



**TCD Board of Supervisors
Work Session Agenda
Tuesday, January 30, 2017 (1:00 pm)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588**

No.	Item	Time Allotted	Tab #
1.	Welcome, Introductions, Audio Recording Announcement and Pledge of Allegiance	5 minutes	
2.	Agenda Review	3 minutes	
3.	Review January 30, 2017 Monthly Board Meeting Packet	30 minutes	

❖ No formal Board action to take place during Work Session



**TCD Board of Supervisors
Monthly Meeting Agenda
Tuesday, January 30, 2018 (2:00 pm)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588**

No.	Item	Time Allotted	Tab #
1.	Welcome, Introductions, Audio Recording Announcement and Pledge of Allegiance	5 minutes	
2.	Public Comment	20 minutes	
3.	Agenda Review	3 minutes	
4.	Policy and Procedures Updates, All – Action Items	30 minutes	1
5.	Partner Reports: A. NRCS, Jeff Swotek B. WSCC, Shana Joy	5 minutes 5 minutes	
6.	District Funding, All A. Rates & Charges Update B. Capital Budget Update C. 2018 Shellfish Work Program, Sarah Moorehead – Action Item	30 minutes	2
7.	2018 District Budget (Revised), Amy Franks – Action Item A. 2018 TCD Annual Plan Development, All	20 minutes	3
8.	Board Meeting Minutes Review, All – Action Items (Information only: December 20, 2017 action items report) A. February 28, 2017 Regular Meeting minutes B. September 26, 2017 Regular Meeting minutes C. November 1, 2017 Special Meeting minutes D. November 21, 2017 Special Meeting minutes E. December 20, 2017 Regular Meeting minutes F. January 9, 2017 Special Meeting Minutes	40 minutes	4
9.	Financial Report, Amy Franks A. Monthly Financial Report B. January Check Register – Action Item	15 minutes	5
10.	2018 Elections & Appointments Update, Nora White	10 minutes	6
11.	Voluntary Stewardship Program MOU, Sarah Moorehead – Action Item	5 minutes	7
12.	RCO Project #15-1411P Amendment 6, Sarah Moorehead – Action Item	5 minutes	8
13.	Deschutes Workgroup MOU, Sarah Moorehead – Action Item	5 minutes	9
14.	Phillips Burgess Invoice for 11/27/17, Sarah Moorehead – Action Item	5 minutes	10

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|-----|---|------------|-----------|
| 15. | Farmland Easement Program Development, Sarah Moorehead | 15 minutes | 11 |
| | A. NRCS Easement Programs, Amy Hendershot (NRCS) | | |
| 16. | Adjourn, All | 1 minute | |

Total Time Allotment: 219 minutes (3.65 hrs)

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| Administrative Reports (<u>Informational Only</u>) | 12 |
| A. Interim Executive Director Report | |

Rates & Charges: 2018

Thurston Conservation District Timeline and Process

Timeline	Lead	Goal	Recommended Activities
February 27, 2018 Board Meeting	TCD Board & AED	Set date for TCD Public Hearing on Rates & Charges (minimum 2 weeks out for advertising per RCW 89.08.405)	<ol style="list-style-type: none"> 1. Schedule the public hearing the week prior to the regular April TCD Board meeting to allow for ample advertising to the public, above and beyond the statutory requirement. 2. Designate a public hearing officer to run the hearing (TCD Board or AED)
April 24, 2018 Board Meeting	TCD Board	Consider adoption of Rates & Charges resolution and appeals resolution.	<ol style="list-style-type: none"> 1. AED will provide the adopted 2017 Rates & Charges resolution and appeals resolution at the February 27, 2018 Board meeting for review and discussion by the board. 2. AED will ensure statutory advertising requirements are met (2 consecutive weeks in area newspaper, posted physically throughout the county). 3. TCD Staff will promote public hearing and provide information on TCD and Rates & Charges through robust outreach (social media, flyers, TCD & partner newsletters, workshops, open houses, etc.). 4. TCD Board will provide input and ideas on community outreach to AED.
By May 1, 2018	AED	Submit Rates & Charge package to Thurston County	<ol style="list-style-type: none"> 1. AED will update information for 2018 calendar year and submit along with TCD Board approved resolutions to Thurston County. 2. AED will ensure parcel data is provided from FCS Group to TC Assessor's Office for possible

					2019 billing.
By May 1, 2018	AED	Work with Thurston County Manager to schedule a briefing and Rates & Charges Public Hearing with Thurston County Commissioners	<ol style="list-style-type: none"> 1. AED will provide TC public hearing information to TCD Board and general public as it becomes available. 2. Thurston CD Board & AED will attend Thurston County briefing and public hearing to provide information to TC Commissioners and support for TCD and Rates & Charges. 3. AED will provide any and all additional information that may be requested during the process of adoption by TC Commissioners. 		

Shellfish Protection Fund 2018 Work Program Summary

Beginning fund balance - January 2017	\$258,548.54	<i>Projects are funded through the previous year's collection of assessments.</i>
Estimated 2017 Revenue	\$149,900.00	<i>Set aside from Thurston Conservation District Assessment</i>
Total 2017 Funds	\$408,448.54	
Shellfish Protection Fund 2017 Work Program	\$268,719.57	<i>Approved in December 2016</i>
Estimated unspent dedicated funds from 2017 projects	-\$109,719.36	
Total 2017 estimated expenses	\$159,000.21	
Estimated beginning fund balance 2018	\$249,448.33	
Estimated 2018 Revenue	\$0.00	
Estimated 2018 working fund balance	\$249,448.33	
Total expenditures proposed for 2018 (See summary below)	\$247,475.45	

Proposed Expenditures for 2018

Thurston County Environmental Health		Summary of activities implementing the SPD's recommendations
1) Homeowner Septic Grant & Riser Rebat Program	\$29,750.00	<ul style="list-style-type: none"> >Financial aid to low income citizens (less than \$40,000/year) to repair septic systems >Provide Septic Maintenance Grants to 22 low-income households (75% of the cost up to \$500) >Provides a \$50 rebate for 150 households to install septic risers
Total Thurston County Environmental Health Proposals	\$29,750.00	

Thurston Conservation District		Summary of activities implementing the SPD's recommendations
2) Clear Choices for Clean Water Program	\$42,044.60	<ul style="list-style-type: none"> <i>Working in partnership with TCEH</i> >Educate & assist 3 elementary school garden groups (families, students & teachers) providing water quality workshops, curriculum, volunteer opportunities and technical services >Provide outreach at 5 community events, neighborhood newsletters, local newspapers and other community outreach programs >Enroll 25 households in the Clear Choices for Clean Water Program >Partner to facilitate 3 community level water quality projects (awareness, education, restoration, community building)
3) Shore Friendly Thurston Program	\$18,286.00	<ul style="list-style-type: none"> >Hold 3 community shoreline workshops addressing shoreline issues >Provide direct technical assistance to at least 9 shoreline residents >Provide 4 consultations with geologists/geomorphologists and/or engineer to address shoreline issues >Develop an interactive web page and outreach materials outlining the Shore Friendly Program
4) Engaging Landowners in Henderson/Nisqually SPD	\$10,000.00	<ul style="list-style-type: none"> >Increase awareness of programs, services & trainings available to SPD landowners to manage land >Host 1 community meeting to learn about educational and management needs of SPD landowners >Protect the landscape by increasing participation in existing farmland matching program and successional planning (enrolling 200+ new acres & 20 new participants)
5) Technical Assistance & Conservation Planning	\$74,817.55	<ul style="list-style-type: none"> >Develop 6 conservation plans >Develop 6 individual stewardship plans (VSP) >Provide technical assistance to 50 landowners (25 under VSP) >Provide 6 restorations consultations and/or planting plans >Conduct 4 workshops (Firewise & farm management/habitat stewardship) >Develop project list for BMP implementation through the current and future SPD Cost Share Program
6) SPD Cost Share Program	\$10,000.00	Fund a minimum of 2 Best Management Practices on agricultural lands.
7) Nearshore: Watershed Exploration and Enhancement	\$44,179.30	<ul style="list-style-type: none"> <i>Partnership program with South Sound GREEN & Nisqually River Ed Project</i> >Engage 1,200 students in the Nearshore Enhancement program to identify actions that impact watershed health >80% students will increase understanding of shellfish, stormwater pollution, or habitat issues >100 students will collect and test freshwater streams in the Henderson Watershed for fecal coliform bacteria >26th Annual Student GREEN Congress will host over 400 student delegates comparing water quality data >250 students will participate in restoration projects in the Henderson Watershed along with 20 parent & community volunteers
Total Thurston Conservation District Proposals	\$199,327.45	

Pacific Shellfish Institute		Summary of activities implementing the SPD's recommendations
8) Henderson/Nisqually Watershed Education	\$9,455.00	<ul style="list-style-type: none"> >Participate in South Sound GREEN's student congress State of the River sessions and 2-hour workshop for students >Deliver 5 educational presentations to schools and the general public >Complete 8 nearshore fieldtrips in partnership with Nisqually River Education Program >Provide education to at least 500 students.

Puget Sound Restoration Fund		Summary of activities implementing the SPD's recommendations
9) Oyster Bed Restoration & Seed Production	\$9,943.00	<ul style="list-style-type: none"> >Partner with Nisqually Tribe for native oyster restoration >Produce 20,000 Olympia oyster seed (as part of a total 200,000) >Engage community members and volunteers in outreach efforts >Host Seed Spreading Day where volunteers will spread 200,000 oyster seeds >Perform volunteer monitoring of oyster beds

Total Request - 2018 Shellfish Protection Fund Projects	\$247,475.45
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Thurston Conservation District Annual Budget Update

The Capital Budget was released! Yay! We have received confirmation on funding from the Capital Budget for three of our District programs; CREP, Chehalis Flood Basin Strategy Outreach and Chehalis Flood Basin Projects. At the time of this memo there is the potential for additional funding for Chehalis Projects as well that is still being discussed and allocated by the Flood Authority. Here's what we know:

CREP (via WA State Conservation Commission) – will be funded at the capacity it was last year – approximately \$46,300 for technical assistance on new and existing CREP projects

Chehalis Flood Basin Outreach (via WA State Conservation Commission) - \$142,400 has been approved from now until June 30, 2019. We have prorated the amount for 2018 and included it in the annual budget.

Chehalis Flood Basin Projects (via WA State Conservation Commission) - \$52,000 has been approved from now until June 30, 2019 for staff time to plan, implement and oversee projects in the Basin. We have prorated the amount for 2018 in the annual budget.

These funds will keep our technical staff very busy. Great news! Another budget update is that we will provide the Shellfish Protection District Stakeholder Group with the final remaining balance of the 2017 Work Program. This will likely enable more funding from the 2018 Proposed Work Plan to be approved. However this may not be finalized until March, and these grants have a good portion of overhead feeding into our District Operations Budget. We are being very conservative with our discretionary funding remaining from last year and the overhead we do have coming in to fund our administrative, financial and leadership staff. The first few months of year will be very lean for these District functions. Please feel free to contact Sarah or myself with questions or feedback about the annual budget. We will be adapting and evolving the budget and staffing as funding becomes available and providing a budget update each month. Thank you for your support as we navigate this uncharted territory!

Action Item Follow-Up Summary
January 9, 2018 Special Board Meeting

1. Sarah to send Board Supervisors list of 2017 TCD Contracts and Agreements
Completed



Thurston

Conservation District

Local solutions to local problems

**Board of Supervisors
Monthly Meeting Minutes
Tuesday, February 28, 2017
2:00 PM**

Present at the meeting:

9	Samantha Fleischer, Board Auditor	Eric Johnson, Board Chair
10	Richard Mankamyer, TCD Board	Aslan Meade, Board Member
11	Doug Rushton, Board Member	Robin Buckingham, Staff
12	Marguerite Abplanalp, Intern	Stephanie Bishop, Staff
13	Amy Franks, Staff	Joe Hanna, Public
14	Amy Hatch-Winecka, Staff	Mara Healy, Staff
15	Amy Hendershot, NRCS	Shana Joy, WSGC
16	Ashley McBee, Staff	Bob Schroeter, WACD
17	Chris Stearns, Assoc. Supervisor	Kathleen Whalen, Executive Director
18	Nora White, Staff	

Action Items:

1. Staff to contact Sentinel Land group and assess interest in partnering to develop next RCPP
2. Staff to contact local and PCC land trust to assess interest and alignment
3. Find out if TCD Staff can sign up on Tech Register
4. Staff will find out how TCD would be paid for services delivered through Tech Register
5. Ashley will provide draft motion(s) to update Board Meeting Minutes format to March Board meeting
6. Staff to send CREP policy to Board, indicating verbiage that states who reviews CREP plans
7. Staff to confirm who reviewed/signed off on CREP plan Kathleen B. submitted approx. two CSA months ago
8. Shana will follow-up with Board & Staff to begin coordination of District Development work session
9. Staff will begin providing Board brief weekly update, focusing on major TCD activity updates

Eric Johnson called the meeting to order at 2:00 p.m. There was a quorum.

1. Welcome, Introductions and Pledge of Allegiance

- Chair noted he is creating an audio recording of the meeting for personal purposes

2. Public Comment

Joe Hanna: Requested to receive public version of board packet again; Eric affirmed Joe's request

3. Agenda Review

- Addition: (8B) Kathleen B participation in Basic Conservation Planning course
- Doug: Noted to Eric that Shana Joy provided clarification stating that Eric could personally create and hold audio recordings of the board minutes, without providing a copy for TCD record purposes

4. Partner Reports:

A. NRCS, Jeff Swotek

- Not present

B. NRCS: Conservation Easements in Pierce County, Amy Hendershot

- Eric requested Amy attend board meeting to speak about Regional Conservation Partnership Program (RCPP) partnership established in Pierce County, to fund agricultural easement work
- Amy H. approached Pierce CD and explained NRCS has easement funding available; Ag Preservation partnership structure in Pierce was already established; Already regularly meeting, planning and implementing ag preservation work in Pierce County, so she inquired if interested in NRCS partnership and applying for RCPP funds; Pierce CD Executive Director previously employed at a land trust and Pierce CD

- led the process; Application was awarded for \$9.8 million; Working on signing and negotiating terms of agreement
- (Some) Program Requirements: RCPP 2017 pre-proposal deadline April 21st; NRCS easement programs require substantial knowledge and time; National headquarters will be looking for entities with successful easement tenure with NRCS; NRCS provides 50% (75% for grasslands), Remaining: 25% required from non-profit (easement holder) and 25% from landowner
 - Questions:
 - Eric: Is there more money available? Potentially, yes. Percentage of NRCS funding is set aside for RCPP; Since this was first RCPP including easement funding, still a fair amount left in national funding pot
 - Aslan: Clarify easement precedent in RCPP? First RCPP award in country that is predominantly easement funding; Does match have to be established in application? Yes. Committed but not in hand; WSCC listed as partner for portion of Pierce RCPP match
 - Doug: Would you (Amy H) be willing to help with RCPP process? Timeframe? Can help; Will forward RFPs as they come out; Complex process; Recommend building dialogue with easement tenured partners; Timeframe: How long till we see action? Five year agreements; Leading organization would be responsible for setting timeline & developing ranking criteria, and communicating timeline to NRCS
 - Aslan: What part does Pierce CD have with easements? Very limited; Partners have the previous experience; Pierce CD was already the hub for ag preservation
 - Alsan: Timeline for new Farm Bill? Unknown at this time; Anticipate in 2019 and NRCS ag easement programs/RCPP will have to be reenacted in new Farm Bill
 - Amy H: Existing group in Thurston county continuously applying for RCPP (Sentinel Lands group); Recommends checking in with them first; Goal of Sentinel Lands is pronged approach that protects ag lands and habitat preservation to mitigate for Joint Base Lewis McChord's operations; Aslan: Status of their current RCPP proposal? Was not funded

AI – Assign staff to contact Sentinel Lands group and assess interest in partnering to develop next RCPP

AI – Assign staff to contact local and PCC land trust to assess interest and alignment

- Aslan expressed concern about timeframe due to capacity; Doug: Board designated easements as high priority, other priorities get shifted in response; Samantha: Requested Staff input on shifting workload/current priorities; Kathy: VSP and Rates & Charges needs to remain top priority; Discussed timeline for VSP and Kathy is lead staff
- Aslan: We are not going to create a RCPP proposal by April; Sentinel Lands group may be working on a proposal and we can partner; Doug: Does not see that we need to do a whole application but contact key contacts with Sentinel Lands group and begin dialogue; Suggesting one hour of Staff time for this task
- Richard: Realistic goal to assess if we can apply
- General NRCS program update:
 - Environmental Quality Incentives Program (EQIP): Application process active; Strong interest shown in Thurston County, typical due to TCD outreach; Puget Sound team received most funding in state; Funding 13 contracts; Noted high tunnels, energy plans, and Comprehensive Nutrient Management Plans (CNMP); Eric: TCD has CNMP certified staff; Is NRCS paying for those through Task Orders? Is a possibility; Recommend applicants hire Technical Service Provider (TSP) through Tech Registry; Can TCD sign up on Tech Registry? Need James input
 - What are limitations to signing our staff up on Tech Register; How we would receive payment? (Producer or Task Order); NRCS would enter into agreement with WSCC for work
 - New programs: Shellfish initiative; Seeking producers to apply for funding for Olympia oyster production; \$200k avail; No current applications for new funds this year; Request to include in TCD outreach; TCD has circulated information and also offered Technical Assistance if needed

AI – Staff will find out if TCD Staff can sign up on Tech Register

AI – Staff will find out how TCD would be paid for services delivered through Tech Register

107 **C. WSCC, Shana Joy**

- 108 ■ Provided updates and deadlines for WSCC programming
- 109 ■ Preparing for next WSCC meeting in Puyallup (Dates?)
- 110 ■ Releasing updated granting procedures manual for district review (45-60 day review period); Updated once
- 111 per biennium; Any major changes? More detailed descriptions and instructions for forms introduced last
- 112 biennium
- 113 ■ Looking to future biennium: Focus on budgets; Continuing dialogue with legislators for funding needs; to
- 114 leg for need; Focusing on closing out current biennium; Sent out reminder about deadlines today
- 115 ■ Has RCPP experience and willing to help

116 **D. WACD/NACD, Doug Rushton**

- 117 ■ **WACD:** SW Area Director position is open as Doug has been elected NACD national director and WACD
- 118 by-laws stipulate an officer cannot hold two officer positions; Since December, Doug has coordinated
- 119 forestry interest groups and meetings with WA Farm Forestry, American Tree Farm System and partners, to
- 120 assess CD forestry work and communications with public and partners
- 121 ■ **Bob Schroeter:** Leg Day Recap -- Praised TCD for gathering to strategize and prepare for legislative
- 122 meetings; Repurposing Dairy loan Federation funding is being examined; Funding for capital budget
- 123 limited, leading to many initiatives seeking this funding; Focus on Engineering funding requested (\$1
- 124 million); Looks like not going to happen; Tribal Supervisor training will be available in early April,
- 125 hopefully; Focus is on supervisors but also open to interested Staff; Udall Institute will provide training on
- 126 problem-solving and working with tribes; Will send out dates when confirmed; Sends update emails to all
- 127 Supervisors and Managers
- 128 ■ **NACD:** Fly in March 20-21 to connect with Legislators; Assigned individuals to NACD standard
- 129 committees; Doug is now on natural resource committee and serving appointment to forestry resource
- 130 planning group
- 131

132 **5. Staff Reports**

133 **A. Ashley McBee**

- 134 ■ Equipment Rental program season starting for 2017; Coordinating Strategic Planning public feedback
- 135 summation and Staff review of feedback; Largest portion of time devoted to Board support in Jan-Feb

136 **B. Sarah Moorehead**

- 137 ■ Kathy reported: Ordering nametags and business cards with new logos

138 **C. Robin Buckingham**

- 139 ■ Final VSP push; Working with Amy on grant proposal; One Dairy Nutrient Management Plan update
- 140 last month and other clients on list for plans
- 141 ■ Doug: Hear good things in community about your work
- 142 ■ Richard: Have we done any CNMPs? No, did one to complete certification

143 **D. Mara Healy**

- 144 ■ Moving forward with Farm Pad project; Upcoming meeting with public at Swede Hall; Finishing needs
- 145 assessment, reaching out to engineers, and getting ready to conduct outreach
- 146 ■ Providing GIS and map support for CREP and grant proposals
- 147 ■ Any potential sites for farm pads? None picked out now, looking for opportunities to come from public
- 148 interest meeting

149 **E. Nora White**

- 150 ■ Plant Festival this Saturday; Full schedule of workshops, demonstrations, partner booths, music, food;
- 151 Plants delivered today and filling preorders tomorrow
- 152 ■ Aslan: TCD representative at STEDI; Brings a lot to group and focuses on multi-generational effort

153 **F. Stephanie Bishop**

- 154 ■ Finished water quality testing with students; Congress on March 23rd; Maia Bellon keynote and Gov.
- 155 Inslee recording video greeting; 400 SSG students signed up in Thurston and Nisqually; 20-30 natural
- 156 resource professionals volunteer to facilitate workshops and state of the rivers sessions; Community
- 157 outpouring of support
- 158 ■ Leading two restoration projects; Two work parties with two schools for upland forestry planting;
- 159 Planting project in Henderson that drains into Myers Creek

- Planning for approx. 20 nearshore trips this spring; Wrote small grant for prairie restoration on Schneider's Prairie; Demonstration garden, plantings, focus on pollinators
- Invited Supervisors to Congress; Will check to see if board supervisors can attend nearshore trips

G. Amy Franks

- Developing finance track for WADE; Working on annual reports for State Auditors Office soon
- Wrapping up two public records requests

H. Amy HW

- Submitted pre-proposal for USDA Specialty Crop grant; Proposal due tomorrow for Soil Health grant
- Submitted Conservation Futures application today; Met with landowners in Skookumchuck and submitted proposal for easement on 74 acres; Have active CREP on property; Priority reach for Chehalis aquatic species restoration plan; Landowner open to installation of riparian/in stream habitat
- Other grants stewing, due at end of March
- Salmon Recovery: Coordinating initiatives at state level
- Presented and read memorandum from TCD Staff to TCD Board of Supervisors: Unintended Consequences (Dissenting Opinion)

6. TCD Board Meeting Minutes Format, Ashley McBee

- Ashley McBee reviewed currently adopted minutes format, explained Board currently requests information for inclusion in minutes, outside this adopted format, and individual requests from Board Supervisors often conflict with each other; Board must update meeting minutes format to reflect agreed upon content; Board could not reach consensus or finalize a motion to adopt a new format; Ashley proposed to try to create a draft motion(s) for next meeting; Board agreed with proposal
- Ashley brought forth option to create digital audio recordings of board meetings; Emphasized transcribing the minutes not feasible; Board approved motion to audio record public meetings that have a board quorum; Once recording starts, will be done consistently at every public meeting that has a board quorum; Recording will begin at next regularly scheduled board meeting
- Audio Recording Discussion: Board assessed financial investment in equipment under \$500; TCD needs audio recording, since board members and public are recording meetings; Caution and concern that audio recording can delay adoption of minutes and lead to increasing Staff time devoted to board meetings, if required to listen and/or report back details of recordings; Beneficial to have recording, doesn't need to be transcribed, and would allow minutes to be brief; Executive Sessions and meeting breaks not taped; Potential to 'time stamp' recording, feedback that time stamping will significantly increase Staff time to process written and audio minutes
- Board still split between Supervisors who want to have brief/limited minutes if we have a recording and others that consistently want more details in minutes
- Minutes Format Discussion:
 - Acknowledgement that board minutes reviewed by three staff before they come to board for final review; Need to provide Staff with clear direction; Format to include motions, who and how they voted, action items, and Supervisors can specifically request a statement/agenda item be recorded in detail; Create Agenda order the same each time, as much as feasible
 - Aslan: If recording meetings, minutes can be less detailed
 - Samantha: If recording meetings, minutes can be less detailed
 - Richard: More is better as Supervisors' memory of what is/is not recorded in minutes conflicts; If recorded, board members can listen to it
 - Doug: In five years, want to be able to read minutes and understand what happened; Happy with minutes as is but okay with brief minutes if can tell what happened; Insist on keeping who voted in motions; Record major pros and cons, not all details; How board got to a decision
 - Eric: Want to keep details; Want to see more details

Samantha moved for Thurston Conservation District (TCD) to purchase digital sound recording equipment to utilize in all public meetings that have a board quorum. Richard seconded. Discussion: What constitutes a meeting that will be recorded? TCD meetings that require public notice; Not meetings/community events in which there is a quorum present, as three or more Supervisors restricted

from discussing any district business together in these settings; Concern and caution that relying on recording for minutes will mean we start spending a lot of Staff time on this; If public and board members are recording personally, TCD needs our own copy so capable of verifying content; Vote: Doug, Samantha, & Richard in favor. Aslan and Eric abstained. Motion passed.

AI – Ashley will provide draft motion(s) to update Board Meeting Minutes format to March Board meeting

7. Review of October 25, 2016 Meeting Minutes, All

Additional edits from January board meeting included; Ashley introduced **October 25, 2016 Meeting Minutes** for additional final adoption

Line: 64 - Attach Richard's notes before final adoption

Richard moved to approve October 25, 2016 minutes as amended, with attachment. Aslan seconded. Vote: Doug, Aslan, & Richard, & Eric in favor. Samantha abstained. Motion passed.

8. Review of February 7, 2017 Meeting Minutes, All

Line Edits: 75 - Change to say three years
80 - What is last name? Not known by Board or Staff
194 - Clearly indicate that one project went forward to CPDS
330 - Clarify posting couldn't be found any place, except TCD website
336 - Richard stated he did not receive job description
Note Aslan and Samantha left prior to meeting adjourning

Doug motion to approve February 7, 2017 minutes as amended, which does not include Eric's comments on line 68. Sam seconded. Vote: All in favor. Motion passed.

Eric: For the record, I wanted to include the following in the February 7th meeting minutes, at line 68: Context: Amy HW was instructed by Conservation Easement Sub-Committee to call landowner and set up an appointment to make sure they were still interested in donating land for a conservation easement; Eric stated that he had called Kathy to make sure Amy Hatch-Winecka was moving forward with the landowner identification for easement opportunity that included gifting of the land, as requested by Conservation Easement Sub-Committee; Kathy said she didn't make contact with Amy so it didn't get done; She apologized for not doing what was asked by sub-committee

A. Action Item Follow-up

Action items from February 7, 2017 board meeting addressed in separate report

B. Kathleen B participation in Basic Conservation Planning Course

- Prerequisite for Riparian training course; Tech Development group requires board approval

Samantha moved to approve Kathleen Berger to attend Basic Conservation Planning course. Doug seconded. Discussion: Cost? Free; Manager recommendation? Absolutely. Vote: Aslan, Sam, & Doug in favor. Richard & Eric abstained. Motion passed.

9. Financial Report, Amy Franks

A. Monthly Financial Report

- Amy presented balance sheet and other financials to board; Amy provided notes; Board had no questions
- Reviewed check register with Aslan and willing to do that with all Supervisors; If Board Supervisors have questions about expectations of board knowledge, oversight, and understanding district financial operations, recommend meeting with Amy F to go over financials
- Payroll is managed by Kathy and Amy F; Sam reviews and verifies majority of transactions, as Board Auditor

- 265 ▪ Is Board expected to review check register to find errors? No, provided for Board review to allow for
266 clarification on any transactions, prior to Board approval of check registers; Check registers are provided in
267 board packet for review prior to board meeting

268 **B. Check register**

269
270 **Check Register Approval:** Aslan moved to approve the January check register for checks #19132-19158,
271 totaling \$77658.01 & no voided checks. Doug seconded. Discussion: No discussion. Vote: Richard, Doug, &
272 Aslan in favor. Richard and Eric abstain. Eric: Have not read yet. Richard: Did not understand it. Motion
273 passed.
274

275 **10. Policy Updates, Kathleen Whalen**

276 **A. Resolution #1-2017: Conservation Plan Review**

- 277 ▪ Eric: Saw CREP plan come through FSA for approval with only the authoring TCD resource specialist
278 signing off on plan; Wants to clarify who else from TCD signs off on CREP plans; Point of Order: This is
279 the Conservation Plan Review policy, not the CREP Review policy
280

281 **AI – Staff to send CREP policy to Board, indicating verbiage that states who reviews CREP plans**

282 **AI – Staff to confirm who reviewed/signed off on plan Kathleen B. submitted approx. two months ago**
283

284 **Doug moved to approve Resolution #1-2017: Conservation Plan Review policy update. Aslan Seconded.**
285 **Discussion: Did Board decide to review plan summaries instead of reviewing whole plan in board meeting?**
286 **Yes. Vote: All in favor. Motion passed.**
287

288 **B. Resolution #2-2017: Board of Supervisor Guidelines & Officer Position Descriptions**

- 289 ▪ Kathy reviewed policy updates
290 ▪ Eric: Wants to change language from “Notification with reason for absence will be provided to the Chair
291 and/or the ED.” to “...to the Chair **and** the ED; Board decision not to make this change
292 ▪ Richard: Seeking policy clarification: Whose idea was this policy? Who wrote it? Who does it benefit?;
293 Created three years ago at direction of Board to create clarity and boundaries around Supervisor
294 responsibilities; Original authorship collaboration between Shana & Kathy, with input from Board; Utilized
295 policies/input from other districts and MRSC to create draft; Policy Update: August 2016, Board directed
296 Staff to address the absentee language; Read before, if two non-excused absences in one quarter, Board
297 would ask Supervisor to step down
298 ▪ Richard: Are there guidelines for Staff? Each staff member position tasks and responsibilities outlined
299 currently in position descriptions; If reading right, Board member doesn’t have to show up at board
300 meetings? Aslan: If continuing discussion, request to table resolution.
301

302 **Aslan moved to table Resolution #2-2017: Board Supervisor Guidelines & Officer Position Descriptions.**

303 **Doug seconded. Discussion: None. Vote: All in favor. Motion passed.**
304

305 **C. Resolution #3-2017: Public Records & Disclosure**

- 306 ▪ Kathy reviewed updates
307

308 **Samantha moved to approve Resolution #3-2017: Public Records Request & Disclosure. Doug seconded.**

309 **Discussion: None. Vote: All in favor. Motion passed.**
310

311 **11. Board & Staff Communications and Roles, All**

- 312 ▪ Samantha introduced subject and inclusion of roles of Policy #1.2: Board of Supervisor Guidelines &
313 Officer Position Descriptions, Policy #1.3: Delegation of Authority to Executive Director, and RCW
314 89.08.210 to inform discussion
315 ▪ Samantha: Feels there are unclear views/visions of roles Supervisors hold; Feels there is a lapse in
316 communication between Board of Supervisors, ED & TCD Staff; Information/direction being lost in
317 translation; Should be very simple what each person’s authorities are but somewhere along the line there is

a communication gap or something not happen; The Board's job is to assess what is causing issues and figure out how to function as a team; Remember: We are all here for same goal; We all have delegations to let us know where our responsibilities lie; We must have open communication, especially if a lack of trust from either direction (Board & Staff)

- Richard: Agree. Do not have transparency we need
- Doug: WSCC started to develop and deliver workshop 6-8 months to address Board and Staff chasm but did not happen; Request consideration to hold this workshop in near future
- Richard: Received minimal Board Supervisor training; (New) Supervisors need more training on how TCD works; Don't understand how TCD works; Doesn't feel communication is coming from Staff to inform intelligent decisions and not run off emotions
- Eric: Example from hiring Resource Specialist: Board wanted to find candidate to fill Dave's shoes and Staff wanted to start someone from ground zero; Feels like Staff is pointing at Board; Not helpful for Staff to point and paint Board Chair in negative light; For the record, feel that Staff is currently better than they have been; Sees it as: Staff wants to do what they want to do, if Board does not do what Staff wants, it is Board's fault
- Aslan: Don't want to discount Memorandum from Staff but does not remember board saying fire someone; Do believe Staff was sharing hiring plan and information all along; Information on hiring sent to Board back in December; Agree, do not know how Staff did not hear Eric & Richard share they wanted to be involved in hiring; Also, board was not listening to what Staff was saying, as Board was informed all through the process; Communication errors were two way; Eric: Don't agree 100% with all of that, but agree with some; Eric for the record, was blind sighted when announcement came that we were ready to hire a chosen candidate
- Aslan: If Board wanted higher salary for new Resource Specialist, should have gave that direction when budget was approved last year; Eric: Staff created budget to reflect a lower paid candidate and Board approved that; If Board had been told, 'you are agreeing to hire someone at lower pay/less experience rate', he would not have agreed to budget; How do we expect Board Supervisors to be experts in area that we do not know about?
- Richard: Board jumped on Richard because stated he was confused about budget; If position was budgeted to pay a lower rate, how come no one said that? Aslan: Believe it was said; Apologies if felt jumped on; Clarified he was not pointing at Richard for deficiency in budget knowledge, but stating it was on the whole Board because they approved the budget; Also, wage rate was on job description/announcement; The Board did not stop the process and knew the announcement was posted
- Eric: Stated Board wanted to be involved in hiring process; Staff heard that and did not do it; Should be able to come to board meeting, tell Staff what we want, and that should happen; Learned importance of emphasizing clear direction
- Samantha: When you (Eric) request something personally, 'I want this from you (Staff)'; You (Eric) need to be clear if request is from you (Eric), or the Board; You (Eric) cannot speak for Board; When you (Eric), say, "Richard and I would like to be part of interview process", that is not a Board action for Staff; Eric: Chair has ability to appoint and form sub-committees; Aslan: When you (Eric) repeatedly say to Staff, 'The board told you clearly.', but that is not the Board; It is Eric speaking
- Richard: Will we have capacity if VSP starts tomorrow and how long will it takes to train new hire?; Kathy: Full training approx. two years; Will work under experienced planner; Explored many avenues to find candidate with ag operation manager/owner and planner specific experience/credentials; Only a small number turned up statewide
- Aslan: Your guy (Eric's contact) may have practical experience and may have ag experience but will still have to undergo training; Eric: Staff said an experienced candidate with ag experience does not exist, but has a candidate resume in hand that meets these criteria
- Richard: Have hired a lot of people; Would never have interviewed that person based on their resume; Had nine jobs in nine years and short term work history; Doug: Appreciate that input; Trust Staff to let you do your job; Staff reviewed 51 applications and consensus from Techs that this is the best candidate; Agree there should have been more communication somewhere
- Richard: We are here to work together and cooperate; TCD is spending public funds; Is taxpayer getting monies worth out of TCD?; Hears rumors on street that people are not happy with finances of this

- organization; Cannot blame them; Wise to get on same page as Board and Staff because we have obligation working with public funding; See where we can go but cannot get there this way; This is good to get all crap on table and define roles and cooperate together
- Doug: Requested input on suggestion to re-enlist Ray Ledgerwood for workshop with Board and Staff;
 - Eric: If Board and Staff are willing to do what Ray says, it will work; If not, will not work; There is simple work that is not getting done; Again, it is way better now; New board members have made it even better
 - Richard: Like and enjoy everyone that is here; We lost window of Dave cross-training
 - Eric: What if 20 people walk through door in August requesting plans? Not good to have disconnect between Board and Staff in the midst of high community need
 - Samantha: Need a plan of action moving forward; Board is vomiting but no input from Staff
 - Shana: Offered to coordinate District Development Process: Purpose to get everything out on table and come up with collective action plan to fix identified issues; Includes all Board and Staff; Ray Ledgerwood will facilitate and will help TCD figure out an action plan going forward; Shana can facilitate scheduling
 - Chair requested board input: Aslan: Need to devote further time to get into this issue at a later date; Are there items we need to get done today? Are we trying to provide Staff direction moving forward with hiring process?
 - Board consensus to undertake District Development with WSCC; Staff agrees; Will hold meeting at another location

AI – Shana will follow-up with Board & Staff to begin coordination of District Development work session

12. Executive Session

- Limited time; Not needed

13. Updates on Conservation Futures Easement Proposal, Amy HW

- Limited time; Nothing pertinent to add to Amy HW's staff report update

14. Rates & Charges Update, Amy HW

- Contract with FSC signed; Next step: FSC and Staff will schedule meeting to begin developing the fee schedule for all land use types in district; Conducting community outreach and Staff delivering TCD presentations throughout community
- Board requested Staff provide regular updates on important projects; Shana suggested 'Friday Updates'; Brief, 2-4 bullets of most "newsy" updates from each Staff (used at WSCC); Board to reach out with any additional questions; Board not in agreement regarding level of detail requested in updates (more vs. less)
- Staff agreed to new technique for sharing updates; Requested Board be patient in this adaptive process

AI – Staff will begin providing Board brief weekly update, focusing on major TCD activity updates

15. TCD Relocation Update, Amy Franks/Aslan Meade

- Limited time; Tabled

16. Resource Technician Position Next Steps, All

- Kathy presented Draft Recruitment Plan for review and to guide Board to provide clear direction on various steps in process
- Eric: Chair has ability to appoint sub-committee members; Sam reviewed Board Supervisor Guidelines & Officer Position Descriptions policy to clarify Board Chair does not have this oversight; Eric read this somewhere but cannot find clarification at the moment
- Aslan: Determining candidate criteria should be whole board discussion, not just two board supervisors
- Samantha: Board Sub-Committee recommendations must garner whole Board approval; All Sub-Committees are work groups that do not possess authority to make decisions on behalf of board
- Samantha: Going forward, recommendation to create two open spots on all interview panels that Supervisors can occupy; Staff will notify Board Sub-Committee members of interview schedules; Board can attend interviews as their personal schedules allow but interviews will not be scheduled around Board

- Supervisor schedules; Provides opportunity for Board involvement, while ensuring process moves forward efficiently; Board Supervisors do not have to be present at all interviews because they have personal obligations; If scheduling around Supervisor schedules, will inhibit progress and Staff doing their jobs; Need to make formal Board decision(s) on how Board involvement will work in hiring process
- Doug: Likes idea to have two spots reserved on interview panels
 - Board agreed no more than two Supervisors should be on Hiring Sub-Committee
 - Shana: Board needs to clarify continuity, indicating same two Supervisors participate in interviews; Board agreed
 - Eric: How will Board decide when more than two Supervisors interested in serving on interview panels? Draw straws or rotate; Must be two Supervisors to prevent interviews from constituting a public meeting
 - Aslan: Moving forward – Concern and caution regarding re-opening budget; Presents Staff capacity issue; Eric: Need to offer pay that ensures we can hire to fill VSP needs; Kathy: Legislative decision will determine how much funding will be designated to VSP; Funding goes from WSCC to Thurston County, and County decides what to allocate to TCD
 - Amy HW: Context – A Staff member came to board with pay increase request one year ago; TCD had grant funding to support increase, and request based on merit and skills; Board turned down that request
 - Richard: Need to pony up funding to meet VSP needs; Kathy: VSP implementation is scaled back version of Conservation Plan; We do have capacity from within; Robin can do the work now and will train new hire up; Eric: Voiced concerns with Robin because he still lacks strong on the ground experience; Kathy: Robin is one of most trained resource specialists in state with regards to VSP; Even if we get person with more experience, they likely will not have Conservation Planning training; Ag experience still requires extensive training; Robin writes great plans
 - Eric: Not knocking Robin but used to have resource team that was ag based
 - Samantha: More to it than on the ground experience; Personal initiative is huge!
 - Eric: Did Board give direction to limit current Resource Technician hire to .6 FTE hours? Will prioritize money for staffing the upcoming 1FTE Resource Technician, before increasing .6FTE to full time; Board consensus
 - Shana: Offered assistance to sub-committee; Can share similar salaries in region; Board accepted; Include Shana in communications; Kathy: Current job description also based on similar salary and descriptions from other CDs
 - Board decision to put Salary as Depending on Qualifications (DOQ) for now;

Doug moved Board assign Eric & Richard to a Resource Specialist Hiring Sub-Committee. Samantha seconded. Discussion: Sub-committee will edit job description and whole Board will provide final review; All needs to be done by next Tuesday. Vote: All in favor Motion passed.

- Aslan exited meeting, as previously announced.
- Samantha exited meeting during Agenda Item #17, as previously announced

17. Strategic & Annual Plan Update, Kathleen Whalen

- Eric not available on date broadcasted; Path forward not determined

18. Administrative Reports (Information Only)

- A. Executive Directors Report – included in packet
- B. Grant Balances Report

19. Roundtable & Adjourn, All

- A. Recognition of David Hall & Treacy Kreger's service: Not discussed
- No Round Table

Eric Johnson adjourned the meeting at 5:57p.m.

Respectfully Submitted,

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Eric Johnson, Meeting Chair

DRAFT



**Board of Supervisors
Monthly Meeting Minutes
Tuesday, September 26, 2017
2:00pm**

Present at Meeting:

Eric Johnson, TCD Board Chair
Richard Mankamy, TCD Board
Robin Buckingham, TCD Staff
Amy Franks, TCD Staff
Amy Hatch-Winecka, TCD Staff
Shana Joy, WSCC
Sarah Moorehead, Acting Executive Director
Chris Stearns, Associate Supervisor
James Weatherford, TCD Staff

Samantha Fleischer, TCD Board Auditor
Doug Rushton, TCD Board
Michelle Fossum, Enduris
Joe Hanna, Public
Mara Healy, TCD Staff
Ashley McBee, TCD Staff
Linda Powell, Public
Nicole Warren, TCD Staff

Action Items:

1. Include TCD Relocation on next regular Board meeting agenda
2. Increase Staff Reports to at least 8 minutes each in future
3. Ashley will review August 21st audio recording to determine who voted on WCS membership
4. Staff will followup with Doug to see if he has any notes on who voted on January check register, in Feb 28th Board Meeting

Eric Johnson called the meeting to order at 2:04pm. 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

2. Public Comment

- None

3. Agenda Review

- Samantha: Concerned not enough time for Agenda Items #6,7, & 8; Agenda Item #6: Executive Session extended to 30 minutes; Michelle Fossum: Time allotted for Agenda Items #7 & 8 should be enough, dependent on questions/discussion; Eric: Can run long on those agenda items if needed
- Sarah: Seeking clarification on Delegation of Authority & conflict with Policy #1.1; Would be good to cover before Agenda Item #s13-16; Created Agenda Item #12A: Delegation of Authority Discussion
- Doug: TCD Relocation is standing agenda item but not on agenda; Requires Board decision on whether or not to keep as standing agenda item; Suggests removing as standing item, unless current activity to report; Amy F: Contacted municipal advisor to evaluate financial feasibility; Would need time to followup/update info; Sarah: Relevant to include in next meeting b/c developing 2018 budget and Board can identify priority; Board decision to put on next regular meeting agenda

AI – Include TCD Relocation on next regular Board meeting agenda

4. Partner Reports

49 **A. NRCS, Jeff Swotek**

- 50 ■ Not present; Amy Hendershot joined meeting after Executive Session; Board did not return to
51 Partner Reports

52 **B. WSCC, Shana Joy**

- 53 ■ Thurston CD will host March 2018 WSCC meeting; Not large cost to district; Partial funding
54 coverage through implementation grant; Elections Webinar on Friday; Note to Staff: Kathy was
55 election supervisor, someone else will need to take on to get started on time
56 ■ No updates on Capital Budget; Delayed roll out of CPDS – No new date for release set; Continue
57 to input projects and will roll over to new system; Area Meetings upcoming
58 ■ Sarah: Participated in Elections webinar; Will discuss updates under Agenda Item #9; Preparing
59 email on pertinent updates; Will be on track for 2018 elections

60 **C. NACD/WACD, Doug Rushton**

- 61 ■ Updates provided in Board packet
62 ■ Provided (unofficial) notes from Puget Sound Caucus meeting
63 ■ Hopeful all Supervisors and several Staff will attend Southwest Area Meeting
64

65 **5. Staff Reports**

66 **A. Mara Healy**

- 67 ■ As part of flood work in Chehalis Basin, working with Scott Lake community on their flooding
68 issues; 600 houses in tight development in rural area; 1500 humans living there; Hydrology and
69 terrain unique and contributes to flooding; Good area to work as sub-basin has not received a lot of
70 Chehalis Basin flood attention or help; Connected with landowners in flood outreach listening
71 sessions; Big issue is Allyn creek culvert; Fish passage barrier; Surveyed last year by WSFW; Big
72 issue that came out in developing relationship with community is creek overtops road; No road
73 passage for about half of community, sometimes for days; No other paved exit in community for
74 residents or emergency response vehicles and water system is on that side; 2008 County started
75 pilot study of groundwater and flooding; Prelim results but nothing to help community;
76 Community created Scott Lake drainage district board; Founded originally to treat invasive aquatic
77 species in lake; Primarily funded for this purpose and started with this priority; Then began taking
78 on flooding issues as well; Volunteer board est. 2005; Landowners doing all the right things; In
79 2013, started designs with a CD engineer but lost traction; Have not been able to fold in another
80 engineer; Everyone on board; Modeling, surveying and developing designs this Fall to increase
81 flow, move sediment, and prevent this level of flooding; In addition to severe flooding events, also
82 long-term and reoccurring flooding that waterfront landowners are having to mitigate
83 ■ Great learning opportunity for Mara and building relationships with County; Meets a need that has
84 not otherwise been met and will create continued outreach opportunities for TCD
85 ■ Richard: Main thing is bigger culverts to move water out? Mara: Yes, culvert clearly undersized
86 for low flow and high flow events; Engineer will survey and model to determine size and structure
87 to best increase outflow
88 ■ Doug: Resources for information and potential funding: North Thurston Groundwater
89 Management Area; Three ditch districts around Scott Lake - DOE will have info; DFW/DNR for
90 culvert; County, FEMA & DOT as potential funding sources; Mara: Have money now for prelim
91 designs and will look into these ideas for funding for implementation
92 ■ Richard: Age of development? 1962 – 80s; Not much new growth

93 **B. Nicole Warren**

- 94 ■ Works a joint position for TCD and WSU extension; Working on characterization project in
95 Deschutes watershed through Extension with Stephen Bramwell; Currently lack data on extent ag
96 is contributing to non-point source (NPS) water quality issues in Deschutes watershed; With
97 finalization of Deschutes TMDL, need to identify and quantify ag impact; Project started in March

and still in preliminary phases; Have developed protocol and methodology to review local studies/data with emphasis on fecal coliform, total nitrogen, and total phosphorus b/c can directly correlate to ag activity; Second part is to develop protocol for gathering data; Presenting to VSP soon; Goals: Identify opportunities and priorities for outreach and quantify potential so we can pursue funding; Objective is intersection between identifying what is going on, on the ground and how to best address natural resource management; First phase is to collect data and create protocol in Reichel sub-basin; Will then apply to basins throughout Deschutes watershed; Working with VSP and Deschutes Advisory Group (and other partners in time) to identify overlap and synergy in data collection needs and funding opportunities; Do not have published data yet; Developing summarized reports; Pointed to handout to show methodology, sources of data, and preliminary results; Attached grant deliverables to further explain objectives; Creates opportunities for partnerships as we figure out what data we collect and how we use it; Chris: Can provide Fecal Coliform water data; Nicole: Currently, utilizing DOH data

- Richard: Big project; Nicole: Yes, chose Reichel partially b/c it is a small basin to pilot in; Developing protocol and determining how to apply to other/larger sub-basins
- Doug: Interested from public funding standpoint – once ag data is collected, ensuring applying funds strategically to the spectrum of actions causing water quality issues; For instance, septic systems and how will their impact be folded in?; Nicole: Really difficult to determine NPS sources; Participating in a project with Thurston County and NPS partnership group on Pollution Identification & Correction (PIC), developing protocol which includes septic and other NPS pollution; Goal of WSU project to bring forth clarity on where and how ag is contributing
- Board decision to increase Staff Reports up to at least 8 minutes in future

AI – Increase Staff Reports to at least 8 minutes each in future

6. Executive Sessions: To Evaluate a Complaint/Charge & Potential Litigation and Performance of a Public Employee

- Executive Session commenced at 2:40pm for 30 minutes, with Board Supervisors, Shana Joy, and Michelle Fossum in attendance
- Board exited Executive Session and returned to public meeting at 3:10pm and announced an additional 15 minutes were needed
- Board exited Executive Session and returned to public meeting at 3:26pm and announced an additional 15 minutes were needed
- Board exited Executive Session and returned to public meeting at 3:42pm and announced an additional 15 minutes were needed
- Board exited Executive Session and returned to public meeting at 3:58pm and announced no decisions were made

Amy Hendershot joined meeting from NRCS

7. Conflict of Interest Report, Michelle Fossum

- Background: July 25th Board Meeting Joe Hanna raised issue of potential conflict of interest arising from Amy HW being Lead Entity Coordinator and Lance Winecka is Executive Director of South Puget Sound Salmon Enhancement Group, which is one organization, along with others, who submits proposals to the Lead Entity for salmon recovery projects; Findings: Lead Entity solicits proposals from organizations, organizations submit proposals, and they are reviewed by a technical committee to evaluate benefit and project feasibility; Then forwarded to a citizens committee, who ranks proposals; Highest ranked proposals sent to Salmon Recovery Funding Board (SRFB) through the Lead Entity, who then decides what projects are funded and the

amounts of funding; SRFB made up of 5 voting members appointed by WA State Governor and confirmed by Senate & five non-voting members; Once funding decisions made, Lead Entity acts as the fiscal agent to “make sure what they have said actually occurs”; Conflict of interest covered in both state law and TCD policies; Under RCW 42.23, municipal officer cannot have a beneficial interest in contract awarded through the officer, but in this case Amy HW is not the person awarding contracts; SRFB decides what contracts are going to be awarded and for how much; With respect to TCD policy, Amy HW does not decide who gets money; Notion of appearance of conflict of interest which is important as well; Important Lead Entity Coordinator does not take any action that influencing or voting in favor of husband’s company’s projects; Worth noting the funding goes to the group, not to her husband directly; Be careful to separate those issues out; Suggests having a separate signatory for those specific contracts

8. Report on Investigation, Michelle Fossum

- Prior Board meeting, letter read to Board that raised various issues; As result, Board hired investigator who interviewed Staff, Board, and others; Goal was fact finding to determine what kind of things had/had not been occurring; Based on findings of those interviews, Michelle gave legal advice to Board; For example, one thing she recommended the Board look at having general legal counsel present at Board meetings; Thinks work is being done in that regard; Also, to look at developing rules of engagement; In her experience, very time you have new Board members, personality of Board changes and those people need to learn to work together; Board taken steps with one meeting with WSCC, and guesses a couple others are scheduled; Expressed she is hopeful

9. Mid-Term Elected Seat Appointments, Eric/Sarah

A. Applicant & Timeline Review

- Candidate application period closed at 5pm yesterday; Received two applications; Board scheduled October 2nd Special Meeting to conduct interviews; Need to delegate someone to conduct reference checks; Richard will conduct reference checks

B. Review of Interview/Reference Check Questions

- Board decision to use interview and reference check questions from last year
- Once Board selects candidate, TCD submits AF2 form to WSCC; WSCC reviews to ensure candidate is eligible
- Shana: Recommends Board clarify request/process to Richard, as he was not present to participate last year; Richard to ask questions on form and fill in answers as provided; Doug: Would like to receive reference checks in advance; Samantha: Can allot time at beginning of Special Meeting for Board to review together if needed

10. Board Meeting Minutes Review, All

(August 21st & August 29th Action Item Report – Informational Only)

A. Review of August 21, 2017 Regular Meeting Minutes Review, All

Line Edits:

August 21 Action Item Report Line 21 - Doug: Not decided by Board; Decision should be made at full Board level; Amy: At request of Eric & Richard created ‘Alternative Budget Revision’ & provided in Board packet; Incorporated Eric & Richard’s feedback; Sarah: Clarified sequence of events; Amy brought sub-committee feedback to full Board at last meeting; Did not receive any Board comments to incorporate or inform making a policy; In check register review meeting, Eric requested alternative projection for budget revision be brought to this meeting, in addition to budget original budget revision; Doug: Samantha & Richard are on sub-committee; Sarah: Direction came out of a meeting to answer Eric & Richard’s questions about check registers; Topic came up and

they requested Amy create additional cost projections; Can rephrase Action Item update to state this is another version being brought to the Board and being incorporated into final draft; Joe: Action Item reports not posted on website

253-259 If Richard had exited meeting, how did Richard vote; Check tape

AI – Ashley will review August 21st audio recording to determine who voted on WCS membership

Samantha moved to approve August 21, 2017 meeting minutes, pending verification of voting of WCS membership and Richard's exit time. Discussion: Doug: Process is painful. Vote: All in favor. Motion passed.

