kathy needs clarification; Provided context in ED report:
- 353 1) Hiring Freeze: Doug: Never had a firing freeze; Only actual motion was the COLA; Aslan: If you,
- 354 Kathy, feel in a position where one Board Supervisor's direction should be a full Board decision, share
- 355 with Board; Sam: Can start by communicating with Shana to provide buffer/avoid awkward and
- 356 provide clear/concise position. Richard: Do we have something that says what Board chair can/cannot
- 357 do? Yes. Policy attached to back of ED report
- 358 2) Who has final say in sub-committees? If final candidate disagreement, bring both perspectives back to
- 359 Board for final decision; Aslan: If sub-committee Board and Staff cannot come to consensus, should
- 360 come to Board; Board agrees
- 361

362 **11. Strategic Plan Work Update, Kathleen Whalen**

- 363 ▪ Reviewed materials provided at meeting, for upcoming April 28th meeting to review and approve final draft
- 364
- 365
- 366

- 367 **12. Rates & Charges (R&C) Update, Amy HW**
368 ▪ Meeting with County Commissioners on May 31st for one hour public briefing to discuss TCD programs, 10
369 years achievements, FCS consultant to attend; Sarah, Amy, Kathy & perhaps Robin will be presenting;
370 Board Supervisors encouraged to attend; Doug: Requested Board be given a dry run of the presentation;
371 Discussed timeline and said Prefer early but if just before Board meeting, that is okay
372 ▪ Aslan: Make sure there is time on May agenda for FCS and discussion of rates and charges rates model;
373 Staff meeting with FCS on May 16th will have model before May Board meeting
374

375 **AI – Staff will coordinate opportunity for Board Supervisors to see BOCC R&C presentation prior to May**
376 **Board meeting (can be on May 30th if necessary)**
377

378 **13. Standing Agenda Items**

379 **A. Conservation easement Update, Amy HW**

- 380 ▪ Standing Agenda Item; Kathy provided written update from Amy HW
381 ▪ Eric: Doesn't understand why Amy HW been not been able to get in touch with PCC Farmland Trust? Eric
382 has had no issue getting ahold of them; Kathy: Believes they are playing phone tag; Eric will share contact
383 info with Kathy
384 ▪ Doug: From Amy HW's update - Joe Kane (Nisqually Land Trust) expressed 'extreme caution' in
385 developing a conservation easement program, but doesn't know what this qualitative statement means;
386 Would like Kathy to follow-up for more detail re: his concerns; Ashley: Summary of partner feedback in
387 strategic plan packet; Letter from Nisqually and Capitol land trusts with specific feedback on easements
388 attached to that Summary
389 ▪ Aslan: Want to invite land trusts to future board meetings; Eric: Why do that? Aslan: Expressing concern
390 Staff not representing district way you would; Kathy: Recommends this path forward; Doug: Their
391 comments relayed through Amy's report, appear patronizing; Eric: Find someone who wants to work with
392 us; Aslan: Eric, how do you want to move forward? Eric: Contact PCC and move forward; Aslan: Least
393 local and need to forge partnerships with our local land trusts; Need to learn how to play well with others to
394 be invited into the game and work together as partners
395 ▪ Eric will call PCC and then contact Kathy with update and then Amy will follow up with PCCC; Doug:
396 Summarize discussion with Eric and share with Board via email
397 ▪ Aslan: As of now, not requesting time on future Board meeting agendas for local land trusts?; Eric: Doesn't
398 think so
399 ▪ Eric: Conservation Futures Update? Kathy: Looking at May/June timeline for site visits; Have not heard
400 further updates since applications were submitted in February.
401

402 **AI – Eric will contact PCC Farmland Trust; Communicate with Kathy; Kathy will share discussion**
403 **summary with Board**
404

405 **B. TCD Relocation Update, Aslan Meade/Kathy Whalen**

- 406 ▪ Kathy: Landlord will do one year lease extension at 3% increase; They are willing to consider selling
407 building; Will have price in August 2017
408 ▪ Aslan: Funding request made it into both House and Senate budgets; Requesting \$600k from legislature;
409 Trans Alta board hasn't met since they presented in February; They don't move fast; Showcasing work in a
410 leadership position in the community and cultivating relationships in Lewis county; Hopeful and proactive
411 but Trans Alta not moving fast
412 ▪ Ron Schultz (PSCD caucus) requesting \$20 per parcel statewide to generate approx. \$60mil/year for 'local
413 funds for local projects'; Could help districts with long term facilities funding options
414

415 **Doug moved to accept extended lease for 12-18 months, with 3% CPI increase. Discussion: Eric: Do we**
416 **want to go for a two year lease to lock in the rate? Joe: Any improvements we would like to ask for? No.**
417 **Kathy: WACD moving out. Aslan seconded. No discussion. Vote: All in favor.**
418
419

- 420 **14. Staff Reports**
421 **A. Ashley McBee**
422 ▪ Strategic Plan work; Vacation; Working on appreciation Plaques for David & Treacy, as requested by
423 Board
424 **B. Kathy**
425 ▪ Attended Puget Sound Caucus meeting; Ray L. will facilitate their strategic plan development in Edmonds
426 on April 24th; July meeting in Whatcom
427 **C. Amy Franks**
428 ▪ Working with Rates & Charges consultant
429 ▪ Tracking grants and ensuring spend down; As TCD grows, increased communications with Staff and grant
430 management; Currently allocating funding to 24 grants/programs
431 ▪ Providing Public Records Requests for Joe Hanna
432


- 433 **15. Roundtable & Adjourn, All**
434 **A. June and November Meeting Conflicts**
435 ▪ June meeting conflicts with WACD O&D mtng; November is WACD annual meeting
436 ▪ Board wants to look at: June 28 – June 30th; November (combine nov/dec 11-15th)

437 **AI – Staff will distribute Doodle polls for June and November Board meeting dates**
438

- 439 **Administrative Reports (Information Only)**
440 **A. Executive Directors Report – included in packet**
441 **B. March 2017 Staff Report**
442 **C. Grant Balances Report**
443

444 Aslan moved to adjourn. Richard seconded. Meeting adjourned at 6:09 pm.

445
446 Respectfully Submitted,

447 
448
449 _____
450 Eric Johnson, Board Chair