B. August 29, 2017 Board Meeting Minutes Review, All

Line Edits: Remove Doug from attendance list; Word search his name

February Meeting minutes review followup – Samantha: Did not have any notes on Feb 28th meeting that pertained to question; Does not have any notes that refer to check register motion; Did Board connect with Doug? No, Will do offline

AI – Staff will followup with Doug to see if he has any notes on who voted on January check register, in Feb 28th Board Meeting

Samantha moved to approve August 29, 2017 meeting minutes, as amended. Richard seconded. No Discussion. Vote: Richard & Samantha in favor. Doug abstained. Motion passed.

C. September 5, 2017 Special Meeting Minutes Review, All

Line Edits:

Doug moved to approve September 5, 2017 Special Meeting minutes. Samantha seconded. No Discussion. Vote: All in favor. Motion passed.

11. Financial Reports, Amy Franks

A. Monthly Financial Report

- Bank Statements/Reconciliations: No Board questions; Doug: Anything stand out? Amy: No; Amy reviewed financial statements in lieu of a written report; Eric: What are 'Other' expenses? Anything other than supplies; Includes mileage; Grants that don't allow overhead; Anything other than supplies or salaries

B. CREP Funding Addendum

- Received funding for maintenance and staff time for currently active 4 projects

Doug moved to authorize Chair to sign CREP addendum for \$9,955.00. Samantha seconded. Discussion: Richard: Is all the money coming from the commission? Amy: Yes. Vote: All in favor. Motion passed.

C. July Check Register

Questions:

- None

Doug moved to approve the July 2017 check register for checks #s 19269-19309 totaling \$107,412.53; Voided check #19294 for \$585.60. Richard seconded. No discussion Vote: All in favor. Motion passed.

D. August Check Register

Questions:

- None

Doug moved to approve the August 2017 check register for checks #s19311-19329 totaling \$73,882.87; No voided checks. Richard seconded. No Discussion. Vote: All in favor. Motion passed.

E. September Check Register

Questions:

- None

Doug moved to approve the September 2017 check register for checks #s19351-19375 totaling \$90,314.34; No voided checks. Richard seconded. No Discussion. Vote: All in favor. Motion passed.

F. Mid-Year Budget Update

- Amy presented mid-year budget update; Includes 'Alternative Budget' which incorporates additional funds for Board travel expenses
- Budget Update: Lack of capital budget (CB) has large impact; Includes FCS consultant fees incorporated after Board decision to pursue rates & charges (not in 2017 budget); Also events such as Kathy's leave - other Staff working on her tasks moves some costs from grants and onto assessment funding; Doug: Do we have a plan for not getting a CB?; Amy: Not planning for it for rest of 2017
- Eric: #11; Going to use WSCC for new manure spreader?; No longer realistic b/t now and end of December
- Board Travel – 'Alternative Budget': Revised with addition of a Board Travel budget; Funding dependent on - No manure spreader; No funds going into cash reserves or other financing uses (line 99) – money set aside for easements, re-branding; These funds are not depleted but can't spend on it for next three months
- Budget update: Positive \$1,974 due to income from smaller grants; Adjustments would come from Assessment; Negative budget could be controlled with cash flow control
- Budget for Board Travel includes backlog of reimbursements that were submitted but not yet approved; Shana: Have not changed policy; So cannot adopt alternative budget; Fix policy and then update budget for travel reimbursement; Eric: Policy is that Supervisors can be reimbursed for all expenses; Shana: That's the statute; Need to establish a TCD policy; Can say whatever you want in policy; Recommend not looking at 3rd column like Board is approving today b/c not ready; Sam: Mid-year budget revision, not approval; Goal today is to see where we are at vs. where we predicted where we would be
- Doug: Need to be flexible/adaptable for no CB after December
- Samantha: As Shana said, sub-committee needs to reconvene and establish a policy before we make an amendment to already approved budget
- Shana: Revenue at top does not reflect full implementation grant; Only reflects District operational budget; Amy: That is in overhead; Sarah: Covered in original budget revision

- 293 ▪ Doug: Doug's airfare for NACD last year, and used personal funds; Amy: Budgeted \$900 b/c 3
- 294 Supervisors were going to go; Sarah: Actual cost included b/c not anticipating any more airfare
- 295 through December
- 296 ▪ Amy: Suggestion for Board to absorb analysis/budget revision; Starting 2018 budget in October;
- 297 Keep trends in mind as we work on 2018 budget to allow more clarity
- 298 ▪ Doug: Suggests generic scenarios for what to do with delay of CB (In Jan, In Feb, etc.); Shana:
- 299 Lots of scenarios being used by other CDs; Largely reduced Staff hours

300 **G. Travel Reimbursement**

- 301 ▪ Travel budget expended earlier this year; Received several requests without any budgeted funds to
- 302 reimburse
- 303 ▪ Eric: WADE & WACD – Lodging and sign up included in original budget; Mileage not covered;
- 304 Doug: Could be addressed by taking a company vehicle
- 305 ▪ Sarah: Seeking direction on how to address outstanding and how moving forward
- 306 ▪ Samantha: Need to hold reimbursements until we have a policy; Doug: Unless there is an outside
- 307 funding source that will cover it

309 **#12A: Delegation of Authority Discussion**

- 310 ▪ Sarah: July change on Policy section #1.1 stated corporate powers were returned to Board.
- 311 Administrative powers remain with Executive Director (ED), and ED works at direction of Board
- 312 ▪ Clarity has been requested several times on what roles and responsibilities the ED or Acting
- 313 Director (AD) has; Particularly, has stalled progress on several projects to allow contracts to come
- 314 to Board for approval, as ED or AD cannot sign any contracts under the new #1.1 policy; Existing
- 315 policy (#1.3) authorizes ED to authorize contracts below \$30k; Policies in conflict with each other
- 316 and seeking Board direction to clarify process/delegation/policy conflicts
- 317 ▪ Richard: Board advised and attempting to engage local attorney to help redesign policy; Samantha:
- 318 Understanding Enduris recommendation was legal representation for attending meetings; Richard:
- 319 Richard: Suggested by Michelle to do this; Doug: Not what he heard; Eric: Need to put thought
- 320 into this
- 321 ▪ Sarah: Which policy do we operate under if they are in conflict? Doug: Sarah recommendation?
- 322 Sarah: Continue with existing structure before policy #1.1 change; If Board would like to revisit
- 323 delegation of authority policy, and then make amendment as a whole and when adopted into
- 324 policy, be clear and consistent among policies
- 325 ▪ Amy: Under FMLA, change in job and/or authority should not occur when Kathy is absent
- 326 ▪ Sarah: As Staff, requesting what operating parameters are in this position; Doug requested Shana
- 327 recommendation; Shana: Policy #1.3 is clear in what Sarah can do; Policy #1.1. is apparently
- 328 meaningless; Makes no sense to Staff trying to implement day-to-day
- 329 ▪ Samantha: Has concern with Sarah not able to sign things right now; Especially considering fact
- 330 that we don't have CB funding; Potential to lose contracts reflects negatively on us on Board;
- 331 ▪ Amy: Changing anything that ED used to do that will be different when she comes back; Under
- 332 FMLA, Board has granted her a protected leave so position is supposed to be the same when she
- 333 returns; Doug: Good point; Shana: Valid question for Michelle; Shana: Sarah having a hard time
- 334 responding timely to things on her desk; Too many Board meetings inhibits Board; Inhibiting
- 335 business looks bad on TCD in community
- 336 ▪ Doug: Suggests board consensus to operate under policy #1.3, while evaluating/comparing the two
- 337 policies and not making any changes effecting ED
- 338 ▪ Shana: Recommends checking with Michelle
- 339 ▪ Doug: Board needs to consider additional compensation to interim ED commensurate with level of
- 340 duties; Not asking for action but reflections

- 341 ▪ Joe: Question to Sarah- line 321 – is that the only section we have issue with?; Sarah: That is the
- 342 most present contradiction that is causing problems in short-term AD position; Likes that policy
- 343 #1.3 is well thought out and provides specific set of guidelines; Causing confusion and contract
- 344 delay
- 345 ▪ Eric: Not do anything until attorney reviews
- 346 ▪ Sarah: Happy to work under whatever parameters are set; Conflicting direction making it hard to
- 347 move forward; Doug: Important for Board to grant authority to access funding; Sarah: Grants are
- 348 closing out, plantings ending, finishing last of deliverables; Lack of process/clarity negatively
- 349 effecting implementation
- 350 ▪ Eric: Would like to go to outside legal counsel; Said we would do that; Samantha: Didn't we say if
- 351 Michelle wasn't available; Eric: Not his recollection; Shana: Without making any permanent
- 352 changes to current Policy #1.3, can Board pull out lines 321-331 and motion as Board that AD can
- 353 act under those parameters until Kathy returns?; If not comfortable with everything in policy #1.3,
- 354 would that help? Temporary measure to get through until legal counsel and Kathy's return; Shana:
- 355 Can put question to Ron, just won't be official legal advice
- 356 ▪ Richard: Ask Michelle; Get a local attorney set up; Keep policy same as it was yesterday
- 357 ▪ Sarah: If that is case, that's fine; Needs clarity on what those parameters are
- 358 ▪ Eric: Tough situation; Do not want to change without legal review; Richard: Cannot make decision
- 359 today; Doug: Did you have legal counsel when you changed Policy #1.1? Question unanswered
- 360 ▪ Samantha: While waiting for legal counsel, still have immediate issue of signing of contracts; Can
- 361 have special meetings to address them but may not have quorum; Will be best interest to give
- 362 Sarah authority for lines 321 – 331 that allow to sign contracts in interim
- 363 ▪ Eric: What about having two supervisors to sign also? Doug: Have had trouble getting meeting
- 364 quorum or two Supervisors in the past; Samantha: Does not see any issue with allowing Sarah to
- 365 sign for under \$30k; Richard: Do we have contracts to sign right now? Samantha: There are four in
- 366 this packet and what happens when we get more and cannot sign them until October board
- 367 meeting?; Have to look at operations of district; Doug: 6-7 weeks until Kathy returns; Eric:
- 368 Available to meet every Thursday; Richard available every Thursday as well; Shana: If you do
- 369 that, two would make quorum; Richard & Eric: Can do teleconference; Sam: May not be able to
- 370 get a quorum
- 371

372 **Doug moved to authorize under Policy #1.3, the Interim ED fully function as per direction in lines**
 373 **321-331 until permanent ED returns. If needed, to be reevaluated on November 25th. Samantha**
 374 **seconds. Doug & Samantha in favor. Richard & Eric opposed. Motion failed.**
 375

- 376 ▪ Sarah: Still leaves us open to confusion and conflict and potentially dangerous situation to be in as
- 377 an organization, where we do not have clear expectations on this position; Makes it challenging to
- 378 function without clear guidelines; If moving forward that all contracts signed by Board, could have
- 379 clear process; Eric: Meeting on Monday, see if we can have legal representation; Sarah: Tight
- 380 timeline to collaboratively generate a RFQ
- 381

382 **Doug exited meeting at 5:46pm**
 383

384 **12. Resolution #08-2017: Cost Share Rate of Reimbursement, Sarah Moorehead**

- 385 ▪ Sarah reviewed history and context for iterations of cost share policy
- 386 ▪ Eric: Recommendation? Sarah: Setting rate is up to Board; Merit to less funding, for accountability
- 387 but increasing funding would increase access for landowners
- 388 ▪ Richard: Robin? Robin: See benefit for all reasons Sarah laid out; Good outreach tool; In future,
- 389 more nuance in cost share rate to reflect priority in practices; Overall, 85% is good

- Richard: Like for them to have some investment in it; Eric: Thinking increase for water quality or nutrient management; Would want to talk it over more to see what other folks are doing

Richard moved to approve Resolution #08-2017: Cost Share Rate of Reimbursement, with implementation percentage at 85% and education at 90%. Eric seconded. No discussion. Vote: All in favor. Motion passed.

13. Flow-Through Farm Pads for Floodwater Protection. RCO #16-2805C Amendment, Sarah

- Sarah provided context; Grant through RCO; Capital funded project, with lack of CB funds.. Eric: Do we have any say in this? Sarah: No.; Eric: We have to sign or we have to take it? Sarah: Mostly that Board signing that we have received this amendment to our original award; No funding to fill award at this time; Samantha: Basically, same as signing WRIA 13 amendment

Samantha moved to approve flow through farm pads for floodwater protection, RCO #16-2805C amendment. Richard seconded. No discussion. Vote: All in favor. Motion passed.

14. Professional Services Contract Re: NEP Grant, Robin Buckingham

- Sarah provided context; Fencing project for \$4500
- Robin: Landowner in Spurgeon Creek; NEP funding; Funding for fencing along creek with fall planting

Richard moved to approve professional services contract for NEP project. Samantha seconded. Discussion: Shana: Item 4b - Last sentence, funding sequence backwards; Samantha: Friendly amendment: Motion approve with 4B correction on payment sequence. Richard seconded amendment. Vote: All in favor. Motion passed.

15. Shellfish Protection District Cost-Share Agreement, Robin Buckingham

- Robin provided context; Access control fencing for sacrifice area, armor around watering facilities, and runoff control structures; Eric: What is cost share rate for fence? Robin: NRCS payment rate for heavy use-area fencing; Payment issued on receipt so this is estimated cost

Samantha moved to approve Shellfish Cost Share Assistance Application agreement for Wendy Stevens. Richard seconded. No discussion. Vote: All in favor. Motion passed.

16. MOU: South Puget Sound Salmon Enhancement Group RE: Eld Inlet Planting Project Contract, Sarah Moorehead

- Sarah began providing context; Partner project with SPSSEG..
- Eric: Wants to adjourn and revisit at Monday's special meeting
- Sarah requested Board consideration of contract now, as grant is ending very soon and really time sensitive; Eric: Can include in Monday's meeting

Eric exited meeting at 6:07pm.

- Meeting concluded due to lack of quorum

17. Resource Technician Position Subcommittee Update, Sarah Moorehead

18. System of Rates & Charges Update, Sarah Moorehead

439 19. Easement & RCPP Update, Sarah Moorehead

440

441 20. Review WACD Resolutions, All

442

443 21. Roundtable & Adjourn

444

445 Respectfully Submitted,

446

447

448

449 Eric Johnson, Board Chair

DRAFT



**Board of Supervisors
Monthly Meeting Minutes
Wednesday, November 1, 2017
1:00pm**

Present at Meeting:

Eric Johnson, TCD Board Chair	Samantha Fleischner, TCD Board Auditor
Richard Mankamy, TCD Board	
Amy Franks, TCD Staff	Madeline Goodwin, Public
Steve Hallstrom, GHCD	Joe Hanna, Public
Shana Joy, WSCC	Dean Longrie, WSCC
Ashley McBee, TCD Staff	Sarah Moorehead, Acting Executive Director
Linda Powell, Public	Jeff Swotek, NRCS
James Weatherford, TCD Staff	

Action Items:

1. Sarah will get update on Thurston County's online voting tool
2. Sarah will doodle poll Board on availability for a November meeting
3. Amy F will email Board clarification on Staff reimbursement in October Check Register
4. Richard will communicate with Michelle Fossum to clarify if advised to seek legal counsel for the Board of Supervisors only or for the District as an organization
5. Sarah will email previous TCD RCPP grant proposal to Board

Eric Johnson called the meeting to order at 1:00pm. There was a quorum.

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

- Welcome, Introductions, & Pledge of Allegiance conducted
- Eric announced meeting is audio recorded

2. Public Comment

- Dean: Thinks it is great TCD does the Pledge of Allegiance

3. Agenda Review

- Samantha: Suggested rescheduling interviews, due to not being a full Board and do not have 4th Board Supervisor present to make appropriate decisions about interviews; Unfair to 4th Board Supervisor who is not present; If going forward with interviews, would like to eliminate Agenda Item #7 (Appointment of Candidate); Richard: Unfair to the candidates; Thinks we should move forward to respect their time and effort; Does not want to eliminate Agenda Item #7; Eric: Agrees with Richard and would like to come to mutual agreement on #7; Samantha: Cannot come to mutual agreement without full Board present; Eric: Does not require full Board to make decision; Samantha: Does not feel fair to eliminate a Supervisor from participating in the process; Eric: Duly noted; Already rescheduled twice; In recent Staff position interviews, have lost a candidate due to rescheduling; Need to move forward to be fair to candidates
- Eric: Next Board meeting Date added between Agenda Items #11 & #12

4. Executive Sessions: To Evaluate the Qualifications of a Candidate for Appointment to Elective Office

- Executive Session commenced at 1:09pm for 20 minutes, with Board Supervisors, Shana Joy, and Sarah Moorehead in attendance (Sarah for 5 minutes)

- Board exited Executive Session and returned to public meeting at 1:29pm and announced no decisions were made

5. **Candidate Interviews, All**

A. Linda Powell

1. What would you like to accomplish as a Thurston Conservation District Supervisor?
 - Most excited to see the Thurston County Conservation District CCD headquartered at ... (Audio recording inaudible) with master gardeners, demonstration farms, etc.; Education and inspiration to increase stewardship; Counters urban development impacts
2. Describe any work you have done with agriculture, conservation, and natural resources.
 - Managed her property for 39 years; Forest, orchard, livestock with natural methods of soil building and ... (Audio recording inaudible) on her property ; Master gardener and recycler/composter
3. What kind of autonomy do you have over your calendar? How will you accommodate the needs of Thurston Conservation District, your regular job, and/or your agricultural operation?
 - Very busy with all kinds of things but does have complete control of schedule; As long as has reasonable notice, can make it happen
4. What are the skills you believe you bring to the Thurston Conservation District board and organization?
 - Team player, critical thinking and creative problem solving, sees big picture and details required to achieve it
5. Describe a situation in which you were involved in a conflict and what was your role? What happened, and how did you resolve the conflict?
 - Property manager: Two situations of non-payment of rent; One situation able to maintain productive communication and help individual to come up to standards; Other case, were not open to truthful communications and they were evicted
6. Please share with us one of your strengths and one of your weaknesses.
 - Strength: Readily able to understand both sides of a situation; Weakness: Fear of public speaking
7. Please describe your experience with participation in boards or other governing organizations.
 - None
8. Do you have any questions for us?
 - A lot to learn before questions; Looking over papers - What is a doodle poll? Samantha: Electronic link sent to your email, click on it and choose dates that work for you; Way to schedule meetings

B. Madeline Goodwin

1. What would you like to accomplish as a Thurston Conservation District Supervisor?
 - Background in climate change (CC) adaptation; See Thurston County and rural areas, adapted to climatic changes that are occurring, including fire and drought and be able to continue being productive working lands despite these changes
2. Describe any work you have done with agriculture, conservation, and natural resources.
 - Lived in rural southern Oregon for 8 years; Half of that time working with local orgs on similar issues such as CC adaptation, forest conservation, farming; Working with them on

- 92 CC adaptation and ways to partner to advocate for local action on CC; Includes hunters and
93 fishermen/women/salmon
- 94 3. What kind of autonomy do you have over your calendar? How will you accommodate the needs
95 of Thurston Conservation District, your regular job, and/or your agricultural operation?
- 96 ■ Have a 'regular job'; Part-time; Have 3 hours week that are pre-scheduled to do online
97 teaching; Can alter schedule after spring to work with TCD calendar; Paying job would come
98 first; Would put professional responsibilities as priority over personal life
- 99 4. What are the skills you believe you bring to the Thurston Conservation District board and
100 organization?
- 101 ■ Experience working with people in rural and urban areas on contentious issues; Strong
102 critical thinking and creative problem-solving; Spends most of time doing that; Been
103 involved in policy for multiple years; Written and oral communication skills; Good at finding
104 common ground with people she disagrees with
- 105 5. Describe a situation in which you were involved in a conflict and what was your role? What
106 happened, and how did you resolve the conflict?
- 107 ■ Using broad definition of conflict - Southern Oregon, a lot of people denied CC and she was
108 a CC advocate; More values conflict vs. interpersonal conflict; Able, through listening to
109 their concerns and hearing what and why they believed, and determined actions that were
110 positive for them, rather than directly CC focused; Such as, building renewable energy,
111 conservation practices; Able to bridge gap b/t climate orgs and communities she worked with
- 112 6. Please share with us one of your strengths and one of your weaknesses.
- 113 ■ Strength: Good at taking both sides of an argument; Weaknesses: Unhappy when people treat
114 others as less than people or indicate beliefs that show that; Able to remain professional but
115 not pleased
- 116 7. Please describe your experience with participation in boards or other governing organizations.
- 117 ■ Serve on Lacey Historical Commission; Working on new lacey museum projects, and other
118 events and outreach projects; On Executive Committee for Gifted Homeschoolers Forum and
119 program director for online classes
- 120 8. Do you have any questions for us?
- 121 ■ What are you looking for in a candidate that is not in the written description? Richard:
122 Looking for someone who understands the climate issues and some of things we can do to
123 work together as a team to address conservation issues in community; Samantha: Seeking
124 someone who will bring value to TCD and not just Board; Someone who will allow us all to
125 function as a team, as a whole; Someone who has willingness to listen before they speak; To
126 engage and find solutions to problems; Eric: Someone who can get along with Staff and
127 Board; Be a team player and help get the easement program moving forward

128 **C. Joe Hanna**

- 129 1. What would you like to accomplish as a Thurston Conservation District Supervisor?
- 130 ■ Would like to work with the Staff and Board to move forward on a lot of the projects that
131 appear to have been stagnant for years; Easements would be one of top priorities because
132 creates opportunity for our ag community to continue keeping those lands in ag; Thurston
133 County Board of County Commissioners (BOCC) is looking for ways to help farmers; TCD
134 having a home/demonstration farm; Tenino property under discussion would be an ideal

- answer; TCD has missed some opportunities with the parcel in Tumwater, along I5; If easement process was in place, parcel would have been paid for; Want to see District move forward and not be stagnant
2. Describe any work you have done with agriculture, conservation, and natural resources.
 - Been on a farm all his life, with exception of military; Runs Dad's farm; Will take over the farm; Currently managing an WAGU 150 momma cow heard; In process of contracting for distribution; Conservation: Brother is the former Director for Environmental Affairs of Starbucks and drilling him (Joe) on their natural resource and farm practices; Conservation values run in family
 3. What kind of autonomy do you have over your calendar? How will you accommodate the needs of Thurston Conservation District, your regular job, and/or your agricultural operation?
 - Calendar is flexible; Works for state; Has excess of 300hrs of sick and vacation time; Supervisor supports being on Board and will adjust schedule to accommodate
 4. What are the skills you believe you bring to the Thurston Conservation District board and organization?
 - Organization skills are great; Thinks outside of the box and between the lines, which is important in any organization; Picks up on things others do not; Example: Raised issue on necessity to have public hearing for Rates & Charges (R&C)
 5. Describe a situation in which you were involved in a conflict and what was your role? What happened, and how did you resolve the conflict?
 - Lead position with state, sat on many panels and always gets asked this question; Linda's short answer is best he ever heard; Training new officer at job and he was not getting it; Discussed with Supervisor, Discussed with him, what improvements he needed to make; Notified he had a time window; No improvement, discussed and gave him opportunity to move on to another job
 6. Please share with us one of your strengths and one of your weaknesses.
 - Strengths: Outside of box thinking and between the line analysis; Good analytical skills; Able to articulate those thoughts is the weakness; Can analyze and jump to conclusion very quickly but struggles to explain process of how he came to that conclusion
 7. Please describe your experience with participation in boards or other governing organizations.
 - Mary Briggs-Children's hospital's advisory board for family-centered care; Festival of Trees fundraising and board; St Peter's tree festival organizing committee; Organizing committee for first annual celebrity golf tournament; President of non-profit fighting development from open space to high density apartments; PCO for Thurston Republican Party; Applicant for TC Ag Advisory Committee; Participated as citizen in meetings
 8. Do you have any questions for us?
 - None

6. **Executive Sessions: To Evaluate the Qualifications of a Candidate for Appointment to Elective Office**

- Executive Session commenced at 2:06pm for 20 minutes, with Board Supervisors in attendance
- Board exited Executive Session and returned to public meeting at 2:26pm and announced no decisions were made

177
178 **7. Thank You & Appointment of a Candidate, All**

- 179 ▪ Chair thanked candidates for participation
180 ▪ Chair called for poll of Supervisors choice in candidates; Richard: Making a motion to appoint or
181 appointing a Supervisor? Shana: Making a motion to appoint a Supervisor; Richard: Not his
182 understanding
183 ▪ Samantha: Asked Dean if he could provide clarification; Dean: You have quorum; If two or more
184 agree on one candidate, that is what your motion would indicate; You already know from your
185 executive session which candidate each of you would choose; Move forward with appointment
186

187 **Richard moved to appoint Linda Powell to the TCD Board of Supervisors. Eric seconded. No**
188 **discussion. Vote: All in favor. Motion passed.**
189

190 **8. TCD Board Officer Elections, All**
191

192 **Richard moved to appoint Eric as the TCD Board Chair. Linda seconded. No discussion. Vote:**
193 **Richard & Linda in favor. Samantha opposed. Motion passed.**
194

195 **Eric moved to appoint Linda as TCD Board Vice-Chair. Richard seconded. No discussion. Vote:**
196 **Eric & Richard in favor. Samantha opposed. Motion passed.**
197

198 **Eric moved to appoint Richard as TCD Board Auditor. Linda seconded. Discussion: Samantha:**
199 **Uncomfortable with rapid change of TCD roster with apparent discussion before Board meeting;**
200 **Does not believe this item that has moved very quickly is reflecting any input or thought from**
201 **(her)self at all; Currently in Auditor position and has been no discussion on asking her to leave**
202 **that position; Eric: Board is voting; Not asking you (Samantha) to leave position; Did not know**
203 **she anticipated a different process; Linda: Is there a customary timeline when Board elects**
204 **officers; Eric: Yes, and that time has passed; Sarah: Board elects positions in May/June after**
205 **WSCC elections are certified. Vote: Richard & Linda in favor. Samantha opposed. Motion passed.**
206

- 207 ▪ Sarah: Position descriptions are available in policy
208

209 **9. Executive Session: To Evaluate a Complaint against a Public officer or employee(s)**

- 210 ▪ Executive Session commenced at 2:47pm for 20 minutes, with Board Supervisors and Shana Joy in
211 attendance
212 ▪ Board exited Executive Session and returned to public meeting at 3:02pm and announced and
213 additional 15 minutes were needed
214 ▪ Board exited Executive Session and returned to public meeting at 3:18pm and announced and
215 additional 15 minutes were needed
216 ▪ Board exited Executive Session and returned to public meeting at 3:35pm and announced and
217 additional 10 minutes were needed
218 ▪ Board exited Executive Session and returned to public meeting at 3:46pm and announced and
219 additional 10 minutes were needed
220 ▪ Board exited Executive Session and returned to public meeting at 3:57pm and announced and
221 additional 10 minutes were needed
222 ▪ Board exited Executive Session at 4:06pm and announced no decisions were made
223
224
225

226 **10. Discussion of District Path Foard**

- 227 ▪ Chair requested Rates & Charges update: Sarah – We are moving forward with 11.6.17 (1-2pm)
228 TCD Public Hearing; Public will comment on the R&C proposal; Telephone option for
229 Supervisors to call in if unable to attend; Followed statute precisely for advertising - Paid to post in
230 area newspapers, and required to post notice in 5 locations throughout District; Posted to 17
231 locations, Published in e-newsletter and others avenues
232 ▪ After Public Hearing; TCD Board of Supervisors will consider action to re-adopt R&C Resolution;
233 Should that happen, will immediately submit Resolution to BOCC to request scheduling of BOCC
234 Public Hearing and they will consider taking action; BOCC could choose to hold Public Hearing,
235 take action, or not take action; Richard: Are they (BOCC) required to hold Public Hearing? Sarah:
236 Yes.
237 ▪ In conjunction with that, working with cities whose 1947 boundaries were not incorporated into
238 District; Have all shown some interest in annexing to join District; Will be working with those
239 cities to incorporate by Jan 2018 meeting; Richard: Common for cities to annex? Shana: Becoming
240 more common; Dean: When District formed, that boundary as of 1947 is not included; Areas cities
241 have expanded to are included; Small subset of city boundary
242 ▪ Sarah: Worked with them and their leadership over last year; Process will move forward in tandem
243 with Rates & Charges
244

245 **11. 2018 TCD Elections Process Discussion**

- 246 ▪ Shana: Coming up on election season; Every spring in first quarter; 1st step to choose a District
247 Board meeting where they will approve an election resolution with election details; Richard: By
248 end of year? Shana: Do not have to do by end of year, but longer you delay, less cushion in
249 timeline if incur any issues
250 ▪ Eric: Last election cycle, advertising for elected and appointed started in November, would have
251 had to have already had that done? Would have had to have that done, correct? Shana: Can
252 advertise that you will have open seats coming up; Eric: Would match advertising to prior years
253 process? Shana: Do not have to; Can advertise there is an election upcoming; Eric: Would like to
254 start advertising in Nov/Dec; Board consensus; Will advertise general information starting now
255 and will get specific as election details decided
256 ▪ Sarah: Clarification – Eric asking about advertising in election in general and Shana talking about
257 advertising specific election details post-Board due process meeting
258 ▪ Shana: Will need to make decisions about who will be election supervisor: Eric: Board or Staff?
259 Shana: If it is a Board Member, you are going to have a learning curve; Need to be able to put the
260 time into it; Eric: County staff? Shana: No, they would be paid; Dean: Have had old Staff, former
261 employees, former WSCC employees; Was someone who understands the process; Linda: Is the
262 election supervisor considered to be an appointment? Shana: Yes. Board appoints position
263 ▪ Eric: Using online absentee voting program; Had demonstration last year; Sam: Do not know if
264 implemented; Sarah will check into it
265

266 **AI – Sarah will get update on Thurston County's online voting tool**

267 **AI – Sarah will doodle poll Board on availability for a November meeting**

268
269 **Next Board Meeting Date**

- 270 ▪ Chair would like to meet 11.28; Doug unavailable to poll; Linda will not be in town; Samantha
271 unavailable as well; Sarah: At previous Board Meeting, Board combined Nov/December meetings
272 into one meeting on December 12th; Eric: Too much on Agenda to cover in one meeting
273 ▪ Sarah: Reminder we moved review of Shellfish proposals to December 12th meeting; Participating
274 organizations submitting proposals planning to attend on that date

- Board discussed date options; Sarah: Will send doodle poll for November 17th, 20th, & 21st @ 1pm

12. Partner Reports

A. NRCS, Jeff Swotek

- Environmental Quality Incentives Program (EQIP): 2018 has two sign up periods; First deadline is Nov 17th; Second deadline is March 16th; Easement program applications open through February 2nd

B. WSCC, Shana Joy

- Reminder election season coming up; WSCC Policy Initiative delay with Ron's absence; Figuring out how to Long term funding does have committee formed and work is continuing; Handed out letter from WSCC to TCD Board of Supervisors; It is to get things out in open to be addressed by the District; Happy to provide assistance and access to resources; Preparing for WSCC Annual Meeting on November 30th in Kennewick

C. WACD, Steve Hallstrom

- WACD has new Executive Director; Seeking new lobbyist to replace Jim Jesernig; First year finance committee has covered both the PMC and WACD staff and that is coming together well; Attended today to see if anything TCD would like brought to attention of WACD Board; TCD Board did not identify anything to pass forward to WACD Board

13. Continuation of Board Work Sessions Discussion, All

- Shana: Recommends cancelling and rescheduling (if Board so chooses) November 8th Work Session, since Doug is and unable to participate, Samantha is unavailable, and we have a new Supervisor to include (Linda); Shana: Do you want anyone else involved? Samantha: Ray Ledgerwood and Michelle Fossum; Shana: Staff? Eric: Not this time, maybe at next one
- Sarah: Staff provided one hour prior (to Board meeting) work session at a previous meeting to answer questions and be able to move forward with agenda/action items in the Board meetings; Is this something board wants to do moving forward, if that was valuable for folks?: Richard: Yes, valuable. Eric: Valuable, do not know if can make it all the time; Sarah: Optional, does not require quorum because no decisions are made; Linda: Asked when Board meetings are held; Sarah: Typically Board meetings are last Tuesday at 1pm; Eric: Longer agendas leads to moving up time to earlier in day; Richard: Likes moving meetings to 1pm; Effects Eric's work schedule; Let's move forward and will figure it out; Sarah: Will continue to be available; Board consensus to continue holding pre-meeting Work Sessions
- Ashley: WSCC & MRSC advised we have some form of summary minutes or notes from those work sessions, if there is a quorum present

14. Board Meeting Minutes Review, All

A. Review of September 26, 2017 Regular Meeting Minutes Review, All

Line Edits: None; Minutes not reviewed

Samantha moved to approve September 26, 2017 meeting minutes. Richard needs more time to go through these minutes. Eric: Table to next meeting; Samantha: Good example of importance of brief meeting minutes, with electronic recording if needed; If minutes kept to motions and action items, makes for easier approval and limits need to review multiple times. Linda: If Richard had questions, would he review audio recording and then discuss? Samantha: To avoid miscommunication and interpretation issues, brief minutes are easier to approve; If Supervisor want to know details of discussions, can check audio recording. Eric: Board may need to come back to this at a Work Session to determine path forward with minutes.

B. September 26, 2017 Work Session Minutes Review, All

Line Edits: None

Eric: Do minutes provided in packet meet requirements? Ashley: Yes.

Samantha moved to approve September 26, 2017 Work Session Meeting minutes. Richard seconded. No Discussion. Vote: Eric, Sam, & Richard in favor. Linda abstained. Motion passed.

C. October 2, 2017 Special Meeting Minutes Review, All

Line Edits:

Samantha moved to approve October 2, 2017 Special Meeting minutes. Richard seconded. No Discussion. Vote: All in favor. Motion passed.

15. Financial Report, Amy Franks

A. Monthly Financial report

- Amy distributed 3rd Quarter payroll reports to Supervisors; Introduced reports and asked if Board had any questions
- Richard: Did not make it to Amy's work session but would like to know more about it (subject not stated); Eric: Can motion to table it
- Eric: Check to Steve Davis – Accounting oversight; Two of his invoices combined because he lost one check from earlier this year; 8 months of work; Eric: Billable by hour? Amy: Yes. Hourly rate
- Chair asked Richard if he had any input: Richard – This is something he would like to see formal training on; Amy F: On the check register? Richard: The whole thing; Do one section at a time, maybe an hour each; Asked if everything looks good and has no idea what it is; Ashley: What specifically are you requesting training on? Richard: The whole thing. Ashley: The financial packet? Samantha: The confidential payroll reports you (Richard) are looking at now are separate, not in conjunction with check register; Need to request more information outside of public meeting; Richard: Yes, That's what I'm (Richard) talking about; Amy: Asking for training on the Payroll Report? Richard: Yes, to have a better understanding of it
- Eric: Check to Enduris – Liability insurance for 12 months; This is different than what was budgeted; Who authorized additional payment?; Sarah: As public entity, do not have option not to have insurance to be legally functioning and operating entity; Not an optional expense; Eric: Who authorized? Sarah: As a regular billable invoice, not a payment that requires authorization; Eric: Still want to know who authorized payment? Amy: Three layers of review & approval: Purchase Order (Sarah), Board Auditor (Samantha), and Steve Davis (Private CPA) for a necessary service; Eric: Not disputing that; Richard: They sent an invoice? Yes. Richard: Auditor approved that to be paid? Samantha: Auditor (she) approved when signed check
- Eric: Check to Amy HW -Does it say in details if that is mileage or per diem because Board has asked it to be labeled and it is not; Amy F will look it up
- Sarah: Coming back to Richard's request for more training related to financials; Seeking specifics from Richard on components he would like to receive more training on so we can follow-up; Linda: Would like to understand as well; Richard: All pieces; Work our way through them; Amy F: Pieces of what? Sarah: Of the monthly financial reports? Richard: Yes; Sarah: Okay, have Payroll Reports and Financial Packet; Want to ensure we collect this information so we can respond
- Eric: Requested follow-up from email from Amy to clarify if Staff payment in check register was for mileage or per diem; Eric: Board decision a couple years ago that all employee expenses needed to be listed out under mileage or per diem and it is not in here; Amy F: Is split out that way

in QuickBooks; Eric: Can we get it in here in the future? Amy: Yes. Will not be in the pages you are reading from but will be in cover sheets for check registers

- Eric: Check to Lift; Amy: Stephanie shared transportation for conference in Northern California
- Chair polled Board; No further questions

B. October Check Register

Eric moved to approve October Check Register, with check#s 19376-19397 totaling \$74529.79, with no voiced checks, pending additional information Chair requested. Samantha seconded. Eric & Samantha in favor. Richard and Linda abstained. Motion passed.

AI – Amy F will email Board clarification on Staff reimbursement in October Check Register

C. 2018 District Operations Budget & Staffing Plan Development

- Amy introduced draft 2018 District Operations Budget and draft 2018 Staffing Plan; Open to questions/feedback; Richard: Starting process now, when does it need to be done?; Amy: Good to go into year with approved budget, so would typically approve in December meeting
- Gathering program & grant budgets from program/grant leads; Will share those with Board via email or in the November packet
- Worked well last year and offered again to hold one-on-one meetings with individual Board Supervisors, to assist in digesting all information in draft budgets
- Eric: Is this page an actual or... Amy F: This is proposed District Operations budget; Includes overhead expenses, rent, office supplies, utilities, administrative Staff salaries - Anything not billed to grants
- Eric: (Line 64) Lodging budget? Amy F: WACD and NACD expenses
- Eric: (Line 65) Travel Mileage: Covers all mileage outside grants? Amy F: Yes. Eric: No funding for ferry trips? Amy F: Not out of R&C budget; When that occurs, it has been applicable/charged to grants
- Eric: Airfare budgeted at \$650? Amy F: For one Supervisor and one Staff to attend NACD annual meeting in 2018 (Nashville); Eric: \$650 for two people? Sarah: Note there is a separate column for Supervisor funding
- Eric: No Supervisor mileage/meals/per diem/ferry rides/parking fees/airfare as of yet?; Sarah: What's included is NACD and WACD related pieces that we have done in past; Working with board travel sub-committee to establish that policy and inform that budget moving forward
- Eric: (Line 82) Equipment rentals? Amy: Printer and postage meter
- Amy F: Will get grant budgets in from other program managers and then will schedule meetings with Board Supervisors
- Richard: How do we continue putting budget together if we are only going to have one/two more meeting(s) before end of year?; How do we accomplish that? If we have November meeting, can talk about the Grant budgets, will hold one-on-one sessions to go over budgets, and that was enough last year to equip us to approve budget at end of year; Here and available if you want to call or talk about any of this, anytime
- Richard: Capital Budget (CB) update in regards to Draft Operations budget? Amy F: These pieces do not assume Capital funds for beginning of 2018, except for RCO farm pad funds because will be there as soon as CB passed; Not including Capital funds in form of shellfish/non-shellfish cost-share/TA or CREP, which may come through later; Richard: If CB funds come through, would you have to redo budget? Amy: Yes, Would have to amend the budget
- Eric: What does it look like if we do not get R&C? Sarah: Connecting with folks on that; At this point, premature discussion on 'if we don't get R&C' today; Will have clarity in next couple of weeks to enable a proactive response for next Board meeting; Eric: Hypothetically, if we have

Public Hearing meeting on 11.6.17, and have a TCD Board motion by 11.9.17 to approve R&C again, when does BOCC need to approve by, because funds run out on end of December; Sarah: If TCD Board decides to take action on R&C Resolution for 2018 and it does pass, will immediately re-submit proposal to BOCC; They (BOCC) will then schedule BOCC Public Hearing; Eric: That would takes two weeks, you think? Sarah: Would have to work with County Manager on scheduling; BOCC will also make a decision on whether they want to take action or not; We re-submit the proposal and they will inform us re: their timeline; For our R&C process, need to get our information to the Treasurer's office by December 15th, per statute; It is ready to go; FCS working with Treasurer's office and Thurston County, and everything is ready & prepared for them; Can prepare a budget scenario for a future Board meeting, if we know we are not moving forward with R&C for 2018; Too early to tell and do not want to put speculation out there at this time

- Eric: Hopefully will have another November meeting after 11.6.17 meeting and have a better idea of what is going on

16. Legal Services RFQ Discussion

- Sarah introduced; Board has been working with Sarah, WSCC, & MRSC on Legal Services RFP for an attorney or law firm to be present at Board meetings and to advise the District moving forward; Have created a draft and reached point where Board needs to have some discussion re: moving forward and what they would like present in the RFP; Provided most recent draft (with all Board input incorporated), as well as comments Sarah received; Seeking further direction on the RFP
- Eric: Not seeking motion/vote right now, but seeking final comments? Sarah: Up to Board; Eric polled Board for input; Richard: His understanding, attorney advised Board to get their own attorney; It had nothing to do with District or Staff, but strictly for Board, to guide them in their policy; When reviewing RFP, does not say that
- Samantha: Her recollection of what our lawyer advised, to have legal representation to be here on behalf of the District; Not just the Board because the Board and the District are one entity, not two entities
- Eric: Hearing conflict between two people; Need clarification from Michelle/Enduris on her recommendations; Can we email her? Sarah: After Sarah, Eric, & Richard met (can look back at meeting dates) and discussed this and Sarah printed them off hard copies of RFP – Asked that Sarah email latest draft to Michelle and that Richard was going to follow-up with her about that concern specifically, 'Does it need to be an attorney for the Board of Supervisors or for the District, advising the Board of Supervisors?'; Eric: You understood that Richard was going to call her/follow-up with her; Sarah: At that time, that was what you asked; Richard: Was waiting for the copy you were going to send; This is the first he has seen it; Sarah: This is the same draft provided that day and emailed to Michelle as well; Same copy; Eric: To Richard, Want to get in contact with Michelle and get clarification? Richard: Yes.
- Samantha: Need to make sure that when putting out an RFQ or RFP, with regards to using public funds to represent something, need to ensure representation is for District because if asking for public funds to represent Board, need to be responsible for that for ourselves; There is a big difference in requesting public funds on behalf of the entire District versus just on the Board of Supervisors; Huge differentiation; Eric: Requested Richard makes sure it is clarified when he talks with Michelle

AI – Richard will communicate with Michelle Fossum to clarify if advised to seek legal counsel for the Board of Supervisors only or for the District as an organization

471 **17. Discussion of WSCC Policy Initiatives**

- 472 ▪ Shana: Comments are currently open through November 17th; Suggests reviewing those; More will
473 come out as work continues on each of those policy issues
474 ▪ Sarah: Was emailed out to Board per Doug's request and included in packet in Doug's notes from
475 area meetings
476

477 **18. Resource Technician Position Hiring Update**

- 478 ▪ Amy F: Concluded first round of interviews; Have doodle poll out to sub-committee to discuss
479 those candidates and decide on who to bring back for interviews; Will be in touch on those dates;
480 Eric: Understanding 3 of 7 sub-committee members were present at last meeting; First meeting
481 Amy HW was not there; 2nd meeting she was; Last meeting, only 3 people there
482 ▪ Sarah: Got great candidates, well qualified folks, and looking forward to second round of
483 interviews and moving forward in process
484

485 **19. TCD Relocation Discussion and Path Forward**

- 486 ▪ Sarah: Item Doug requested because it was standing Agenda Item; Allocated 10 minutes to set
487 goals and path forward for relocation; Priority that has been discussed and Doug has alluded to
488 wanting to share more, as he has been to Area Meetings lately; Does Board want to discuss more
489 or wait for Doug?
490 ▪ Eric polled Board for input; Samantha: One of his (Doug's) notes on this was that we have as a
491 Standing Agenda Item but have not discussed in last 4-5 meetings, so should it continue to be a
492 Standing Agenda Item? Eric: Thinks it is important and should continue to allocate time to discuss
493

494 **20. Working Lands Easement Update**

- 495 ▪ Eric: No new updates? Nothing's happened? Sarah: Has been a little bit of percolating
496 development; Most Staffing capacity has shifted towards budgeting, working with legal services
497 RFP, which has not left much time for continuing to develop the Working Lands component
498 ▪ Sarah: Noted that Richard, Eric, & Sarah met with USFW to discuss organizational priorities and
499 how to work together in future and supporting working lands as a component of that; Put out there
500 that District has interest in pursuing easements
501 ▪ Sarah: Reported in September Acting Director Report that she met with Ryan Mello (Pierce CD) to
502 discuss their RFPP process; Got interesting feedback on moving forward; Happy to discuss when
503 Board ready; Board consensus to wait for future date/time to discuss
504 ▪ Eric: Going on four years with no easements at this time; Would like to see paperwork, possibly
505 pulled from NRCS; When met Staff at USFW, they were looking for a TCD easement program to
506 discuss/work from and we were not able to provide that; Would like to have documentation to set
507 us down that path; Would like Staff work on that and bring back to Board sometime in January
508 ▪ Sarah: Noted in September Acting Director Report, RCPP is broad and collaborative program and
509 might benefit District to do grant writing to increase capacity, both financial resources and Staffing
510 resources in order to have a Program Manager to dedicate time and expertise to this initiative
511 ▪ Eric: We still have money available in the 'Unfunded Needs' we have barely touched; Say we
512 should put Staff time into some documentation we can hand over, after Board review; Sarah: We
513 are running on a lean Staff; Capacity is maxed out; Want to make sure that we do this
514 appropriately and make it successful; Would like to see us have capacity to write more grants,
515 secure more funds to use as match, to get a well-developed program, and then have opportunity to
516 use as leverage to get larger grants
517 ▪ Eric: (to Sarah) Thinking January would not be a good deadline for some kind of paperwork?
518 Sarah: Paperwork meaning what? An enrollment packet? Eric: Yeah; Something; We have nothing
519 right now; Sarah: What we need are the funds secured to do the easements...Eric: We have

Unfunded Initiatives account with \$4,500-5k remaining; We are 4 years in, so by January he would like to see some kind of paperwork that would be a start that we would hand somebody; Board would like to review that possibly; No other Board Supervisors provided input

- Sarah: Sharing that we need funding to actually do the easements; Eric: Let's get the paperwork done first; Can go on NRCS website; They have forms already done; We just need Staff to pull those and bring back to Board after Staff's looked at it, for approval; What do you (Sarah) think? Sarah: Can certainly bring NRCS forms for Board to review and see what they would like to move forward with out of that; Would encourage Board to work together with Staff to create a fully functioning program, with Staffing capacity behind it so we can hit ground running and be able to operate the program; The form is a mechanism but if we do not have funding or Staffing capacity; Eric: It is like, which came first, chicken or egg; Sentinel Lands is \$100 million available for Thurston County but if we have no forms to go forward, how do we get the \$100 million?; Richard: Clarifies – *potential* \$100 million in funding available
- Richard: Meeting with USFW went very well; Happy to have us there because did not know a lot about what the District does; Learned a lot about both organizations; Personally thought it was a very good great meeting and a big step forward for us
- Eric: (to Richard) Didn't a certain NRCS employee speak about how if possibly the District is dropping the ball because there is nothing done yet and they are going to look to outside sources besides the District to push that money too; Make sure you (Ashley) get that on the record; We are here, asking you to do it, you responded, and then we go to meetings, and there is money available; People in the meetings say, 'You guys are dropping the ball. We are not going to give you the money'; Here in this meeting to say we are dropping the ball, so let's work together and get it done; Sarah: Absolutely; And, let's be really clear we have had a lot of changes in the District in the last couple of months; And she is fully and totally supportive of making a Working Lands Easement initiative happen at Thurston CD; Gonna work her hardest to make sure that it is done right; So it is a successful program for District that is sustainable; She is happy to work together with the Board and Staff
- Richard: In another meeting, they said if we cannot get it together, they are already looking for other partners; Sarah: Who is? Richard: NRCS; Sarah: Who is it at NRCS? Richard: In a recent meeting; Sarah: It would help her as a coordinating Staff member for this initiative to be involved and be able to be in contact with these people so that can respond to their requests; Richard: Keep in mind that is what they are saying; There is a lot of money potentially available to us
- Shana: Needs to clarify that NRCS does not award money to Conservation Districts for easements; Eric: They do for RCO stuff; Shana: RCO has nothing to do with NRCS; There is RCPP but you have to apply; It is a competitive process; Eric: Jeff shared the date; Why don't we put an RCPP proposal together? Would like to see the District put an RCPP proposal together, possibly for the Deschutes Watershed
- Samantha: Reiterate what Sarah is saying; There are a lot of changes happening in the District; Asking her to put together a program is great, but very supportive of her wanting to put together the right kind of program; We have had issues with other programs that we have rolled out that have not been fully prepared in the past and she is trying to help us by making sure that it is fully prepared
- Eric: Want to say we have been here for 4 years, not necessarily under her (Sarah's) authority...Samantha: She (Samantha) have not; Eric: We have been here for 4 yours and literally have nothing right now
- Sarah: Recognize and hear frustration on that; More than happy to make momentum and progress; Eric: Saying he wants us to have some momentum; Not outrageous to have something to look at by January; Whatever you bring us; Sarah: Absolutely; Thanked Eric for his acknowledgement and

568 she is committed to supporting the Board; Need to make sure they are fully prepared before it is
569 rolled out; Eric: Knows she is; Let's make the first step in progress
570 ■ Sarah: 1st: Cannot change past, but excited to work together in the future; 2nd: Excited to hear you
571 (Eric) are interested in the Deschutes watershed because Amy HW prepared a RCPP grant
572 proposal to do working easements in Deschutes Watershed a couple of years ago; That should be
573 an easier thing to resurrect; Eric: It was under fish though, not working lands; Sarah: It was to do
574 both; It was to do working lands easement with a conservation value, which is common with all of
575 them

576
577 **AI – Sarah will email previous TCD RCPP grant proposal to Board**
578

579 **21. Adjourn**
580

581 Richard moved to adjourn. Linda checked in with Samantha to see if she wanted to continue meeting;
582 Samantha: Just making sure that everyone was aware that do not have to end meeting because Chair is
583 leaving; As Vice-Chair, Linda can take over hosting the meeting; Linda: If we are done, we are done;
584 You (Eric) can finish the meeting because she does not know how to finish the meeting; Linda
585 seconded. No discussion. Motion passed.
586

587 Meeting adjourned at approximately 5:45pm.
588

589 Respectfully Submitted,
590

591
592 _____
593 Eric Johnson, Board Chair



**TCD Board of Supervisors
Special Board Meeting Minutes Transcription
Tuesday, November 21, 2017 (1:00 pm)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512**

Present at Meeting:

Eric Johnson, TCD Board Chair	Samantha Fleischner, TCD Board
Richard Mankamy, TCD Board Auditor	Linda Powell, TCD Board Vice-Chair
Doug Rushton, TCD Board (phone)	Rich Doengnes, Dept of Ecology
Patrick Dunn, CNLM	Amy Franks, TCD Staff
Joe Hanna, Public	Joel Hansen, TCD Associate Supervisor
Amy Hatch-Winecka, TCD Staff	Ron Holtcamp, Citizen
Shana Joy, WSCC (phone)	Ashley McBee, TCD Staff
Sarah Moorehead, Acting Executive Director	Steven Morrison, Citizen
Jane Mountjoy-Venning, TC Env. Health	Allison Osterberg, TC Shellfish Protection Dist
Armand Resto-Spotts, Phillips Burgess, PLLC	Mick Phillips, Phillips Burgess, PLLC
Chris Stearns, Thurston P.U.D.	Scott Steltzner, Squaxin Island Tribe
Jeff Swotek, NRCS	Stu Trefry, WSCC
Jerilyn Walley, SPSSEG	

Eric Johnson: Okay it's 1:00. There are some discrepancies in the agenda and the way that the chair asks for it to be distributed to the public and there are some items on here that seem to not be prepared correctly for this special meeting today. We have certain guidelines that we have to follow on special meetings. I would like to go ahead and cancel the meeting and re-post the agenda properly and reconvene at a later time. Any discussion?

Samantha Fleischner: I don't understand why we're canceling. I think that we have everyone here today, and the public here and it's probably a beneficial thing for us to continue through with the meeting.

Eric Johnson: I agree with that. There are some items on the agenda that I wanted on there and it is a special meeting so we cannot proceed with items that we wanted to cover that are actually in the packet the way the agenda is, so is there a motion to...

Richard Mankamy: I'll make a motion under those circumstances we cancel the meeting.

Eric Johnson: Okay. I'll second it.

Linda Powell: Can I know what those things are?

Eric Johnson: And so now we'll have discussion. Linda, there's some action items, policies, and procedure changes on this agenda that I was, prepared, but this actual one was sent out and it doesn't clearly define on this for, to be able to adopt, is what I'm understanding.

Sarah Moorehead: Can we timeout? I'm not sure, where is that information coming from?

Eric Johnson: You have on the published, delegation of authority, acting director, and treasury discussion. It has it as a discussion.

Sarah Moorehead: Right.

Eric Johnson: Richard sent out to you action item policy and procedure 1.13 and delegation of authority to acting exec, and then he has action item policy and procedure 1.4. Delegation of authority to district director. He sent those out to you. Usually, we meet together. I was on the phone so this doesn't represent what we wanted as an agenda today.

Sarah Moorehead: So, this agenda that you approved as the final that has that line item, when we had talked last on the phone you were going to make an agenda review vision revision to have it stated the way that you like.

Eric Johnson: I don't believe that we can do that. I don't believe that we can do that and be within what we've published to the public. If we go forward on those action items that you have in your packet...

Sarah Moorehead: Right. They're listed as an action item on both agendas.

Samantha Fleischner: So, for flow and public comment and everything, and the way that it's stated on here we have the welcome introductions, the Pledge of Allegiance, public comment, and then agenda review.

Eric Johnson: Mm-hm.

Samantha Fleischner: And in theory, at the point where we did the agenda review we can eliminate things like you said or reword them, I believe, in the public agenda review. So, I think that canceling the meeting because of the agenda review when we haven't done our welcome introductions, pledge, or public comment, would be changing the structure of how the meeting is already laid out.

Eric Johnson: Yeah, were not even in the meeting yet. I'm trying to cancel the meeting because the agenda wasn't done the way it was proposed or...

Samantha Fleischner: This is the one I received.

Eric Johnson: That's not the published one.

Sarah Moorehead: So, Eric finalized the agenda on the front and then there were some changes afterwards and so what we were hoping to do is to – or what Eric was hoping to do was to make some suggested agenda review changes for this part.

Eric Johnson: Go ahead.

Armand Resto-Spotts: Hi, Armand Resto-Spotts, from Phillips Burgess, and we were providing some legal assistance to the board before hand on this matter. And just to clarify, so, my concern was originally that the notice had been published online.

Sarah Moorehead: Mm-hm.

Armand Resto-Spotts: I didn't see the revised agenda.

Sarah Moorehead: Right.

Armand Resto-Spotts: And so, it was my concern that some of these action items weren't spelled out.

83 Sarah Moorehead: Mm-hm.

84 Armand Resto-Spotts: And it was my fear that if the board wanted to take action, I don't
85 think it would be a compliance, it would be okay. Now, I do see you have a revised
86 agenda and I'm curious when that was posted to the public?

87 **Eric Johnson: It was not published to the public.**

88 Armand Resto-Spotts: At all? So, I would have a concern about taking action on those
89 items. That's just a legal opinion I gave the board. Now, I do agree that you could
90 proceed through other portions of the meeting up until that point and then move on from
91 those and schedule an additional special meeting in the future if you want to have those
92 items, to spell those out specifically. And you could certainly still have a discussion on
93 the items that are listed, but I would not be taking action, certainly.

94 **Eric Johnson: Any more discussion?**

95 Linda Powell: It seems reasonable to me to have the meeting and if those things aren't
96 okay to do now, do them later. But everybody's here for a meeting. Get the rest of it
97 done and save those for another time. We won't do them today anyway, so...

98 **Eric Johnson: Okay, I'll go ahead and do a vote then, I guess. All in favor of**
99 **canceling the meeting, raise your left hand. All opposed to canceling the meeting,**
100 **raise your right hand.**

101 Aye.

102 And say aye.

103 Linda Powell: Aye.

104 Doug Rushton: Doug: My hand is raised as well.

105 *Vote: Richard & Eric in favor. Samantha, Linda, & Doug opposed. Motion failed.*

106 **Eric Johnson: Okay, so go forward then, I guess? My second concern is it**
107 **appears that we don't have legal statutory authority to do a proxy or telephone**
108 **vote. It also appears that we don't have a policy or procedure addressing proxy or**
109 **telephone voting. I would like to table this as chair today until legal counsel can**
110 **do the research and advise us on what the law is with 8908 regarding that. We**
111 **can look at new policy and procedure after we've been advised on what the law**
112 **is. In the past we have ruled not to allow things if it's not specific legal or**
113 **statutory authority. Also, there is no policy or procedure in the past that has been**
114 **tabled until we were able to create a policy or procedure and I would like to be**
115 **consistent with the past ruling. Therefore, as chair, I would rule that it be tabled**
116 **until further action can be taken. So, Doug will be able to participate in the**
117 **meeting, but not vote.**

118 Doug Rushton: I think there's a problem there, because as you know, Eric, I've been to
119 a lot of meetings...

120 **Eric Johnson: I can't hear him.**

121 Doug Rushton: ... By telephone and there was no problem then. And it doesn't say yes
122 or no in the statutes. Therefore, that doesn't give you any direction. The precedent has
123 already been set by the board to go ahead and have voting over the phone.

124 Eric Johnson: I can't hear him.
125 Richard Mankamy: I can't understand what he saying.
126 Richard Mankamy: Can anybody else hear him?
127 Female: Mm-hm.
128 Female: Mm-hm.
129 Male: Yes.
130 Chris Stearns: He said the precedent of voting over the phone is been conducted in the
131 past and since he's the oldest board member I believe him.
132 Male: We do it to.
133 **Eric Johnson: Thank you, Chris. In the legislature you can't vote over the phone**
134 **either. That's what I'm going to rule as chair. If you guys want to do a motion to**
135 **overrule the chair then please do so.**
136 Samantha Fleischner: I would just like to add to this...
137 Doug Rushton: [inaudible 0:09:29.0] unilateral decision.
138 Samantha Fleischner: I would like to add to this, Stu and Shana provided us with
139 governing bodies that can hold a public meeting, but I don't believe that as a chair you
140 can just rule. I guess the motion would die if it was 2 to 2, and we're not counting
141 Doug's vote and according to Roberts Rules. It would be a dead motion, not...
142 **Eric Johnson: Too not?**
143 Samantha Fleischner: Two oppositions to 2 for would be a dead motion.
144 **Eric Johnson: To cancel a meeting?**
145 Samantha Fleischner: Correct.
146 **Eric Johnson: Right. Is there any motion to?**
147 Richard Mankamy: We are [inaudible 0:10:08.1] policy to... Is it in our policies and
148 procedures?
149 Sarah Moorehead: There's nothing that allows or prohibits it in our policies and
150 procedures. I did provide some information about holding the meeting by telephone or
151 videoconference that Stu found if you'd like that.
152 Stu Trefry: I just heard this issue might come up today so I just did a quick search on
153 MRSC and what I had provided to Shana and then she to Sarah was basically a part of
154 the Q&A from the MRSC about whether board members can vote or participate by
155 phone. The answer is yes. What's reference there is an HE opinion, so it seems to be
156 allowable and it doesn't really matter what the policies are because it's allowable.
157 **Eric Johnson: Mick, do you have a comment on that?**
158 Mick Phillips: Mick Phillips, with Phillips Burgess. The AGO that you reference is
159 probably 201704 through last March. And it concludes with our opinion on this issue is
160 not without risk. RCW 4230060 provides that actions taken by a governing board are
161 null and void unless the meeting is open to the public and proper notice has been given.

162 Additionally, a member of the public could conceivably bring legal action under RCW
163 423120 to enforce civil penalties against commission members for an alleged violation
164 of the OPMA's requirements. Then it references a Port of Seattle case. OP...

165 Shana Joy: Hi. I'm sorry. If I could break in here. This is Shana Joy from the
166 commission on the phone, and I am at a great disadvantage because I don't know
167 who's speaking right now. If we can do introductions that would be hugely beneficial.

168 Richard (Mick) Phillips: My name is Richard Phillips. I go by my nickname Mick. We
169 have represented the Thurston Conservation as counsel for probably 20 years primarily
170 on contracts or grants or things where Kathy would get a hold of us. We were asked
171 today to be here to advise you and what I'm referencing is that the law on whether you
172 can participate in this manner is undecided and the AGO opinion ends with the
173 conclusion that clarifying legislation could address the subject and eliminate the risk; as
174 mentioned above, other states have. The Attorney General's opinion was that in the
175 particular case where the salary commission was meeting in conjunction with another
176 commission where they asked to be able to use telephoning participation, that they said
177 under that circumstance they felt it was okay, although it was with risk. The MRSC will
178 say there isn't anything against it or for it in state law. And so, you should proceed
179 carefully. Our recommendation is that your policies and procedures should be amended
180 to allow the participation if that's what you as an elected body choose to do, but you
181 don't have to. There's nothing in state law that allows it or prohibits it. So, the AG is
182 saying that basically you're proceeding at your own risk, which is your own personal
183 risk.

184 **Eric Johnson: So, do we need a motion to go forward with allowing Doug to vote**
185 **then**

186 Doug Rushton: If people could speak close to the microphone, that would help too.
187 Thank you.

188 Ashley McBee: I'm sorry, we haven't gotten to the part of the agenda where Eric makes
189 this announcement. If you could speak up whenever you're talking. I didn't catch
190 everything you said and I doubt that this did either, so we probably don't have a clear
191 record of that comment. So, when you speak, please speak up.

192 **Eric Johnson: Go ahead.**

193 Samantha Fleischner: Is it appropriate to make any motion since we haven't been
194 following the agenda yet? Since we still haven't done...

195 **Eric Johnson: We're not even on the meeting yet. We're just trying to get the stuff**
196 **out of the way first. Trying to get these cleared out. And like I said, it appears we**
197 **don't have legal or statutory authority to do proxy or telephone vote, okay? It**
198 **appears that we don't have a policy or procedure addressing a proxy or**
199 **telephone vote also. I, as the chair, am going to table this until legal counsel can**
200 **do the research and advised on the law with respect to the 8908. We are doing a**
201 **policy and procedure after we've been advised on what the law is.**

202 Samantha Fleischner: This is my first involvement with the lawyers present. I didn't
203 know that the board had contacted them. So, it's kind of throwing me for a loop that we
204 have legal representation when we haven't discussed it as a board. And now, were now
205 making motions to go for by proxy voting when a conservation commission member has

206 informed us that it is okay and then said legal counsel has also stated that it's at our
207 own risk. I know that you're reading something, but I'm not sure what you're asking of
208 the board as a whole. If were making a motion? Or for making a motion to create a
209 policy? I guess I just want to understand what you're asking from us.

210 **Eric Johnson: I'm saying that we need a motion to allow Doug to vote in these**
211 **meetings because as the chair, I've decided to table any voting over by proxy or**
212 **telephone until we can get the policy and procedure worked out. In the past that's**
213 **what we've done if it was unclear and there were no clear-cut guidelines for this**
214 **board, we've tabled that and not allowed it.**

215 Samantha Fleischner: So, are we tabling voting for the entire meeting? Or just tabling
216 Doug's vote?

217 **Eric Johnson: We are tabling Doug's vote for the meeting. Yes.**

218 Doug Rushton: Except, Eric, you just contradicted yourself because you said we'd not
219 done it before. We've done it before. As I said, I called in from Ellensburg several times.
220 Probably at least three times. So, the precedent is there.

221 **Eric Johnson: Okay, well...**

222 Richard Mankamyer: I don't know that.

223 Linda Powell: Did you vote during those call-ins?

224 Ashley McBee: Doug, Linda asked if you voted during those call ins?

225 Doug Rushton: I couldn't hear the question.

226 Ashley McBee: Linda asked if you voted during those call ins that you are referring to.

227 Doug Rushton: I'm sure I did. I would have to check the record. But you know, generally
228 we have several votes during each meeting, so if I attended the meeting I'm pretty sure
229 I probably voted on whatever it was we talked about. But we have to check the records
230 to be conclusive. I think we get wrapped around the axle of a procedural thing here
231 that's really unnecessary and unwarranted.

232 **Eric Johnson: Okay, I don't hear any motion by any of the board members, so**
233 **consider it tabled and no voting will take place by audio or by proxy or telephone**
234 **voting. Okay?**

235 Doug Rushton: Could you repeat that please?

236 **Eric Johnson: Can you repeat it, Ashley?**

237 Sarah Moorehead: Eric said that as the chair, he tables your ability to vote over the
238 telephone for this meeting.

239 Linda Powell: Because no motion...

240 **Eric Johnson: Because no motion was put forth to allow it.**

241 Sarah Moorehead: Because no one has put forward a motion to allow you to vote at this
242 meeting. Did you hear that, Doug?

243

1. Welcome, Introductions, Audio Recording Announcement and Pledge of Allegiance [0:19:20]

Eric Johnson: Okay. Go ahead and go forward. All right. Welcome, everyone. TCD Board of Supervisors special meeting agenda, Tuesday, November 21, 2017. We're starting a little late, 1:20. Introductions will start to my left.

Samantha Fleischner: TCD board.

Richard Mankamy TCD board auditor.

Linda Powell: TCD board.

Eric Johnson: Go ahead on the back wall there on the left.

Joel Hansen: Associate.

Eric Johnson: Thank you, Joel.

Allison Osterberg: I am with Thurston County and the coordinator for the Henderson Inlet Nisqually Reach Shellfish Protection Districts.

Eric Johnson: Welcome.

Jeff Swotek: USDA, NRCS.

Amy Hatch-Winecka: Staff.

Steven Morrison: I'm on the WRIA 13 Lead Entity Process.

Ron Holtcamp.

Scott Steltzner: Environmental Program Manager, Squaxin Island Tribe.

Richard Phillips: Phillips Burgess.

Armand Resto-Spotts: Phillips Burgess.

Patrick Dunn: Center for Natural Lands Management.

Rich Doenges: Department of Ecology.

Joe Hanna: Public.

Patricia Hickey: I'm the Executive Director of the Washington Association of Conservation Districts.

Jerilyn Walley: South Puget Sound Project Salmon Enhancement Group Project Manager for WRIA 13.

Amy Franks: District Accountant.

Sarah Moorehead: Staff of the District.

Ashley McBee: My name is Ashley McBee and I'm staff here at the district and a reminder to please sign in. I will make sure that makes it around.

Stu Trefry: Conservation Commission.

Chris Stearns: Associate board member since 1994. And Thurston PUD Commissioner. By the way, we've doubled in size in the county since October.

279 Sarah Moorehead: Introductions on the phone? Shana and Doug?
280 Shana Joy: This is Shana Joy, Regional Manager with the State Conservation
281 Commission.
282 Doug Rushton: Doug Rushton, board member.
283 **Eric Johnson: And Eric Johnson TCD Chair. We are audio recording this meeting.**
284 **And for those of you who wish to join us in the Pledge of Allegiance, please do**
285 **so. Richard, will you lead us?**

286 RW: I pledge allegiance to the flag of the United States of America, and to the republic
287 for which it stands, one nation, under God, indivisible, with liberty and justice for all.

288

289

290 **2. Public Comment [0:22:29.1]**

291 **Eric Johnson: Okay, we have five minutes for public comment. Do we have a**
292 **sign-up sheet for public comment?**

293 Samantha Fleischner: I was here before everyone, so if you would like assistance as of
294 first come first serve type?

295 **Eric Johnson: No, I would like to have... We need to have a sign-up sheet. We**
296 **didn't have a sign-up sheet?**

297 Ashley McBee: We passed around our normal...

298 **Eric Johnson: Why don't you bring forth the sign in sheet and we will use that?**

299 Samantha Fleischner: I don't think it's been around the entire room yet.

300 Sarah Moorehead: Why don't you ask for a public comment for these folks so far? And
301 then as they're doing that I'll send it around to the rest of the group.

302 **Eric Johnson: We only have five minutes. Steve Morris?**

303 Steve Morrison: It's Morrison.

304 **Eric Johnson: I'm sorry. Steve Morrison.**

305 Steve Morrison: Good evening. My name is Steve Morrison. I am on the WRIA 13
306 watershed restoration process. I understand you have an item on the agenda regarding
307 number five, an executive session. Is that still on your agenda today?

308 **Eric Johnson: Um, we have two executive sessions on the agenda at this point.**
309 **One is to...**

310 Steve Morrison: That is usually a yes or no answer.

311 **Eric Johnson: Yes.**

312 Steve Morrison: Thank you very much. I'd like to point out that I've been on the lead
313 entity process, not since it began, but since 2002. I've seen a lot of things happen. I was
314 there first as staff for a great period of time; I'm now there as a citizen, representing
315 myself and the interests of Thurston County in restoring watersheds. I understand that
316 there is a question about, I guess one would call it a conflict of interest. And I'd like to

point out that this is the very first time that myself and the watershed committee has heard about this. I understand that there was also a process to investigate that. I've certainly not been approached. And there are four of us citizens that are sitting here that know quite a lot about what has happened recently. You know, we teach our kids in Sesame Street to notice things that are the same. Oh, they have the same names! Oh, that's nice! Well, issues of conflict of interest are more than similarities like that. I'd like to point out to you that the policies that you have instituted, that lead entity process prohibit a lot of the things that I have seen innuendo-ly addressed in this situation. I'd like to say we never had issues as purported come forth and have a problem. We understand that there are individuals that have same names that have different roles and responsibilities. They are professionals. They do a professional job. They address issues of conflict as we would in the judiciary. As I have in sitting on the state shoreline hearing board as a county representative. I would like to point out that your procedures prohibit conflicts. AH is our Lead Entity Coordinator. She is related to an individual that is with the South Sound Salmon Enhancement Group. Those are different groups. We have citizens on the committee. We have review of that process, but I'd like to point out she is very procedurally oriented, making sure that people know that this is an issue. She brings it up at the meeting and she re-creates herself from evaluation of any of the reports/projects that go through. I've been with the committee for a very long time. I am very disappointed in the board's not approaching any of the members of the board to find out what truth is and what facts are. It's easy for innuendos, but I really think you're looking at a witch hunt here. I want the board to recognize that your actions do have implications. Lead Entity Process has been with the board for quite some time and has found a nice home here; however, your actions do have implications. I hope you realize that in your process. I will lend the rest of my time to others here that I see would want to speak towards that. Thank you very much. Do you have any questions?

Eric Johnson: Thank you, I have one minute left for public comment. I have Ron (I don't want to butcher your name).

Ron Holtecamp: My primary interest in being here today is to find out what the board may have as far as a strategic plan relative to the lack of rates and charges being adopted.

Eric Johnson: Thank you, thank you. Next, I have Scott.

Sarah Moorehead: Scott Steltzner?

Eric Johnson: Yes, sorry.

Scott Steltzner: Environmental Program Manager with the Squaxin Island Tribe. I want to point out that the tribe represents one of the statutory conveners of the Lead Entity. Remind the board the purpose of the Thurston CD is the fiscal agent. That's your job. That's what you [inaudible] to do. If there are things going on, and the tribe does not involve itself in personnel issues as far as administering the fiscal portion of what you're doing. But we do involve ourselves in how the Lead Entity works. And were very concerned about, that this is a process that is transparent, that is open, and that is functional. Thank you.

Eric Johnson: All right, that's all the time I have for public comment. Any other public comment can be submitted in writing.

Rich Doenges: Could I? I promise it won't be more than a minute.

361 **Eric Johnson: Okay. Go ahead, you've got a little bit of time left on here. State**
362 **your name.**

363 Rich Doenges: Rich Doenges. I'm the Section Manager for Water Quality and
364 Department of Ecology. My purpose coming here today is just to note the great working
365 partnership the Department of Ecology and Southwest Region Water Quality has had
366 with the Conservation District. Your staff had worked with us and done excellent work at
367 Henderson Inlet, Nisqually Reach, and the Deschutes Watershed. Our progress in
368 improving water quality is a direct result of the partnership that you have here. And the
369 reason I'm here today is I just recently learned about your financial woes and it's going
370 to be a tremendous loss. So, I'm encouraging supervisors here to take every action they
371 can to restore funding and to the best of their ability, pursue grants. Let us know what
372 we can do to help. We may not have money, but maybe we can help in other ways. And
373 also, to repeat a cliché, as every organization, that the strength of an organization is its
374 staff, and it's the people that work for the organization, and so I'm sure you're facing
375 tough choices what to do with insufficient resources. Again, I want to encourage you to
376 make every effort to keep your trained and experienced staff working for you. Because
377 their loss will be a loss to the community. Thank you.

378 **Eric Johnson: Thank you. Any other public comment, go ahead and submit it to**
379 **us in writing. Sorry, Joe.**

380 Joe Hanna: That's okay. I'll submit it in writing.

381 **Eric Johnson: Okay.**

382

383 **3. Agenda Review [0:30:32.5]**

384 **Eric Johnson: We can do more public, towards the end of the meeting if any**
385 **recommendations/want to get more public comment in?**

386 Richard Mankamyer: Let's get through the agenda first.

387 **Eric Johnson: Okay. I take that as a no. Or you mean go through the agenda and**
388 **then decide on public comment afterwards? Okay. I would like to, I think I'll just**
389 **go with any suggestions.**

390 Richard Mankamyer: Which one are we working off of?

391 **Eric Johnson: We are working on the one that was published, and the one that**
392 **was published was this one right here. You can see a visual copy. It would've**
393 **been the first one in your packet. Yes, Joe?**

394 Joe Hanna: Is that the 279-minute total? Or the 239-minute total?

395 **Eric Johnson: Thank you for identifying it. It's the 239 total.**

396 Samantha Fleischner: I don't have a copy of that one.

397 **Eric Johnson: Samantha doesn't have a copy of that. The 239 is what was**
398 **published and that's what we need to go off of is what we've been told.**

399 Samantha Fleischner: Yeah, I'd like to discuss item number 11. I received those with my
400 packet and...

401 **Eric Johnson: This is agenda review. We're not going to discuss it now. We're**
402 **going to move them around.**

403 Samantha Fleischner: Oh, no. I'd like to discuss it now.

404 **Eric Johnson: We are under agenda review, we're not in the topic of the...**

405 Samantha Fleischner: Let me just, there's a reason why making a statement.

406 **Eric Johnson: Okay, well were doing the agenda, setting up to move it around. It's**
407 **either stand, or do you want to move it to somewhere? I'm not, I don't want to**
408 **take statements right now. I want to tackle the agenda, okay?**

409 Samantha Fleischner: I'd like to remove item 11 then.

410 **Eric Johnson: Okay. Anybody else want to remove 11?**

411 Doug Rushton: I'm good with that.

412 **Eric Johnson: Okay, so I don't want to remove it.**

413 Richard Mankamy: I'd leave it on.

414 Linda Powell: I'd leave it on.

415 **Eric Johnson: Okay, so we have a 3 to 2 consensus.**

416 Samantha Fleischner: That wasn't a motion.

417 **Eric Johnson: Nobody said it was a motion. Okay? Anything else? Otherwise...**

418 Ashley McBee: I'm sorry, can you recap what just happened for me?

419 **Eric Johnson: What happened was Sam would like to move...**

420 Samantha Fleischner: Samantha

421 **Eric Johnson: Samantha would like to get rid of item 11 and Doug said he was**
422 **okay with that, and agreed. And myself, Richard, and Linda, said we wanted it to**
423 **stay on the agenda.**

424 Ashley McBee: Thank you.

425 **Eric Johnson: No more agenda revisions? I'm just going to start going down the**
426 **agenda then.**

427 Doug Rushton: I would like to make a point of order here. You counted me as a vote for
428 number 11, but you said I couldn't vote before. So, I think you need to be consistent.

429 Linda Powell: That wasn't an official vote.

430 **Eric Johnson: It wasn't a motion, it was a consensus.**

431 Samantha Fleischner: But his opinion doesn't count, according to what you stated.

432 **Eric Johnson: Okay, well I won't do that again.**

433 Doug Rushton: So, I have credibility with consensus, but not with a vote even though
434 I'm a full supervisor?

435 **Eric Johnson: Oh, this is gonna be fun.**

436

437 **4. Partner Reports [0:34:26.1]**

438 **Eric Johnson: All right, so partner reports. Mr. Jeff Swotek, how are you today?**

439 **A. NRCS, Jeff Swotek**

440 Jeff Swotek: I'm here.

441 **Eric Johnson: You're there, all right!**

442 Jeff Swotek: Just real briefly, I'm not going to take a long five minutes, but for the
443 Environmental Quality Incentives Program round one sign-up we had 39 applications.
444 Less than last year, and I'm kind of grateful because we're all burned out. But 39
445 applications was busy and a really good month. We're looking forward to that. Round
446 two Environmental Quality Incentives Program applications are due March 16. So,
447 there's still time for people to sign up under that round. Between November 17 and
448 through January 1, we will be busy starting to work on the applications. Outside of that,
449 there's nothing else, unless there's questions.

450 **Eric Johnson: Thank you, Jeff. Any questions for Jeff?**

451 Linda Powell: Financing for those? Funds available for those?

452 Jeff Swotek: For round one, yes. They're telling us to go forward. Round two, yes. The
453 last I had heard we're going to have it covered, basically. But they said expect to
454 receive about as much funding as we did last year.

455

456 **B. WSCC, Shana Joy**

457 **Eric Johnson: All right. WSCC. Shana Joy.**

458 Shana Joy: Hello everybody. Thanks for allowing me to participate by phone today. I
459 apologize for my squeaky voice. I want to steer away a bit from the traditional updates
460 and announcements that I share with you during the SCC partner report so I can share
461 my own concern about the open public meeting act that I believe I'm hearing, in that
462 three board members appear to have decided how today's board meeting will go, to the
463 exclusion of the other two board members. There's a whole lot more at work here. And I
464 continue to be concerned just like I stated in my November 1st letter. I was hoping to see
465 different behaviors, but I guess that isn't going to be evidenced today.

466 **Eric Johnson: All right. Any questions for Shana?**

467 Richard Mankamyer: I didn't hear what she said. I couldn't hear.

468 Linda Powell: Is that the best microphone we've got?

469 **Eric Johnson: Sorry Shana, but the two, some of the board members didn't hear**
470 **what you said.**

471 Sarah Moorehead: Try this speaker and see if it's better. It wasn't registering.

472 Ashley McBee: Can we take 10 seconds and move that over there?

473 Shana Joy: [Inaudible due to movement of equipment 0:37:16.3] ...to the exclusion of
474 the other two board members.

475 Male: That's not correct.

476 Joe Hanna: I have a question for her.

477 **Eric Johnson: Okay, go ahead Mr. Hanna.**

478 Joe Hanna: Joe Hanna, public. I'm wondering what conclusions are, what facts your
479 conclusions are based on since you're throwing something that inflammatory out.

480 **Eric Johnson: Did you hear that, Shana?**

481 Shana Joy: I think I did and I'm interested to know why a member of the public is being
482 involved in this particular discussion item right now. It's based on perception. I don't
483 hear anybody else speaking in the room unless you're texting each other.

484 Linda Powell: I couldn't quite hear what your original...

485 Shana Joy: There is no discussion.

486 Linda Powell: I couldn't quite hear what your original statement was very well. Your
487 sound is a little better now.

488 **Eric Johnson: Okay, well, I guess I'm just going to move on because I don't know**
489 **what else to do.**

490 Linda Powell: She's asking for discussion on what she just said, I think.

491 Sarah Moorehead: Shana, we have some better speakers out now. Would you restate
492 what your original concern was? Linda has asked you to restate that.

493 Shana Joy: I said from what I'm hearing, not being in the room, it appears that three
494 board members may have been in discussion before the board meeting today and
495 decided how today should go in the exclusion of the other two board members. Those
496 sorts of discussions are open public meeting act violations if you're not careful. And the
497 way things are being presented and handled today concern me about that.

498 **Eric Johnson: Did you want to ask your question again, Joe?**

499 Joe Hanna: No.

500 Linda Powell: I think some discussion is relevant here.

501 **Eric Johnson: Go ahead Linda.**

502 Linda Powell: I'm not sure why you say three board members. I'm not sure who you're
503 referring to since three of us voted in favor of continuing the meeting.

504 Shana Joy: I'm stating my concern for the record, that's all.

505 Stu Trefry: Stu Trefry, Conservation Commission. I just got a text from Shana if I had
506 any thoughts on this, and I do. The original point that Mr. Phillips made with regard to
507 the Open Public Meetings Act and the Attorney General Opinion, I think what the AG
508 was envisioning, I guess, was a different working environment; a more cooperative
509 working environment than we see here. And so, yes, you can do it at your own risk, but
510 if you're in an environment that's open and public and you dotted all the I's and crossed
511 all the T's, you shouldn't be worried, right? That's my concern, is you've made a
512 unilateral decision to exclude one board member based on a concern about liability.
513 And I guess in this working environment, that's a valid concern because someone's
514 going to sue somebody I guess. I don't know. Or somebody's going to argue or write
515 something down. I, its, I've never seen an environment like this in a conservation district

516 board. I've been doing this for a long damn time. You should be ashamed of yourselves.
517 On the record. And so, I hope that as we move forward you can figure out how to
518 cooperate with each other, protect this district, keep your eyes on the district, and what
519 the district is authorized to do. I'm pretty emotional about this because I've spent my life
520 working for conservation districts and I've just never seen anything like this in my life.
521 That's where I'm at. I hope everybody in the room can leave whatever battle axes they
522 have at the door and work a little more cooperatively than what I've seen in the previous
523 meeting. You guys did great working together on your long-range plan. That was really
524 nice to see. I thought, well maybe there is some hope here. The last two meetings I've
525 attended, not so much.

526 **Eric Johnson: Well, let's go forward and try to get back to that. We'll try to come**
527 **up with a policy on proxy and phone conversation as well. Does the board agree**
528 **that maybe we should action item, get that done, get something...?**

529 Linda Powell: Can we do it now?

530 **Eric Johnson: No, I don't think we can do it now. Go ahead.**

531 Richard Phillips: Richard Phillips again. Proxy, no.

532 **Eric Johnson: Proxy No?**

533 Richard Phillips: Proxy, no, because that's not what you're going to have today. Our
534 recommendation is that you have a policy. And if the policy is that board members can
535 participate in the meeting telephonically/electronically, then it needs to be something
536 better than today where Doug's trying to hear us and we're trying to hear him and
537 people have to ask. I think you need better equipment. Policy, number one; equipment
538 number two. Not big issues. Our recommendation is if you choose to have the
539 telephonic meetings, you do it the way that the public and everybody else can hear and
540 vice versa.

541 **Eric Johnson: And: on the same...**

542 Richard Phillips: However, the system is set up, the idea is that it's the functional
543 equivalent of someone being here, where you can hear them and they can hear you.
544 And since the state law doesn't prohibit or allow it, our recommendation is if you want to
545 allow it, put it in your policies, have the equipment set up so that it's easy and seamless
546 and not a big issue. That's what we're telling you, is that you should have a policy. If you
547 want to prohibit it, that's fine, but you cannot have a proxy. A proxy isn't going to make it
548 for an open public meeting. You can't just have somebody else vote for you.

549 **Eric Johnson: Thanks for the clarification. So, does that sound good? All right,**
550 **let's get this going. Now we have an NACD/WACD, Mr. Rushton.**

551

552 **C. NACD/WACD, Doug Rushton**

553 Doug Rushton: One comment before I get into that. I never mentioned a proxy. All I
554 mentioned was telephonics.

555 **Eric Johnson: Okay.**

Doug Rushton: NACD meeting is January 27-31 in Nashville, sign up for that. Information is on the website. NRCS grant to NACD has \$9 million in pass through. For all the states, the 58 states and their territories, Washington state has five projects in mind for that. We'll see if we can get it. [Inaudible 0:45:28.6]. For WACD next week, the 27th through the 29th in Kennewick is our annual meeting and we've hired a lobbyist firm with Ben Brady and [inaudible 0:45:47.3]. And I invite Patricia Hickey, did you have anything you want to add to that?

a. Welcome Patricia Hickey, WACD Executive Director

Patricia Hickey: Doug, not at this time. I just thought I was here to introduce myself and I think I'm going to come back another time and do that in an appropriate way. But I am a Thurston County homeowner. I'm sorry, Doug, do you want to keep going?

Doug Rushton: No, I'm just going to say that that's my WACD/NACD the report.

Patricia Hickey: Okay.

Eric Johnson: Thank you, Doug.

Patricia Hickey: You are now introducing me? I'm the new Executive Director of the Washington Association of Conservation Districts and I worked with conservation districts, like Stu, my whole life. And I'm here because I believe so deeply in them as community builders, as just real local institutions, and so this is my district. I'm not homeowner in this district and man, I really hope that we can work through this. It's heartbreaking. I mean, typically conservation district board meetings are my favorite places to be in the whole world, I mean, really. And so, I'll be back and hopefully at a more hopeful, future-oriented time, but we have an open-door policy. Our office is in downtown Olympia and we're here to help and be supportive to all of you, working really closely with the commission as a strong partner, and the NRCS, and all of our other partners, I'm sure, we'll pull through and we'll have hopefully a productive future. And that's what I'll say now.

Samantha Fleischner: Thanks, and welcome to the area.

Patricia Hickey: Thank you.

Eric Johnson: Okay, I just realized that I screwed up on the agenda. I wanted to wipe that number 6, that executive session performance of a public employee. Would it be too late to do that now? Since I closed the agenda review?

5. Executive Session: To Evaluate a Complaint/Charge with Potential for Litigation [0:47:44.7]

Eric Johnson: Okay. So, we'll go into executive session to evaluate a complaint against a public employee officer for 30 minutes. And we'll start at – I have 1:48 right now. If we can get out in two minutes, we'll start at 1:50. And then board members and legal counsel, Mick, and then that's it.

Doug Rushton: I think we should talk about, as the board, whether we want Shana involved or Sarah.

597 Linda Powell: I don't have any preferences about who gets to com in.
598 **[Several speak at once.]**
599 Linda Powell: So, we're not inviting Shana at this time?
600 Sarah Moorehead: It's up to you guys.
601 Female: Just legal counsel?
602 Samantha Fleischner: I would say Shana and Stu, we need them right now.
603 Ashley McBee: I'm sorry, could we get some quiet in the back of the room?
604 Male: Hey, Eric, some clarification on the agenda. The rates discussion is still on there.
605 **Eric Johnson: I wanted to put it on there, but I think we'll end up trying to get it in**
606 **under budget discussion because it's part of our budget, so...**
607 Male: It's 10 minutes' worth of discussion or something?
608 Steve Morrison: Are you going to be announcing when you're done?
609 **Eric Johnson: Yes, we will be.**
610 Steve Morrison: Thank you very much.
611 Sarah Moorehead: I just want to quote clarify real quick, no Shana, just Board and legal
612 representation?
613 Two male voices: Yes.
614 Male: I'm going to try...
615 Doug Rushton: We're back.
616 Sarah Moorehead: Shana, have you hung up? Shana, if you haven't yet... Okay.
617 *Recording Pause*
618 Sarah Moorehead: Shana, are you here?
619 Shana Joy: Yes, I'm here.

621 **6. Executive Session: To review the Performance of a Public**
622 **Employee [0:49:55]**

623 **Eric Johnson: All right, we're out of executive session, no decisions were made,**
624 **and we came out at 2:00. It is now 2:02. I would like to put a motion on the floor to**
625 **get rid of the executive session to review the performance of a public employee.**
626 Richard Mankamyer: Is that number six?
627 **Eric Johnson: That is number six.**
628 Linda Powell: I second.
629 **Eric Johnson: Linda seconds. Any discussion? All in favor signify by saying aye.**
630 Several responded: Aye.
631 **Eric Johnson: It's unanimous.**

632 Doug Rushton: Actually, that's a no, Eric. I didn't get to vote; that needs to be noted.
633 Richard Mankamy: He's not voting [laughs].
634 *Vote: Eric, Samantha, Linda, & Richard in favor. Doug noted on record as unable to*
635 *vote. Motion passed.*
636

637 **7. Board Meeting Minutes Review – Action Items [0:50:45.0]**

638 **A. September 26, 2017, Regular Meeting minutes**

639 **B. November 1, 2017 Regular Meeting minutes**

640 Samantha: Just real quick, we can't take any action items until the hour of allotted
641 executive session.

642 **Eric Johnson: We're just going to do the discussion of board meeting minutes**
643 **review over the next hour, to make sure that we don't miss anybody that left and**
644 **wanted to come back and have discussion on that.**

645 Linda Powell: What time is that hour over? Because we started a while back.

646 **Eric Johnson: Let's see, I am going to have to do some math.**

647 Samantha Fleischner: We went in at 1:21.

648 Linda Powell: So, 2:21?

649 Samantha Fleischner: Then at 2:50 we can start playing catch up.

650 Stu Trefry: Do you want to consult legal counsel to see if you're really on thin ice there,
651 or not?

652 **Eric Johnson: No, I think we're okay.**

653 Stu Trefry: So, what are you going to do in the next 50 minutes?

654 Samantha Fleischner: I have a suggestion.

655 **Eric Johnson: Go ahead.**

656 Samantha Fleischner: We could skip the agenda items that need action items and
657 proceed with the rest of the agenda that doesn't need action items. Instead of basically
658 discussing stuff for...

659 Stu Trefry: I see where you're going.

660 Okay. [Several agree].

661 Richard Phillips: My understanding was that you had a 30-minute executive session
662 that's ended early.

663 **Eric Johnson: Correct.**

664 Richard Phillips: Not that you had a one-hour executive session.

665 **Eric Johnson: Right. So, we had a 30 minute and then another 30 minute. We're**
666 **going to wait for the first 30 minute.**

667 Linda Powell: We canceled that one.

668 Richard Phillips: When you held that second, third, you would've brought everyone back
669 in after 30 minutes, and then you started a second 30 minutes. So, I figured that the 30-
670 minute clock that you're on hasn't ended, and you have a second one that never started
671 and you've now stricken from the agenda.

672 Linda Powell: Great.

673 Samantha Fleischner: So, we know we need 30 minutes for that. At 2:20, versus 2:50.

674 Richard Phillips: Right, and so, instead of waiting the full 30 minutes, although that's
675 what's announced, you've decided to go through some of the discussion items, so that
676 the meeting doesn't go on and on and on and on for four hours.

677 Male: Okay.

678 **Eric Johnson: Monthly financial report, Amy Franks. Wait, I've screwed up. Board**
679 **meeting minutes review is where we're at. Sorry, Amy. Any discussion on it?**

680 Richard Mankamyer: It says it's an action item, can we do that?

681 Linda Powell: Yeah, I thought we were skipping action items.

682 **Eric Johnson: Action item. Okay. It's says it's an action item; okay. So, we'll back**
683 **up again. Monthly financial reports. Amy Franks. Monthly financial report A, Amy.**

684

685 **8. Financial Report [0:53:33]**

686 ***A. Monthly Financial Report***

687 Amy Franks: Okay. There was a program financial report notes cover sheet in your
688 packet. It should be the first item for financial reports. I usually just ask if there were any
689 questions on the reports.

690 **Eric Johnson: Is the Visa statement in here?**

691 Amy Franks: Not this time. Eric, I apologize for that. I can email it out if you'd like.

692 **Eric Johnson: I'd like to see it as part of the financial report. Any other questions**
693 **for Amy?**

694 Samantha Fleischner: It looks great. Thank you, Amy, for doing such a good job.

695

696 ***B. November Check Register – Action Item***

697 Amy Franks: Thank you. Are we skipping the check register for now?

698 **Eric Johnson: Yeah. We'll skip that.**

699

700 ***C. 2018 Budget Discussion***

701 **Eric Johnson: All right. 2018 budget discussion.**

702 Amy Franks: Okay, well, let me grab Preston, because he's going to help with the visual
703 aids.

704 **Eric Johnson: Are you going to do it on the screen?**

Amy Franks: Yes. Some of the people in the room got a 2010 budget development packet. If you don't have one, there are some extra copies next to Sarah if you want to circulate those. I'll just kind of read through it and make some references to the screen where applicable. As we are all aware, were going into 2018 without rates and charges or assistant funding. This will result in just over a \$400,000 loss to district revenue that primarily pays for district operations, administrative and executive financial staff, facilities and utilities, and most costs to keep the doors open. We do, however, have \$645,000 in secured grant funding for 2018. Additional proposed \$298,000 in Shellfish Protection District grants. The protection district would have received approximately hundred and \$50,000 for their 2018 work program from our rates and charges. So, the future of that is unknown for the pending. These things considered, it's imperative to develop a mechanism to administer, supervise, and account for potentially \$944,000 in grants during our lack of rates and charges to honor our grant obligations and keep providing valuable district services to the county and our constituents. Some of these grants provide an allocation of overhead, typically an additional 25% of the salaries and benefits incurred on the grants. So, this income offsets our operations and facilities costs. I provided three budget scenarios in the following pages. Go to budget comparison. This budget on the left is a punitive district budget for 2018. This is inclusive of all of our grants and programs revenue, and all expenses. This does include rates and charges. This is now an impossibility, but I wanted to put that up here to provide perspective on what we want. This would have provided us with a little bit of a net income going into the year. The second scenario is a cumulative budget without rates and charges, but with a fully funded Shellfish Protection District program. And this is also unlikely because approximately half of these funds would have come from our rates and charges collections. But we don't want to discount the fact that there may be other sources of revenue to supplement that loss. The stakeholder group, and the county commissioners, and our board will have to weigh in on that, but I just wanted to include as a possibility. The third scenario is what we're likely facing going into 2018, which is no revenue from rates and charges, and a reduced Shellfish Protection District program. The protection district fund has about \$150,000 in it from previous years. So, those will have to be used in the existing mechanism in some way. And we have proposed a lion's share of those programs. Presumably, we may get close to this amount from the protection district funds. This scenario, which is again our likely situation, leaves us with a net loss of \$196,000. Then, if we can put it back a little bit, there's a net/net loss of \$235,000 when we include some other expenses. What I've done, to come up with this plan, is to reduce staff time across the board. Everybody would have a reduction in hours and I've enrolled everybody in Employment Securities Shared Work Program. If you're not familiar with the program, it's a way for employers to reduce staff hours between 10 and 50% and then the employee receives partial unemployment benefits for the time that they're not working. So, I've initiated that and this is a way that we can keep our highly trained, valuable, years of experience staff in the district performing all of the grant deliverables that we've had over here with a reduced budget, reduced salaries and benefits by \$267,000. This is a plan that would enable us to function in 2018. For the deficit, \$235,000, I am proposing that we reinstate our line of credit at Timberland Bank. We had a line of credit about seven years ago. This exact scenario happened. Grants were few and far between and we had three people go into the shared work program for almost a year. We were able to keep those people and provider services and perform the grant deliverables that we had while

753 keeping them employed. I guess my proposal to the board is to meet with the bank right
754 away to get that going. Seven years ago, we had a line of credit of \$150,000, and
755 between then and now we have doubled our budget, doubled our capacity, and so I
756 don't see an issue with reinstating it. We can also ask the commission for some help
757 with funding, and our staff has already hit the bricks applying for new grants. Stephanie
758 had \$25,000 almost literally fall in her lap in the last couple of months, so there are
759 agencies and contributors out there that we can start talking to. Remember that this
760 would be the deficit for the entire year, and so this is if nothing else happens up here. If
761 the capital budget rates moves, that's going to reduce this number. If we get other small
762 grants or big ones, that would offset this number.

763 Samantha Fleischner: I have two questions.

764 Amy Franks: Sure.

765 Female: So, how many staff members are affected. Is it the entire staff?

766 Amy Franks: It's everybody.

767 Samantha Fleischner: Okay.

768 Amy Franks: If we go to scenario three, staffing plan, there are a lot of numbers here
769 and this is the entire staff, but over in the notes column we can see that everybody has
770 had a reduction in staff time between 10 and 38%.

771 Samantha Fleischner: Okay? And then what happens if we lose further funding from
772 grants and stuff of other stakeholders that are in the run? What happens to the district if
773 we lose further grant funding?

774 Amy Franks: Then we keep reducing and keep reducing.

775 Samantha Fleischner: Okay, and is all the staff okay with that? How does the staff feel
776 about this?

777 Amy Franks: I think we have consensus that people want to stay and are willing to get
778 by on this for a short period of time.

779 Sarah Moorehead: This is Sarah Moorehead. I am serving as Acting Director at the
780 District. First, I want to thank Amy for the hours and hours of really hard work that she's
781 put into pull this information where we're all collectively moving into uncharted territory
782 and so being able to have as much information as possible to put before you all to make
783 decisions, I'm just really grateful for her expertise in putting this together. The across-
784 the-board reduction in staffing hours is done for a couple of reasons, and one is to
785 minimize the impact that we have on our community. This is definitely a great financial
786 loss and rather than cutting specific expertise or specific programs, or not being able to
787 offer them any more to folks in the community, this will still have an impact, certainly, on
788 the workload that we're able to produce, but is to try and retain all of the great programs
789 and services the district has. And so, I think that's why their support in that. The staff
790 believes in the district. It believes in the work that we do and would certainly like to work
791 together with the board to see us through this period of time.

792 **Eric Johnson: Is the district as an entity liable for the line of credit, or is it the**
793 **individual supervisors liable for the line of credit?**

794 Amy Franks: I don't know at this point. I would think ultimately you are, would be,
795 responsible for it.

796 Stu Trefry: The district is responsible for, the example we always give is if your
797 coverage from Enduris ran out and there was still a liability there, it's divided by five. But
798 if the district has resources, this is a financial obligation of the district. And so, if the
799 district has exhausted all of its resources and there's still money owed to somebody
800 legally, then it's of no other recourse than the supervisors, but that has never happened.

801 Amy Franks: That would be absolutely everything is depleted and any unfulfilled grant
802 dollars were returned.

803 Samantha Fleischner: So, Stu, to clarify, that's as long as we have Enduris coverage?

804 Stu Trefry: That was my example, was if Enduris was covering for you for something
805 and that coverage ran out for some reason. But this is a different situation. It's a
806 financial obligation; if you couldn't repay and there was no other recourse, that's the
807 very last recourse.

808 Richard Mankamy: So, would we have to get an opinion from Enduris on it?

809 Stu Trefry: Okay, I should not have mentioned Enduris because that was just an
810 example that I always give with, okay, if you ran out of money and there is no other
811 coverage or anything else. So, what I'm saying is any financial obligation, any financial
812 obligation, or any legal obligation that has a dollar sign on it, the district is supposed to
813 pay it. If the district runs out of resources, there's no other recourse to pay that
814 obligation back, then it's...

815 Female: Then the bank would go after the Board of Supervisors.

816 Stu Trefry: Then the board is what's next.

817 Richard Mankamy: So, the board has actually sign for that line of credit, is that
818 correct?

819 Amy Franks: Probably. Yeah.

820 Stu Trefry: Yeah, that's pretty big, yeah. You have to vote on it, it'd have to be in your
821 minutes, you'd have to sign for it. You're signing for and on behalf of the district.

822 **Eric Johnson: Any more questions for Amy?**

823 Amy Franks: Time is of the essence on this manner. I guess I would be looking for the
824 board auditor or perhaps someone else, to go to the bank with me and to just start
825 applying right away. I mean, right away.

826 Samantha Fleischner: So, in theory were going to be running on a net negative budget
827 January 1st? In theory.

828 Amy Franks: Yeah.

829 Doug Rushton: This is Doug, I'd like to say thanks to Amy for putting this together. And
830 don't forget to factor in lack of capital budget dollars, which could compound the
831 problem.

832 Amy Franks: When that breaks free, if it does, that would...

833 Samantha Fleischner: Thank you Amy.

834 **Eric Johnson: Any more questions?**

835 Linda Powell: Not about the plan. I definitely have questions about being liable for a line
836 of credit, personally.

837 **Eric Johnson: Okay.**

838 Linda Powell: So, I would want there to be some really good discussion about that
839 before a vote was taken on that. I guess the first step is to just even find out what's
840 available in that regard in terms of what she said. I have to go find out about it.

841 Sarah Moorehead: Does the staff have direction from the board to investigate that line
842 of credit?

843 **Eric Johnson: Say the question again.**

844 Sarah Moorehead: Amy presented that as an option, and so I just want to get some
845 feedback from the board about forward to investigate obtaining a line of credit, definitely
846 answering those questions that Linda had in terms of liability and getting some
847 information around that.

848 Samantha Fleischner: As a board, we already are liable for the district financially as
849 well. When you came on the board of supervisors, we took a financial/legal obligation
850 for the district. So, if we're going to end up running on a net negative budget, that's
851 going to impact us as well. We're going to be financially obligated for that, as well. So,
852 regardless how we look at this the board has to take some sort of action to help with
853 that financial deficit, otherwise the district can't run, or we need to have Amy come up
854 with a fourth scenario that shows us probably eliminating staff completely to have the
855 district function, or eliminating programs, one of the two options, in order for the district
856 to keep its doors open.

857 Richard Mankamy: One of the things we talked about too, in the work session, is the
858 fact that the staff is already out looking for grants and like I said, the one came in, so
859 Amy and I talked about that earlier. I think that's a really good option we have available
860 to us, to go see what's available.

861 Samantha Fleischner: But as a public agency, we can't function without a budget. We
862 have to have a budget in place with numbers allocated to staff and grants. We can't just
863 hope that we're going to have grants come in. We had to have a plan in place by
864 January 1, and totally correct me, because this is what you do.

865 Amy Franks: Yes. That's right, thank you. And I guess I really would like now to have
866 Richard and maybe another volunteer to come to the bank with me and just talk about
867 this and see what our capacity is for borrowing and to start to get your questions
868 answered so we at least know more before our next board meeting. This is very timely.

869 **Eric Johnson: Go ahead.**

870 Richard Phillips: The lender can make a business decision to rely only on the credit of
871 the district and not seek to have guarantees by individuals. So, having that meeting with
872 the lenders, if you're considering this, that would be important. It would be important that
873 the lender understands that it's the district assets in the district credit that's at risk. That
874 they are looking to you as supervisors to guarantee the debt. And that's why you would
875 like to have the auditor go with you to have that discussion. I haven't looked at the

876 question, but I really doubt that the individual elected officials would have personal
877 liability without agreeing to be bound by that, so I don't know, unless there's
878 misfeasance or malfeasance.

879 Samantha Fleischner: Yeah, we have personal liability with regards to being board
880 supervisors, but I'm just saying basically us sitting right here, the five of us, we've
881 already assumed some liability for the district as supervisors.

882 Richard Phillips: Right, to act correctly and consistently.

883 Samantha Fleischner: Exactly.

884 Richard Phillips: Yes. But, I don't know that you're the guarantor of every obligation that
885 the district has.

886 **Eric Johnson: Thanks, Mick. Go ahead, Sarah.**

887 Sarah Moorehead: I just wanted to make note, too, that this is an option – a short-term
888 option – to keep us going through this next year as we pull in those grant dollars and
889 find alternate funding sources or if the board chooses to pursue rates and charges in
890 2018. Grants, are definitely, we are actively, as Richard mentioned, seeking other
891 partnerships and funding sources, but as we all know those take time to write, submit,
892 have ranked, and get back in the office: sometimes up to a year term before that
893 process is complete. There are certainly some shorter timeframes than that, but it's not
894 an overnight, easy thing to do. That's definitely a more sustainable plan, to continue to
895 find other streams of funding, but this is something to keep our doors open in the
896 meantime.

897 **Eric Johnson: We're still on the budget discussion, so on the rates and charges,**
898 **are we passed our timeline in whole for rates and charges? Is it possible to**
899 **schedule a meeting into the first of January for public hearing and get it onto the**
900 **tax roll?**

901 Sarah Moorehead: We will need to go through our entire process of the district, holding
902 a public hearing and passing resolution, submitting our ordinance to the county, having
903 them do their public hearing, and if they choose so, adopt rates and charges as
904 assistant beginning in 2018. That was a question that had surfaced before the meeting,
905 is can we do proactively some of it before the end of the year? The answer is no, we
906 need to start the process in 2018. In terms of getting it on the tax roll, the individual at
907 Thurston County that we've been working with is on vacation (this is Thanksgiving
908 week), but he has an urgent message from me to call me back next week, and I can
909 provide that information to the board on Tuesday in terms of getting on the tax roll in the
910 beginning of the year. From talking to his staff, there's potential that there's a little bit of
911 leeway in the first week or so of January, but I don't know that that's going to match up
912 with our process and statute in terms of the time frames that we need to appropriately
913 post public notice and then do our public hearing and our special meeting and then get
914 that on to the Thurston County Commissioners public hearing schedule. Because they'll
915 have their own public notice process and such. That's a conversation that we'll have to
916 see if there's any possibility to get on the tax roll or get partial funding next year.

917 **Eric Johnson: Go ahead, Richard.**

918 Doug Rushton: However that turns out, one of the things I would like to see is the
919 timeline with the various major steps to make sure we don't miss anything and go over it
920 with the county.

921 Sarah Moorehead: That's great, Doug, thank you. I've also worked with county manager
922 Ramiro Chavez to, once 2017 concludes, to connect with him to make sure that there is
923 a very airtight process established between the district in the county in terms of moving
924 forward with rates and charges, and that something certainly that I'll be able to provide
925 for you guys.

926 Doug Thurston: Yeah, that's what I was mostly about.

927 **Eric Johnson: Go ahead, Richard.**

928 Richard Mankamy: And who is the person you're speaking with at the county and
929 what department are they in?

930 Sarah Moorehead: Treasurer's office and his name is Steve Larson, is the individual
931 that we've worked within the past, and he is the individual that would be putting our data
932 into the system. Thurston County will always already have all of the data, so should our
933 board choose to move forward with rates and charges and approve that mechanism,
934 and should the county commissioners also choose to approve that, they'll already have
935 everything that they need from us.

936 **Eric Johnson: Any other questions under the budget discussions?**

937 Chris Stearns: Just a small point.

938 **Eric Johnson: Go ahead, Chris.**

939 Chris Stearns: Thank you for recognizing me. I don't know if the newest board members
940 are aware of this or not, but the rates and charges or the assessments that you get from
941 the county help leverage most of your grants, so if you don't have it you don't have the
942 base leverage the quid pro quo that's required in order to get many of those grants, so
943 I'm surprised that staff has allowed this to happen. Because you guys know that
944 leveraging is the name of the game for this conservation district, which has usually had
945 an assessment of some sort or another and I just am very surprised Kathy Whalen
946 would let this happen because when she came to this conservation district, it was in a
947 myriad of sexual harassment charges and it's much better now, but this is unexcusable
948 to me.

949 Sarah Moorehead: Unfortunately, Chris I, you know, there certainly were a lot of hiccups
950 in that process along the way in terms of establishing rates and charges, and
951 unfortunately though, it is not Kathy's decision on whether or not to proceed with that.

952 Chris Stearns: I realize that. I just talked to a county commissioner and he was
953 scratching his head too.

954 **Eric Johnson: Okay, let's get Joe and then were going to wrap this up.**

955 Joe Hanna: Before you ever go and actually sign for a line of credit, I would highly
956 encourage the board to go through your budget line by line, because I still see things
957 that I brought out in the past within the proposed budget, things such as bottled water. I
958 know that's a small item, but at this point of your budget process, you have to start
959 eliminating those small items. The big items Amy, I think has done. She's gone through,

I very much appreciate what she's put together here. But, she's eliminated most of the big items, I think. I think the board really needs to go line by line through your budget.

Eric Johnson: Okay, I would like to continue on if there are no more questions.

9. 2018 Election Process & Timeline [1:22:35]

Eric Johnson: The 2018 Election Process and Timeline. Go ahead, Sarah.

Sarah Moorehead: Thanks. As you saw in your packet, were moving up on our 2018 election cycle. I am new into helping to administer this, but I have been working with Thurston County elections staff to get a handle on our path forward, and so I provided a couple of things in your packet that we'll need to discuss, one of which is to move forward in the process the board will need to establish a resolution setting a date and time of the elections, also delegating an individual as the elections supervisor. And so, I've just provided a draft at this point, just a draft of that resolution in your packet. What I would encourage the board to do, is to put this on your agenda for the next meeting and I can prepare that draft for you, ready to consider for adoption, but I wanted to put this in front of you now see you could just take a look at it ahead of time.

Eric Johnson: Go ahead, continue.

Sarah Moorehead: So, anyway, that's this first item here, is just a draft resolution that we'll want to put those very specific pieces in that Eric left. Oh yeah, we do still have a quorum, just that's a good idea for record. Eric Johnson is not present and is with Mick Phillips. Okay. I'll probably restate some of this stuff when Eric comes back in the room because I want to make sure he's aware of this information.

Doug Rushton: This is Doug; I'll give you some comments on the resolution. I see some grammatical errors and logistical things, simple stuff though. Secondly, I encourage you to talk to Shana at the commission because they [inaudible 1:25:06.5].

Sarah Moorehead: Yeah, thank you, Doug. This was just what we had in place and adopted in 2016. I just took the language from that, but yes, I would love to work with Shana on not just to make sure that we have everything we need in here and then the take-home message is that I would like agreement from the board to put this on the agenda for the next meeting so that I can advertise appropriately about it.

Stu Trefry: I'm sorry, Sarah, you're supposed to also advertise that you're going to have this on your next agenda.

Sarah Moorehead: Right.

Stu Trefry: Right, and do that twice. You're supposed to advertise twice that this is going to be discussed at your next board meeting.

Sarah Moorehead: Right.

Stu Trefry: Okay.

Sarah Moorehead: Yes.

Eric Johnson: So, we can't go forward with this resolution then?

999 Sarah Moorehead: No, that's what I was saying, this is just a draft. This is just to provide
1000 you with going to look like at the next meeting. I would like agreement from the board to
1001 put this on the agenda for the next meeting so that I can do the advertising appropriate
1002 that's required.

1003 **Eric Johnson: I would like to go forward with it. Other comments?**

1004 Richard Mankamy: How are we doing timewise on all this?

1005 Sarah Moorehead: Good.

1006 Stu Trefry: Yeah, you're...

1007 Sarah Moorehead: We're right in line.

1008 Richard Mankamy: If we get it done, say, this year, get this resolution done, then
1009 we're still on our timeline?

1010 Sarah Moorehead: Yeah, we'll need to put it on the next meeting agenda.

1011 Stu Trefry: The December meeting.

1012 Samantha Fleischner: And then we have to make a decision on it because the elections
1013 will be held in the first quarter.

1014 Sarah Moorehead: I just wanted to get this ahead of you since there's a lot of new folks
1015 involved, myself included. I just wanted to get this ahead of you in draft form just so you
1016 can see what it's going to look like next month. Just to provide you with that information.

1017 Linda Powell: So, just to clarify, we give that the go ahead and then you have to
1018 advertise it for two meetings before we actually...

1019 Stu Trefry: No. You have to advertise twice.

1020 Linda Powell: Oh, just advertise twice before the next meeting?

1021 Stu Trefry: Advertise twice, a week apart, to advertise the fact that this is going to be
1022 taken up at the next board meeting.

1023 Sarah Moorehead: Mm-hm. So, our next regularly scheduled board meeting is on
1024 December 12. I can provide this resolution to the board if it's ready to adopt at that time,
1025 but I'll need to do that advertising just to share with the community that the board is
1026 going to be considering this resolution for adoption related to the elections.

1027 **Eric Johnson: So, Sarah just needs permission to go forward, the thumbs up to**
1028 **go forward with that, so, nodding heads?**

1029 Samantha Fleischner: Yeah.

1030 **Eric Johnson: Okay, sounds good.**

1031 Sarah Moorehead: The next item behind that is the super nifty, conservation
1032 commission elections calculator that they have now on their website. It's the matrix, the
1033 Excel looking sheet in your packet. What I did, again, is just an example for you, is
1034 typically in the past we've held our district of elections in conjunction with our plant sale
1035 to increase voter turnout and try and get as many people involved in voting at the
1036 district. And so, our next year's plant sale is going to be on March 3. That's a Saturday,
1037 so just for your reference as an example, I plugged that date in here so that you can see

1038 just sort of a process and a timeline in terms of what needs to happen during the
1039 elections cycle. So, whatever the date is that the board adopts at the next meeting, we'll
1040 plug that date in and then we'll use that timeline that's associated. I think that's a great
1041 tool, by the way, Stu.

1042 **Eric Johnson: No problems doing that on the weekend. We did that before,**
1043 **correct?**

1044 Sarah Moorehead: Yep.

1045 **Eric Johnson: Okay.**

1046 Sarah Moorehead: I've been in contact with Thurston County election staff as well, I had
1047 an action item to follow-up with them about doing an electronic ballot request
1048 mechanism, which is something that they would administer. It's a website that they
1049 would administer during that period of time. So, if the board chooses to move forward
1050 with having that opportunity, that will be something that we'll write into the resolution
1051 and also into (this is an example of the past) interlocal agreement with Thurston County
1052 Elections and the district and that's something that we'll want to write into that as well.
1053 And I can work with Thurston County Elections to prepare a draft of this.

1054 **Eric Johnson: Reading through the packet I saw that they would request the**
1055 **ballot electronically, but that's not the case, is it? Isn't it the case that they go on**
1056 **a website and then print it out themselves and then mail it off? Are we clear on**
1057 **that process, which one it is?**

1058 Sarah Moorehead: I can ask Thurston County exactly what the mechanism looks like for
1059 the user, but it is to help increase accessibility for voters to be able to go on their
1060 website and be able to get a valid, whether it's something they print and mail or whether
1061 it's something to send to them, I can clarify with them.

1062 **Eric Johnson: Yeah, just clarify that. Is that all right, everybody? Clarification?**

1063 Samantha Fleischner: Is there an added cost to doing this electronically as well, with the
1064 electronic request?

1065 Sarah Moorehead: Yeah, I don't think so. Not when I had talked to Lynette. I'll double
1066 check to make sure that there is not an added cost, and if there is, I'll bring that back to
1067 the board.

1068 **Eric Johnson: Okay, Chris small, be quick**

1069 Chris Stearns: Because we do elections too, but we do them on ballot.

1070 Male: Mm-hm.

1071 Chris Stearns: There is a process. You're paying a fee to the auditor for this?

1072 Sarah Moorehead: To Thurston County elections? Yeah, we typically do.

1073 Chris Stearns: That's called the auditor's office, just so you know; it's not a separate
1074 elect. They do have an elections office, but it's part of the auditor's. The auditor's
1075 responsibility is elections.

1076 Sarah Moorehead: Okay.

1077 Chris Stearns: If you're paying that fee, I just want the board to know that it can be
1078 spread out over two years. You don't have to pay it all back that year. For your budget
1079 purposes, if you're spending a lot of money, which I doubt it will be a lot of money, but if
1080 you are, there is a program that they have to allow you to spend it over two years rather
1081 than one, which means you don't pay out a big hit for the election if it's on a two-year
1082 basis.

1083 **Eric Johnson: Any more questions or direction that will help Sarah get this**
1084 **paperwork done properly?**

1085 Sarah Moorehead: I would just, unless the board has other direction, recommend that I
1086 move forward working with Thurston County Auditor's Office on preparing an interlocal
1087 agreement draft and a resolution draft for the next meeting inclusive of the electronic
1088 option for requesting ballots or printing ballots. I can provide clarification over email
1089 about that process and that mechanism and get that ready and do the appropriate
1090 advertising for the December 12 meeting.

1091 Doug Rushton: In the board meeting with the conservation commission.

1092 Sarah Moorehead: Yes. On all of the required check offices.

1093 **Eric Johnson: Okay, I think you had to go ahead.**

1094 Sarah Moorehead: The last piece and that was just some wax related to, since we have
1095 new supervisors, related to district elections. There's a whole elections manual on the
1096 conservation commission website as well that has a lot of this information.

1097 **Eric Johnson: And then you'll have to think who's going to be the, what's the**
1098 **position?**

1099 Samantha Fleischner: Elections officer.

1100 Sarah Moorehead: That's something the board appoints, is an elections monitor.

1101 **Eric Johnson: Right. We'll have to think about who the elections supervisor is, is**
1102 **that what it is?**

1103 Male: Mm-hm.

1104 Samantha Fleischner: It's the elections officer and typically you appoint staff personnel.

1105 **Eric Johnson: So, you want to keep that in mind going forward.**

1106

1107 **10. Legal Services RFP Discussion [1:33:00]**

1108 **Eric Johnson: legal services RFQ discussion.**

1109 Sarah Moorehead: Yeah, so this was the last version that I have now been sent out in
1110 two of your meeting packets. So, this is the same one you saw last week, and the same
1111 final draft that I sent out on October 19. It went through a period of time, this was before
1112 you were here for a lot of this, Linda, where the board provided electronic comments
1113 and feedback, and we went through a couple of rounds where I would collect comments
1114 comment and then make some changes, send back out to the board for additional
1115 feedback, collect comment, and make changes. And so, the board got to a point where
1116 the board decided that maybe discussion in person as a group would be a great path

1117 forward and so that's where we're at here, is that this hasn't been finalized yet, and so
1118 moving this process forward, I just either need some further direction on this, or to say
1119 that this is good to go, and we'll finalize it. Do note, though, that we will have to adjust
1120 the dates in terms of duration for legal counsel and deadlines associated with legal
1121 counsel and amend those, because we're a bit of time after this was sent out. I think it's
1122 also worth noting, too, without moving into 2018 with rates and charges I'm not sure
1123 how this is going to be funded.

1124 **Eric Johnson: One second, can you go ahead and introduce yourself?**

1125 Jane Mountjoy-Venning: Sure, my name is Jane Mountjoy-Venning from Thurston
1126 County Environmental Health.

1127 **Eric Johnson: Okay, we just want to let you know that we are audio recording this**
1128 **and please sign in on our sign in sheet.**

1129 Samantha Fleischner: Welcome, Jane. Thanks.

1130 **Eric Johnson: Any comments on this RFQ? RFP**

1131 Richard Mankamy: Yeah, I need more time to read through it.

1132 **Eric Johnson: Go ahead, Sam.**

1133 Samantha Fleischner: I just want clarification we're looking as a board to approve this
1134 RFQ; however, two board supervisors invited a lawyer to be here, so I think that kind of
1135 needs to be discussed.

1136 **Eric Johnson: Put it on the agenda next time to discuss it? Okat. Anything on this**
1137 **here? This is RFP.**

1138 Sarah Moorehead: Right, request for proposals.

1139 **Eric Johnson: Okay.**

1140 Doug Rushton: If people could direct their voices towards the phone, that would really
1141 help us be able to hear better.

1142 Samantha Fleischner: Sorry, Doug! I don't really have a voice right now.

1143 Doug Rushton: Well, I can't tell. Sometimes I can hear voices and other times I can't.

1144 **Eric Johnson: I heard Richard say he'd like more time to review it. I'd like more**
1145 **time to review it to.**

1146 Sarah Moorehead: And I want to make sure you know that nothing in this has changed
1147 since October 19, just so you know.

1148 Richard Mankamy: I didn't know that, that's why I asked

1149 Sarah Moorehead: Yeah.

1150 **Eric Johnson: I'm going to have to look at it.**

1151 Samantha Fleischner: So, is it Amy, is it feasible for us to even look at doing? Because
1152 if we're going to wait until the next board meeting for this, we don't really have funds
1153 appropriated for legal fees. So, would it even be beneficial for the board to continue
1154 going down this path of looking to get legal counsel here if we can't afford to pay legal
1155 counsel?

1156 Amy Franks: Right, I wasn't aware they were going to be here today so I'm not sure how
1157 they're getting paid. I did leave some money in the deficit budget for legal counsel
1158 according to this RFQ. But, it's part of the deficit.

1159 Samantha Fleischner: Okay. I want everyone to be thinking of the same pathway right
1160 now, that we don't really have excess money and so going forward with this, we need to
1161 make sure that we have funds available for it and any decisions that we make in the
1162 interim.

1163 Linda Powell: I'm not clear, if we already have counsel why are we getting more legal
1164 counsel?

1165 Samantha Fleischner: So, we don't have legal counsel. The two gentlemen that were
1166 here earlier are – correct me if I'm wrong Sarah and/or Amy, they were basically kind of
1167 backup legal counsel if we needed to have any contracts or grants reviewed. And, we
1168 have Enduris.

1169 Sarah Moorehead: So, Mick Phillips has been legal representation that the district
1170 organization has utilized in the past.

1171 Linda Powell: Case-by-case.

1172 Sarah Moorehead: Right.

1173 Linda Powell: Okay.

1174 Sarah Moorehead: The district board has utilized. And Doug would probably have the
1175 most historical knowledge on the relationship with Mick Phillips. But the board had
1176 decided to get a good relationship, working relationship, with a local attorney prior to
1177 this RFP being generated to send out for somebody who had a really good working
1178 knowledge of districts and could help the district through some of the issues that we
1179 faced this year.

1180 **Eric Johnson: Okay, moving on.**

1181

1182 **11. Delegation of Authority to Acting Executive Director & Treasurer**
1183 **Discussion – Action Item [1:38:56.3]**

1184 **Eric Johnson: Delegation of Authority, Amy, to Acting Director/Treasurer**
1185 **discussion. That was, I think that we have not given notice to the public on the**
1186 **topic and to my understanding we were advised to bring that up in another**
1187 **meeting so I'd like to just go on to the next one unless I hear any objections.**

1188 Samantha Fleischner: I have objections. It is on here as delegation of authority to acting
1189 director and treasurer discussion, action item. I received the two policy updates in the
1190 packet. I did not know that they were being updated. It is to my knowledge that you, Eric
1191 and you Richard re-created these documents...

1192 Male: Correct.

1193 Samantha Fleischner: ...without consulting the entire board.

1194 **Richard Mankamy: Do you want to be involved in creating?**

1195 Samantha Fleischner: I would have liked to know that you are changing policy as a
1196 board of five. It is all five of our responsibility to change policies. It is not up to two board
1197 members to change policy and then present them to the board in the packet.

1198 **Eric Johnson: If it's up for discussion we have to start somewhere.**

1199 Samantha Fleischner: It's not up for discussion for you to re-create a document that
1200 then delegates both you and/or, as the chair or the auditor, to make decisions on behalf
1201 the entire board.

1202 **Eric Johnson: The board is outlined in these as well, so...**

1203 Samantha Fleischner: And on the delegation of authority to the treasurer, it says board
1204 or auditor, it says board chair or auditor. It doesn't specify the board. So, as a board of
1205 five people, it is among all, it is our job between all five of us and our differences of
1206 opinions to make unanimous decisions together.

1207 **Eric Johnson: You have them now, so go ahead and look at them and send your**
1208 **edits. Go ahead, Linda.**

1209 Linda Powell: So, it's my understanding that this is a suggestion...

1210 Samantha Fleischner: They're listed as action items, so we were supposed to vote on
1211 them today.

1212 **Eric Johnson: They are not listed as action items on this agenda.**

1213 Samantha Fleischner: It says action item right there.

1214 Linda Powell: It says that it's an action item.

1215 **Eric Johnson: Okay. Well, they weren't described out properly.**

1216 Linda Powell: I'm just looking at this as a proposed change that we would have a lot of
1217 discussion about and modify.

1218 Samantha Fleischner: Typically, when we rewrite policy, the board works with the
1219 executive director to rewrite policy...

1220 Linda Powell: Mm.

1221 Samantha Fleischner: ...instead of the board taking it on themselves and rewriting
1222 policy. And then, in theory with something like this, we would also go look, and get legal
1223 counsel as well where we would involve Enduris on something of this magnitude.

1224 Linda Powell: Mm-hm.

1225 Samantha Fleischner: Because there's a lot of changes in there. There's a lot of legal
1226 implications in there. I just want it on record that I'm very opposed to how this was
1227 distributed and to how we are not functioning as a board. There's five people, and two
1228 people decided to take it amongst themselves and rewrite policy, or two policies, for
1229 that, for delegation of authority to two of our staff members.

1230 Linda Powell: Is there, is it written down somewhere what the procedure would be for
1231 changing the policies and procedures?

1232 Ashley McBee: I think it's in the policy that is being proposed to change.

1233 Samantha Fleischner: Correct.

1234 Linda Powell: Which one is it?

1235 Samantha Fleischner: It's the delegation of authority to acting executive director, which
1236 would be a new policy because we only have a delegation of authority for executive
1237 director. So, it's creating an entire new policy, which would be something that the
1238 Executive Director would do.

1239 Linda Powell: So, somewhere where it says that that job belongs to the Executive
1240 Director?

1241 Samantha Fleischner: Correct. And, it's generally done with the board's support. So, our
1242 job is to help create policies and procedures and make sure the district is running by
1243 those policies and procedures. Not typically do we take it on ourselves and create
1244 policies and then give them to the staff.

1245 **Eric Johnson: Okay, any more questions?**

1246 Doug Rushton: This is Doug. It's a comment, it's not a question. In recalling this, we
1247 need a diversity of opinions from the board to have a stronger policy and procedures as
1248 possible. Working .. the Executive Director [Inaudible 1:44:16.9]. That's why it's
1249 important we all vote together rather than a couple of us doing our own thing.

1250 **Eric Johnson: Okay. Go ahead, Joe.**

1251 Joe Hanna: Sam, er Samantha, I'm trying to understand the statement what you...

1252 **Eric Johnson: Can you speak up a little bit Joe?**

1253 Joe Hanna: Yeah, ...I'm trying to understand the statement that you just made that it's
1254 the responsibility of the executive director to change policy, but you don't have an
1255 executive director, so you're in a catch 22? You can't change the policy?

1256 Samantha Fleischner: Well, it's not that you can't, it's, the board works with the
1257 executive director to change or create policy. It's not the board's job. We are not policy
1258 writers. No one here, none of us are CPAs. We can't make some of the changes that
1259 happen to the treasurer. None of us are CPAs. We can't make those decisions. We pay
1260 someone that has experience to do those things, and that's why we have the executive
1261 director. We work with the executive director. No, we have an acting executive director
1262 right here, right now, and she's been extremely capable and done so much for the
1263 district, so the fact that we are writing a policy to change almost all of her authorities
1264 because she's acting versus the actual executive director, is kind of a slap in the face as
1265 I look at it. You know?

1266 Joe Hanna: But isn't the first step of that process somebody from the board saying we
1267 need to make a change? We need to go in a direction? Isn't that the board's
1268 responsibility?

1269 Samantha Fleischner: It is the board's responsibility.

1270 Joe Hanna: To go in the direction to change policy or make policy?

1271 Samantha Fleischner: Correct, and typically, the board works with the executive director
1272 to address that change versus taking it upon themselves to do it.

1273 **Eric Johnson: Okay, I was going to continue on. Did you have something else,**
1274 **Sarah?**

1275 Sarah Moorehead: Yeah, I just wanted to encourage the board that as you're looking at
1276 changing policies, especially the delegations of authority, that you have provided in front
1277 of you here, it would be most helpful for the staff and for the district operations to
1278 continue the business that we have if we have some clear procedures associated with
1279 some of the proposed changes that are in here just to continue to keep business going
1280 on the day-to-day and operations end. That's where a lot of the changes are placed.

1281 Doug Rushton: Corollary to that, too, is the previous policies and procedures had legal
1282 review. We can get be getting into some legal issues here.

1283 **Eric Johnson: Anything else?**

1284 Linda Powell: Yeah, I'm still trying to figure this out. I'm new. I read this RCW 8908210,
1285 Powers and Duties of Supervisors, and it talks about the powers and duties of the
1286 supervisors, it doesn't go in at all to any powers and duties of any staff. It says that – it
1287 seems like it says, I'm still trying to understand all the language – that the board is the
1288 one who gives powers and duties to any of the staff that the board chooses to have. It
1289 doesn't have to have staff at all according to this.

1290 **Eric Johnson: Correct.**

1291 Linda Powell: So, it seems to me like there should be some sort of a system for creating
1292 policies and procedures and then also to revise it if the board decides to revise it. And it
1293 seems like according to the RCW, that it's totally the option of the board.

1294 **Eric Johnson: Correct.**

1295 Samantha Fleischner: It is, and generally we do that as an entire board, not...

1296 Linda Powell: Totally, exactly.

1297 Samantha Fleischner: ... not just a partial board.

1298 Linda Powell: I don't know, I haven't read all of this yet. But it seems like there should
1299 be a policy and procedure about policies and procedures. I know we got kind of in
1300 trouble with the letter, and things need to change, and it seems like somebody – I never
1301 actually heard anybody say we need to address the policies and procedures and
1302 revamp them. So, if we're in that process, I'm taking this as suggestion for discussion by
1303 the board as a whole. I don't know what time can be deciphered. I thought maybe the
1304 workday was supposed to be kind of for that, I don't really know, but we have a whole
1305 day of doing something. But yeah, it should be discussed and everybody's suggestions
1306 thrown forward and voted on and all that stuff.

1307 **Eric Johnson: Thank you, Linda.**

1308 Shana Joy: If I could chime in here. Sorry about my voice. You're not wrong, Linda. It is
1309 the responsibility of the board to set the policies. It does generally works best though if
1310 everybody's working together. In reviewing things, too, I think you may have a conflict
1311 between them that you might need to take a closer look at. On the draft authority for the
1312 treasurer, starting with line number 73, it would appear that that language could give
1313 more authority to the Board auditor, [inaudible] director and treasurer than the other
1314 delegation 1.1[inaudible], so you may want to take a look at that...

1315 Male: I can't understand a thing she saying.

1316 Sarah Moorehead: Hey, Shana?

1317 Shana Joy: Yes?

1318 Female: I'm going to restate what you said. They're having trouble hearing your voice.

1319 Shana just mentioned that in the suggested change to 1.4, a delegation of authority to

1320 the district treasurer, line 73, the paragraph here in blue, she said may be in conflict with

1321 the delegation 1.3.1 – is that correct, Shana?

1322 Shana Joy: Yes.

1323 Sarah Moorehead: Because it's giving...

1324 Shana Joy: Take a closer look at that before you finalize, I would suggest.

1325 **Eric Johnson: Okay.**

1326 Doug Rushton: This is where we should have legal review.

1327 **Eric Johnson: Okay, I'm going to go ahead and move forward because I can't**

1328 **understand anything that's coming over between Doug and Shana.**

1329 Sarah Moorehead: Doug said that this is why in the past there has been legal review of

1330 these two components.

1331 **Eric Johnson: Okay.**

1332 Sarah Moorehead: Is there anything I can do to help the board moving forward in

1333 these?

1334 **Eric Johnson: Just circulate them, I think, what you've already done, and then get**

1335 **input.**

1336 Richard Mankamy: Get input. That's why they're all numbered by line. Put your input

1337 in.

1338 Sarah Moorehead: Who would you like input from?

1339 **Eric Johnson: The board members.**

1340 Richard Mankamy: Whoever wants to put input into it. Board members.

1341 **Eric Johnson: Board members.**

1342 Linda Powell: So, we think about it on our own time and then put input into where?

1343 **Eric Johnson: You could call Sarah or you could put it in track changes or write**

1344 **an email or I think there's a possibility we could discuss it on the upcoming, on**

1345 **the nineteenth, too. I haven't seen an agenda on that yet.**

1346 [Two attendees clarify the twelfth.]

1347 Doug Rushton: I've got a couple of comments. I think staff needs to look at it too

1348 because there may be some details that we are not aware or operational type things

1349 that might be affected, that we might just totally overlook. And two, some of us are

1350 colorblind, so if you don't use distinctive colors, like just black and white and red and

1351 strikethrough and underline, I can't see it.

1352 **Eric Johnson: Okay, I would like to move on past this.**

1353 Samantha Fleischner: I just wanted to make one suggestion. In addition to board
1354 review, I suggest that we have both Sarah and Amy review, because they're reflecting
1355 that they're affecting their positions. So, I think that it would be to the benefit of the
1356 district to have their input in that as well.

1357 **Eric Johnson: Okay.**

1358 Linda Powell: I'm just trying to figure out. So, we're doing this by emails?

1359 **Eric Johnson: Emails. Let's do it by emails and then discuss it at our next board**
1360 **meeting, I guess, huh?**

1361 Stu Trefry: Make sure, if you do something by email you reply directly to your manager,
1362 your Executive Director, and don't reply all.

1363 **Eric Johnson: Okay.**

1364 Stu Trefry: In fact, what I would do is resend it out to the board in a blind copy. And then
1365 reflect record of that.

1366 **Eric Johnson: Okay, Sarah, wrap it up.**

1367 Sarah Moorehead: This is important for you guys to know. Some of the public comment
1368 that I passed out in letter form prior to the meeting, one of them from RCO, has some
1369 public comment after reviewing the agenda related to this topic so it looks like they're
1370 looking for some response from the board. So, I just wanted to put that out in front of
1371 you for the board to decide how you'd like to proceed. It was the one that I provided you
1372 right at the beginning of the meeting without public comment.

1373 Female: It's this one right here.

1374 Sarah Moorehead: I've got extra copies of anyone would like to see. We received
1375 several comment letters from the public and then the one that I'm referring to in
1376 particular is from our RCO.

1377

1378 **12. Discussion on WSCC Policy Initiatives [1:54:47.3]**

1379 **Eric Johnson: Okay, discussion on WSCC policy initiatives? It says all.**

1380 Doug Rushton: I'm having a real hard time hearing anybody.

1381 Richard Mankamy: Yeah, we're doing the same.

1382 Linda Powell: No one's really talking right now.

1383 Ashely McBee: Mr. Chair, do you have plans for a restroom break?

1384 **Eric Johnson: Let's take a 10-minute restroom break right now. Thank you,**
1385 **Ashley. It is 3:08, and will be back at 3:18.**

1386

1387 **[Restroom Break 1:55:51.2 - 2:05:22.7]**

1388

1389 **Eric Thompson: Are you ready, Ashley?**

1390 Ashely McBee: Yes.

1391 **Eric Johnson: It is 3:18. TCD Board of Supervisors special meeting, Tuesday,**
1392 **November 21st 2017. And, we were on number 11, discussion. Sarah provided a**
1393 **letter from RCO office, and they would like us to respond to their letter by**
1394 **December 20, is that right Sarah?**

1395 Sarah Moorehead: Yeah.

1396 **Eric Johnson: And we have a meeting on December 12. We should be able to**
1397 **respond to them, come up with something after that meeting. We should be able**
1398 **to do that. Okay, so, discussion on WSCC policy initiatives. Mr. Rushton, did you**
1399 **have anything on that?**

1400 Sarah Moorehead: Doug, are you on the call?

1401 **Eric Johnson: Stu, would you like to say anything?**

1402 Stu Trefry: Well, and Shana is on the phone too, I hope. [Laughs]

1403 **Eric Johnson: Not to put you on the spot.**

1404 Stu: The five policy issues have been out there for a long time. We put them out there
1405 prior to the statewide meeting of districts in August. We've been asking for districts to
1406 comment back to us. One of the five issues are statewide funding for conservation
1407 districts doing conservation. There's one that related to work done under VSP and how
1408 it relates to the public records act. There's one related to footing the voluntary incentive-
1409 based approach to conservation, having equal footing in the water quality law with the
1410 enforcement stuff. And man, usually I can remember four and forget five. Oh, you've got
1411 them here. Okay. The interest in districts, as you've had, and having your own building,
1412 your own property, and so creating some sort of conversation between districts on
1413 maybe leveraging each other's expertise on district buildings. And then the last one is
1414 trying to find ways we can streamline the process for doing habitat projects. Permitting
1415 and all those things. So, those are the five. The long-term funding, there's a work group
1416 that the State Association President has appointed, Tom Miller, and the group is chaired
1417 by Ryan Mellow, the Executive Director of Pierce, CD. Supervisors and managers and
1418 the commission on that group talking through. At the area meeting you heard there were
1419 five options, which I can't recite to you, they're still under discussion. That group is still
1420 working. And that's really the only one of the five that actually had any traction and
1421 working towards it. The other four are in various states of fits and starts mainly because
1422 the health of Ron Schultz, our policy director who's been in the hospital for the last
1423 month and a half but is finally released and is at home with his dad recuperating. And
1424 we're hopefully looking forward to seeing him back in the saddle hopefully around the
1425 first of the year. Now those policy items are out there. There's a place on our website for
1426 you to click on and read about them and comment for them. You could submit
1427 individually or collectively about what you think about those policy issues and items in
1428 the thoughts there. And that has been extended to sometime in December, and I can't
1429 remember, I think it was the twentieth, but I could be wrong. Shana, do you remember?

1430 Shana Joy: It's the fifteenth.

1431 Stu Trefry: The fifteenth?

1432 Shana Joy: Yes.

1433 Stu Trefry: December 15. So, you go on our website and read through them. They're
1434 not very long. And comment on them. We're taking that back to the commission (what
1435 we've got so far) to the commission meeting both at the end of next week, and also in
1436 January. So, that's where that is.

1437 **Eric Johnson: Any questions?**

1438 Doug Rushton: I think, Stu, one of the important things that was brought out was it may
1439 not happen this year, but at least there will be a start this year.

1440 Stu Trefry: Right.

1441 Doug Rushton: And with the August 22-23 meeting it was, I think, pretty much
1442 unanimous to go on with this long-term stable funding approach.

1443 **Eric Johnson: All right. Wrap that up.**

1444

1445 **13. 2018 Shellfish Work Program [2:11:13.7]**

1446 **Eric Johnson: The 2018 shellfish work program; 30 minutes. Would you like to**
1447 **start that, Sarah?**

1448 Sarah Moorehead: I would.

1449 **Eric Johnson: All right. Let's hear what you've got.**

1450 Sarah Moorehead: Thank you. So, as usual, a lot of important things I recap at the end
1451 of your packet in my acting executive director report. One of the pieces of that, this
1452 should be one of the last pages, it looks like this if you're looking for it. Maybe right in
1453 front of the document you have, Linda. One of the pieces that I addressed in that is the
1454 Shellfish Fund Work Program. We are at again, back in uncharted territory, so not
1455 moving forward into 2018 – it looks like this; it has our logo on it - not moving forward
1456 into 2018 with a system of rates and charges in place, or other base funding
1457 mechanism. At this point, there is no additional funding going into the shellfish fund. So
1458 typically, or historically in the past, we had 28% of our district assessment populate the
1459 shellfish fund. We are asking our partners in the community do collaborative work to
1460 restore the Henderson and Nisqually Shellfish Protection District's work on increasing
1461 water quality and reopening shellfish beds, so those folks are here present today. Back
1462 at the end of the summer, as we were moving forward in pursuing our rates and
1463 charges process, I brought to the board that were moving into 2018 with the new
1464 funding mechanism and how to approach the Shellfish Work Program. At that point in
1465 time, the board had decided to go ahead and operate in 2018, as we had historically, to
1466 give more time for the county commissioners, the TCD board, the stakeholder group,
1467 and all the participants to have discussion about moving forward with that critical work
1468 that we do in those areas and the future of that fund. We presented this information to
1469 the shellfish stakeholder group who approved the work program in October. And it was
1470 set to be heard by the county commissioners on November 8. After our public hearing
1471 and adoption of rates and charges didn't happen that week the county commissioners
1472 decided not to hear about the Shellfish Work Program. And so, were at a point now
1473 where it's worth discussion and I've sent an update out to the shellfish group that just
1474 said you know, were not moving into 2018 with rates and charges, so there's not
1475 additional funding going into this fund. As Amy has mentioned, the fund currently has a

1476 balance in it of around \$150,000. The full request for the work program for 2018 is
1477 around \$298,000, of which the district is funded at about \$250,000. So, this is an
1478 additional source of funding that would provide funds for the district, or would have
1479 been, and other community partners. And so, I sent this information out to the group to
1480 hear about other creative solutions or feedback about this to see how we can proceed
1481 forward. And so, that is where we're at today. The board's been notified of that as well
1482 and I'm just seeing what the board has in terms of feedback on moving forward and on
1483 the Shellfish Work Program.

1484 Richard Mankamy: That relates to that diagram?

1485 [Two female voices agree] Mm-hm.

1486 Richard Mankamy: Will you show the diagram? And, explain it?

1487 Sarah Moorehead: Is it helpful for the board? I was in the diagram on the board; Richard
1488 and Amy Franks and myself had a meeting earlier this week, or that was last week, to
1489 two go over just how traditionally the shellfish fund has been a part of the district's
1490 assessment and the mechanism in which that work program was approved. If that's
1491 helpful, I can go through that diagram again. I'm not sure if the board is interested in
1492 doing that or has time for that.

1493 Richard Mankamy: It was very helpful for me to understand how that all worked.

1494 Sarah Moorehead: I'm more than happy to. I just wanted to ask.

1495 Samantha Fleischner: What is the TCD board? Does that [inaudible 2:15:48.8].

1496 Sarah Moorehead: Yes.

1497 [Laughter]

1498 Samantha Fleischner: Thank you, Sarah.

1499 Sarah Moorehead: That's the answer! [Laughter] This is just a rough drawing, and
1500 sometimes with rough figures, so disclaimer, beware. In the past, the district has
1501 operated with an assessment, which we're trying to transfer or we're trying to convert to
1502 rates and charges. Our assessment for one year in total – correct me if I'm wrong on
1503 any of this, Amy, with these numbers – is \$565,000-ish. Again, this is representative.
1504 Twenty-eight percent of that was taken off the top and put into a specific shellfish fund.
1505 And I'll look to Jane, too, who's historically been our Thurston County partner on the
1506 shellfish fund for many, many years. This fund is populated with 28% of our assessment
1507 annually. Out of that, a work program has developed with the conservation district and
1508 multiple other partners and stakeholders in the community. And so, moving forward into
1509 2018, we began our process to write those proposals for funding, which I put in here for
1510 reference, for our TCD board, that the districts, out of the 298,000 total requests for
1511 2018 work program, the district was requesting \$250,000 of those dollars. So that,
1512 which funds South Sound Green's Nearshore Program, technical assistance, and
1513 supplementing the volunteer stewardship program in Henderson and Nisqually shellfish
1514 protection districts, additional outreach of our programs and services to landowners in
1515 that area, and shoreline work with landowners that live on shoreline in those areas.
1516 That's just a quick snapshot of some of those proposed – oh, and costs shared for
1517 project implementation. So again, there's us, and a variety of other partners. The
1518 Shellfish Work Program goes through three different groups for commenting approval.

1519 The first of which was the shellfish stakeholder group. Again, we met, had an approved
1520 work program from them. The TCD board was going to hear about this in October, but
1521 we had a really full agenda so that was pushed to our next meeting which was
1522 December 12 at the time. The next group to hear about that, the work program and
1523 receive presentation and, is Allison still here? She's another Thurston County
1524 representative who provides, or would provide that information to the commissioners. I
1525 invite either of you to jump in here. I know both of you have been working with this
1526 process a lot longer than I have. And then, to provide that information to them at that
1527 time and then come to our TCD Board as well to hear about this and for approval and
1528 adoption. I want to make sure I did that appropriately.

1529 Allison Osterberg: Yeah, that's a great overview, and I would just note that the Shellfish
1530 Protection District Advisory Body is a combined stakeholder advisory body for Nisqually
1531 and Henderson. They have been operating since 2001 and we have a work plan for
1532 both of those districts to reopen shellfish beds and improve water quality, reduce
1533 bacterial pollution in there, and so all of those projects are reviewed by that group,
1534 which includes citizens, shellfish growers, the City of Lacey, the Nisqually Tribe, and a
1535 variety of other partners: the Department of Health, conservation districts, ecology are
1536 all participants in that, and so typically that fund has funded the continuing work in
1537 Henderson outside of some of the ongoing programs that we have. The work that's
1538 been done through that program has really contributed to the success we've seen in
1539 reopening shellfish beds there. But we know there are continuing water quality issues in
1540 Henderson that threaten downgrades for this year and so that's why we have gone
1541 through some education with everyone this year about continuing those programs.

1542 Jane Mountjoy-Venning: I think, historically, that money came from the assessment in
1543 that the citizens in the commissioners at that time did not want to charge an additional
1544 fee for residents living in the district, and so that was seen as a funding mechanism to
1545 take part of, at that time, [inaudible 2:20:46.6] was fairly new.

1546 Allison Osterberg: Yeah, the 28% is proportional to the population in those districts, I
1547 think. And so, we do this a little bit sometimes with storm water fees also that are with
1548 certain other assessments that people are paying into something that otherwise is
1549 applied countywide. They have a particular geographic interest and so we take what
1550 their payment and apply it to their own geographic area. That's sort of how this one is
1551 operating in an incredibly successful program.

1552 Richard Mankamy: So, how many here today have a vested interest in this program?

1553 Allison Osterberg: What do you mean a vested interest?

1554 [Several speak at once]

1555 Allison Osterberg: I like oysters. That's it. [Laughter]

1556 Richard Mankamy: Just want to make sure who is on first base here.

1557 Allison Osterberg: Vested interest, do you mean like a monetary interest in getting
1558 money?

1559 Richard Mankamy: Yes.

1560 [Several answer] No.

1561 **Eric Johnson: Did you get your question answered?**

1562 Richard Mankamyer: Well, I asked who had vested interest monetarily-wise.

1563 **Eric Johnson: I saw a nod. Maybe ask...**

1564 Jane Mountjoy-Venning: I would say from the health department perspective, this does
1565 not go to fund our staff. What we use these funds for, are for the residents of the
1566 shellfish protection districts, in particular to help the two programs that grants for low
1567 income people, to help them do basic septic maintenance and repairs, and is a
1568 percentage of the cost of pumping, or the cost of replacing a baffle, or something like
1569 that. Small grants up to a maximum of \$500. The other part of that is to provide rebates.
1570 Again, a maximum of \$100, to folks to put risers on their septic systems so that it makes
1571 it easier in the long term to come back and do those inspections, and do the pumping
1572 and all that that you need to do without having to dig up the system. It has been to
1573 provide, that money goes out to the community, the residents who are living there, to
1574 help them maintain their systems.

1575 **Eric Johnson: And typically, the risers cost more than \$100.**

1576 Jane Mountjoy-Venning: Yeah, they cost somewhere between \$500 bucks, probably.

1577 **Eric Johnson: So, it's kind of an incentive for them to...**

1578 Jane Mountjoy-Venning: It's an incentive to people get over that hump of [inaudible
1579 2:23:06.8].

1580 Allison Osterberg: A lot of what this funds are the carrots that encourage people who
1581 are low income, who have septic issues to do repairs, or to develop farmlands, or to do
1582 cost share group programs, and because we, through this program, can provide care, it
1583 reduces the amount that we need to use [inaudible 2:23:29.3] on the regulatory side and
1584 that's where the Department of Health and the Department of Ecology comes in.
1585 Because we've had this resource to do education and outreach and a number of the
1586 other projects and to fund science, and their understanding about what the bacteria
1587 sources are in the watershed. That's where the value of this program really comes in.
1588 And I would say it doesn't fund my position at the county, it doesn't fund actually
1589 anything at the county. All the money that does come to the county goes out for
1590 basically the...

1591 Jane Mountjoy-Venning: There's, I think, maybe \$2000 worth of admin cost for the
1592 person who reviews the applications, which does not cover the cost to even run the
1593 program.

1594 Richard Mankamyer: So, if I understand this correctly, for our point of view, then, we are
1595 actually giving grants out. Is that correct? With that 28%.

1596 Samantha Fleischner: Cost share programs.

1597 Richard Mankamyer: Is that the same thing?

1598 Samantha Fleischner: No, a grant is different than a cost share or program doing quality
1599 research for schools with South Sound Green.

1600 Sarah Moorehead: So, typically each year this is a collaborative effort again. Allison had
1601 mentioned this broad group of stakeholders that's implementing this work plan, which

1602 the district as part of in that area. And so, each year we develop this work program with
1603 each of us bringing to the table to accomplish these components of it and then submit
1604 that work program for approval. And so, each person that is able to participate has a
1605 program associated that they put forward for funding in here. So maybe it's a little bit
1606 different than a grant program.

1607 Richard Mankamy: It would be something similar?

1608 Linda Powell: What you're saying is that money is being given for things as opposed to
1609 paying for people to do stuff?

1610 Richard Mankamy: Well, I'm just trying to figure out how that mechanism works.

1611 Samantha Fleischner: So, like South Sound Green – and correct me or interrupt me if I
1612 have... South Sound Green, which Stephanie runs, where they take schools out and do
1613 water quality monitoring and that type of thing, educate people on what are quality and
1614 shellfish habitat, that's one of the components. It's program based, and it's also cost
1615 shared, which is incentive-based for some people.

1616 Sarah Moorehead: And so typically, when you think about grant program, we definitely
1617 write a scope of work, a proposal for each year that goes into this broader work
1618 program. But typically, when you think about traditional grant program, it's a competitive
1619 program where folks are applying for funding. Each year our work program is fully
1620 funded. We stay within the parameters of the dollars that we have available. Correct me
1621 if I'm wrong on anything historical. And so, that work program is funded each year. And
1622 so, this year, we're running into the issue of there is not additional funds coming into this
1623 program. We've already set our scope of work up for that 298,000 and there's not
1624 sufficient funding to cover the work in that area.

1625 Allison Osterberg: I would just note that the work program needs to be approved both by
1626 the Board of Supervisors in the conservation district, and the Board of County
1627 Commissioners. It's a dual role.

1628 **Eric Johnson: Go ahead, Richard.**

1629 Richard Mankamy: And what program is that? What are we approving?

1630 Allison Osterberg: You are approving, what do you guys call it? The 2018 Shellfish
1631 Work Program.

1632 Sarah Moorehead: You received those, gosh, at the September 26 meeting, that whole
1633 packet of proposals with all of the different programs. There was that nice cover sheet
1634 that detailed out which entity was putting forward what work program and what all the
1635 dollar amounts were and what the total was.

1636 Richard Mankamy: That was September 26th?

1637 Sarah Moorehead: Yeah, I provided that to you guys.

1638 Richard Mankamy: That was those four things at the end the packet.

1639 Samantha Fleischner: It was the only one that we didn't approve.

1640 Sarah Moorehead: No, that was something else.

1641 Samantha Fleischner: Oh, okay.

1642 Sarah Moorehead: But I don't believe we got that far in the agenda on the twenty-sixth
1643 to cover it. And I'm happy to just provide you with a new copy.

1644 **Eric Johnson: The only thing, my comments on that in the past is that they were**
1645 **presented to us. I asked when we would get to have input/comment and I was**
1646 **told, "You will adopt it and see it later." And then it seems like it went to the**
1647 **county commissioners and then it came back to us and we had no time to**
1648 **comment or anything. It was like we were presenting it, the county**
1649 **commissioners approved it, now you guys can approve it, and you're already**
1650 **past the point of...**

1651 Sarah Moorehead: So, this year, yeah, we were supposed to have seen it in October,
1652 but that was one of the items that you removed from the agenda to put in December Are
1653 you referring to 2016?

1654 **Eric Johnson: Yeah, prior to the last two years, or at least last year, the board**
1655 **didn't have an input. When you say, "You're approving it," it was, "This is what it**
1656 **is, but we already sent it to the county commissioners and they've already**
1657 **approved it, now you need to approve it," and we had no time to comment on it.**
1658 **And so, I think that's a flaw in the process. A lot of the programs I'm for, but the**
1659 **board didn't have a chance to comment on it. It was never brought to us, only for**
1660 **approval after it was... Go ahead, Sarah.**

1661 Sarah Moorehead: Yeah, typically the board sees it for feedback in October and then
1662 approves it in its final form in December, at those two meetings. That's typically how
1663 that process works.

1664 **Eric Johnson: I just didn't feel like that happened in prior years. Not this year,**
1665 **prior years.**

1666 Samantha Fleischner: Sarah, I could be wrong, but I don't think – we might do
1667 comments for the way the words are put in there, but I don't think we actually help
1668 change the plan, the actual programs around of what their implementing. When we are
1669 reviewing something, I think that the conservation district and the county have already
1670 worked out what the money is kind of, what the programs are going to be and we are
1671 just kind of approving that. I don't think that were reallocating funds. I feel like that's
1672 maybe what you're asking, is if we can reallocate funds?

1673 **Eric Johnson: No. It was just we had stakeholders come in, they presented them,**
1674 **and then they came back and said okay, let's get it approved and there was no**
1675 **comment period. You know, I wanted to comment on a couple of them and ask**
1676 **questions and stuff like that.**

1677 Sarah Moorehead: Yeah, that's typically what that first meeting is for because that's
1678 usually when all the sponsors are present and they provide the proposal, they give you
1679 the rundown of what they've done with the past year's funding, what they're proposing
1680 to do with next year's funding.

1681 **Eric Johnson: Because, we had a different executive director, and when I asked**
1682 **that person about it, "Oh, you'll have time to comment on it later and ask**
1683 **questions on that later." And then it came back to the board and so I was**
1684 **unhappy with that because it just came back to us for approval, not for any**

1685 **discussion. So, let's make sure that moving forward if we have discussion that**
1686 **we can do that.**

1687 Sarah Moorehead: Yeah, definitely this is a great time to provide feedback right now on
1688 the future of this fund in this program in general. There are ourselves and a lot of other
1689 community partners and folks that rely on the work that's done in this area through this
1690 work program, so again, I put it out there to you, all the folks, all the participants and
1691 stakeholders, and the county, and our district to provide comment and creative solutions
1692 about how we can move forward, so yeah, I would love to hear the board's feedback on
1693 moving forward with this.

1694 Richard Mankamy: So then, where are we at now on budget scenario three? What
1695 happens to these programs?

1696 Sarah Moorehead: In our own district budget?

1697 Richard Mankamy: Yeah, in our...

1698 Sarah Moorehead: In our own district budget scenario three, that's a suggestion on our
1699 end.

1700 **Eric Johnson: Can we keep the South Sound Green going under any of the**
1701 **scenarios, or all of them?**

1702 Sarah Moorehead: Any of the scenarios for our district's 2018 proposed budget?

1703 **Eric Johnson: Yeah, right.**

1704 Sarah Moorehead: So, they've been able to find some other additional funding to help
1705 support them and potentially we have \$150,000 in the fund now and so collectively, we
1706 need to figure out how either to populate the fund with additional dollars and fund the
1707 full program or utilize the dollars that we have existing. I feel, I don't want to speak
1708 boldly because there are so many people involved in this decision.

1709 Allison Osterberg: Just make a suggestion and again. Again, not the way I think anyone
1710 would wish that it were going this year, but if the Board of Supervisors wanted to
1711 proceed with that option three, which is a reduced amount for next year, you could go
1712 back to staff and ask that they look through those programs and make a
1713 recommendation about what the work program would look like. That could mean
1714 excluding some of the proposals or it could mean reduced amount for all of the
1715 proposals or something along there. And then, I would recommend it comes back to the
1716 Shellfish Advisory Group to have a discussion about that revised work program. They
1717 typically do the same thing where all the project proponents come and present to them.
1718 They ask questions. And there's back-and-forth there and they make a
1719 recommendation, and we do the same thing with the Board of County Commissioners,
1720 time permitting with their schedule. And so, if the goal is to develop, since the situation
1721 has changed since they met in October and made the recommendation, if there's a new
1722 proposal we could bring it back to them at one of their future meetings and have them
1723 review it again and they could come back through the process. That's just a suggestion.

1724 Sarah Moorehead: And that was certainly in scenario three that Amy put together, was
1725 funding the programs but at a reduced amount. So, keeping all of the existing
1726 proposals, but funding them at a reduced amount.

1727 Allison Osterberg: And that might mean going back to each of the individual project
 1728 proposers to see what could they do for a reduced amount; what would they essentially
 1729 deduct from these proposals...

1730 Male: Shave off.

1731 Allison Osterberg: ...and for some of them it might be the way it works that they couldn't
 1732 scale it down, and some might be able to, so that would be part of that discussion. What
 1733 would you really get for the money?

1734 **Eric Johnson: Chris, did you have something really quick?**

1735 Chris Stearns: Really quick, just two clarifications on this program. I noticed your only
 1736 dealing with one inlet and half Nisqually Reach. What about the rest of the county's
 1737 shorelines? Is this just focused solely on shellfish bed closures? Because they grow
 1738 shellfish in other inlets as well.

1739 Allison Osterberg: It's tied to the geographic boundaries of the shellfish protection
 1740 districts, which have created...

1741 Chris Stearns: Okay, and so, when you send out grants to loan companies, said people,
 1742 this is not just shorelines? This is people further up in the watershed or not?

1743 Jane Mountjoy-Venning: It's people within the designated shellfish protection district
 1744 boundaries.

1745 Chris Stearns: That includes the watershed?

1746 Jane Mountjoy-Venning: It's not the entire watershed; it's a portion of the watershed, for
 1747 only Henderson and Nisqually... [inaudible 2:35:57.4] shellfish protection.

1748 Chris Stearns: Johnson Point is not low-income area of our county. So, I'm having a
 1749 hard time digesting this.

1750 Jane Mountjoy-Venning: Right. We probably don't have a map of the actual shellfish
 1751 protection districts.

1752 Chris Stearns: Well, it goes that far down.

1753 Jane Mountjoy-Venning: It includes some of the uplands and there are definitely
 1754 pockets of lower income, even in places that might look high income, there are places
 1755 that are there are low income people. The rebates are available to anyone, regardless
 1756 of their financial status. The grants, they have to meet income criteria.

1757 Chris Stearns: What about large-scale polluters like the turf farmers out there? People
 1758 who grow grass for a living and roll it out on suburbia around Puget Sound? They are
 1759 polluting the sound too with their fertilizers.

1760 Allison Osterberg: I would encourage that next year, if we have a shelter fund, if that's
 1761 identified as a problem area, someone could pose a program [inaudible 2:37:02.9].

1762 Chris Stearns: But there are ways to deal with it other than fertilize. [Inaudible
 1763 2:37:11.7]. Thank you.

1764 **Eric Johnson: Any other questions, comments, discussion? No?**

1765 Linda Powell: I'm still figuring it out.

1766 **Eric Johnson: Still figuring it out? Me too. Go ahead.**

1767 Sarah Moorehead: Does the board have anything additional that they would like me to
1768 share with the participants and stakeholders about the status of this process moving
1769 forward into 2018?

1770 **Eric Johnson: I'd like the South Sound Green Program and the kids and stuff. I'd**
1771 **like to see that as a priority.**

1772 Samantha Fleischner: Sarah, what is it you need for us to decide to go forward with
1773 this?

1774 Sarah Moorehead: Well, we're back into that uncharted territory thing again where we
1775 haven't been in this scenario before. If I were making a recommendation, I would
1776 certainly continue to work hand-in-hand with all of the stakeholders and the county, all
1777 of the participants that are involved in the program on moving forward with this. And
1778 maybe take that, take this back to the group and see if the scenario that Amy proposed
1779 in terms of utilizing existing funds to fund a portion of the projects, you know all of the
1780 work program is feasible and supported by the group, and/or if there are any additional
1781 ideas to fully fund the whole work program that could be put forth. I just want to be, you
1782 know, respectful of so many people that are involved in this whole process.

1783 Male: Thanks Allison.

1784 Allison Osterberg: I have to run, but if you guys have any questions or if there's anything
1785 we can do to help facilitate things either working with the board through the shellfish
1786 district for the advisory group or you need [inaudible] and talk about anything, pieces of
1787 that program and help facilitate that.

1788 [Several say thank you.]

1789 **Eric Johnson: Anything else with this? No?**

1790 Sarah Moorehead: Well, I don't know that I received any sort of direction.

1791 **Eric Johnson: Right, I don't think you did either.**

1792 Amy Franks: Perhaps we should go back to the folks that wrote the proposals and have
1793 them do a budget scenario and bring that back, just so we have that on hand.

1794 Richard Mankamy: To see what they could do with a reduced budget?

1795 Amy Franks: Right.

1796 Female: To fund with the existing funds.

1797 Richard Mankamy: It would be a place to start, yeah.

1798 Amy Franks: Like if we go to people and say can you fulfill your proposal with the 50%
1799 budget? And if so, what can you do?

1800 Male: I support it.

1801 Linda Powell: Really, what else can they do than work with what they've got?

1802 Female: Right.

1803 Samantha Fleischner: Some budgets wouldn't be able to function without enough
1804 money.

1805 Linda Powell: So, they wouldn't be able to do anything?
1806 Amy Franks: Perhaps we should have people do that then?
1807 Sarah Moorehead: Yeah, I would be happy to go back to all of the entities and have this
1808 discussion with them and see where we can come to, if they're able to do a scaled-
1809 down version of their proposal for a percentage less and maybe that way we can still
1810 utilize the dollars that are currently in the fun to do a portion of the work program.
1811 **Eric Johnson: Okay, it sounds like you have some direction there, huh?**
1812 Sarah Moorehead: Yes.

1813
1814 **14. TCD Relocation Discussion and Path Forward [2:41:03.9]**

1815 **Eric Johnson: TCD relocation discussion at path forward. Is there any path**
1816 **forward or discussion?**

1817 Doug Rushton: Yeah, that's something I brought up. [Inaudible 2:41:12.8], and I'm not
1818 so sure we needed there anymore, particularly in the next six months while were
1819 working through these budget things and the rest of the stuff. I just think the other stuff
1820 is more important. Why not just put that [inaudible 2:41:31.2] you all agreed then we just
1821 take it off?

1822 Sarah Moorehead: Did everybody hear what Doug said?

1823 Linda Powell: No, I couldn't.

1824 Sarah Moorehead: If you didn't hear, Doug said that he's not certain that this, Doug had
1825 requested this be a standing agenda item because it had been in the past so that the
1826 district could have some discussion about this item, but he's not sure if moving forward,
1827 you know, if that's going to be relevant, at least for a while as we are trying to figure out
1828 our funding situation. And so, he said if the rest of the board is supportive, he'd
1829 recommends removing that item and not making it a standing agenda item in the future.

1830 **Eric Johnson: I don't know, I'd like to discuss it every now and then. I don't know**
1831 **what we have for funding on it. We're paying random \$3700, you know, so much a**
1832 **month, so I think there was a committee. Who was on the committee. Aslan was**
1833 **on the committee, and who else? And Richard.**

1834 Samantha Fleischner: I think that Doug's main suggestion is just not having it as a
1835 standing agenda item. Like, maybe in a couple of months you say, oh let's put this on
1836 there. Instead of having time allocated every single month for it when we're literally
1837 cutting from the agenda every single month or having the same exact discussion. So,
1838 actually putting it there when we may have something actual pertinent to talk about with
1839 regards to it.

1840 **Eric Johnson: Yeah. Stu, you leaving us?**

1841 Stu Trefry: Yeah, I'm sorry, I'm on the phone with the Clark Board at 4:00. They're
1842 talking about rates and charges with their special meeting going on in five minutes, so I
1843 promised them I'd be on the phone with them.

1844 **Eric Johnson: All right. Thank you for coming.**

1845 Stu Trefry: I appreciate being here.
1846 Thanks, Stu. [Several agree].
1847 Linda Powell: I have a question about the relocation.
1848 **Eric Johnson: Okay. Go for it.**
1849 Linda Powell: Based on your point about \$3700, did you say a month for rent? That's a
1850 huge land payment.
1851 **Eric Johnson: Right.**
1852 Samantha Fleischner: But funding, it's not as easy to get a mortgage. There are a lot of
1853 steps that I don't think we have the funding to pay staff to do that research to... We
1854 don't have money right now.
1855 Linda Powell: Wouldn't the first step be to find a place and then...
1856 Samantha Fleischner: In theory it would be seeing what type of funding we can get. SO,
1857 it's not like, we can't go to the bank like you or I would for personal mortgage because
1858 we are a public agency, so getting the financing is a little bit more difficult. So, we'd
1859 have to see what we can finance before we were able to find a piece of land, and then
1860 we have to see how developed it is...
1861 Linda Powell: What if it was a private party selling that was happy to have a contract?
1862 Then, no bank would be involved. Plus, if we can get a line of credit, a line of credit
1863 going to pay for property.
1864 **Eric Johnson: Would you like to be appointed to that committee, Linda with, and**
1865 **Richard, and maybe go forward and work on some scenarios?**
1866 Linda Powell: Sure. So, who else is on that committee? Just Richard? Aslan is still on
1867 it?
1868 **Eric Johnson: Richard and Aslan is gone. Is staff on it as well?**
1869 Female: Yeah.
1870 **Eric Johnson: okay.**
1871 Samantha Fleischner: But, do we have the money to pay staff to do it?
1872 **Eric Johnson: Maybe you might not have staff time available. Go ahead.**
1873 Sarah Moorehead: I would just encourage the board to, with the reduction in funds that
1874 were going to have moving into next year, especially, this was a heavily assessment
1875 funded initiative, you know to think about where we need to prioritize staff time that we
1876 do have available. So, noting that the staff is likely taking a reduction in their time. You
1877 know, is this something that the board sees as a feasible option in the first part of next
1878 year or something that the board would like to work on later? Just throwing that out
1879 there. Food for thought.
1880 **Eric Johnson: Do you have something, Joe?**
1881 Joe Hanna: I'd like to reiterate what you said. You don't necessarily have to be looking
1882 bigger at this point because of your budget situation, I think you should continue or at
1883 least have work written by board; you're not spending any of the funds the boards

1884 looking at, at least, but the option of going smaller maybe. If you ain't got the money,
1885 then bigger is not an option. I think we'd all agree to that. But maybe the option is
1886 smaller and that's one of those individual line items that need to be looked at: \$3950.

1887 Linda Powell: Sure, that could recoup a bunch of money.

1888 Joel Hansen: \$3950 a month.

1889 **Eric Powell: Would it be appropriate for just board members to do that reported**
1890 **back to the board? I think that's appropriate.**

1891 Samantha Fleischner: I don't think so, because they are CPAs, nor do they have a
1892 working knowledge of the budget of the district. It needs to have district involvement. It
1893 definitely needs to have...

1894 **Eric Johnson: Can you seek clarification on that from somebody higher up so we**
1895 **can get an answer to that?**

1896 Female: On whether you need staff involved?

1897 **Eric Johnson: Yeah.**

1898 Linda Powell: In finding a place and figuring out financing without doing anything official;
1899 just looking?

1900 Amy Franks: When we were talking about this beckoned me I was also talking with the
1901 municipal advisor because when a public entity borrows money, there's resolutions that
1902 have to be formed and different types of lending, bond market rather than a mortgage,
1903 and it's just a whole different ballgame. And we haven't done this before. We've always
1904 rented. So, I think we would want to engage the municipal advisor again in some
1905 capacity so that we don't get into a financial contract that we don't understand and that
1906 were not really set up to do.

1907 Sarah Moorehead: I think that there's going to be a considerable amount of work
1908 associated with this. Certainly, for a great benefit, potentially. And I would, at minimum,
1909 recommend that myself and Amy be a part of it because there's going to be a workload
1910 associated with it that you'll need staff support on.

1911 Richard Mankamyer: It was an interesting concept, going smaller for going forward with
1912 a smaller budget. Are there smaller facilities available here in this complex?

1913 Samantha Fleischner: I think we have a lease agreement currently.

1914 Ashley McBee: The short answer is no, not in this complex.

1915 Linda Powell: When does the lease expire?

1916 **Eric Johnson: We have to have staff look that up. It's under a year.**

1917 **Eric Johnson: It was a year.**

1918 Richard Mankamyer: Was it for a year or a year and a half?

1919 Samantha Fleischner: I thought it was for 18 months.

1920 Richard Mankamyer: I thought it was 18 months.

1921 **Eric Johnson: Okay. Chris?**

1922 Chris Stearns: I just want to point out that we have an excess building.

1923 **Eric Johnson: Chris has an excess building, huh?**

1924 Chris Stearns: Over near the St. Martin's Pavilion. As part of our purchase, we're
1925 occupying the two-story building that is over there, but 1340 on Rubble Road is up for
1926 rent, and the realtor hasn't come up with a lessee. We designed it so we could take a
1927 private sector, because it's always the difference between public and private, as to how
1928 you're taxed, but that is a one-story building. It's a square, pretty much set up.

1929 Male: How many square feet?

1930 Chris Stearns: No, I mean the shape of the building is pretty much square. I don't know
1931 how much the square feet is. There is some cubicle stuff near the windows, but right
1932 now it's just in a state of waiting to be used.

1933 **Eric Johnson: Yes, Mr. Hanna?**

1934 Joe Hanna: I understand what Samantha is saying about things can get very involved or
1935 what staff was saying about how it can get very involved, but right there, without staff
1936 time, there's a possible thing that any member of the board could do or a workgroup
1937 could do is go out and identify a possibility that if it's feasible, then you have staff look at
1938 it. Again, everything is in steps, and start with the baby steps and work forward to the
1939 big steps. And if you can do that for free with board members, then why not?

1940 **Eric Johnson: I would encourage any board members to, if they could find a place**
1941 **that would be feasible, bring it back to the board. Did you have something,**
1942 **Ashley?**

1943 Ashley McBee: Yeah, I just wanted to share an alternative perspective that the goal has
1944 been, I totally hear going smaller, which we've been having some issues with busting at
1945 the seams here and hopefully we won't be decreasing in staff size, so if the eye is on
1946 the goal of getting through the first part of next year and getting our budget back to
1947 where it needs to be, it would really be a shame to let go of that demonstration farm,
1948 that dream that we could still pull together if we can stay on the goal, and get the budget
1949 back together. The time, I mean, we've all moved one house, and how much time and
1950 energy it takes to just move what's in your house; for us to move everything out of here,
1951 move into a smaller location, that would be a lot of time and capacity output in addition
1952 to. We're going backwards from that dream. I just want to share that perspective.

1953 **Eric Johnson: I wouldn't necessarily say it has to be smaller, but I would support**
1954 **going out and seeing what was out there. Whatever you find, bring back to the**
1955 **board.**

1956 Linda Powell: Especially if it could save \$40,000 or some portion of that towards the
1957 dream later. It's sort of like belt-tightening for a little while to do something better later.

1958 **Eric Johnson: Let's keep this on the agenda for at least until the end of the year**
1959 **and then revisit it then. Whether we want to keep it on here going forward as a**
1960 **standing item, and then hitting this after that. Sound good?**

1961 Female: You said keep as a standing...?

1962 **Eric Johnson: Keep as a standing. We only have one more board meeting for the**
1963 **year, then we'll revisit in January.**

1964 **15. Easement Subcommittee Discussion [2:52:11.9]**

1965 **Okay, easement subcommittee discussion, number 15. Sarah on that.**

1966 Sarah Moorehead: Yeah, so at the last meeting Eric had requested to, by the end of
1967 January to review some forms that NRCS utilizes to administer their conservation
1968 easement programs/contracts that they establish with landowners who inquired about
1969 some of their process oriented documents. But in the meantime, I just wanted to provide
1970 a small update for the board, which is the last sort of memo item in your packet, to let
1971 you know that I'm in contact with NRCS to see what's sort of materials they can provide
1972 that we can utilize. I've also included just a snapshot of one of their conservation
1973 programs. Agricultural Conservation Easement Program, ACEP, which is where they
1974 fund a lot of their working lands easement through the, there's a fact sheet. I know this
1975 is new for some folks here on the board, so I included just a little fact sheet about this
1976 NRCS ACEP program for some of the funds come from, and then something that I
1977 thought, the board has been really interested in, in more information about a lot of
1978 things and so something I included is a snapshot, there is ACEP Easement Program
1979 manual, which lengthy as it is, it's only two subparts of several, but I included this for
1980 two purposes: one is that ACEP is a potential funding source for Working Lands
1981 Easements that with the right collaborative partnerships, the district may be able to be a
1982 participant in securing grants funds through NRCS, but two, they go through their
1983 process in here for selecting and ranking their application, their eligibility requirements
1984 for the properties that they accept into their program or that they fund for Working Lands
1985 Easements. And so, here's a similarly aligned entity that has some criteria to a program.
1986 So, if we're working on program development for working lands easement program at
1987 the district, here's an example of some criteria that another entity utilizes in making their
1988 selection. So, I just wanted to put both of these before you. I'll continue to work on
1989 getting those really specific contract form templates from NRCS, but I thought that that
1990 might be something that the board is interested in reviewing as we're moving forward
1991 with Working Lands Easements.

1992 **Eric Johnson: Okay, I have another, What's your next step?**

1993 Sarah Moorehead: Well, I think that's certainly worth discussion. Working on our
1994 easement program development is something that has been funded through our base
1995 funding mechanism.

1996 **Eric Johnson: You'll have possibly conservation futures enrollment in February, I**
1997 **believe.**

1998 Sarah Moorehead: The program opening in February?

1999 **Eric Johnson: Yeah, I think that will be opened back up at the, so there will be a**
2000 **funding there.**

2001 Sarah Moorehead: Yeah, I would definitely share that if we can work on getting
2002 additional grant funding for program development to make sure that we have an
2003 easement program that can apply for conservation futures, and utilize those funds and
2004 be able to get the project oriented funding, I think that would be a great path forward to
2005 make sure that we have the funds to pay a human to continue this initiative.

2006 **Eric Johnson: Just because our base funding is not there doesn't mean we want**
2007 **to forget about the Sentinel Land Trust funding availability. So, I'd like to see that**
2008 **go forward and not stop. I would like to try to go for those Sentinel Land Trust**
2009 **funds.**

2010 Sarah Moorehead: Yeah, our base funding is what we utilize to write grants, to provide
2011 match to those programs to get that funding, and what we've been utilizing to fund other
2012 priority initiatives like this throughout this past year. So, I just want to make the board
2013 aware of that.

2014 **Eric Johnson: Can we get something done within the next 30 days? Our 2018**
2015 **budget is what's going to kill us. We still have funds for the next 30-some days,**
2016 **correct?**

2017 Sarah Moorehead: To do what?

2018 **Eric Johnson: To create something. Four years. Four years talking about this, so I**
2019 **don't want to have it drop off 100% because...**

2020 Sarah Moorehead: Yeah, that's definitely what I am proposing to apply for some
2021 targeted grants to continue to fund this initiative.

2022 **Eric Johnson: Okay.**

2023 Sarah Moorehead: So that it doesn't fall off.

2024 **Eric Johnson: Do we know how much money is available left in our unfunded**
2025 **needs account on this off the top of our head?**

2026 Amy Franks: Probably not. Not offhand. When I did the budget revision in September, it
2027 was about \$10,000 left. And I can't recall what has been incurred since.

2028 **Eric Johnson: Okay. Anything else? Do we want to go over anything we missed?**

2029 Amy Franks: We did skip a check register.

2030 Samantha Fleischner: And the board meeting minutes.

2031 **Eric Johnson: It's 4:11. Open for suggestions.**

2032 Samantha Fleischner: I'd say we've gone quicker than the four hours, so getting the
2033 check register, in theory, shouldn't be too difficult, nor should the minutes. We had
2034 some of these minutes for two months already now. Getting them approved would
2035 probably just give us less to push forward to the next board meeting.

2036 Sarah Moorehead: Also, to share too, Richard and Eric discussed before this meeting
2037 about maybe resolving and being able to move towards finalizing those February
2038 minutes.

2039 **Eric Johnson: Yeah, how are we going to do that? Any suggestions?**

2040 Sarah Moorehead: Well, when the three of us discussed, during, you know, our meeting
2041 today, we discussed moving forward to be able to approve or adopt those minutes with
2042 just a note in there that the vote on that one check register was inaudible and unclear as
2043 to...

2044 **Eric Johnson: Go ahead and present that and see what we can get done.**

2045 Sarah Moorehead: That's it. That's what we had discussed. [Laughter] Richard had
2046 shared that maybe this could be a path forward, and we can get this off our plate by
2047 sharing that...

2048 Linda Powell: Is that the only holdup? Is that one vote was inaudible?

2049 **Eric Johnson: Right, at this point.**

2050 Sarah Moorehead: That was on a different set of minutes, and if it's going to be an
2051 issue, we don't have to bring that up. I just, Richard has shared that...

2052 Richard Mankamy: Well, we don't want to drag it on to next year, do we?

2053 **Eric Johnson: I would like to get it over with if that's a legitimate path that we can**
2054 **take.**

2055 Richard Mankamy: Can we say that it's inaudible and we can't really tell? Does that
2056 work for us?

2057 Sarah Moorehead: Shana, are you still on the phone?

2058 Shana Joy: Yeah, I'm here, but I didn't hear that last bit.

2059 Sarah Moorehead: Yeah, so we were just talking again about those minutes from the
2060 February board meeting where there was an approval of the January check register, and
2061 a vote on that that was inaudible and we were unable to decipher which board members
2062 were voting on that. We were hoping to maybe move forward and be able to approve, or
2063 the board was hoping to be able to move forward to approve those minutes and maybe
2064 a path forward could be providing a caveat that that particular vote was inaudible or was
2065 not able to be deciphered. Is that an appropriate path forward for getting those minutes
2066 approved?

2067 Shana Joy: You are supposed to provide a clear public record of all district proceedings.
2068 So, just putting a note in there that says according to the recording, we couldn't figure
2069 out was it for or was it against? I don't think that's going to cut it...

2070 Sarah Moorehead: Okay.

2071 Shana Joy: ...If you can't find any record or note of who voted for who voted against,
2072 you're probably going to have to go back and readdress that check register and make
2073 sure there's a clear record.

2074 Ashley McBee: Can you repeat what she said?

2075 Sarah Moorehead: She said we need a clear record of who voted for and against and if
2076 there's not a clear record of that then we'll need to go back. Okay, I thought you had
2077 shared other information the last time we talked about this. So maybe what I can do is
2078 continue with you, Shana and prepare information for the board for the next meeting so
2079 that they'll be ready with all the information at that time.

2080 Shana Joy: What I said before was that the auditor is not going to like that...

2081 Sarah Moorehead: Okay. I missed that part.

2082 Shana Joy: ...They'll think something odd is going on, but you don't have a choice. You
2083 have to readdress it.

2084 Sarah Moorehead: Got it.

2085 Doug Rushton: Well, I thought you had 2 or 3 people recording these meetings.
2086 **Eric Johnson: That was prior to recording.**
2087 Doug Rushton: Was it? Okay. Yes, I guess it was. We were just talking about the
2088 recording for that meeting, if there is only one recording, and it's not clear, then you
2089 would have to go back.
2090 Sarah Moorehead: So, perhaps we can move forward with the other minutes at this
2091 time. I'll work with Shana on a path forward for the February minutes for the next
2092 meeting and put that on the agenda. Does that sound fair?
2093 **Eric Johnson: How do we do the November 6th meeting since, is there no**
2094 **signature required on that one?**
2095 Sarah Moorehead: So, those are just meeting notes. We never actually had a meeting
2096 that moved forward, so that was just...
2097 **Eric Johnson: Set that to the wayside then?**
2098 Sarah Moorehead: Yep.
2099 **Eric Johnson: Okay.**
2100 Ashley McBee: There was no quorum. That was not technically a public meeting.
2101 **Eric Johnson: So. Which would we like to attack? The 26th? The 26th, line 271?**
2102 Ashley McBee: Let me get there with you.
2103 **Eric Johnson: Okay, it's pretty simple, you'll figure it out. Do we have a plan for**
2104 **not getting a CB, so capital budget? That should probably be spelled out there.**
2105 Ashley McBee: I have operated by the traditional notetaking template that you spell
2106 something out the first time and provide the acronym....
2107 Samantha Fleischner: If you look at line 268, it says capital budget and in parentheses it
2108 says CB.
2109 **Eric Johnson: Okay, that sounds good.**
2110 Ashley McBee: So, you're okay with continuing with that?
2111 **Eric Johnson: Yes, I'm okay with that.**
2112 *Long pause*
2113 Doug Rushton: What are we waiting for?
2114 **Eric Johnson: We're waiting for comment on Board of Supervisors Monthly**
2115 **Meeting minutes, Tuesday, September 26, 2017.**
2116 Doug Rushton: People didn't read these beforehand.
2117 **Eric Johnson: Yeah, it looks like...**
2118 Samantha Fleischner: I'll make a motion to approve the Board of Supervisors monthly
2119 meeting minutes from Tuesday, September 26, 2017 at 2 PM.
2120 **Eric Johnson: Okay, motion.**
2121 Linda Powell: I second.

2122 **Eric Johnson: A motion and a second. Discussion? Did you get a chance to go**
2123 **through them all?**

2124 Richard Mankamyer: No, I haven't had a chance.

2125 **Eric Johnson: Neither have I. I didn't get a chance to finish them. I only got**
2126 **through partial of them.**

2127 Richard Mankamyer: I've got too many papers.

2128 **Eric Johnson: yeah. Any more discussion? Okay. All in favor signify by saying**
2129 **aye.**

2130 Aye. [Several agree]

2131 **Eric Johnson: All opposed, say aye.**

2132 Aye. [Several agree]

2133 **Eric Johnson: So, let's revisit them on the next meeting.**

2134 *Vote: Linda & Samantha in favor. Richard & Eric Opposed. Doug noted on record as*
2135 *unable to vote. Motion failed.*

2136 Linda Powell: I have a question.

2137 **Eric Johnson: Okay.**

2138 Linda Powell: So, what is the hang up on the minutes?

2139 **Eric Johnson: We just have to go through them all the way. I got three quarters of**
2140 **the way through them and I didn't get to the end, so I want to get to the end.**
2141 **That's one of the problems about being busy with farming and stuff.**

2142 Linda Powell: I understand that, for sure. So, as soon as everybody reads them
2143 thoroughly, there should be no hitches?

2144 **Eric Johnson: I'd like to do that on the next one to. But some of us have more**
2145 **time than others.**

2146 Doug Rushton: We each have 60 minutes of every hour. It would be good to read the
2147 stuff beforehand. As a notation for the September 26, note that I don't have a vote on
2148 that.

2149 **Eric Johnston: Right.**

2150 Ashley McBee: Thank you for the reminder, Doug.

2151 Doug Rushton: And I'm not sure that Linda can approve it, I, maybe I'm out of order on
2152 this, but September 26, Linda was here, but she wasn't a member of the board, so not
2153 sure it's appropriate for her to second it. I'm okay with it, but...

2154 **Eric Johnson: Thank you for that clarification Doug. We'll get her done next time.**
2155 **What about that November 1 meeting? I want to go over them more.**

2156 Samantha Fleischner: So, no one's read them?

2157 **Eric Johnson: No, not in whole. Can we table those until the next meeting, too?**

2158 Samantha Fleischner: Does that mean it's pointless to ask if you can table them if we're
2159 going to oppose them and table them anyways?

2160 **Eric Johnson: Okay, I would ask and follow some kind of process. I'd like to table**
2161 **them. Let's table them unless there are objections? Okay. Check register?**
2162 **Questions? Waterfall engineering, 19396?**

2163 Amy Frank: That is the engineering on Robin's East Fork McLane Culvert Project.

2164 **Eric Johnson: Okay. Everybody else, jump in, go ahead. There was one other**
2165 **thing I had a question on that I need to look for.**

2166 Richard Mankamy: What tab is it? Do we know?

2167 Two Females: Two. Tab two.

2168 **Eric Johnson: [Inaudible 3:11:01.8] from [inaudible] come?**

2169 Amy Franks: Lafrombouiss (sp?) Communications. They are the parent company for
2170 the Nisqually Classifieds, and that was one of the publications we advertised the rates
2171 and charges meeting in.

2172 Sarah Moorehead: Public hearing.

2173 **Eric Johnson: Okay. Deposits and credits.**

2174 *Long pause*

2175 **Eric Johnson: I saw something on here for uh. Anybody else have any questions**
2176 **besides me? Richard, any questions?**

2177 Richard Mankamy: No.

2178 **Eric Johnson: We wrote a check to the Visa card, but we don't have a copy of the**
2179 **Visa card?**

2180 Amy Franks: No, I didn't get that in this time. I'm sorry.

2181 Ashley McBee: I'm sorry, chair, what was the question?

2182 **Eric Johnson: She answered it.**

2183 Ashley McBee: I know, but do you want me to record it?

2184 *Several people muffled talking*

2185 **Eric Johnson: I had one more. I'm trying to find it. How bout um. You had a**
2186 **question, Joe, do you want to say it louder?**

2187 Joe Hanna: Check number 19432.

2188 Amy Franks: TCMS.

2189 Sarah Moorehead: Yeah, this folder; replace the pilot burner and the thermocouple,
2190 which is just a funny word to say.

2191 Joe Hanna: I think it's \$896.40.

2192 Ashley McBee: TCMS. That would be for the repair of our poultry processing
2193 equipment.

2194 Joe Hanna: What does that cost new?

2195 Ashley McBee: Huh? I can't hear you.

2196 Joe Hanna: What does that cost new?

2197 Ashley McBee: I'm going to take that as a rhetorical question. [laughs] Several
2198 thousand; \$4000.

2199 **Eric Johnson: Check number 19418, Washington State University Energy**
2200 **Program. It's \$891. What was that?**

2201 Amy Franks: Those are our IT providers.

2202 **Eric Johnson: Okay.**

2203 Sarah Moorehead: Richard had asked during our auditor training that I note that when
2204 we have things like public disclosure requests and the IT folks do a scrub of our servers
2205 for information related to those requests, that you'll see anytime we have public
2206 disclosure requests there will be an IT component of that. So, just, that's an upcoming
2207 thing.

2208 Richard Mankamyer: Doesn't he charges extra for that?

2209 Sarah Moorehead: Eight times. No, I'm just kidding. No, same rate.

2210 **Eric Johnson: Whitlock Limited Partnership. I should remember that, but what is**
2211 **that again?**

2212 Amy Franks: That's our landlord.

2213 **Eric Johnson: So, that one was, can you read that?**

2214 Amy Franks: It's \$3950.

2215 **Eric Johnson: \$3950 or \$4950?**

2216 Amy Franks: Oh, so that was the base rent is \$3950 and then quarterly they charge
2217 common area fees, like for landscaping and exterior stuff.

2218 **Eric Johnson: So, there's your rent figure, Linda, and with common areas**
2219 **quarterly.**

2220 Linda Powell: What number is that? I haven't found it.

2221 **Eric Johnson: It is check number 19436.**

2222 *Long pause*

2223 **Eric Johnson: Do we have our fees from the, who paid for the easement, I mean**
2224 **not easement, but the water rights seminar in Yelm?**

2225 Sarah Moorehead: Yes, we hosted that.

2226 **Eric Johnson: Is it in here?**

2227 Sarah Moorehead: Fees, like for the facility?

2228 **Eric Johnson: Yeah. Facility.**

2229 Sarah Moorehead: No, City of Yelm partnered with us and gave us the facility for free.

2230 **Eric Johnson: Right on.**

2231 Richard Mankamyer: Cool.

2232 Sarah Moorehead: Mm-hm. Yep.

2233 **Eric Johnson: So, we just paid for the food and staff time, whatever?**

2234 Sarah Moorehead: Yep.

2235 Richard Mankamy: Does anybody know what that cost us, total?

2236 Sarah Moorehead: In terms of coordination, as well? I don't have figures on a final. That

2237 was included in a grant that we had, though.

2238 Richard Mankamy: We got a grant for that?

2239 Sarah Moorehead: That was included in a grant, yes. Mm-hm.

2240 **Eric Johnson: TCMS? What was that?**

2241 Sarah Moorehead: That was the repair for our poultry processor.

2242 Ashley McBee: For both units. That's maintenance, repairs, updates on both units.

2243 **Eric Johnson: Seven Oaks? Right below it: 19430; for some reason I can read**

2244 **that.**

2245 Amy Franks: Camas bulbs for Community Event Prairie Restoration, a planting project.

2246 **Eric Johnson: All right, so can you get us the credit card statement?**

2247 Amy Franks: I'll email it out.

2248 **Eric Johnson: Any more questions? No? Motion to approve check number 19400**

2249 **through 19436 totaling \$111,115.56, and it looks like no voided checks? Okay, I**

2250 **just need a second.**

2251 Ashley McBee: Who moved?

2252 **Eric Johnson: I moved.**

2253 Ashley McBee: Thank you, Eric.

2254 Linda Powell: Second.

2255 **Eric Johnson: And Linda seconded it.**

2256 Linda Powell: I'll second. Yeah.

2257 Ashley McBee: Thank you.

2258 Richard Mankamy: What can the auditor vote on and not vote on in regards to

2259 finances?

2260 Samantha Fleischner: You can vote on this one, because I was the auditor at this point,

2261 signing all the checks.

2262 Richard Mankamy: But going forward, what's that mean?

2263 **Eric Johnson: Let's get this figured out. He can vote and you can vote at any**

2264 **time, anyway?**

2265 Samantha Fleischner: Yeah, I can vote. You just can't make a motion.

2266 Richard Mankamy: Oh. Okay.

2267 **Eric Johnson: All in favor, signify by saying aye.**
2268 Several responded by saying "aye".
2269
2270 *Vote: Eric, Samantha, Linda, & Richard in favor. Doug noted on record as unable to*
2271 *vote. Motion passed.*
2272
2273 **Eric Johnson: It looks like it's unanimous except for that. So, I think we're done.**
2274 **Right?**
2275 Richard Mankamyer: No.
2276 **Eric Johnson: What?**
2277 Richard Mankamyer: I still got a question in regards to number 11.
2278 **Eric Johnson: Okay.**
2279 Richard Mankamyer: Should we set a time to get review and comments on this so it can
2280 appear on the next board meeting as an action item?
2281 **Eric Johnson: Okay, that's on the twelfth.**
2282 Richard Mankamyer: All supervisors have it in their packet now.
2283 **Eric Johnson: Yeah.**
2284 Samantha Fleischner: That's not enough time for me.
2285 Doug Rushton: Except some of us are going on vacation, and some of us have a week
2286 long WACD meeting.
2287 Linda Powell: I think we should do that after the work session on the nineteenth.
2288 Samantha Fleischner: I think that's a great suggestion, Linda.
2289 Linda Powell: Because then we have time to talk about it.
2290 **Eric Johnson: Oh, do it on the nineteenth? You could do it on the nineteenth.**
2291 Linda Powell: Can we do action items on a work session?
2292 Samantha Fleischner: No, because they're executive sessions, so we can't make any
2293 decisions.
2294 Linda Powell: But we pretty well discussed, I would hope, by an eight hour day, by the
2295 time an eight hour day is over that on the next meeting we should be able to.
2296 **Eric Johnson: Did you have a question Joe?**
2297 Joe Hanna: Yeah, it was going to be part of the public comment and what Samantha
2298 just said executive session. I would caution the board and staff the citation you listed did
2299 not include executive session that is being executive session under the law.
2300 **Eric Johnson: Say that again.**
2301 Joe Hanna: The citation that was originally on the site.
2302 Sarah Moorehead: Provided by the Commission

2303 Joe Hanna: Right. For the work session. Work session isn't provided for under RCW for
2304 executive session.

2305 **Eric Johnson: Shana, did you hear that?**

2306 Shana Joy: I did, and I think our attorneys would disagree. Did you hear that?

2307 Yes [several agree].

2308 Shana Joy: You can decide as a board, to hold a December 19th work session is open
2309 public meeting. That's your choice. But, it may be difficult, perhaps frank discussion with
2310 the public watching you.

2311 Joe Hanna: Suggest reviewing the RCWs yourselves.

2312 Linda Powell: Yeah, I think I remember saying that.

2313 Ashley McBee: I believe that the commission put that through legal review through
2314 multiple lawyers, they were very careful about giving us that language before I
2315 published it.

2316 Linda Powell: Then it was as executive session, or it could be?

2317 Ashley McBee: Whatever the language was that was in the notices for the press
2318 releases has undergone legal review before it came from the commission for us to be
2319 able to use it.

2320 **Eric Johnson: The nineteenth is an executive session, correct? Shana?**

2321 Shana Joy: I'm sorry, could you repeat that, please?

2322 **Eric Johnson: The nineteenth is an executive session, correct?**

2323 Shana Joy: The plan was to structure it like the August 15th meeting, yes. But that can
2324 be changed.

2325 **Eric Johnson: She must have a bad cold.**

2326 Sarah Moorehead: Yeah. She does.

2327 **Eric Johnson: Okay, where were we reading?**

2328 Ashley McBee: The question on the table was when to set a time and date to have
2329 solicited comments and feedback specifically for the policies?

2330 **Eric Johnson: I'd like to do it by the next board meeting and then I heard Doug**
2331 **and Sam say that they didn't have enough time to review, and then Linda, what**
2332 **did you say?**

2333 Linda Powell: Well, I think it would be good. I mean, we can submit comments, but I
2334 think it would be good to have discussion and the work session is a good place to have
2335 discussion. I'm assuming that's what we're going to be going all day, is discussing
2336 things.

2337 **Eric Johnson: I don't know if that action item would fall within that. The**
2338 **nineteenth is after the scheduled board meeting, which would be the twelfth.**

2339 Linda Powell: Right.

2340 **Eric Johnson:** And so, we could, I mean, obviously we can discuss it in the
2341 meeting on the twelfth. We can put it on the agenda and discuss it then. That
2342 would give us 1, 2, 3 weeks to address it and then discuss it in the twelfth
2343 meeting. How does that sound?

2344 Linda Powell: Yeah, if that's on the agenda. Sure.

2345 Samantha Fleischner: So, where discussing it in open public comment on the twelfth
2346 then?

2347 **Eric Johnson:** I would think so.

2348 Female: Okay.

2349 **Eric Johnson:** To propose changes?

2350 Samantha Fleischner: And, so are they discussion items are action items on the
2351 twelfth?

2352 **Eric Johnson:** Well, I'd like to have them on the agenda for an action item.

2353 Linda Powell: So, that would be like a 30 minute? A good block of time?

2354 **Eric Johnson:** If it's three weeks out, one, two, what about comments back by the
2355 fourth, and then...

2356 Samantha Fleischner: So, just a suggestion. This week, basically, is shot for anyone
2357 that has families, because it's Thanksgiving. The week after that is WACD and WSCC,
2358 the State Conservation Commission Meeting and WACD, correct?

2359 Sarah Moorehead: Mm-hm.

2360 Samantha Fleischner: So, Doug will be at that. So, that's basically two weeks, so that
2361 gives him one week to go over these documents to have them ready for potential
2362 approval by the twelfth.

2363 Doug Rushton: And Doug is on vacation the week of the 10th. I'm going to have to drive
2364 back from Canada on the twelfth for a meeting that may or may not get anywhere.

2365 Sarah Moorehead: What if we set...

2366 **Eric Johnson:** what about changing that to the twentieth?

2367 Doug Rushton: That sounds much better to me.

2368 **Eric Johnson:** Changing the meeting to the twentieth?

2369 Linda Powell: The board meeting?

2370 **Eric Johnson:** Yeah.

2371 Samantha Fleischner: I think we did a doodle poll on the twelfth to make sure that works
2372 for everyone.

2373 **Eric Johnson:** I don't remember. It wasn't because I never saw... And I can't get
2374 my phone to respond to the doodle polls. I'm just figuring out today we have a
2375 meeting on the twelfth.

2376 Richard Mankamy: Was that posted sometime?

2377 Linda Powell: The only doodle poll I've done is for this particular meeting.

2378 Sarah Moorehead: This was before I even became executive, or acting executive
2379 director.

2380 Samantha Fleischner: The twelfth was done months ago, because we were canceling
2381 the November and December meeting and combining them into one.

2382 **Eric Johnson: You keep saying that, but I don't recall that happening except for**
2383 **last year. It was never discussed this year.**

2384 Ashley McBee: I went back and with that the minutes because you said that at the last
2385 meeting. It is in the minutes.

2386 **Eric Johnson: Was it discussed? Okay.**

2387 Ashley McBee: It was in the minutes.

2388 **Eric Johnson: Okay.**

2389 Ashley McBee: But, regardless, we are here now.

2390 **Eric Johnson: I heard Doug say he was... What? Amy, go ahead.**

2391 Amy Franks: I think the policies will take more time because I think they also need
2392 Enduris and MRC review because you're changing people's job descriptions. And I saw
2393 a couple of concerns from an HR perspective on the delegations already for the acting
2394 director, so I think it would be important to do that before they are adopted.

2395 Doug Rushton: If we do it on the twentieth, we've got sort of a coffee with the
2396 conservation district at 9:30 and I've got a doctor's appointment that morning as well, so
2397 if we could do in the afternoon, that would be better.

2398 Richard Mankamy: Are we sticking with... Are we going to the twelfth? What are we
2399 talking about the twentieth for?

2400 **Eric Johnson: I just brought it up as a suggestion. Did you want to stick with**
2401 **the...**

2402 Richard Mankamy: I'll make a comment here for the record too, that under the current
2403 delegation of authority to the district treasurer as the auditor, there's not a whole lot I
2404 can do.

2405 Samantha Fleischner: What do you mean? What do you need to do?

2406 Linda Powell: That's kind of... We're not actually discussing it right now.

2407 Doug Rushton: Are we talking about scheduling are we talking about policies here?

2408 **Eric Johnson: We were talking about scheduling and then Richard brought up the**
2409 **fact that, a comment on the current policy and his comment was under the**
2410 **current auditor policy, that he didn't feel that there was a lot he could do as that**
2411 **position, because he's, I'm assuming he has seen some conflict in the current**
2412 **policy, so he would like to move forward sooner than later, I'm assuming. Is that**
2413 **what you're saying?**

2414 Richard Mankamy: Exactly. We have a whole week, I mean less than a week to
2415 review the board packet. A couple of pages shouldn't...

2416 **Eric Johnson: Did you hear that, Doug?**

2417 Doug Rushton: No.

2418 **Eric Johnson: Can you say that louder, please?**

2419 Richard Mankamy: We can review a board packet with 100 pages in it. We should be
2420 able to go through six pages in a week to offer our comments.

2421 Doug Rushton: Yeah, that assumes you're around and don't have other obligations. I in
2422 fact, didn't get a paper board packet for this meeting and am having to go electronic.

2423 Samantha Fleischner: So, on that, Richard though, the same comment can be made
2424 that if you're just saying it's just a few pages for us to review, then in theory, you can
2425 review the few pages that is the meeting minutes.

2426 **Eric Johnson: Yeah, but that's 100 and some pages.**

2427 Samantha Fleischner: It's not 100 and some pages for the meeting minutes.

2428 **Eric Johnson: For the whole document? You bet.**

2429 Samantha Fleischner: For the board packet, correct. I'm not, I'm just making the
2430 comment, the comparison to the meeting minutes versus that. That's a legal document
2431 that changes how the district operates. That means a lot more detail than reviewing
2432 some minutes. It's not just a, I mean, and this conversation is going like a tailspin right
2433 now, but you're looking to change two employees' positions drastically by delegating
2434 authority to a board chair and a board auditor and not utilizing the entire board, which is
2435 why we are a five-member board.

2436 **Eric Johnson: We can change that, I mean...**

2437 Samantha Fleischner: I understand that, but you're also not, if we were to give you a
2438 resolution, you said I don't have time. Next board meeting: Automatic, just like that. But
2439 then when we're asking for added time it's "well, these are too important".

2440 **Eric Johnson: Well, that's not what was discussed. What was discussed is he**
2441 **didn't that the current policy, that he couldn't do his job within the current policy.**

2442 Samantha Fleischner: How many auditors have been doing their job for how many
2443 years, and the district has been handling funds successfully?

2444 **Eric Johnson: Well, some people look at more detail on the auditor's position. I**
2445 **don't see how you have a true auditor's position if you have multiple people**
2446 **writing checks, you know?**

2447 Samantha Fleischner: There's one person that writes checks.

2448 **Eric Johnson: Uh-huh. Who's that?**

2449 Samantha Fleischner: Amy writes checks.

2450 Doug Rushton: We do have the state auditor and we do get audited from the
2451 conservation commission, so there are other checks as well. I just suggest we go with
2452 the afternoon of the twentieth. I know that's a long way off, but I've got over two and a
2453 half weeks of [inaudible 3:31:47.7] booked up.

2454 Linda Powell: I like the twentieth, because it's after the nineteenth.

2455 **Eric Johnson: All right, that's a good idea. I just have to figure out whether I'm**
2456 **going to be available.**

2457 Linda Powell: So, the only thing would be for Richard's comment would be if we came to
2458 a conclusion on the twentieth, after discussing on the nineteenth, then how quickly can
2459 the review and the legal approval happen for Richard to feel like he can do his job?
2460 Whatever that is.

2461 Doug Rushton: It seems like we need a working copy first.

2462 Linda Powell: And that would not happen by the twentieth? A working copy couldn't
2463 happen by the twentieth?

2464 Richard Mankamy: This is a working copy.

2465 Linda Powell: We haven't discussed it yet, so it's a beginning. We won't know.

2466 Samantha Fleischner: We weren't provided a Word document. We were provided a
2467 copy of it in our packet in a PDF form. So, it's not a working copy. It doesn't state draft
2468 on it or anything.

2469 Richard Mankamy: The board packet comes in PDF, you can't work on it.

2470 Samantha Fleischner: I know. That was included in the board packet.

2471 Richard Mankamy: Yeah, but I mean, the board packet itself is a PDF.

2472 Samantha Fleischner: I understand that, but you can't work on it.

2473 Richard Mankamy: I know.

2474 Samantha Fleischner: So, it being a working copy would mean that it needs to be in
2475 Microsoft Word format with a draft underneath it for it to be a legal public document
2476 that's a working document.

2477 Richard Mankamy: Is that right?

2478 Linda Powell: Yeah, because otherwise nobody can work on it.

2479 Samantha Fleischner: Manipulate it.

2480 Linda Powell: In order for it to be a working document you have to be able to work on it.
2481 So, it has to be an editable copy.

2482 Sarah Moorehead: for people to be able to provide comment, you know, when you
2483 request things in editable form from me, that's what they're requesting.

2484 Richard Mankamy: Okay.

2485 **Eric Johnson: What's your two availability and availability for timeline?**

2486 Richard Mankamy: So, you're talking two meetings. One the nineteenth and the
2487 twentieth?

2488 **Eric Johnson: Yeah, that's what they're talking about.**

2489 Linda Powell: But not on the twelfth?

2490 Sarah Moorehead: The commission work session, is what they're talking about on the
2491 nineteenth. And they're talking about moving the December meeting from the twelfth to
2492 the twentieth to allow time for this process to happen appropriately.

2493 Samantha Fleischner: I'm open right now on the twentieth.

2494 Richard Mankamy: Are you okay on the twentieth?

2495 Linda Powell: I'm available on the twentieth. Yeah. That's a Wednesday, I guess?

2496 Male: Tuesday and Wednesday.

2497 **Eric Johnson: Yeah, Tuesday and Wednesday.**

2498 Linda Powell: Do we just bring our sleeping bags? [Laughter]

2499 **Eric Johnson: We could because the nineteenth is a long day. And so, your**

2500 **thought there was, thought the twentieth would be available for adoption?**

2501 Samantha Fleischner: Well, I mean, if we're going to finalize the document in a work

2502 session, we can finalize it in a work session because we then have to send it to legal,

2503 but we can't make any decisions on anything in an executive session either.

2504 **Eric Johnson: Oh yes, Sarah?**

2505 Sarah Moorehead: Just to share that you're talking about taking comment from all of the

2506 supervisors, me compiling them, providing them to you so you can potentially talk about

2507 it in your work session or on the twentieth at your next meeting. I think the idea then is

2508 to come to some sort of final draft together as a group that we can then run through

2509 some legal review, send to Enduris, send to MRSC, and make sure that those and any

2510 other appropriate review that the District Court would like to have done so that when

2511 you're adopting these documents you know that they've had a lot of thought put into

2512 them and the appropriate review. As Doug mentioned, the last time that they were either

2513 created or updated, there was a legal review process just to make sure that everything

2514 was followed appropriately. So that's, what I think, Linda was suggesting.

2515 **Eric Johnson: What about preliminary final comments back on the twelfth on it?**

2516 **Then, Sarah could compile those on the twelfth.**

2517 Linda Powell: Preliminary final.

2518 **Eric Johnson: Right. [Laughter]**

2519 Samantha Fleischner: So then, what would be the point of us having the meeting after

2520 the work session if we were looking to getting...

2521 Sarah Moorehead: To get the comments back to me so that I then can put them out in a

2522 board packet to go out for the twentieth meeting so that the board can discuss it at that

2523 time.

2524 Samantha Fleischner: Okay. I can agree to that.

2525 Doug Rushton: That's too quick for me. I'm gone.

2526 **Eric Johnson: The comment period on the twelfth is too quick, Doug?**

2527 Doug Rushton: Yep. I've got two and a half weeks I'm going to be out and then I've got

2528 other stuff going on as well. The twentieth would work. And I think realistically, have

2529 legal review and NRCS review and commission review, and maybe some others. It's

2530 going to take them probably at least a couple of weeks. It's going to be into mid-

2531 January, I guess. I think that's realistic.

2532 Samantha Fleischner: Especially with the holidays. I mean, it's going to take some
 2533 turnaround for legal review and MRCS and Enduris and everything like that.

2534 Doug Rushton: The world is not going to end if we don't get it done on the twelfth or the
 2535 twentieth for that matter.

2536 **Eric Johnson: We might not have your auditor sign the checks.**

2537 Samantha Fleischner: I don't understand why that would be an issue, to sign checks.

2538 **Eric Johnson: He has an issue because of the position and the way it's described.**
 2539 **That's what he just said here.**

2540 Richard Mankamy: That's what I'm saying. I looked, I read, Amy had the thing to read
 2541 of responsibilities and stuff. So, as soon as I sign something I'm responsible for it.

2542 Samantha Fleischner: Believe me I know; I was in the position and I did it successfully.

2543 Richard Mankamy: Well, that's good for you, but under the current delegation of
 2544 authority, I don't feel comfortable doing that. I have questions.

2545 Amy Franks: Is there a way we can work through that so we can make the payments
 2546 that we need to make, like rent, and utility? I mean, I thought our training sessions went
 2547 really well...

2548 Richard Mankamy: It was. It went good. Yeah.

2549 Amy Franks: ...And so, going into January and not signing any checks is just going to
 2550 impact the situation we're facing even more. What else can I do?

2551 Doug Rushton: I think others of us can sign checks besides just the board auditor. I
 2552 mean, it's not a great practice I don't think, but I think we can.

2553 Samantha Fleischner: That's correct.

2554 **Eric Johnson: Go ahead.**

2555 Samantha Fleischner: Oh, it's not meant to be a threat, Richard. Don't perceive it that
 2556 way. It's just the district has to operate and it's operated really great for several years
 2557 and maybe before you took the auditor position you should have looked at the position
 2558 more thoroughly.

2559 Richard Mankamy: Well, I sent emails to three people, including you, and the only
 2560 answer I ever got was from Amy and Shana. I asked for training. I asked was there a
 2561 booklet? Was there anything available to train? And everyone said no. And of course,
 2562 you didn't bother to answer.

2563 Samantha Fleischner: I did respond. I've also been slightly busy. I had surgery. I've had
 2564 other...

2565 Richard Mankamy: I understand that, but I didn't see a response from you.

2566 Samantha Fleischner: Okay.

2567 **Eric Johnson: Did you have something, Amy?**

2568 Amy Hatch-Winecka: I was just going to offer that Samantha, in her position, is the
 2569 previous auditor and in order for the business to continue to go forward, was that
 2570 perhaps she could be a substitute auditor in the interim until whatever changes are

2571 made to put Richard at ease. Doug's suggestion about other board members having the
 2572 ability to sign checks may just meet that purpose, but obviously, we have a previous
 2573 auditor that's all trained. So, if you're uncomfortable fulfilling that position, perhaps
 2574 Samantha could do it for a number of months until you feel comfortable?

2575 Richard Mankamyer: Is that in our policy and procedures?

2576 Amy Hatch-Winecka: Is what, having an auditor step down or taking a temporary... I
 2577 doubt it's a practice that ever taken place before. I'm merely offering it as an opportunity
 2578 for you to feel comfortable in your position and we already had a previous auditor that
 2579 did feel comfortable doing so, so I'm just offering that as an opportunity to meet in the
 2580 middle.

2581 Linda Powell: If signing the checks makes you responsible, what kind of, what's the
 2582 potential repercussion?

2583 Richard Mankamyer: When you look at the duty of the auditor in our policies and
 2584 procedures, the auditor is the one who's ultimately responsible for all that. So, even if
 2585 you don't sign the check, you're still responsible.

2586 Ashley McBee: Stu outlined the financial responsibility and how it gets played out today.

2587 Richard Mankamyer: Who did?

2588 Ashley McBee: Stu. He talked about if there is an issue and there's any money owed,
 2589 where that would come from in terms of responsibility.

2590 Richard Mankamyer: That's not relative to this discussion.

2591 Ashley McBee: Okay.

2592 **Eric Johnson: Well, is there anything we can do to get the two topics resolved**
 2593 **earlier? Doug, it seems like your kind of under the crunch on the timeframe.**
 2594 **Everybody else is kind of okay with going forward.**

2595 Doug Rushton: You need to be more specific. What do you mean going forward?
 2596 Having the meeting on the twelfth?

2597 **Eric Johnson: No, having everything, comments back, compiled, and having**
 2598 **everything back and compiled by the 12th and then we're going to meet on the 19th**
 2599 **and then will have a board meeting on the twentieth. So, if we go forward with**
 2600 **that schedule, it would be nice to have uh, to adopt or to not adopt on the twenty-**
 2601 **first.**

2602 Samantha Fleischner: The 21st?

2603 **Eric Johnson: I'm sorry, I said...**

2604 Doug Rushton: I think you're going to have 2 to 3 weeks after that for review by the
 2605 legal folks in the commission and maybe some others.

2606 **Eric Johnson: Do we have to have the commission review all policy changes,**
 2607 **Shana?**

2608 Doug Rushton: No, but I think it's smart. I think it's smart. They've got a lot of
 2609 experience all across the state, and have been through some of this a lot more than we
 2610 have.

2611 **Eric Johnson: Go ahead, Shana.**

2612 Shana Joy: I've already said it once, and trying to point out that possible conflict to you
2613 all. I'll certainly commit to reviewing any additional draft you send me as quickly as
2614 possible.

2615 Ashley McBee: Can you repeat that?

2616 Sarah Moorehead: She said that she did review these already that were sent out in the
2617 packet, and that she can commit to reviewing any additional drafts that the board puts
2618 together and returning them back as quick as possible from the commission side.

2619 Ashley McBee: Thank you.

2620 **Eric Johnson: Now where [inaudible 3:43:52.1] Doug, but he's...**

2621 Female: I think what Doug's trying to say is potentially just be aware that if you're
2622 looking to have some compiled comment come in for the twentieth, then maybe we can
2623 extend the date from the twelfth a few days, or something, to allow Doug to participate.
2624 I'm not sure, again, what his...

2625 **Eric Johnson: He wants to take three weeks for legal review.**

2626 Sarah Moorehead: He's just being realistic, I think, in terms of trying to get in with the
2627 holidays with Enduris and MRCS. It might take them longer than usual to turn around
2628 review of this.

2629 Doug Rushton: Oh yeah, I've been through this process more than once.

2630 **Eric Johnson: Well, we can always shoot for it, and if we don't make it, then**
2631 **delay?**

2632 Doug Rushton: That's what I meant earlier when I said the world's not going and if we
2633 don't get it when we would like to.

2634 Linda Powell: Right.

2635 Doug Rushton: Which isn't to trivialize anything [inaudible 3:44:49.5], but there's a lot of
2636 people gone for most of December.

2637 Linda Powell: Sarah, how many days do you need to compile the comments as they
2638 come in? Can you just do that as they come in, or do you have to have a block of time?

2639 Sarah Moorehead: I don't think it will take me too long to compile comments from the
2640 board, so yeah, if we have a deadline for them, I'd like at least an additional day to put
2641 them together and provide them back. You know, there'll likely be a lot of comments
2642 with a lot of perspective. It probably won't be a final draft document that I can then share
2643 with legal review. It'll probably take another round of the board reviewing it.

2644 Linda Powell: Discussion and stuff?

2645 Sarah Moorehead: Absolutely. And to kind of see what is of those comments going to
2646 remain and move forward. And then once we get a really working final draft, that's
2647 probably what I'll then send to you and legal review to go through their process.

2648 Linda Powell: And then we also need time to read all of that before the nineteenth. Read
2649 the compilation.

2650 Doug Rushton: I couldn't hear that.

2651 Sarah Moorehead: My comment Doug, Linda had asked...

2652 Doug Rushton: No, I could hear what you said. I couldn't hear what the reply was, thank
2653 you.

2654 Sarah Moorehead: Oh, Linda just said that the board would then need a few days to
2655 also be able to review the compiled version with the comments prior to the nineteenth
2656 commission work session.

2657 **Eric Johnson: Suggestions?**

2658 Amy Franks: So, who's going to sign checks in the meantime?

2659 Samantha Fleischner: I guess we need to get guidance on how to do that. I mean we
2660 don't want to lose our place that we're in, we don't have late fees, you know.

2661 Linda Powell: I would like to ask Doug. Doug, when do you feel comfortable being able
2662 to get your suggestions in?

2663 Doug Rushton: On the twentieth.

2664 Linda Powell: On the twentieth?

2665 Doug Rushton: I could shoot for before that, but I've got, looking at my calendar here,
2666 I've got, the previous three days I've got nine appointments. It's a crunch, with up
2667 Christmas stuff and family stuff and other commitments.

2668 Linda Powell: Are you coming on the nineteenth?

2669 Doug Rushton: Yes.

2670 **Eric Johnson: What about the 27th for a board meeting?**

2671 Doug Rushton: The 27th? I'll be in Idaho.

2672 Samantha Fleischner: I don't know how much district staff will be here the week
2673 between Christmas and New Year's.

2674 **Eric Johnson: We only need two.**

2675 Samantha Fleischner: I won't be available on the 27th. I take that week off.

2676 **Eric Johnson: I wish I could take a week off. All right, so, where we at? We have a**
2677 **board meeting scheduled on the twelfth right now.**

2678 Samantha Fleischner: I thought we changed it to the twentieth.

2679 **Eric Johnson: We haven't. No, we haven't done any finalization. That's what I was**
2680 **recapping that we're...**

2681 Linda Powell: How do we decide that we changed it?

2682 **Eric Johnson: We haven't changed it yet. It's on the calendar for the twelfth.**

2683 Linda Powell: I mean right now, in this discussion, we kind of all agreed. So, what does
2684 it take to actually change it? We have to make a motion?

2685 **Eric Johnson: We could just do a, just all agree to change it. But, I'd like to get**
2686 **something done sooner than later, so if we are compiling and on the twelfth and**
2687 **then going to discuss it on the twentieth.**

2688 Linda Powell: Nineteenth.

2689 **Eric Johnson: Well discuss it on the nineteenth, and then we have a board**
2690 **meeting on the twentieth. I could use some help on guidance here if you want to**
2691 **just interject.**

2692 Sarah Moorehead: Perhaps those that are able to get me comments prior can get me
2693 comments the week prior and I can provide those in a draft form that you can take with
2694 you on the nineteenth. If Doug is able to maybe provide his comments on that same
2695 day. Perhaps while you're all there in a work session together, you can wade through all
2696 of the comments during that time and then be able to provide some information to me
2697 post that.

2698 Doug Rushton: That's got merit, but right before Christmas? I'm okay with that. We'll
2699 just all do the best we can.

2700 Sarah Moorehead: And then once we get, again, a more final working version, then we'll
2701 put it through legal review. But you guys will at least be able to come together and
2702 discuss your perspectives during that time.

2703 Doug Rushton: I suggest [inaudible 3:50:19.8] at legal review, that you put it together as
2704 best you can and send it out to the board with a really, really quick turnaround. Like, a
2705 day or two.

2706 Sarah Moorehead: Right before I send it out to legal review, you say?

2707 Doug Rushton: Yeah, like the twenty-first or the twenty-second.

2708 **Eric Johnson: So, the tentative plan would be everything back and compiled by**
2709 **the twelfth.**

2710 Doug Rushton: Again, Doug's not going to have anything like that by the twelfth.

2711 Ashley McBee: Or by the 17th for you to be able to turn around before the meeting?

2712 Doug Rushton: I'm going to be gone that whole week.

2713 **Eric Johnson: The whole week of the tenth. Okay, then you will be back by the,**
2714 **why am I looking at the wrong month? The eighteenth?**

2715 Doug Rushton: I think [inaudible 3:51:26.2] makes some sense. You guys can go ahead
2716 and do it on the twelfth and I'll get it soon after the twelfth as I can. Realize it will
2717 probably be the earliest, probably the 18th or so. Maybe the seventeenth.

2718 Samantha Fleischner: Well, if we all got it to Sarah on the twelfth, then all she would
2719 have to do is work with Doug's comments on the eighteenth, which then we'd have it on
2720 the nineteenth.

2721 **Eric Johnson: There you go.**

2722 Sarah Moorehead: Yeah, I'm fine if people, we can even just set the deadline as the
2723 eighteenth. Everybody get it to me by the eighteenth, and then I can turn it around to
2724 have it ready for the work session on the nineteenth and you guys can discuss it.

2725 **Eric Johnson: Okay, I'll start with that first. And then, you are okay for board**
2726 **meeting on the twentieth you said, Doug?**

2727 Doug Rushton: Yeah, in the afternoon. We've got that coffee with the district in the
2728 morning and then I've got a doctor's appointment in the morning too.

2729 **Eric Johnson: And what time would you be available on the twentieth then for a**
2730 **district meeting?**

2731 Doug Rushton: I think 2:00.

2732 **Eric Johnson: Okay. So, let's go with that workplan. The big plan. Let's go with**
2733 **that, and we'll change the meeting to December 20th at 2:00.**

2734 Doug Rushton: And comments due to staff on the policy drafts by the eighteenth.

2735 Female: yes.

2736 **Eric Johnson: We're going to do them on the 12 and you're going to get them**
2737 **done as soon as you can to the eighteenth.**

2738 Sarah Moorehead: Yeah, just final deadline 18th, that would be great. Earlier in the day
2739 on the eighteenth would be great. Then I can turn them out to have them ready for you
2740 guys on the 19th, come together, discuss them during the work session, perhaps will be
2741 able to provide a more finalized draft or some more comments on the 20th that I can, or
2742 some more comments, that I can revise a draft for you, send that back out to the board,
2743 and send it to legal review.

2744 Linda Powell: So, we won't actually be able to read that until we get here on the 19th for
2745 the night at the 18th? Which I won't be reading much the night of the 18th, but...

2746 **Eric Johnson: You could probably send it to Shana and she could provide copies**
2747 **in the 19th board meeting.**

2748 Sarah Moorehead: Yeah, in the work session.

2749 **Eric Johnson: In the work session. Does that work?**

2750 Linda Powell: Just that we'll all be reading that, sitting here just reading it before...

2751 **Eric Johnson: It's going to be a long day, so I'm sure.**

2752 Linda Powell: So, we have time to read.

2753 **Eric Johnson: We have lunch to read.**

2754 Doug Rushton: Yeah, and Shana and I both have the Puget Sound Caucus Meeting on
2755 the eighteenth as well.

2756 Sarah Moorehead: that's right.

2757 **Eric Johnson: Okay, so that's going to work then? It sounds like a plan? And then**
2758 **we're gonna, to recap in this meeting, we're going to come up with a policies and**
2759 **procedures also for electronic messaging, or not messaging, you get what I'm**
2760 **saying...**

2761 Sarah Moorehead: Yep.

2762 Linda Powell: Participation.

2763 **Eric Johnson: Any other thing? What else did you have for action items?**
2764 Ashley McBee: They are buried in 15 pages of notes.
2765 **Eric Johnson: Okay, they're going to come up with a list of action items that we**
2766 **are going to...**
2767 Sarah Moorehead: Yeah, a quick run through a couple of those are creating a draft
2768 policy for board members to participate in board meetings and other special meetings
2769 and such via phone, computer. Providing a draft of the MOU and the resolution for the
2770 2018 election and doing the appropriate advertising. Now that we've landed on the 20th
2771 as a meeting date, that will be the date that we post notice for, which will be great. That
2772 will give us really sufficient time to be able to post...
2773 **Eric Johnson: Regular board meeting, not special, regular board meeting.**
2774 Sarah Moorehead: Right, and that'll give us appropriate time to post.
2775 Ashley McBee: Finalize an agenda five days in advance to keep us from having a
2776 special board meeting.
2777 **Eric Johnson: So, what would...**
2778 Sarah Moorehead: Well, now we've called a meeting. The thing was, we didn't call
2779 meeting time last time.
2780 **Eric Johnson: I will be here. I'll be here on the fourteenth to finalize the agenda.**
2781 Sarah Moorehead: Well, I don't know if I will be here by why don't I get you a draft...
2782 **Eric Johnson: Let's do pre-finalization on the 13th, and then I will come in and do**
2783 **a final, final on the 14th with Ashley. Does that work?**
2784 Sarah Moorehead: I don't have my calendar, but we'll make it work that week. We'll get
2785 it done.
2786 **Eric Johnson: If not, then you and I will talk on the 11th for sure and figure that**
2787 **out.**
2788 Sarah Moorehead: Absolutely. I would prefer more in advance.
2789 **Eric Johnson: Yes.**
2790 Doug Rushton: Okay, to be clear before we get off the phone here on the policy review,
2791 the policies we're reviewing are the delegation of authority to acting director and the
2792 delegation of authority to treasurer discussion? Is that right?
2793 Sarah Moorehead: Yes.
2794 Doug Rushton: Basically, number 11?
2795 Richard Mankamy: Yep. Number 11.
2796 **Eric Johnson: Correct.**
2797 Doug Rushton: [inaudible 3:56:47.9].
2798 Female: Yeah.
2799 **Eric Johnson: Say it loud and proud.**

2800 Female. Yes!

2801 Doug Rushton: I'm getting lots of echoes.

2802 **Eric Johnson: And then, if we're going to have more of these electronically,**
2803 **maybe we could have a little more updated equipment.**

2804 Samantha Fleischner: Which we can't afford to buy, so...

2805 **Eric Johnson: Okay, anything else to recap, Doug?**

2806 Doug Rushton: Yeah, Sarah? Do you have any drafts of policies from other districts
2807 about telephonics participation to meetings?

2808 Sarah Moorehead: I don't. But I will definitely reach out. That's a great suggestion.

2809 Doug Rushton: Okay, but if you could send that out too.

2810 Sarah Moorehead: Yeah. Absolutely.

2811 Doug Rushton: Thank you.

2812 **Eric Johnson: So, a motion to adjourn?**

2813 Doug Rushton: Well, I've got one more thing.

2814 **Eric Johnson: Go ahead.**

2815 Doug Rushton: Happy Thanksgiving to all you guys.

2816 **Eric Johnson: Same to you, Doug!**

2817 Several respond: Happy Thanksgiving to you!

2818 Samantha Fleischner: So, I just had clarification.

2819 **Eric Johnson: Uh-huh?**

2820 Samantha Fleischner: Who's signing the checks since the district auditor's not willing to
2821 sign the checks and we need to pay our bills? That's a huge issue.

2822 **Eric Johnson: I don't know. Can we wait to pay our bills around the 20th, or no?**

2823 Amy Franks: No.

2824 **Eric Johnson: I don't know.**

2825 Amy Franks: Well, in the past when the auditors been on vacation or not available, you
2826 sign them. So why don't you sign them?

2827 Linda Powell: Historical precedent.

2828 Amy Franks: Thank you, Linda.

2829 Linda Powell: Don't we know where you live?

2830 [All laughing]

2831 **Eric Johnson: You can throw them in a car and drive them out right? Okay, we'll**
2832 **figure something out, I guess.**

2833 Samantha Fleischner: I think we need to make a decision before the end of this
2834 meeting. That's huge district business that we need to have on, I mean we've had a lot
2835 of discussion on this, and if there's no action taken, then that's our failing as a board.

2836 Linda Powell: What day do they have to be signed?

2837 Amy Franks: Typically on the 15th and on the board meeting day, the last day of the
2838 month-ish.

2839 Linda Powell: I thought you were going to come in and finalize the agenda that day?

2840 **Eric Johnson: Yeah that.**

2841 [All laughing]

2842 **Eric Johnson: You can laugh at him. On the 14th, yeah. Okay, well you want me to**
2843 **answer. You want an answer out of my mouth verbally, is what you want. It's the**
2844 **three nodding heads. Well, uh. What is going to be decided? Anything**
2845 **controversial, or just regular easy stuff?**

2846 Samantha Fleischner: The monthly bills.

2847 Amy Franks: Yeah. I don't know yet, but I will have some next week so... Somebody's
2848 got to sign them.

2849 **Eric Johnson: Okay. Thursday is the 7th. So, what are you thinking, the 7th?**

2850 Amy Franks: Well, we just signed a batch last week, so that was the 15th batch. This is
2851 for meetings early, so typically I would have another batch next week.

2852 **Eric Johnson: The seventh?**

2853 Samantha Fleischner: No, the thirtieth is next month.

2854 **Eric Johnson: But were going to be close because it's Thanksgiving.**

2855 Female: No, Thanksgiving is this week. Thanksgiving is in two days.

2856 **Eric Johnson: All right. Well, I'll come in on the...**

2857 Amy Franks: Can I let you know when they're ready and may be in the next day or so
2858 you can come in? That's how we typically did it.

2859 **Eric Johnson: All right. That's what we'll do.**

2860 Amy Franks: Thank you. I appreciate it.

2861 **Eric Johnson: The wheels on the bus will go around and around. Motion to**
2862 **adjourn? Or, anything else by staff?**

2863 Sarah Moorehead: Um [all laughing] Since you asked I just wanted to highlight a couple
2864 of things in my acting director report. One is that we pulled our elected officials and
2865 Friday, December 15th is the day that most are available to do a project tour with the
2866 district to review our projects and see how a lot of our capital funded projects or what
2867 we do capital funded project dollars. Anyway, just be aware of that. I sent out several
2868 emails about it and it's been in the board packet for a little bit. Two is that due to the
2869 funding scenarios next year, we don't have additional funds to continue our hiring
2870 process for natural resource technician. We had some great candidates, and I definitely
2871 want to encourage them to apply again in the future when we increase capacity,

2872 because we had some great ones. But I just wanted to make sure the board is aware of
2873 that. As you know, Kathleen Whaler, our Executive Director has retired as of last Friday
2874 and I will be preparing, or we will all be planning celebration of her 22-year career at the
2875 district after January first. So, if you'd like to participate in planning of that, reach out to
2876 me. The final thing, too, is that I provided the letter at the back of your packet attached
2877 to my report in response to the letter from the conservation commission. Um, just to
2878 summarize some of the steps that we implemented at the staff level to address the
2879 action plan that they'd like to have created and so that's something that can fold into the
2880 broader, you know, CD action plan. But I wanted to give the board and update on that
2881 and just let you know that were here to work together and move forward. That was
2882 pretty fast, huh?

2883 **Eric Johnson: Yeah.**

2884 Samantha Fleischner: On that, we need to address is a board looking for a replacement
2885 executive director and compensating Sarah for her time and effort that she's put in as
2886 the acting interim Executive Director as well. So, we need to draft a plan with Sarah on
2887 how to do that soon, I assume, and potentially having input from Amy Hatch-Winecka as
2888 well. So, I think that that's something that we really need to address as an agenda item
2889 potentially in the next board meeting. Definitely looking at where we're moving forward
2890 and some sort of compensation for Sarah because she's definitely gone way out of the
2891 scope of her job.

2892 Joe Hanna: That's more executive session stuff (laughs), I would say.

2893 Samantha Fleischner: That's generally a complaint. I know it's performance, but I don't
2894 think there's anything wrong with putting this in public session. That something the
2895 board needs to address.

2896 Joe Hanna: I agree with you too, but much more this is executive session stuff, to be
2897 cautious.

2898 Samantha Fleischner: That's all I have to say.

2899 **Eric Johnson: Okay. Anything else? Thanks for coming. Sorry it was such a**
2900 **mess.**

2901 Ron Holtcamp: I did have a question, actually two questions. Very short.

2902 **Eric Johnson: Go ahead.**

2903 Ron Holtcamp: Does the board ever adopt a budget? I never heard them adopt a
2904 budget for 2018.

2905 **Eric Johnson: We adopted a budget for 2017, had a budget proposal for 2018, and**
2906 **now we are working through a different scenario because of shortcomings, so**
2907 **yes, we're going to need to adopt a budget for 2018. We'll know maybe next**
2908 **meeting, possibly?**

2909 Amy Franks: After we meet with the bank. After we have shellfish proposals re-done
2910 with reduced funding. So, um, it'll probably be into January before the budget's
2911 approved, which we haven't had to do in a long time. But that might be the reality of it.

2912 Ron Holtcamp: My second question and will probably take a lot more discussion and we
2913 don't have to do that here, but is it critical to the board and the conservation district to
2914 have rates and charges in effect?

2915 **Eric Johnson: Well, we have to have some kind of funding mechanism. The rates**
2916 **and charges or assessment. In the past we've had assessment. And so, then the**
2917 **board adopted to go to rates and charges, but then in the interim of actually**
2918 **getting it done, we had some stumbling blocks.**

2919 Ron Holtcamp: My question is, is it critical from the board's perspective to have that? If
2920 it is critical, and it certainly looks like it from the amount of money we're talking about
2921 here, what are you going to do about it?

2922 **Eric Johnson: It's critical on the operational side because that's our operating**
2923 **budget and I'd hoped to get more discussion of the rates and charges on the**
2924 **agenda for this meeting, but it didn't happen. That will be a big focus for next**
2925 **meeting as well. It is critical, and what was the second part of that question?**

2926 Ron Holtcamp: Critical from the standpoint, what, if they are critical, what steps are you
2927 going to take to get them to be implemented?

2928 **Eric Johnson: The only thing we can do, our next step, and clarify if I'm wrong,**
2929 **the next step is to do the public hearing and then after the public hearing have**
2930 **the board vote to go forward. We did already vote to go forward with the rates and**
2931 **charges, but we didn't have the public hearing, so that was the purpose that we,**
2932 **where the county commissioners couldn't adopt the rates and charges for us just**
2933 **because process wasn't followed correctly.**

2934 Samantha Fleischner: And then when we did have our public hearing, we didn't have a
2935 board quorum. So that further delayed it. So now our, to revisit this, to fix it, we have to
2936 start the process from day one in January to hope that we can get funding sometime in
2937 2018, if not later. But basically, we have to start the process with a resolution and then
2938 all of the public notice and a public hearing and then the board of county commissioners
2939 will have a public hearing. So, it's the entire process we have to start over from the
2940 beginning again.

2941 **Eric Johnson: My best-case scenario is if we could, and that was my question to**
2942 **staff, is can we go ahead and schedule a meeting now, in December because we**
2943 **have to wait two weeks for public notice for the public to come to the meeting.**
2944 **Can we schedule it now, so we can hold it in January, and then try to get it in to**
2945 **the commissioners as soon as possible in January, like the first week of**
2946 **January? If we can get it in the first week of January, because all the work's**
2947 **already been done to give to the auditor for the fees per parcel. That work's**
2948 **already been done. That was my question, is can we just get this going really fast**
2949 **and get it in there for next year? And they're going to clarify that for us and see if**
2950 **that's going to be a possibility. If it is a possibility, then that's going to be my**
2951 **direction, and I'm sure the board will support it.**

2952 Ron Holtcamp: Thank you.

2953 **Eric Johnson: Oh, and then Ashley, our notetaker, would like you to introduce**
2954 **yourself.**

2955 Ron Holtcamp: Ron Holtcamp [spells last name]. I signed in.
2956 Ashley McBee: Thank you for the reminder.
2957 **Eric Johnson: I didn't want to butcher your name earlier. I already did it once**
2958 **today. Okay, motion to adjourn?**
2959 **16. Adjourn, All [4:10:12.7]**
2960 Linda Powell: Motion to adjourn.
2961 Richard: I make a motion to adjourn.
2962 **Eric Johnson: Okay. Second?**
2963 Samantha Fleischner: How many motions? Do we just have two motions?
2964 **Eric Johnson: No. Motion to adjourn.**
2965 Female: He was just repeating.
2966 **Eric Johnson: Okay, motion. Second. Any more discussion? All in favor, say aye.**
2967 Aye. [All respond]
2968 **Eric Johnson: Okay, we're out of here.**
2969 Doug Rushton: I can't vote on that either.
2970 **Eric Johnson: For the record, "Doug can't vote on that either."**
2971 Linda Powell: Next time.
2972 Sarah Moorehead: Thanks so much, Doug and Shana. I'm going to close down the
2973 GoToMeeting, but I appreciate you both being here electronically.
2974 Shana Joy: Thanks Sarah!



TCD Board of Supervisors
Monthly Board Meeting Minutes Transcription
Wednesday, December 20, 2017 (2:00 pm)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512

Present at Meeting:

Eric Johnson, TCD Board Chair
Linda Powell, TCD Board Vice-Chair
Richard Mankamy, TCD Board Auditor
Doug Rushton, TCD Board
Amy Franks, TCD Staff
Samantha Fleischner, TCD Board
Shana Joy, WSCC
Jane Mountjoy-Venning, TC Env. Health
Amy Hatch-Winecka, TCD Staff
Jerry Dierker, Citizen-activist
Esther Kronenberg, League of Women Voters
Maureen Caney, Citizen and League of Women Voters, Sierra Club
Annabel Kirschner, League of Women Voters and Old Broads for Wilderness
Lynette Garnton, Thurston County Elections

Mark Clark, WSCC
Joe Hanna, Public
Scott Steltzner, Squaxin Island Tribe
Steve Davis, CPA
Brian Holtecamp, Citizen
Tom Woodruff, Capital Land Trust
Jim Goché, Friendly Grove Farm
Tris Carlson, Shellfish Protection District
Gary Kline, Local business person
John Rosenberg, South Puget Sound Salmon Enhancement Program
Dan Calvert, Puget Sound Partnership
Allison Osterberg, TC Shellfish Protection District
Ann Hunter, Thurston County Elections
Chris Stearns, Thurston Co. PUD Commissioner

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

Eric: Okay. Welcome, everybody, to TCDs Board of Supervisors [noise] Today is Wednesday, December 20, 2017 at 2:00 p.m. Let's have introductions, starting on my right.

Doug: I'm Doug Rushton. I'm one of the Board members.

Richard: Richard Mankamy, Board member.

Eric: Eric Johnson, Board Member and Chair.

Linda: Linda Powell, Board member

Samantha: Samantha Fleischner, Board member

Amy: Amy Franks, District staff

Sarah: Sarah Moorehead, District staff—and just a reminder, if you can state your name before making comments. We have the audio recording right up here.

Joe Hanna, Thurston Ag Advisory, public

Steve Davis, CPA

24 Brian Holtecamp, Citizen
25 [noise] Scott Steltzner representing the National Conservation District Employees
26 Association today.
27 Mark Clark, Exec. Director, Washington States Conservation Commission
28 Tom Woodruff, Capital Land Trust
29 Jim Goché, with the Friendly Grove Farm and also with an interest in the Thurston
30 Voluntary Stewardship Program.
31 Tris Carlson, Nisqually and Henderson "Shellfish Protection District chair
32 **Eric: Can you say your name a little bit louder for the audio.**
33 Tris Carlson, Shellfish Protection District
34 **Eric: Okay.**
35 Scott Steltzner, Environmental Program Manager, Squaxin Island Tribe
36 [inaudible - 0:01:33.4] and Sierra Club
37 **Eric: Okay.**
38 Gary Kline. I have a business called [inaudible - 0:01:38.8] Consultancy.
39 **Eric: Okay.**
40 Good Afternoon. I'm Amy Hatch-Winecka. I'm the [inaudible - 0:01:43.6] Coordinator
41 here.
42 **Eric: Okay. And seated here?**
43 I'm Jerry Dierker. I'm a citizen-activist and I do those kinds of things.
44 **Eric: Thank you, Jerry.**
45 I'm Esther Kronenberg, League of Women Voters
46 **Eric: Okay. Can you say your first name a little louder?**
47 Esther Kronenberg
48 **Eric: Okay.**
49 Maureen Caney, Citizen and League of Women Voters, Sierra Club.
50 **Eric: Thank you.**
51 Annabel Kirschner, League of Women Voters and Old Broads for Wilderness [Laughter]
52 **Eric: Okay. Thank you.**
53 I'm Shana Joy. I'm the Puget Sound Regional Manager at the State Conservation
54 Commission.
55 **Eric: Okay.**
56 I'm John Rosenberg and I'm on the board of the South Puget Sound Salmon
57 Enhancement Program.

58 **Eric: Thank you, John. Up here in front, unzipping your coat.**
59 Lee, Neighborhood Association nearby.
60 **Eric: Okay. And then we got somebody over here in the green that just walked in.**
61 Yeah. Good afternoon. I'm Dan Calvert with Puget Sound Partnership.
62 **Eric: Okay. And would you like to introduce yourselves?**
63 Allison Osterberg with Thurston County and the Henderson and Nisqually Shellfish
64 program.
65 **Eric: [inaudible - 0:02:46.9]**
66 John [inaudible - 0:02:48.6]
67 **Eric: Okay, John. Thank you. Just so you know, this is being audio recorded. Just**
68 **wanted to do an announcement on that. Sarah, did you have something?**
69 Sarah: Yeah. Like Eric said, this is being audio recorded so anybody that make
70 comments, if we can say our name before making comments. It's going to be really
71 helpful going back here and producing those minutes. Also, there's a sign-in sheet for
72 the meeting and the public comment sign-up, as well as extra copies of our agenda on
73 this small table just for the folks that are new to the room.
74 **Eric: Okay. And then anybody that wants to address the board, please raise your**
75 **hand and be recognized by the chair. Now let's do the Pledge of Allegiance for**
76 **those of us that would like to do the Pledge of Allegiance. Richard?**
77 Richard: [inaudible - 0:03:40.9] I pledge allegiance to the flag of the United States of
78 America, and to the republic for which it stands, one nation, under God, indivisible, with
79 liberty and justice for all. Thank you.
80
81 **2. Public Comment [0:04:01.0]**
82 **Eric: Okay. Public Comment. I know last time we didn't—let's see—last time we**
83 **didn't get Joe Hanna in for public comment. I'd like to do him first. Go ahead, Joe.**
84 Samantha: There's a sign-in sheet.
85 **Eric: I know. We're good.**
86 Samantha: No, there's a public comment sign-in sheet is what I was saying. He's first
87 on the list anyway.
88 **Eric: Okay.**
89 Samantha: But I'm just making the statement that there's....
90 **Eric: Thank you. That was Samantha Fleischner. Go ahead, Joe.**
91 Sarah: If folks would like to approach the microphone, too, just to make sure we have
92 public comment recorded and can hear that, it would be helpful. If that's okay, Mr.
93 Chair?
94 **Eric: Yes. That was Sarah. Go ahead, Joe. Would you like to start?**

Joe Hanna: I'm going to read mine so I'm going to stay here. I'll submit it to Sarah electronically.

Eric: Okay.

Joe Hanna: Good afternoon, Board, Chair, Members of the Public. I'd like to talk about a few things. First, I would like to speak to the letter that staff has been handing out at local partner meetings. I think there's been, there's become a matter of staff pointing fingers at the board and blaming the board for rates and charges not being approved. The letter states, and I quote, "However, this time the Thurston CD Board of Supervisors has not taken action to approve the system of rates and charges." This absolutely is misstating what I personally witnessed. Staff the Executive Director were assigned months ago the duty to move the district forward with the rates and charges system. The Board approved spending thousands of dollars to hire a consulting firm, and has asked about the process monthly at public meeting about the status. I personally asked if staff and ED understood the process in a Board meeting, and my belief for the need for a public hearing and, for sure, they did, and did not need to worry about it. Staff and the Acting ED have said repeatedly all is going well and they had it handled. I've never heard staff saying "We need help" or "We don't understand the process." If you didn't need help and you understood the process, why did staff hold two community meetings about rates and charges, but never scheduled a public hearing, spending how many additional thousands of dollars paying for more staff to show up at these meetings than the public did, doing mailers about the meetings. It seemed to have been a last minute idea, forgotten to be mailed, as I've heard dozens of community members say they did not get their mailer until the day of the first meeting or after, including myself. Staff failed to understand the process and failed to ask for help until Thurston County Board of Commissioners had to cancel their public hearing on the matter because, not only had staff never scheduled the hearing, but it really appears they did not know they needed to until after the County canceled theirs. A personal note: I personally observed and heard staff tell the County Manager that they would guarantee three Board members will be present for our hearing, the hearing that had not been schedule yet and without consulting with the Board. For staff to point fingers at the Board as being responsible, not stepping up and taking the responsibility for their shortcomings is unacceptable, in my opinion. Thinking to go to the public and the district partners and put the blame on the Board has the appearance of insubordination. Someone needs to step up and take the responsibility. To blame the Board and its members for scheduling a meeting for a public hearing, and it not happening, without first consulting with them is inexcusable. When someone guarantees something and then fails to complete what they have guaranteed, who is responsible for that guarantee? The Board knows or should know who I'm referencing and I believe they need to take corrective action to deal with this guarantee and the letter that is being circulated to the public and the district partners. [cont'd]

Next I'd like to talk to you about the financial crisis our district is in. Yes—I said "our district" as I live in the district and am a taxpayer in the district. I've seen a number of proposed budgets that all call for deficit spending. This is inexcusable. Do your jobs and come up with a balanced budget. I previously asked about the many expenditures I see on the monthly reports and those budget proposals I've seen up until today still have luxury items for staff in them. I would call for staff hours to be cut by at least 25% if the

141 Board intends to keep all staff or start cutting some overpaid and unnecessary
142 positions. Is it necessary to have a full-time deputy director that can't step into the acting
143 director position when the need arises with a district as small as this one and one that is
144 in the dire financial position this one is in? How many districts even have a deputy
145 director? Where I work, we have lead workers that are responsible for training new
146 employees. When a lead worker is not able to perform that duty or doesn't want to, they
147 are reduced in title and paygrade. Why has the Board and staff not started the process
148 to replace the acting executive director with a permanent person? This should have
149 been started months ago; however, instead of jumping on this, the acting executive
150 director is accumulating weeks of comp time. I hope that time is being budgeted into
151 next year's budget. In less than five minutes on the computer, I was able to find
152 numerous job announcements and job descriptions that can be easily edited to get a
153 posting out to start advertising the position. [cont'd]

154 Next, I'd like to talk about the letter that Samantha sent to the state commission. There
155 seems to be a lot of very inflammatory statements and allegations made that were
156 made with no evidence or proof submitted. I would also question in what setting some of
157 the allegations statements were taken from. Are some of these Executive Session
158 discussions? I don't recall hearing many of these things in public meetings or possibly
159 discussions that no longer seem to have attorney/client privilege via possible disclosure
160 of discussions with the attorney hired by the insurance company. This is the same
161 person that has threatened the entire board in a public meeting that she was going to
162 leave so there would no longer be a quorum when votes were going against her, the
163 same person that stated she would spend \$50,000 to get rates and charges done in a
164 public meeting a week before a contract had been signed for that, thus, I assume,
165 disclosing Executive Session contract talks. I see Mark Clark here from the state. My
166 last few comments can be partially directed at him.

167 **Eric: Joe, we're at five minutes so can you submit the rest of that in writing?**

168 Joe Hanna: Yes, sir.

169 **Eric: Do you have very much time to wrap up?**

170 Joe Hanna: Nope. [overlapping voices]

171 Female [0:10:31.0]: Excuse me—can I ask a quick question?

172 **Eric: Mm-hm.**

173 Female same: So we all get about five minutes of comment time, then?

174 **Eric: No. The way we've done it in the past is that we have a public comment for
175 five minutes.**

176 Female same: But if one person goes on for five minutes? Then the rest of us should be
177 able to have a five-minute comment time.

178 **Eric: What we did last meeting, we offered it to the end of the meeting to do
179 public comment or submit it in writing.**

180 Female same: Well, I think since it's supposed to be at the beginning of the meeting,
181 and I will submit it in writing...

182 **Eric: Okay.**
183 Female same: ...and since you have allowed one person to go on for five minutes, I do
184 think it's appropriate for us to have at least a three-minute comment time at this time
185 when it is scheduled on the outline.
186 **Eric: Okay. The way that I'm going to do it is I'm going to allow you to speak at**
187 **the end of the meeting.**
188 Female same: No. [Overlapping voices]
189 Male: No. You have all of your stakeholders right here in one room.
190 **Eric: That's what we....**
191 Female2 0:11:35.7: You let him talk!
192 **Eric: That's what we did at the...**
193 Female2: You let all of us talk.
194 Female 0:11:39.9: So the rest of us should be able to talk.
195 Female2: Right. Your interest. We want to have our opinions known.
196 Man: I'm sorry. You can't use a shill-like this. This is a violation of the [overlapping
197 voices] fairness doctrine...
198 Female 2: Three minutes
199 Man: ...that you haven't provided an opportunity, a meaningful opportunity for the public
200 to speak, and that's required by law. And I have already discussed this with the
201 Thurston County prosecuting attorney's office.
202 **Eric: You need to be addressed by the chair.**
203 Man: So thank you very much. That's all I needed to say. Okay. Please stop violating
204 the appearance doctrine and excuse yourselves for any interest you have.
205 **Eric: So there—we're going to go ahead and go forward with Agenda Review.**
206
207 **3. Agenda Review [0:12:20.8]**
208 **Eric: Do we have any agenda review?**
209 **[Overlapping voices]**
210 Female2: Public comment, three minutes a piece.
211 Female: You have many people here that came to make public comment.
212 **Eric: We're going to allow that.**
213 Female2: You let him. Why not us?
214 Female: Yeah.
215 Female2: You let him. Somebody has....
216 [Overlapping voices]

217 Man: You are not listening to the citizens of this county, restraining First Amendment
218 rights. You should have allotted for this the first time you had a meeting and you didn't
219 allot enough time for everyone.

220 Female2: You let your friend speak.

221 Man: You need to provide the public [overlapping voices] Have a good day. You do not
222 operate illegally.

223 Female: Can I make my public comment, then?

224 Female2: Yeah.

225 **Eric: What we're going to do is we're going to do Agenda Review.**

226 Female2: NO! We are going to have public comment. You let your friend do it!

227 Female: Yeah

228 Man: You go and put a plant in for your side and

229 Female2: Yeah. Let's go forward, three minutes apiece.

230 Annabel Kirchner: Let me just be very brief. I [overlapping voices] there was a—I come
231 from a community development protected [overlapping voices] some actions of the
232 Board resulted in a—I've heard \$30,000 loss of funds.

233 Female: \$500,000.

234 Annabel Kirchner: Oh, \$500,000...

235 [Overlapping voices]

236 **Eric: [Overlapping voices] ...order.**

237 Annabel Kirchner: ...economic development funds that can help the people of Thurston
238 County and you should do everything you can from a good economic development
239 standpoint to make sure you get those funds. Now, I know there are—I'm out of order
240 slightly, but there are other people who would probably be willing to stand up and make
241 a brief comment at this time. I'm Annabel Kirchner, by the way, on that list. Thank you. I
242 appreciate it. I didn't plan to go for that long and it didn't take that long.

243 Lee Neighborhood rep: I'm second public comment. I'm a neighborhood association
244 president. I'm here to support the Shellfish Protection District Fund. I believe the
245 Conservation District has the important work to work with our Shellfish Protection
246 District Fund. I realize that currently, we have lost our funding for the Thurston
247 Conservation District. These are remarks that I'm making right now are addressed to
248 Mark Clark, the Washington State Conservation—uh—Executive. I'm asking him to
249 remove Board member Eric Johnson and Richard Mankamyer for their lack of
250 leadership and trying to destroy the Thurston County Conservation District. They have
251 not been attending meetings. They did not have the funding appropriation go forward,
252 therefore we lost our funding for the Conservation District. Many of us really support the
253 Conservation District. We see the good work that this has done for Thurston County for
254 many, many years. And therefore, I suggest that Mark Clark step in and remove these
255 two Board members because they have not done their due diligence. They have not
256 done their work for Thurston County. Thank you. [Applause]

257 Female: Good afternoon. I want to share your mission statement with you as a reminder
258 of the reason for your existence.

259 **Eric: Can you introduce yourself?**

260 Maureen Canby: My name is Maureen Canby. I'm speaking as a citizen of Thurston
261 County. So this is your mission statement: "Our vision is to create healthy functioning
262 ecosystems in Thurston County through advocacy, education, and technical assistance
263 efforts, thereby empowering every citizen of Thurston County to be steward of the
264 environment." I was both saddened and angered as I learned about the recent
265 dysfunction of the leadership at TCD. It seems that two members of the Board are not
266 working the best interests of residents of Thurston County and are purposely
267 sabotaging the admirable ecosystem protection work of the District staff. Please remedy
268 the situation soon before the District loses even more funding due to imprudent financial
269 or fiscal decisions and erodes the District's mission.

270 Esther Kronenberg: Hi. Esther Kronenberg. I got this at the November 28th Thurston
271 County Board meeting. It's a memo the County Manager listing all the Thurston County
272 programs that we've curtailed or ended in 2018 because the District budget wasn't
273 passed. It's the Voluntary Stewardship program, Thurston County Non-point
274 Partnership, The Schutes Watershed Group, Agriculture Non-Point Source Pollution
275 Reduction Strategy, Phase II Municipal Storm Water permit, Agricultural workshops and
276 classes, Grain infrastructure development, agriculture equipment, soil testing services
277 and the Shellfish Protection. How did this happen? The county's environmental health
278 director wrote, "Needless to say, we're reducing or eliminating TCD's services in 2018,
279 will have a significant impact on Thurston County residents and jeopardize many
280 successful programs. How did it happen? I made a few inquiries and learned that the
281 Board had been changing over from an assessment to rates and charges finance
282 model, that some mistakes were made in that process. And then a meeting on
283 November 6 arranged to make sure the funding didn't happen—that the funding did
284 happen, but it didn't. It didn't because three members of this board—Eric Johnson,
285 Richard Mankamyer, and Linda Powell—did not attend or even call in to vote on it. I
286 checked the website to read the minutes of these meeting and found there were no
287 minutes posted after July 31 so I couldn't find out and the public couldn't find out what
288 happened. So I got some audio recordings and I listened to hours of meetings in
289 September and November. It was pretty clear that the board chair was not interested in
290 working with the staff to accomplish the District's mission. Perhaps you have a different
291 vision of what the District should be. But the vast majority of Thurston County residents
292 support this organization that does so much to help residents voluntarily steward the
293 land. Your actions and omissions will cause lasting damage to the environment of
294 Thurston County. If you can't work in a democratic fashion to fulfill the most basic
295 fiduciary duties of the Conservation District, you should resign.

296 **Eric: Board chair was scheduled to be at a Dairy Federation meeting for months**
297 **in advance.**

298 Esther K.: You could call in. There's a phone.

299 **Eric: Yeah.**

Steve Davis, CPA and CFO and to address that as Chief Financial Officer of a highly successful corporation [inaudible - 0:18:46.5] We Skype all the time and do all our meetings. When you're an elected official, there's no excuse for missing the most important vote of this organization in the year—absolutely no excuse. So don't even try it. I came here to address the discussed policy change, and I will say, after 35 years as a certified public accountant in public practice, that it's best practice that you understand your roles as policy makers. You are not procedure makers. You should not be involved in the day-to-day operations. When you get involved in the day-to-day operations, staff has to deal with five different bosses plus the executive director. Chaos ensues. I have never seen an organization succeed with that model. They all fail. So my recommendation on the delegation of authority is to focus on the important things. You set policy. You hire the executive director who runs the staff. If you're unhappy with what the executive director is getting accomplished, your authority is to replace that executive director, not get involved with staff whatsoever, not get involved with procedures. I do audits for a living. I go into organizations, and I find things that aren't being done properly: procedures, controls that need to implement. I make suggestions and a lot of times I have the wrong answer because I don't know what the day-to-day needs are. And so staff will bounce back and give me additional ideas because I have to learn from them. You're sitting in a policy board meeting once a month. You cannot possibly understand what it is that staff has to do to get their jobs accomplished. You shouldn't understand that because your objective is a much higher level view and it's a waste of your time to get bogged down in the details and procedures. So my recommendation is that you focus on the important things such as attending meetings and passing the rates and charges like you're supposed to do. That is your number one goal as a Board—is to get that passed, the revenues—because without it, you do not have an organization. And for you to sit here and say staff is out of control and their procedures need to be approved by you is slightly ridiculous, given the fact that you couldn't do your one important job. Now, I've seen a letter that the District auditor has disparaged me because I do sign checks here—that "things are out of control and does not understand his duties as a check-signer." I would be more than happy to provide the training that he says is not available so he can understand what it is that I've been doing here for about 20 years now. When they first came to me, they were in trouble with the state auditor. They've not had any problems since. So if you want to take me up on that, I'd be happy to show you what your duties are and how to go about them.

Eric: That's the first good news I've heard.

Well, I'm glad to give it to you.

Eric: Thank you for the offer.

0:21:47.3 male: [inaudible - 0:21:50.3] rest of this.

Yes. Conservation Districts have helped....

Eric: State your name.

John Newman. I'm from Olympia. Conservation Districts have helped citizens and farmers for over 100 years. Public service groups are an important aspect of our society and within this county. The small budget that the Thurston Conservation District has is very important to a few citizens, and if Board members Eric Johnson and Richard

344 Mankamyer can't show up for meetings and support the civic organization, they
345 shouldn't be Board members. And they shouldn't be working to destroy Thurston
346 Conservation District.

347 **Eric: Okay. Agenda Review. [0:22:47.7]**

348 [inaudible - 0:22:54.7]

349 **Eric: Anybody else?**

350 Doug: Are you going to do this to him? Or are you going to it now?

351 **Eric: Well, I'm going to do it at the end. But he had a bunch of people that were**
352 **out of order.**

353 Doug: I'd like to see the Board make a recommendation as to further comments if you're
354 really going to do it.

355 **Eric: At the end of the meeting and/or in writing. Maybe the Board should allow a**
356 **longer public comment next agenda, Sarah? Come up with a public comment**
357 **period.**

358 Doug: No question and I think we ought to give people that are here to speak now
359 because [noise, whispering] started the meeting or, excuse me, public comment
360 section.

361 Female 0:23:40.2: Yeah. [inaudible - 0:23:41.3]

362 **Eric: Okay. Anybody else want to comment. The Board's going to allow more**
363 **comment now if you want. Thank you for being....**

364 Male 0:23:48.4: Yeah. Been there.

365 **Eric: Appreciate it. Come on up and introduce yourself.**

366 My name is Tris Carlson. I'm the chair of the Shellfish Protection District and the
367 Nisqually and Henderson Shellfish Protection district. I'm just here today to present the
368 fact that we had a meeting last night of the District and we discussed the on-going
369 budget that we put forward to you on the 20th of October for the work program for 2018.
370 Now that the funding is a little bit up in the air, that we understand there's \$150,000
371 carry-over from last year that's sitting in the bank. And we re-evaluated the projects last
372 night. We went through and made a small matrix. I don't know if you've received this
373 letter yet. Have you? Okay. If you've received the letter than you've gone through it. We
374 just wanted to be here to help support you in that, and hopefully, that you'll be able to,
375 with any luck, get an interim funding agreement so that we can go on and maybe
376 suspend some of the other projects that may get set aside on this program for this year.
377 But we certainly want to support the District because what you have done for the
378 Shellfish Protection District and the citizens of Thurston County in allowing 28 percent of
379 your total revenues to be spent in our two districts, that has made national headlines
380 and some of the projects that have been completed, and we're really on the spot—it's
381 been in a spotlight issue for Thurston County. And without your help, it would have been
382 impossible to do so let's continue to see how we can fund it and let's get ahead and let's
383 get in and get on the straight [inaudible - 0:25:22.0] scope and move forward. Thank
384 you.

385 **Eric:** And can you spell your name?
386 T-R-I-S
387 **Eric:** Thank you. So I've put a—I'll go ahead and do it now—put a motion in front
388 of the Board that from now on, we do a public comment period with three minutes
389 and allow everybody to speak that is here and so we won't know how long that
390 public comment will take, but with everybody that comes and signs up, allowing
391 them three minutes to speak. Is there a second?
392 Female 0:25:58.6 Second.
393 **Male:** Second.
394 **Eric:** Second, okay. Any discussion?
395 Doug: Can we have a sign-up sheet, too [inaudible - 0:26:06.2] order. I mean, in this
396 first motion.
397 **Eric:** So amend the motion that we do a three-minute public comment period. And
398 we have a sign-up sheet and it will go in the order of the sign-up sheet and then
399 should we allow a stopping point on this sign-up sheet? Or no, we wouldn't allow
400 a stopping point. We would just proceed until every person of the public
401 Doug: [inaudible - 0:26:33.0]
402 **Eric:** So everybody understand the motion?
403 Female: 0:26:36.2 Yeah.
404 **Eric:** Okay. Any more discussion? Okay. All in favor signify by saying "Aye."
405 Doug?
406 Doug: [inaudible - 0:26:46.5]
407 **Eric:** Doug said "aye" so motion is approved. How's that?
408 Female [0:26:51.9]: Much better.
409 **Eric:** Okay.
410 Female: Much better. YAY!!! [Applause]
411 **Eric:** Is there anybody that just walked in? Did you just walk in?
412 [inaudible - 0:27:01.4]
413 **Eric:** You were here?
414 [inaudible - 0:27:02.4]
415 **Eric:** Okay, so just so everybody knows, we're audio recording this meeting and
416 we have an attendance sign-up sheet, as well. Okay! Now, we're on Agenda
417 Review [0:27:14.4] Looks like maybe—go ahead, Sarah. Start us off with some
418 agenda revisions.
419 Sarah: Yeah. I had two items I was hoping to ask the Board to include, please, to the
420 agenda. One is just that draft letter to RCO that I drafted last week and you guys

421 reviewed last week, as well, just to have some formal discussion and approval in a
422 Board meeting of that draft letter. And then the second thing is to discuss the bill....

423 **Eric: Just hold on for a second. Where would you propose to put that? Under 12?**
424 **Or further up? Under 12 looks like I guess a good spot for it. Or do you want to go**
425 **further up?**

426 Sarah: Well, I mean it's sort of addressing one of our partners, so potentially after
427 Partner Reports might be an appropriate space.

428 **Eric: Okay. Any comments? Sounds okay? Sounds okay?**

429 Female 0:28:21.3: Yes.

430 **Eric: Okay. So put after Partner Reports, RCO...**

431 Samantha: Item D?

432 **Eric: ...letter and—item D. Thank you for your suggestion, Sam. Okay. Go ahead,**
433 **Sarah.**

434 Sarah: Thank you for that. The second thing that I'm just looking for some direction on is
435 the Phillips-Burgess bill that was received.

436 **Eric: Okay. So where would you like to do that? After.... Meeting minutes? Or how**
437 **about in Financial Reports, C, for financial reports?**

438 Sarah: That's a good suggestion.

439 **Eric: Okay.**

440 Female: Yes. I had put that as like item D under Financial Reports so that it would be
441 during the financial portion of the meeting.

442 **Eric: Sounds good.**

443 Sarah: Thank you.

444 **Eric: So we'll put that under that. And then we—Shana Joy is down here for five**
445 **minutes. Is that going to be long enough for a WSCC report?**

446 Shana: Mark Clark will be taking that time.

447 **Eric: How much time did you need, Mark?**

448 Mark: Eric, I hope I can keep it to right around 10, if that's possible.

449 **Eric: Okay. So let's...**

450 Doug: Eric, can I sort of cut in there? I've prepared an NACD/WACD report which is Tab
451 9 in the packet. I don't need the five minutes. That report includes the WACD Annual
452 Meeting, National Director's Annual Report and then the Natural Resources Policy
453 [inaudible - 0:30:08.1] NACD.

454 **Eric: So you have it on paper for us [inaudible - 0:30:10.7]?**

455 Doug: Tab 9 in the....

456 **Eric: Okay. So let's go ahead and put Mark Clark down instead of Shana for**
457 **WSCC and we'll give him 12 minutes. How's that? And then we'll take Doug**
458 **Rushton off WACD, NACD.**

459 Sarah: Mr Chair?

460 **Eric: Yes?**

461 Sarah: I've got an email from Jeff Swotek. He won't be able to attend.

462 **Eric: Okay. All right. Well let's go ahead and take number—letter A on number 4,**
463 **Jeff Swotek, off. I don't see any other NRCS staff here. Action item policies and**
464 **procedures—the 1.3, you want to go longer on that? Samantha, go ahead.**

465 Samantha: I'd like to make a comment. With all of the revisions that still need to happen
466 with items number 5 and 6, I think it might be beyond us to say that we're going to take
467 action on those items right now because we haven't seen a final, nor has the final gone
468 to legal for review. So in the Minutes from the last meeting it said that we would bring
469 them to this meeting and then send them out to legal after we agreed on something. But
470 after spending 40 minutes on the last 26 lines of the first document, I don't think that it's
471 feasible for us to think that in 30 minutes we can get through two documents.

472 **Eric: Well, I want to make some headway on it. I don't recall saying we were**
473 **sending it out to legal review. So I would like to add some more time to each one**
474 **of those.**

475 Female: Yep.

476 **Eric: Okay. So 30 minutes apiece? Or? Add 15 minutes each?**

477 Female 0:32:06.5: Are we going to finish one before we go on to the other one?

478 **Eric: Yeah. I guess. We can cross that bridge when we get to it.**

479 Doug: Is that individually or for everybody? [Laughter]

480 **Eric: Go ahead.**

481 Samantha: I just have a clarification as to what the action item is, then.

482 **Eric: Well, the action item would be to try to get it approved. That's what we'll do.**

483 Samantha: This is Samantha. But with the—in our last meeting minutes, we did state
484 that it would go to MRSC and Enduris. I'm trying to find them where they were in the
485 meeting minutes.

486 **Eric: Okay.**

487 Samantha: But then it also, when we're changing an employee's position, it has to go to
488 legal for review.

489 **Eric: It doesn't have to. It can just....**

490 Samantha: It should.

491 **Eric: It doesn't have to so....**

492 Samantha: Okay.

493 **Eric: Duly noted, though. Action item, policy and procedures? Yes?**
494 Doug: I'll even confuse the issue more. I suggest on 5 and 6, we talk about the process
495 and how we're going to get this done because, as I mentioned before, we've got like five
496 versions of this stuff. And it's not clear which one's which. As Samantha pointed out, we
497 went through 45 minutes or so and got about three lines done.

498 **Eric: Actually, we didn't start till 38 minutes after so....**
499 Doug: That's another issue, I think, though. And I think we need to talk about, okay, do
500 we need an acting executive director delegation or can we just incorporate the things
501 we want in the executive director's delegation? I've not had another one that would
502 encompass the acting. So I would prefer doing it—setting out what the process is and
503 how we're going to do it so we can do it right and not try to hurry to get it done, although
504 I appreciate that, too.

505 **Eric: Well, I heard from two other board members and myself that want to just do**
506 **30 minutes. So if you want to change anything else, then motion, I guess. I don't**
507 **know, if you want to go forward.**

508 Doug: I guess I just—say again what you just said. You've got two....

509 **Eric: Well, I asked the Board on a consensus to go 30 minutes and I had one on**
510 **each side of me say "yes." I myself want to go 30. Sam wants to remove it. You**
511 **want to remove it. It's not a vote.**

512 Doug: I didn't catch the 30 when you said it what it was. Thank you.

513 **Eric: Okay.**

514 Male 0:34:42.9: He said add 15 to each one.

515 Doug: No, I understand.

516 **Eric: Action item policy and procedures, we're okay with 15 minutes? Okay. And**
517 **then Board Meeting Minutes. We'll just tackle those when we get to them, attempt**
518 **to give those 10 minutes. That's very hopeful. Just to add 10 more minutes to it, I**
519 **guess, so 20 minutes? And then how about for discussion on anything else? As**
520 **soon as our election process—let's see. The election—Thurston County auditor's**
521 **office comes in, maybe we can just go right to them instead of making them wait**
522 **through the meeting. What do you think about that? Sarah said it would possibly**
523 **be 3:00 o'clock.**

524 Sarah: I had 3:30 was the last I heard.

525 **Eric: Okay. So when she comes in, let's get her in and out, okay? TCD**
526 **Relocation/Path Forward? You guys want to keep that on there?**

527 Doug: No.

528 **Eric: Did you say no?**

529 Doug: I said no.

530 **Eric: Okay.**

531 Female 0:35:57.7 overlaps

532 **Eric: So let's go ahead unless I hear any objections, we'll strike 13.**
533 Doug: I would suggest, Mr. Chair, moving numbers 9 & 10, Future District Funding
534 Discussion and District Budget up, though. Basically else except for the county person
535 that's coming because I think it's just so much more important than the other things
536 we're talking about.
537 **Eric: So you want to move it to above 5?**
538 Doug: Yes
539 **Eric: Okay. Do we agree to that? You guys agree to that.**
540 Samantha: I agree to that.
541 Richard? 0:36:29.1 Staff can deal with that? Okay.
542 **Eric: So that was number 9.**
543 Doug: 9 and 10.
544 **Eric: Okay. Everybody's okay with moving 9 and 10?**
545 Doug: I don't seen anything on here about permanent executive director.
546 **Eric: Right. Yes. Thank you for—we're going to put 9 and 10 above 5. And go**
547 **ahead, Samantha.**
548 Samantha: I think that when it comes to talking about the District budget, that would be
549 a good place to put in the potential search for an executive director as we don't know
550 what our funding status is. And Amy can help clarify that for us.
551 **Eric: So that would be....**
552 Samantha: Like 10-a, in theory.
553 **Eric: Theoretically. Yeah. 10-a. Okay. I think I got it. So any other changes? Do we**
554 **need an easement sub-committee discussion, Sarah? This round? Probably not?**
555 Sarah: I think we can table that.
556 **Eric: Okay. So let's push 14 off till the January meeting and I'm going to close**
557 **Agenda Review unless there's any more comment.**
558 Doug: It's been suggested to me, Mr. Chair, that we put a public comment period at the
559 end [inaudible - 0:37:55.9]
560 **Eric: Yes. Let's do that. Let's go ahead and put a public comment after what was**
561 **12. Okay. You got it?**
562 Amy: Yeah. I wanted to just—there were letters provided as part of public comment that
563 you may want to look at during the public comment piece.
564 **Eric: Thank you.**
565
566 **4. Partner Reports [0:38:29.3]**
567 **A. NRCS, Jeff Swotek – Not present**

568 **B. Shana Joy, WSCC**

569 **Eric: So looks like we have Mark Clark! Come on up, Mark!**

570 Mark Clark: Thank you, Mr. Chair.

571 **Eric: You bet.**

572 Mark: For the record my name is Mark Clark, Executive Director Washington State
573 Conservation Commission. Also homeowner in Thurston County and utilize the District
574 services from time to time, too. It's not normal for me to show up at a meeting, but with
575 commission actions and some other things, it's got quite a bit of attention and my email
576 box seems to be popular lately. So I wanted to come and try and hopefully turn the
577 temperature down a little bit and talk about where we are. [cont'd]

578 And I'm going to tell you a story to start with. Yesterday, I had the opportunity and Tom
579 was with me to go to Claire County. Claire County had a public hearing in front of their
580 counselors, their version of county commissioners, to talk about rates and charges, and
581 we're hopeful that they would get the counselors to go that direction. They filled the
582 room up with public. Must have been a hundred people in that room, which at least 40
583 of them go up and talked about the efforts of the District and there was no negative
584 comment whatsoever. And I bring this to you to just talk about what I try to see as the
585 view of a functional conservation district and the 45 we deal with. This is a public
586 agency as all of you know. And you're all a part of it. It's here to work with all the
587 taxpayers and to provide services, voluntary services on natural resource management
588 for all. And it's done that many years, times and times, and we run into some rough
589 edges. And this isn't the only district in the world that's had some controversy or is trying
590 to work through some hard times. We've been watching this for a few years, had good
591 conversations with all the Board members times and times, to try to encourage them,
592 offered up staff. Shana, as part of her job as regional manager, to work with districts
593 and provide coaching. [cont'd]

594 If you look at the RCW, the commission doesn't have a lot of authority. This is pretty
595 much wanting the public to engage on and to work with the district and work under
596 governance issues and go that way. The one piece we do have, however, is removal of
597 a supervisor. Somebody asked me in an email if we've ever done that before; and I've
598 done it one time. I think I'm the only person that's ever done that. It happened to be a
599 supervisor that was AWOL, and because of the piece in here, you "serve until replaced"
600 we needed to get another supervisor on in that district and we did that. Keep in mind,
601 it's not the executive director that does that. Some folks asked me to take powers. It
602 is—I have set of 10 bosses, too, commissioners, that I report to much like staff reporting
603 to a board here. I try to gather information and try to go down that line. Shana's been
604 working here with Ray Legenwood here for a couple of years trying to work on what I
605 will call "good governance" because that's a term I think that I want to allude to and talk
606 about a little bit for everyone here because I think that's what you're all asking for—is
607 good governance to a degree, to be more transparent, have a good idea of what's
608 functioning, to have a staff do their role and to have the board do their role. At the end
609 of the day, get as much conservation on the ground as we possibly can for the
610 taxpayers in this district. I had Shana write a letter back in November 1 that was a
611 concern because of the Board's continued failure to be able to address some of the

612 issues that you kept talking to us about. And so I wanted to at least get it down in
613 writing, kind of a kick-start on and discussion and had a good discussion with Richard
614 and Eric over at the Farm Bureau building around that. And probably pushed them a
615 little bit more than I may have; it may have been a kick in the butt. And I think Joe was
616 there, too, and I appreciate you guys listening and I see some action be taken. [cont'd]

617 Since then, we talked about you wanted me to come yesterday to a work session and
618 tell the entire board. That got cancelled for various reasons so I'm here today. I
619 appreciate very much your time around that, but I think it's also important for the public
620 to understand where we are in this whole thing in trying to work through it. I do have a
621 few copies of that letter, the supervisor letter. I'm sure you all have one, okay. If you're
622 interested, parties in the audience, certainly we can provide those, as well, too. Did you
623 get one, Eric? Okay. So at the last commission meeting—let me back up just a second.
624 So in between then and the commission meeting, the rates and charges went sideways
625 for all kinds of reasons that we've heard here and it didn't happen. And there were a
626 couple of other incidents at Board meeting, I think, that concerned me enough that I
627 went to the commission and had gone there to ask for the ability start a removal of
628 office, for where things were at. And the commission granted that in a motion that was
629 put forward. We haven't started yet. I haven't started anything. I think there's people
630 thinking that we've begun that. This is a very formal process if we should go down that
631 road. And part of the reason that I think it's important is there seems to be a lot of axes
632 to grind from the community. And I really believe this needs to be transparent. I've had
633 different groups contact me in the last week or so about let's keep this quiet, work
634 through, and move on. I'm not so okay with that because there's a tendency to get
635 behind closed doors and do things that I think need to be vetted openly, and whether
636 that has to do with where financial tractions are going, with policies and procedures in
637 that, I think you want to know. That's my general feeling. So if we go down that road in a
638 removal of office, it will have public hearings. And those public hearings, from what I've
639 seen in emails and that, are not going to be particularly to any supervisor on this Board.
640 And the commissioners then take that information at some point in time, and this is
641 months down the road. It's not like it's going to happen tomorrow. And they have to
642 make a decision if it reaches a bar of neglect of duty or malfeasance, which isn't defined
643 real well in the commission statutes so then you get into all kinds of other legal issues
644 around that. What I can say is we could invest a lot of money in lawyers between then
645 and now if we go down that road. And in some cases, you've already started to do that.
646 And that's fair. It's a choice. It's a lot of time and it'll use up a lot of time that could be
647 used somewhere else. I wanted to talk about some options today to make sure that
648 we're all clear. In the letter we sent, we asked for action, considerable action to be done
649 by January 31st, and that is still on the table. Not going to pull the rug out from what
650 you're trying to do, and I want to say what I heard in the few 15 minutes I was here in
651 the work session is exactly what I'm expecting to hear. And good conversation. I think
652 there's some—it could get better—in terms of how you communicate with each other,
653 but at least there's some dialogue starting to develop in public in the open that I think is
654 leading you to the right direction. [cont'd]

655 I want to offer a—I made a little memo here that just talks about the actions that are, I
656 think, kind of on the table here for you to consider. And I'll just quickly go through that
657 for the public, as well, too. And the first one talks about the delayed action. The

658 commission takes no action to investigate the District for an interim time period, to
659 provide time for issues to resolve and the District to resume functioning without
660 intervention. This could change at any time at the discretion of the executive director,
661 additional information regarding malfeasance or the lack of duty and service. So we're
662 willing to give it some time. I just want to say that that threat's hanging out there. And
663 it's—I also want to say we're not picking on any one individual. We're picking on the
664 entire Board because I think it's up to the public to help sort out what they're concerned
665 about and what they say and let the commissioners then make a decision individually
666 on each person, whether or not that would raise the bar. So this isn't—we're not picking
667 and choosing anyone. That's not our job here. [cont'd]

668 The second would be supervisor removal and it's the process I just talked about. It
669 outlines there—there's a 30-day notice to the supervisor. Then there's a 60-day notice
670 before that formal procedure would take place and it is very formal. And it will require
671 the commission to spend funds it may not have and I'm sure District, as well, too.
672 [cont'd]

673 Work sessions, commission staff, my staff, have given an unbelievable amount of time
674 to try to help you guys work through this situation. There's a limit to what we can do. I'm
675 already down one regional manager because of no capital budget, strains on you guys
676 realized, too. And Ray continues to schedule something and when you change a
677 meeting on him, that causes him to have to look out further to see another availability
678 and all we seem to be doing is moving it down the road without getting a lot of work
679 done. That could change. Now, the other thing I'll say, too—there's been a—especially
680 in this district, there's been a little mistrust of commission staff. That even authority-wise
681 it's not "This is our District, stay away." And that's completely up to you. I will say you're
682 talking about, in Ray's case, the guy that's been doing this 38 years across the nation,
683 he's worked with districts everywhere. Some of you have a different vision of how a
684 conservation district may operate, it's not what they do. If you've been in a district that
685 long, that's fine. If you're trying to change the governance of the Conservation District,
686 come out to the commission and have a talk with me and we'll talk about districts and
687 how they've worked for 75 years and what's made it work. That's a whole separate
688 issue, but I would say the staff I have are trying to help you work through this. And
689 they're a resource for you to use, but I want you to use them. And commit to using them
690 so we can get down the road. [cont'd]

691 There are resignations. If this seems, for all of you volunteering to do what you're doing,
692 I thank all of you. This isn't easy work. And it's going to take some time to get through
693 were you are now, listening to concerned citizens to put this district on the right track.
694 And I'm not going to think less of you or that if all of the sudden you look at this and say
695 "This isn't what I signed up for." And I understand that completely, okay? [cont'd]

696 The other one I want to suggest—and I would encourage you to take a look and I'd
697 encourage the public to take a look—is a group called the Aspen Group. The Aspen
698 Group is a governance group primarily working with school boards. And what they do is
699 they teach governance. They've taken a John Carver model of governance and put it
700 into modules to help sort out what you guys are going through: policies, procedures,
701 who does what, how you hold a CEO accountable and make sure District is moving the
702 way it's moving and have you folks soar in the job that you're supposed to do instead of

703 kind of the mess you're in now. They're not cheap. They're cheaper than lawyers. And
704 Spokane Conservation District has used them, as well as a ton of other school boards. I
705 would encourage you to go look at their website and just consider that. [cont'd]

706 Now, as anything else, as we spend taxpayer monies, that's probably a contract that
707 needs an RFP that would take some time. Get their staff to help you work through that
708 and the commission is willing to chip in and pay for that bill. It gives you an outside
709 person. If you don't trust my staff and you have issues, I'm going to put that on the table
710 for you to consider—is get a governance model in that keeps us out of it, that I think's
711 got a proven record as far as that goes. So unless there's any questions for me, I just
712 kind of wanted to come, turn the temperature down a little bit, and make sure, too, that
713 where my heart is, is trying to get this district into a functioning place. And we worked on
714 it the other way for quite a while. Now I decided to daylight it a little bit and get the public
715 more involved. Appreciate you listening and opening to public comment. I think that was
716 extremely important.

717 **Eric: Any questions for Mark?**

718 Mark: Questions?

719 Sarah: Thank you for coming.

720 Thank you, Mark.

721 Mark: You bet. Thank you all. I'm going to...

722 **Eric: Thanks for trying to tone down that.**

723 Mark: The heat a little?

724 **Eric: Yeah**

725 Mark: Okay. Thanks.

726 Female 0:51:58.3: Thank you for your support.

727 **C. NACD/WACD, Doug Rushton (See Agenda Review)**

728 **[Partner Report 4-D]**

729 **Eric: Okay. So now we have the RCO letter, it looks like. Number 4-D. Go ahead,**
730 **Sarah.**

731 Sarah: Yeah, so this is the letter that I drafted last week and sent that out to the Board
732 last Monday, the 11th, for review through Thursday the 14th. I did not receive any
733 comments from the Board other than a direction from the Board Chair to share that
734 letter with RCO on the 18th which is Monday. I did email the final copy out to the Board
735 on Friday for final review before sharing that draft that you're seeing with RCO on
736 Monday as requested. But I feel that it's important for the Board to address it in an open
737 public meeting. And then provide...

738 **Eric: Do you have an extra one, Sarah, not to interrupt you to Richard has one?**

739 Sarah: Yeah. I did provide you one, Richard, but I've got an extra on me. Find it? That's
740 it.

741 **Eric: Go ahead.**

742 Sarah: So this is something that you've seen a few times over the last week. I just
743 wanted to add that to the agenda so that Board could address it as a whole today, as
744 well.

745 **Eric: Has everybody had a chance to read it? [No response]**

746 Richard: Is there anybody here that can answer questions about this letter?

747 **Eric: There should be some public members that can or staff. Go ahead. Do you**
748 **have a question? Go ahead.**

749 Richard: Is there somebody here?

750 **Eric: Why don't you ask it and then we'll find out.**

751 Sarah? 0:53:50.8: We don't have anybody here, I don't believe. Is there anybody from
752 RCO present?

753 Female 0:53:53.8: No.

754 Sarah: But we could certainly....

755 Female 0:53:57.7: They've offered to come if they were invited.

756 Sarah: Ask them to be part of the next agenda. This was the letter that they had asked
757 for a response by today. I did as you directed send them this letter yesterday, but just
758 some formal acknowledgement by the Board in an open public meeting I think is
759 appropriate.

760 Richard: For my clarification, down on the paragraph that starts "The District
761 acknowledges"—what exactly does it mean? It says "we take our responsibility is only to
762 carry out fiscal administration for the funding provided to the lead entity." What exactly
763 does that mean?

764 Sarah: So that sentence it just to acknowledge the roles and responsibilities involved in
765 that contract. So we are the fiscal agent that has the lead entity and we have other
766 individuals here that are part of that that can also speak to that process.

767 Richard: What does that mean? Does that money come in here and then go out?

768 Sarah: Yeah. That money comes in here with specific contractual obligations to house
769 that program.

770 Richard: And it goes into our bank account and then we disperse it from there. Correct?

771 Amy: We spend money on those expenses and then we are reimbursed. That's the
772 process.

773 Sarah: It's a voucher, just like the other grants when we have a contract with another
774 entity to carry out certain deliverables. Once we perform those deliverables, then we
775 send documentation of that to that granting agency and then they reimburse us for
776 those expenses.

777 Doug: I've read the letter for RCO and I think it responds to the issues and concerns
778 they have.

779 **Eric: Okay. Thank you, Doug.**

780 [inaudible - 0:55:49.6]

781 **Eric: Anybody else have questions?**

782 Multiple voices: No.

783 **Eric: Samantha? Linda, do you have any questions?**

784 Samantha: It's all good that I know about this.

785 **[Side comments, inaudible]**

786 **Eric: So do you want to just do a consensus for me to sign it?**

787 Doug: Yeah.

788 **Eric: So we'll just do a consensus that the Board agrees to sign the letter, for the**
789 **Chair to sign the letter? Then you'll provide me with a clean copy, probably? Or**
790 **do you want me to sign this copy?**

791 Sarah: You can sign that copy.

792 Doug: Eric, before you sign it, just procedurally, staff recommendation is to sign it?

793 Sarah: Yes.

794 Doug: Okay. I assumed that. Thank you.

795 **Eric: [inaudible due to whispering]**

796 Sarah: Thank you.

797

798 **5. Future District Funding Discussion [0:57:00.2]**

799 **Eric: So now we have Future District Funding Discussion. Rates and charges**
800 **update. All—let's put Sarah on there.**

801 Sarah: Yeah. Just a minute. Let me get to my packet here. So I am looking forward into
802 the next year and looking for Board direction to continue to pursue rates and charges, if
803 that's what the Board chooses. And looking through that process in 2018, I've talked
804 with the Commission, and there's a portion of the process that we'll have to re-do in
805 2018 in terms of advertising and holding public hearing if the Board chooses to move in
806 this direction. And considering public comment, developing those resolutions and
807 submitting that to the county, if the docket here and then the county commissioners to
808 consider and take action. The one bit to note on that is that this would be for taking
809 effect in the 2019 calendar year so I did a lot of digging and things with the
810 commission's help, as well, to see if there was a way that funding could take place
811 partially throughout the 2018 year. And that's not possible, both in terms of process and
812 in terms of statute. So the county manager over at Thurston County is welcome to
813 sitting down and working to develop jointly a good plan of action and to help us do this
814 process forward in 2018. So I've included that in a memo here in your Board packet.
815 I've also included some attachments which is the original statute for assessments which
816 carries a lot of the process for approving rates and charges. And then the addition of the
817 rates and charges in point 405 of our RCW8908. So these will be our guidelines, our
818 checklist next year to make sure that all of our process is followed. And I've also

819 included just for your reference at this point the resolutions that the Board did adopt this
820 year, initially, for rates and charges. And so putting these—brining these back after the
821 beginning of the calendar year in 2018 would be my recommendation—is to bring these
822 resolutions back once we've done our public hearing process.

823 **Eric: Go ahead, Doug.**

824 Doug: My memory may be faulty, and forgive me for that if it is, but I thought at the last
825 meeting or it may have been two meetings ago, that we'd asked, the Board asked for
826 consensus, for a one-pager on timeline and the major steps. That would be really, really
827 helpful to understand the whole process and look for stuff that might be missing or we
828 didn't understand or something like that. I would really, really appreciate something like
829 that.

830 Sarah: Absolutely. I'm more than happy to generate something like that. I just want to
831 get some approval that this is the direction the Board would like to go in 2018. And I can
832 certainly propose dates in there, like for the public hearing and for resolutions and such
833 but I would certainly like to have that direction come directly from the Board. And then
834 also in meeting with Thurston County to see what their dates might be to populate that.

835 Doug: But timelines and processes should mesh, I would think. I understand dates
836 change. And so it would be a dynamic document, but that would help the Board, I think,
837 understand [coughing]

838 **Eric: So for the record, this resolution 09-2017 was actually a resolution to adopt**
839 **rates and charges approved by the Board. Right?**

840 Sarah: Mm-hm.

841 **Eric: Correct. So the public misconception that there was no official process that**
842 **we were going forward with—here's the resolution right here.**

843 Sarah: Right. This is the one that we were supposed to have re-adopted after the public
844 hearing on November 6.

845 **Eric: Okay. Just want a bit of clarification on that.**

846 Doug: So Mr. Chair, just for clarification.

847 **Eric: Okay.**

848 Doug: You'd like us to direct staff to go ahead make that timeline with processes
849 consistent with this and consistent with what the county's up to. And make sure we have
850 maybe a public workshop early on. This is what we're thinking about doing?

851 Sarah: Mm-hm.

852 **Eric: Maybe February?**

853 Doug: I'm not sure [inaudible - 1:01:59.0]

854 Man 1:02:01.7: Just from my point of view it was never our intent not to do this. We
855 spent a lot of money on it. It's just got hung up on some technicalities. I think we should
856 move forward with it, to be lined up for as soon as it can be implemented.

857 I agree.

858 I agree.

859 **Eric: Samantha is nodding her head, also, for the audio recording. Okay. So let's**
860 **go ahead and go forward and do that, Sarah. Go ahead, Samantha.**

861 Samantha. We probably need to make a motion to re-state this and start doing it over
862 again.

863 Doug: I move.

864 **Eric: Moved—do I have a second?**

865 Linda: Second.

866 **Eric: Linda second. Any more discussion? Do we need clarification on the motion**
867 **or you have it?**

868 Female 1:02:51.4: Doug moved to—why don't you tell me what you'd like.

869 Doug: Pursue consistently with our last resolution rates and charges as soon as
870 possible but no later than 2019. I think we can do it within that time frame.

871 Female 1:03:13.3: And just for some clarification, I'll develop that timeline now that—
872 well, once-if this resolution passes—direction to do so and then we'll resurface those
873 resolutions at a later meeting after our public hearing for the Board to consider again
874 just so we're clear.

875 **Eric: Any more discussion? Go ahead, Doug.**

876 Doug: Process-wise, we need to have a public workshop or something before any
877 public hearings...

878 Female 1:03:38.0 Absolutely

879 Doug: ...so people know what we're thinking and get public input then and ideas.

880 **Eric: I think we might have more public turn-out this time.**

881 Doug: yeah.

882 Female 1:03:47.5 I think so.

883 **Eric: Okay. Any more discussion? Okay. All in favor for the resolution that's in**
884 **front of us signify by saying "aye."**

885 [Multiple] Aye.

886 **Eric: I take it it's unanimous. Okay.**

887

888 **Eric: Capital Budget Update. And do you have anything for us on that, Sarah?**

889 Sarah: This is the standing agenda item that the Board requested be on here. I don't
890 have any updates on the capital budget, but I would open that up to staff, Amy Hatch-
891 Winecka or Shana Joy—if you guys have a commission staff, Shana Joy if you have an
892 updates that you've heard in relation to the capital budget.

893 Amy Hatch-Winecka: What I'm hearing from my folks across the state agencies and
894 such is that they're hopeful that there will be a capital budget and bond bill that comes

895 out that first week of session. They've been negotiating for months now but they didn't
896 reach conclusion at that point. What we're hearing is if it doesn't happen that first week
897 of session, it will be a while, likely end of session or longer before we get a capital
898 budget. But everybody's crystal ball is really fuzzy on this so we're in territory never
899 before seen.

900 Shana: There's a complication piece introduced into that in that the governor's
901 supplemental budget has been released, as well, and so from the commission
902 perspective, we basically now have two funding requests at play. That will need to be
903 resolved so there's the capital budget that we've been negotiating for months and we
904 don't have a passed appropriation yet and now there's also a governor's supplemental
905 budget with commission funding that's been released. So our Shellfish and formerly
906 known as Non-Shellfish Funds, we're now calling those Natural Resource Investment
907 funds. Those were whole at prior [inaudible - 1:05:53.7] levels in both the capital budget
908 at play in the legislature and the governor's supplemental budget, and those are funds
909 that the conservation districts like Thurston CD typically access to offer cost-share
910 projects with landowners. So that is good news. Thurston CD does not currently have
911 an active RCPP project with us. Those funds are not whole with our request at this
912 point. But, like I said, less impacts to Thurston CD. So there will be multiple parts at play
913 when the legislature comes back in session in January. That's all I'm hearing.

914 **Eric: Go ahead, Doug.**

915 Doug: I'd just like to add, too, on the commission's website, there's a discussion of the
916 capital budget and then the governor's budget that is probably good reading for leisure.

917 Shana: That's a good point, Doug. We did a one-page comparison table that sifts out
918 from the budget bill the parts that the commission is involved in and those are on our
919 website, if you're interested in that.

920 **Eric: Any more questions?**

921 Female 1:06:56.6 No.

923 **6. 2018 District Budget**

924 **Eric: Okay. So looks like—what is it—number 10, 2018 District Budget, Amy**
925 **Franks. Hi, Amy.**

926 Amy Franks: Hi. Yeah, so the 2018 budget development has been a rollercoaster the
927 last few weeks. Typically, I have a lot more narrative about the programs in the budget
928 proposal, but we've really had to concentrate on just the numbers this time due to the
929 loss of rates and charges and some other pieces. But can you believe that good things
930 good people, and a couple of new grants really fell into our laps about two weeks ago
931 so we were able to incorporate some money into the proposed budget and really do a
932 complete overhaul and Sarah and I worked a lot of hours on reallocating staff and
933 priorities. So what I've included in the packet—and I hope your copy is color-coded. It
934 looks like it is. It's really a complete re-do of the staffing plan with the new revenue
935 sources from Thurston County. And we were able to arrive at a balanced budget for

936 next year so there's a bit of narrative that was included and a summary of all of the
937 revenue sources and expenses and then the staffing plan.

938 **Eric: Can you—it says, line 17 of the white sheet, the overhead off-set, negative**
939 **\$98,000.**

940 Amy: Right.

941 **Eric: Can you just explain how that's wiped down to zero?**

942 Amy: So when we voucher to granting agencies we can request an allocation of
943 overhead and so the grants that allow that have a positive number in that grid. And I put
944 a negative number in the District Operations column because that's where those
945 expenses are off-set. So overhead would be able to cover rent and office supplies and
946 utilities and insurance. So that's why it's a negative number in that column.

947 Male 1:09:39.1: But then it's made up through...?

948 Amy: And you'll see that net zero cumulatively.

949 Male 1:09:45.6: Because it's negative 98, it's made up additional 50, additional 23 so it
950 goes down to zero?

951 Amy: Right.

952 Male 1:09:55.3 So it's actually a true balanced budget?

953 Amy: Right. And something that was very impactful was—you want to talk about
954 [inaudible - 1:10:10.0]

955 Sarah: Yeah. Just Amy's referring to some changes in our staffing plan. We
956 unfortunately the funding that we have had in the past to fund the work of one of our
957 resource staff. We're not receiving this this next year. And so we are—or certainly not to
958 the extent that we have in the past, and so we are losing one of our resource staff for
959 this year at the District and that's noted in your notes.

960 **Man 1:11:01.1 Is it because of a budget cut? Is that what we're saying?**

961 Sarah: Mm-hm.

962 Amy: Yeah. Thanks.

963 **Eric: Is there any way to make up those dollars through comprehensive nutrient**
964 **management plans? Or anything else? If we got one of those done a month,**
965 **would it be possible? We're going to need him for VSP so....**

966 Amy: Not necessarily. So to set up through TSP—I'm sorry—[inaudible - 1:11:37.3]
967 yeah. To set up that relationship with NRCS to still do TSP work on nutrient
968 management plans is still a complex arrangement. We've done some work with them in
969 the past through their task order. And that has not necessarily generated the funding to
970 sustain that program so instead of being billed by hours it was billed by chunks. So I'm
971 not necessarily sure if that's how the TSP program would work, but—yeah. That's
972 something that is still in the works on the NRCS side to be a viable option for us.
973 Something that we're still pursuing right now, Robin Buckingham on our staff is the staff
974 member that is completely certified and eligible for that program and so that's an option
975 to continue to off-set that budget—yes. And right now Robin is the—more of a research

976 specialist—is the individual that would be eligible for that with NRCS requirements. In
977 terms of VSP, working with the deliverables set out by the Volunteer Stewardship work
978 plan, and looking at our staffing expertise and the amount of funding that we're getting
979 from Thurston County to support the work that we're doing for VSP, those hours are
980 allocated to other staff, technical staff at the District that can fulfill those requirements.

981 **Eric: I'm sorry, Samantha. Go ahead. I'll ask my question later.**

982 Samantha: I was just curious with the new grants that we've received and everything,
983 does this now fix the staffing reduction that we have?

984 Amy: We still have two staff with reduced hours that would qualify for the shared work
985 program. We're follow up with that.

986 Samantha: Okay.

987 **Eric: That was Amy.**

988 Sarah: I would add to that that the biggest hit to us is our district operations, which is
989 where that base funding has in the past gone to supplement, to leverage through our
990 other grants and also to support some overall operations like our executive director. So
991 the majority of our staff are funded through contractual grant applications in the staffing
992 plan. And so there's a little bit of reduction to one of our administrative staff and then
993 one of our technical individuals. But generally, yes. Definitely a reduction in overall
994 staffing so that we could continue to provide our programs and services to the
995 community and fulfill all of the contractual grant obligations.

996 **Eric; So on new grants, who do we have working that? Do we have Amy going**
997 **forward with new grants? Or is it individual staff people? Or...?**

998 Sarah: In terms of writing new grants?

999 **Eric: Yeah. Going forward with new grants—because I think she was being limited**
1000 **to RCO dollars with no county budget. Is that correct? No county rates and**
1001 **charges? Or how are we going to go for new grants—is my question.**

1002 Sarah: Yeah. There is some time in this staffing plan to provide staff the ability to write
1003 grants. It's definitely reduced without rates and charges because we don't have a lot of
1004 funds that don't have those contractual obligations, for sure. But there's certainly time
1005 for myself, with some assistance and the necessary assistance from Amy—a very small
1006 amount of time for her to submit those grant applications. And as we're going through
1007 the end of this year, we're certainly have a lot of staff involvement in writing grant
1008 applications, as much as we can before the end of this year.

1009 **Eric: Go ahead, Doug.**

1010 Doug; I brought it up a couple of months back—basically when you, Sarah, took over
1011 the interim director position, that we ought to look at some sort of compensation for you
1012 because you're working way, way above your normal job class and that should be
1013 compensated. And how we figure that in here, I understand that we have budget
1014 problems, but something we keep in mind as we think about it at least.

1015 **Eric: What about a new executive director when there's no money in this budget**
1016 **for that position—correct?**

1017 Amy: There isn't—no. That would be and has been historically primary funded by
1018 assessment or rates and charges.

1019 [Whispering]

1020 Sarah: So, yeah. Right off the bat, not receiving any direction otherwise, there isn't time
1021 for an executive director starting January 1 in here. I mentioned a little bit or added a
1022 little bit into Amy's budget narrative about maybe developing—the Board to discuss and
1023 develop maybe a strategy for fulfilling that position. I'm sure there will be some time to
1024 do the advertising and recruitment and interviewing process. And hopefully in the
1025 meantime, then, that will also allow us to continue to bring additional funds into the
1026 District. So perhaps developing that timeline—we could do something strategically that
1027 would be able to account for bringing in funds for that position and other staff, as well.
1028 And then fulfill the need for an executive director at the same time.

1029 **Eric: Any other questions?**

1030 Richard: I've got a question. On your budget development page, you talk about directly
1031 getting fund from NTA.

1032 Sarah: Mm-hm

1033 Richard: Who is the NTA?

1034 Amy HW: That's from the Puget Sound Partnerships action agenda. It's labeled on your
1035 color-coded matrix under Thurston County. It says NTA-NEP—actually comes directly
1036 from the Partnership to us so that's a direct contract. It's just in the wrong category on
1037 this.

1038 Sarah: It's through Thurston County.

1039 Amy HW: It is?

1040 Sarah: Mm-hm

1041 Amy HW: The \$300,000?

1042 Sarah: That would be Department of Health.

1043 Amy HW: Okay, through the Department of Health.

1044 [inaudible - 1:18:49.7]

1045 Richard: So NTA means a certain watershed group?

1046 Samantha: Near Term Action. NTA stands for Near Term Action.

1047 Richard: Yeah, but it doesn't identify by who or what that is.

1048 Samantha: I would like ask Amy to clarify Near Term Action.

1049 Amy HW: There's a couple of different [coughing] the wording on it is confusing anyway
1050 because it's a fund grant, a big funding source to the Puget Sound Partnership. The
1051 Thurston County NTA/NEP is our dollars that come directly from the county. They're
1052 contracting with Pierce County and then we're a subcontractor under that. The one that
1053 says "Thurston County NTA/NEP"—that actually should say Department of Health
1054 because those funds were received—the \$300,000 we received [overlapping voices]
1055 Yeah. I think it did get transposed so we received the \$300,000 award to the

1056 Department of Health and then we received about \$39,000 with a contract with the
1057 county and then in the county, Jean and I are in negotiations now to look at some
1058 additional funding in the March/April time frame for a potential \$100,000 or so to carry
1059 out work through 2020. So that's got a phased approach.

1060 Amy F: That additional funding is mentioned in the budget development narrative but
1061 not reflected in the spreadsheet budget here because it's still something that's....

1062 Richard: Tentative

1063 Amy F: Yeah. Tentative in discussions.

1064 Samantha: As is the Thurston County Deschutes County Watershed group. Those
1065 dollars are still in negotiation, as well, in development.

1066 Man 1:20:39.8 That's the blue columns?

1067 Samantha: Yes.

1068 Amy F: One of the blue columns.

1069 **Eric: Go ahead, Doug.**

1070 Doug: Please jump in if you feel [inaudible - 1:20:58.4] This stuff is consistent with what
1071 the Puget Sound Conservation District caucus is doing and uses similar terminology.
1072 We're trying to coordinate all that stuff, too. I go to those meeting when I'm able to,
1073 generally. Sarah does, as well. She's [inaudible - 1:21:19.7].

1074 **Eric: We should probably take Cathy's name of any correspondence, the calendar**
1075 **and anything else.**

1076 Doug: Yeah.

1077 **Eric: And we have some folks enter the room. Introduce yourselves and know**
1078 **that we're recording this meeting.**

1079 Lynette Garnton: I'm Lynette Garnton. I'm here with Thurston County Elections to
1080 answer the Board's questions on possibility of using E1C for your upcoming elections.

1081 **Eric: Okay.**

1082 Ann Hunter: And I'm Ann Hunter also with Thurston County Elections for the same
1083 reason.

1084 **Eric: Thank you, Ann. And?**

1085 Butch Ogden: I'm Butch Ogden with Circle B Enterprises.

1086 **Eric: Okay. And then we have a sign-up sheet up there for everybody who**
1087 **attend—or to show they attended. Any other questions on this? Do we want to go**
1088 **on and jump into the election?**

1089 Doug: Before we get to that, I have a comment. Good job on that, Amy. I would give you
1090 5:1 odds that you couldn't get a balanced budget. [Laughter] So good job.

1091 **Eric: Go ahead, Samantha.**

1092 Samantha: Mr. Chair, the District budgets are action items. Do we need to make a
1093 motion to approve the budget that's been presented before us?

1094 **Eric: Are we ready to approve it?**

1095 Samantha: Unless we're planning on having a meeting before the end of the year, I
1096 think we have to approve it to go into 2018. We need a budget.

1097 Richard: This is it. This is it.

1098 **Eric: I'd like to study it a little bit more. Maybe do that towards the end of the**
1099 **meeting a little bit more? Come back to it? Give me some more time to look at it?**
1100 **Does that seem okay?**

1101 Richard: I need more time to look at it.

1102 **Eric: I'd like some more time to look at it at least before the end of the meeting.**

1103 Linda: When are we going to have more time to look at it? [Laughter]

1104 **Eric: Well, just right now.**

1105 Linda: Like after the elections thing?

1106 **Eric: Yeah.**

1107 Linda: Just come back to it?

1108 **Eric: Right. We can come back to it later on today.**

1109 Linda: I would do it like right after they've left so we can finish what we're talking about.

1110 **Eric: Okay.**

1111 Jane Mountjoy-Venning: I have a question. I sit on a lot of variety of meetings and
1112 boards. Is this something that you can adopt a budget and then amend it next year as
1113 things change or as you discover...

1114 **[Overlapping voices]**

1115 Jane Mountjoy-Venning: So it's set in stone for the whole year. Just checking.

1116 **Eric: Say your name for the....**

1117 Jane Mountjoy-Venning: Oh, I'm sorry. Jane Mountjoy-Venning

1118

1119 **7. 2018 Election Process & Timeline**

1120 **Eric: All right. Well, let's go ahead and do the presentation from the Thurston**
1121 **County Elections Auditor's office. You two ladies that just walked into the room**
1122 **are up.**

1123 TC Elections Office: We can sit and speak—yes?

1124 **Eric: Yeah.**

1125 TC Elections Office: I didn't bring a PowerPoint of anything. I was just told we were here
1126 kind of for a Q and A.

1127 **Eric: Maybe you can come up just a little bit closer or have your chair [Laughter]**
1128 **There you go. Now you're not hiding behind someone.**

1129 TC Elections Office: Okay.

1130 **Eric: Go ahead.**

1131 TC Elections Office: So we were asked to come so if you had any questions about the
1132 possibility of adding to your normal election that we assist you wish, absentee poll site,
1133 to add the option for E1C and what that is is it's called "Everyone Counts." And it a
1134 downloadable ballot system that we currently use for our actual federal and local
1135 elections. It's available for military voters to download ballots earlier than normal and
1136 then once we get closer to an election date, any voter can go in and download this
1137 ballot. And it's simply a link that is linked to the voter's record to pull up their—for you it
1138 would be just the one candidate issue. They would enter their name and then their date
1139 of birth. It pulls up that ballot with their name on it for the declaration for signing. They
1140 have an option to vote the ballot using an online tool. But they would still need to print
1141 out that ballot and send it back to us for us to be able to process. If someone wanted to
1142 use the downloadable ballot and print it and then mark it at a later date, that's also an
1143 option they have to do. And the cost for that would be \$1 per downloaded ballot. They
1144 could return that ballot via mail using first class postage to us during the timelines that
1145 you set for your election. Also we will be providing a drop box for your convenience for
1146 your voters. You guys kind of overlap with our February election so the one thing to note
1147 is that the February election is on February 13. So up till then, your ballots would be
1148 available during a portion of that time, where we would have more drop boxes open
1149 because of the election so we have boxes in the jurisdictions that are on our February
1150 ballot. The courthouse ballot box will be open for you the entire time you have ballots
1151 available with the exception of election night. We have to close our ballot boxes at 8:00
1152 p.m. on election night to secure no more voting for that election happening for the
1153 schools and cities. And then we would re-open that box for you the following morning
1154 right at 8:00 a.m. so then it would still be available to your voters. And then that ballot
1155 box would be closed promptly when you guys close your polls. We'd have two people
1156 there to lock and seal that box. So that's kind of a little bit there.

1157 Samantha: I just have a question. So it's a dollar per downloaded ballot.

1158 TC Elections Office: Yes.

1159 Samantha: So that's downloaded not submitted.

1160 TC Elections Office: That is correct.

1161 Samantha: Okay.

1162 TC Elections Office: That is right.

1163 Doug: This probably would be way more confusing than you guys would like. It seem
1164 like there might be a cost savings if we could do the two elections at the same time.
1165 Don't hit me. [Laughter] I can see there's a lot of chances for a bunch of problems there.
1166 But I'm thinking of the cost savings primarily.

1167 TC Elections Office: Well, your election, no matter when you guys choose to have your
1168 election date, your election is done all by itself. It's not—it can't be combined with the
1169 February election. No. Different laws.

1170 Doug: Well, that and I was thinking of, okay, have one person at the box to get the stuff
1171 out of the box [inaudible - 1:28:30.5] one another.

1172 TC Elections Office: Well, the box to open is just takes—it's at the courthouse. That's
1173 where our main office is so there's going to be two people there closing it for the
1174 February election outside of yours. You just need to be aware that it would be
1175 unavailable from 8:00 p.m. to 8:00 a.m. for your voters to deposit ballots.

1176 Samantha? 1:28:50.9: In that box on February 13th to 14th.

1177 TC Elections Office: Correct. So from just for that 12-hour period. And it's just a matter
1178 of minutes for us to go and re-open then up.

1179 Doug: It seems like more separation between the two days, like the end of February for
1180 us or something like that. It would ease some confusion.

1181 **Eric: Can you state that again? So our voters wouldn't be able to put ballots in**
1182 **the box when?**

1183 TC Elections Office: So February 13th is the elections for the jurisdictions so that's
1184 Tuesday, the 13th at 8:00 p.m. we shut it. We'd have to shut it to close down that
1185 election.

1186 **Eric: I see.**

1187 TC Elections Office: We'd be able to re-open it at 8:00 a.m. the next morning.

1188 **Eric: Oh, I see.**

1189 TC Elections Office: And that's just to have a separation that no one in the February 13
1190 election can deposit ballots which is all governed under 29a. Different laws than yours.

1191 **Eric: That would be just at the....**

1192 TC Elections Office: Courthouse. That's normally the box that we open for you.

1193 **Eric: Okay. Go ahead, Linda.**

1194 Linda: So would it be possible to put a notice on the box just to avoid having to over-
1195 educate every single voter out there? Box temporarily closed till morning.

1196 TC Elections Office: Absolutely can be done. For the Conservation District election—
1197 yes. We could do that and make it colorful so it stands out. I don't see a problem with
1198 that at all.

1199 **Eric: Great. Do you have a question, Sarah?**

1200 Sarah: Yeah. I just didn't know if you wanted me to preface some of this election's topic
1201 with some of the other materials that were in your packet. I can do that. That might be
1202 helpful while they're still here.

1203 **Eric: Oh, I was thinking just have her wrap up and then go into that. That's okay.**

1204 Sarah: Okay.

1205 **Eric: So if we elect to do this, it just opens it up for more voters.**

1206 TC Elections Office: It does. It's a link that would link the voters to the downloadable
1207 ballot. It's a link that we would have available on our website for you, as well as that you

1208 can have available for you on your website. We could send the link via email to voters
1209 so if we had someone call us and not have web access, but had email access for some
1210 reason, through their phone or I don't know—but it's a link. It's just a link that goes to
1211 our secure site for that downloadable ballot, which is the same as any federal election
1212 or state election.

1213 **Eric: I would think it would be available to do it by phone, too.**

1214 TC Elections Office: We would still accept absentee requests like we always have for
1215 you.

1216 **Eric: Okay.**

1217 TC Elections Office: With it, a few years back, you guys did the issuing of the ballots but
1218 that changed in 2016 to where now the voters, if they contact you, you just give our
1219 information. They contact us directly and we send them a ballot.

1220 **Eric: Okay.**

1221 TC Elections Office: And/or link, whatever they prefer.

1222 **Eric: Any other questions?**

1223 Doug: So how many years have you guys been doing the electronic?

1224 TC Elections Office: The E1C?

1225 TC Elections Office: The E1C, we've been doing since—when did we....

1226 TC Elections Office: 2013 so 2014.

1227 Doug: So a fair amount of experience.

1228 TC Elections Office: Oh, absolutely. And E1C is used nationally. It's actually the—it's
1229 granted by a federal grant for quite a few counties right now, for the use for military and
1230 overseas voters so it is a well-known system. And it's not a tabulator. There's no way to
1231 trace the vote back to the voter because it's just a ballot that they vote, or print and vote.
1232 Their names is not associated to that ballot by any means. Their name is associated to
1233 an oath where they sign like you would sign your normal election envelope so that's
1234 where the name comes in. It's separate from the ballot. They're two separate things.

1235 **Eric: Go ahead, Samantha.**

1236 Samantha: So basically, this would kind of give us a really real-time comparison to
1237 see—because we're going to have to pay per ballot that is downloaded.

1238 TC Elections Office: Correct.

1239 Samantha: And we may not receive all those ballots because then it's going to be on—
1240 that person's going to be responsible to either then put postage on it and mail it in or go
1241 to a ballot box. So we'll be able to see how effective this is, also, by trying this out
1242 because we're paying per ballot, not per vote.

1243 **Eric: Sarah, did you have something?**

1244 Sarah: Yeah. I think Lynette did an excellent job and I just want make sure that it's clear
1245 for the record that E1C is an additional option, not in lieu of the absentee ballots so both

1246 of those avenues would still be open and available to the public. I just wanted to have
1247 that clarified.

1248 **Eric: Yeah. Any more questions?**

1249 Richard: When do we have to implement all this? Now?

1250 Sarah: So that brings in my piece of this, which I'm happy to jump into if you're ready.
1251 I've provided you with a little bit of a memo in your Board packet, just a little bit about
1252 my meeting with Thurston County and sort of discussing timelines and their abilities to
1253 turn things around in terms of process. You'll see in here, again, a draft of the
1254 elections. This is under Tab 7 in your Board packet. You'll see a draft of the election
1255 deadline calendar is a tool that the commission provides. I've started to replicate this but
1256 really specific to Thurston County with tasks that the country will handle, tasks that the
1257 District will handle. And so that the Board can have clarity on roles and responsibilities
1258 and then following the timeline that the commission has set out, and also recognizing
1259 timelines that Thurston County needs to be able to perform their functions and process
1260 so that that can be provided to the Board. Once the Board chooses a date to hold the
1261 election, this calculator in here—I've put in here as an example only of March 3rd, which
1262 is our plant sale. In the past, we've done our elections in conjunction with that event so I
1263 just utilized that in here to show you so you can see in the date column the dates that
1264 certain actions have to be performed to continue readying our elections process. As I
1265 was directed, I also included a draft resolution in there. I did include a draft resolution as
1266 requested with information populated based on past years in terms of utilizing our
1267 election date as the same date as our plant sale the times we've had in the past and
1268 populated it with information that we've utilized in past years. I've also included a blank
1269 template in case the Board would like to make some sort of changes to that, and so this
1270 is an action item today for the Board to set the date, time, location of the election and
1271 also delegate and election supervisor. And then this document, this resolution here, is
1272 what I will use in tandem with this elections calculator to provide the Board with a
1273 timeline of every process and step that needs to take place moving forward in our
1274 election.

1275 **Eric: Go ahead.**

1276 Doug: Shana, you're looking down, but I'll ask you a commission question. Does the
1277 commission see this used around other places and how does it work? If you know.

1278 Shana: We haven't seen it used yet in other Districts. There is a different specialized
1279 electronic elections system that a consultant put together, that Cane Conservation
1280 District has used for some years, but they don't work with their—I don't think they work
1281 with their county auditor in the same relationship that Thurston CD does. They just hire
1282 the consultant and the consultant interacts with the auditor's office to verify who's
1283 eligible to vote, using that system.

1284 Doug: Do you see any issues? We've had a really great relationship with you guys, I
1285 think, over the years. It's taken a load of my mind.

1286 Shana: Yeah. I think Lynette and I have spoken a couple of [inaudible - 1:37:00.8]
1287 election days [inaudible - 1:37:03.5] together because I'm usually here to observe. I do
1288 have a question about E1C. How do you mitigate the possibility of duplicate ballots for

1289 one voter? So, let's say, for example, they call one week and they get the link. And they
 1290 print off a ballot and vote it. And then they call two weeks later and they want a mail-in
 1291 ballot. Do you guys track that?

1292 TC Elections Office: Yes. As the ballot comes back, I mean, a voter in any election can
 1293 request as many ballots as they want. We will only accept the first ballot received.

1294 Shana: Okay.

1295 TC Elections Office: And there is a way for us to give credit to that voter so if it came
 1296 back again, it automatically gets flagged. Stop, this person has already returned a
 1297 ballot. And then that would be set off to the side to become—later to be rejected by the
 1298 Board.

1299 Shana: Okay. Because usually the issues we've encountered with the District elections
 1300 is at the end, when we're trying to figure out if any ballots are questionable and things
 1301 like that. You guys have done a great job in mitigating a lot of those issues in working
 1302 with Lynette and her staff so we don't usually have a lot of questions there. So, thank
 1303 you. The second question is, Sarah, on your timeline sample, the election calculator,
 1304 you see with all the blue on it—you have on here Board of Supervisors meeting to adopt
 1305 the resolution as of January 20th. Really, if this is an action item it would be today, right?

1306 Sarah: So a clarification: This is a calculator that's provided on the commission's
 1307 website. I can't edit any of the fields in that.

1308 Shana: Right.

1309 Sarah: So this is the last possible date that the Board could hold a meeting to adopt an
 1310 elections resolution if they were doing an election on March 3rd. This is the last possible
 1311 date they could adopt that.

1312 Shana: Okay. So for today, you've done the first two publications of the notice of intent
 1313 to adopt an election resolution—correct?

1314 Sarah: Correct.

1315 Shana: Okay. I just wanted to make sure I was clear on that.

1316 Sarah: Yeah, so that's one of the reasons that I, once the Board does establish a
 1317 date/time/place for the election, that I'm creating a separate timeline of events because
 1318 we're doing things earlier—if this is the chosen date. We're doing things a little bit earlier
 1319 than the final drop-dead date so I just want to be able to track that and provide that back
 1320 to the Board. And then this is, you know, like legally we have to have them done by
 1321 these dates on here so this will—I'd like to merge that into one that shows our proactive
 1322 work that we're doing, as well.

1323 Richard: I have a question. Of course, this is assuming that we'll have more than one
 1324 person applying?

1325 Sarah: Right.

1326 Richard: If you don't have just one, then.... Then we don't go down the road.

1327 **Eric: We don't have to do this.**

1328 Richard: Right. So my question is when is the date that applications have to be in?

1329 Sarah: So if—that's the thing that we can discuss.

1330 **Eric: Go ahead.**

1331 Sarah: Once the date for the election is set, that helps to inform the filing deadline on
1332 here so I'm here on the elections calculator and it says by February 3rd as a filing date,
1333 and so we would know if no one else has filed except for the incumbent which is what
1334 Richard's mentioning for that space, then we would know based on then and the Board
1335 would be able to take action appropriately at that time. I did talk with Lynette and her
1336 staff and she had mentioned that if we have the deadline as January 28th—or 26th,
1337 excuse me, that's a Friday, that would give her staff enough time after the filing deadline
1338 to then turn around and make sure that those absentee request ballots are ready for the
1339 public by the following week.

1340 Richard: So are we actually advertising now that there's potentially openings?

1341 Sarah: We're advertising that Board is re-advertised per statute that we're holding a
1342 District election in 2018, that the Board has an intent to adopt a resolution providing the
1343 details for the election. And then once this resolution with all of the information is
1344 populated, then—yes—that goes out. We do our public notice for that and share which if
1345 the positions are open for elections, for appointments, and follow the advertising
1346 timeline.

1347 **Eric: But we haven't put it on our website or Facebook page, correct?**

1348 Sarah: We have—yeah. We have our notice out on our website and the Facebook
1349 page—our upcoming election and that the Board is convening today to set the
1350 date/time/place for that.

1351 Doug: Without those dates or anything specific.

1352 Sarah: Correct.

1353 **Eric: I didn't see it in our newsletter, though—right? It wasn't in our newsletter?**

1354 Sarah: Mm-hm. It was. It should have been.

1355 **Eric: It was in our newsletter?**

1356 Sarah: It should have been.

1357 **Eric: Okay. Go ahead, Doug.**

1358 Doug: Mr. Chair, I'll make a motion to adopt a resolution, 12-2017, for the 27th District
1359 election. I'm talking about the resolution that Sarah [inaudible - 1:42:32.9] election
1360 supervisor.

1361 Samantha: I'll second.

1362 **Eric: Okay, I have a first and then second. Any more discussion?**

1363 Richard: I think we should have someone else as the election supervisor. I think we'd
1364 have conflict of interest.

1365 **Eric: Okay. Yeah, go ahead. Samantha?**

1366 Samantha: I was just going to ask-the subject, is that 2017 District Election or would
1367 that be 2018 District Election at the top? Shouldn't it....

1368 Sarah: Oh, yeah.

1369 Doug: The resolution is right with the election date.

1370 Sarah: The subject on that—yep. Thank you.

1371 **Eric: Good catch.**

1372 Samantha: That one's correct.

1373 **Eric: So the 12-20....**

1374 Samantha: 1-7

1375 Doug: That stays the same.

1376 Samantha: Right below [overlapping voices]

1377 **Eric: Oh, okay.**

1378 Doug: So are we taking action now in 2017 for 2018.

1379 Samantha: Right.

1380 **Eric: Okay, do we have any supervisors that would volunteer there? Being an**

1381 **election supervisor? [Overlapping voices] Linda?**

1382 Linda: Someone from the auditor's office appropriate?

1383 **Eric: Do we have the auditor's office be the election supervisor?**

1384 Sarah: Do you have a clarification?

1385 Shana: I don't think it's not allowed. I don't know that anyone's done that before.

1386 **Eric: Is there a cost involved?**

1387 TC Elections Office: Well, we as the auditor's office—how it's usually been, we are there

1388 working the polls on election day and so we are in charge of ballots, the possession of

1389 the ballots, the tabulation of the ballots and the balancing of the ballots. That's always b

1390 s/l wax - 1:44:28.3] and your notices and the things that you have to do under your [s/l

1391 wax - 1:44:31.3] for the election because they're outside of what our election rules are.

1392 That's my understanding as the role has been in the past. So we're there anyway. I

1393 don't know if we would—I would have to go and talk to someone to see if we would be

1394 willing to take on the responsibility of running your elections under your laws because

1395 that's outside of our scope.

1396 **Eric: Can you get right back to us in five minutes? [Laughter] No? Yes?**

1397 TC Elections Office: I can go try to make a phone call, but then...I have to ask. I can't

1398 answer that.

1399 **Eric: Can you ask? Go ahead, Samantha.**

1400 Samantha: I don't know if we have funds to cover additional costs so there's that

1401 concern but I'm just curious as to what the conflict of interest is—because all it is

1402 basically following these guidelines. That's what the election supervisor's job is to do

1403 this.

1404 Linda: That's the full definition of the job?

1405 Samantha? Yeah. Like she was stating, it was basically just to follow our [s/
1406 wax1:45:39.5] for Thurston Conservation District and to fulfill these deadlines.

1407 Linda: Which we've already started doing, right?

1408 **Eric: Yeah.**

1409 Linda: I think that's fine.

1410 Richard: You want to do it, Linda? I'll help you.

1411 Linda: Well, Sarah's already doing it. We would have to publish stuff on the newsletter
1412 and then...

1413 [Whisper by anon] That is a conflict of interest.

1414 Linda: ...and on the website and all that.

1415 [Whispering continues inaudibly]

1416 Linda: It's just following this.

1417 [Unidentified] someone else.

1418 **Eric: Go ahead, Shana.**

1419 Shana: So besides the potential cost factor, I'll be [inaudible - 1:46:16.4] the election s
1420 supervisor has got to, personally answers questions from the public about your District
1421 election. That varies from one call a cycle to 300 calls a cycle. I think if you have to pay
1422 Lynette and her staff every time they answer a phone call, and have to learn and
1423 regurgitate the entire elections manual which governs what you do for District
1424 elections—it's very different from what they do—I think you're going to have a scary bill
1425 at the end, just because you're in a budget pinch right now and I think you should keep
1426 that in mind. And making sure to follow those deadlines is one job of the election
1427 supervisor, but you have to interact with the auditor's office and make sure everything is
1428 prepared, you've got to be there on election day all day setting up for that. It's pretty
1429 detail oriented so whoever takes it on should be ready to put in a lot of time.

1430 **Eric: Go ahead, Linda.**

1431 Linda: So the phone number would have to be available to the public which I'm hardly
1432 ever at my phone. So I would be happy to make sure Sarah follows this guideline and
1433 do it in that regards. I think Sarah and I could work together on that easily.

1434 **Eric: Go ahead, Sarah.**

1435 Sarah: Can I ask what the referenced conflict of interest is? Or concerned with?

1436 Richard: I think it's your relationship with Samantha.

1437 **Eric: I agree. I think it's your relationship with Samantha, as well. I think there's a**
1438 **conflict of interest there.**

1439 Richard: [Overlapping voices] that one.

1440 **Eric: I think for transparency there needs to be, you know, maybe another staff**
1441 **member. I would agree, too.**

1442 Doug: Would you be okay with Linda supervising, quid pro supervisor? [inaudible -
 1443 1:48:12.0] understand that.

1444 Linda: Yeah. I just volunteered to do that.

1445 **Eric: Okay. Is that good with you?**

1446 [inaudible - 1:48:20.9]

1447 Sarah: Yeah, that's true.

1448 **Eric: What about—go ahead, Amy.**

1449 Amy: I'm not volunteering [Laughter] but I think it should be someone in the office so
 1450 that if someone goes to our website and wants information about the election, they're
 1451 just calling one phone number. It's not someone who can't answer a question, has to
 1452 call Linda or call somebody and then get back to them because then they're going to get
 1453 frustrated and not vote. So it should be someone that works full time who is here in that
 1454 period of time.

1455 **Eric: What about Stephanie?**

1456 Amy: She's out a lot.

1457 Sarah: Well, and that's—I think it comes back to how staff are funded. And Stephanie is
 1458 not funded in a—she's grant funded so her grant would not cover her to perform these
 1459 election supervisor duties. That's why it's typically been the executive director in the
 1460 past.

1461 **Eric: Okay. You're waiting for a call back.**

1462 TC Elections Office: I have just placed a call with my manager to call. She had just
 1463 stepped away from her office so I'm just waiting for a call-back to ask the question you
 1464 asked me.

1465 **Eric: Okay. Would there be any cost that you'd guesstimate?**

1466 TC Elections Office: Oh.

1467 **Eric: Cost guesstimate?**

1468 TC Elections Office: I will ask. I'll ask.

1469 **Eric: Okay.**

1470 Sarah: I'm sure you would have to really sit down and provide them with full information
 1471 about all of the tasks associated and approximate hours that things take for them to
 1472 provide the Board with a....

1473 **Eric: Well, as far as Stephanie goes, too, we could take that step, the time that we**
 1474 **went to you and shove it over to Stephanie, correct?**

1475 Sarah: Well, not necessarily because I don't work with the [inaudible - 1:50:11.8] Green
 1476 program so—I mean—I would hesitate—it's not as simple as taking a few hours here
 1477 and a few hours over there and just switching—you know. Because people work with
 1478 specific programming at the District.

1479 **Eric: Okay.**

1480 Richard: Who else is here full time, then?

1481 [Whispers partially audible] That's what I was thinking...some of...time.

1482 Sarah: Yeah. We could switch some time. That could be switched.

1483 **Eric; Go ahead, Samantha.**

1484 Samantha: Richard, to address the conflict of interest, I believe that all Board

1485 supervisors have relationships with all staff so, in theory, that kind of eliminates every

1486 person.

1487 Richard: You mean staff person?

1488 Samantha: Well, I mean, if you're saying that there's a conflict of interest because of

1489 mine and Sarah's relationship, then in theory, any election supervisor is going to have

1490 some conflict of interest with some Board members because everyone here has

1491 relationships with everyone else.

1492 Richard: I don't see that.

1493 **Eric: Go ahead, Sarah.**

1494 Sarah: Just in terms of thinking about programmatic work, I could see a revision in

1495 providing some operational time potentially for Nora to perform those duties since I'm

1496 also an outreach and communications staff member. I think if we were going to try and

1497 move human beings and responsibilities around, Nora and I do more similar work. That

1498 would be my recommendation if the Board is not comfortable with me performing that.

1499 **Eric: Did you have a....**

1500 TC Elections Office: I was told that we would not be willing to take on the responsibility

1501 of election supervisor because it's not expertise.

1502 **Eric: Okay. Say your name again.**

1503 TC Elections Office: My name is Lynette Garnton.

1504 **Eric: Okay. Thanks, Lynn. Okay, how about Nora?**

1505 Doug: It would have [inaudible - 1:52:33.4]

1506 Richard: And then Linda's still gotta help oversee.

1507 **Eric: Can you?**

1508 Linda: Sure. I could—yeah.

1509 **Eric: Okay. Samantha?**

1510 Samantha: That's fine with me.

1511 **Eric: Did you have something else, Sarah?**

1512 Sarah: I was just hoping that—just a friendly suggestion as well as part of the motion—if

1513 you can just state those deliverables verbally that I can capture in here, date/time/place

1514 and election supervisor just to capture them all in that motion.

1515 **Eric: Okay. So do you want just a friendly amendment?**

1516 Doug: [inaudible - 1:53:02.7]

1517 **Eric: Okay. So I would say a friendly amendment to your motion putting Nora in**
 1518 **as the election supervisor. Is that what I would say? Then would I have to have a**
 1519 **second?**

1520 Richard: I think this one....

1521 **Eric: With Linda supervising, for oversight.**

1522 Linda: Oversight is a better word. Yeah.

1523 Doug: I think Sarah was asking for more detail with the time [inaudible - 1:53:32.6] and
 1524 all that stuff, too.

1525 Sarah: Date/time/place

1526 **Eric: Okay. So I would need to state that? Or that would be part of this motion?**

1527 Sarah: I would ask that you maybe would put that as part of your amendment so having
 1528 Nora be election supervisor and including the date, time, and place in there.

1529 **Eric: Is that—so I can do it right now? So filing...**

1530 Linda: It says March 3rd.

1531 **Eric: ...would be March 3, 2018, from 10:00 a.m. to 3:00 p.m. at Thurston**
 1532 **Conservation District at 2108 Ferguson Street, SW, Suite A, Tumwater,**
 1533 **Washington. Does that work? So is there a second?**

1534 Doug: [inaudible - 1:54:24.5]

1535 **Eric: Okay.**

1536 Richard: So then that's the deadline for....

1537 **Eric: Yeah.**

1538 Linda: January 26th.

1539 **Eric: March 3rd would be the—go ahead. State your name.**

1540 TC Elections Office (Lynette): I just wondered if there was—is March 3rd the date for the
 1541 election?

1542 Sarah: Mm-hm

1543 TC Elections Office (Lynette): Not the filing deadline for candidates.

1544 **Eric: Correct.**

1545 TC Elections Office (Lynette): Okay. Thank you.

1546 Linda: So the filing deadline would be January 26th.

1547 **Eric: Filing deadline would be January 26th 2018, at 4:30 p.m. so maybe you could**
 1548 **repeat all of that back, Sarah. [Laughter]**

1549 Sarah: So Doug moved to adopt Resolution 12-2017. Samantha seconded. And Eric
 1550 included a friendly amendment to include Nora White as the election supervisor with

1551 oversight from Linda Powell. The election date being March 3, 2018, from 10:00 a.m. to
1552 3:00 p.m. at Thurston Conservation District, insert address. Richard seconded.

1553 **Eric: You did second it, Richard?**

1554 Sarah: The amendment.

1555 **Eric: Did you second?**

1556 Richard: I didn't second anything.

1557 **Eric: Do I have a second for the amendment?**

1558 Linda: I second.

1559 **Eric: Okay. Linda seconds. Any more discussion? Richard, you look like your**
1560 **reading furiously. You're okay?**

1561 Richard: Yeah.

1562 **Eric: Any more discussion by the Board? Okay. We'll close discussion. All in**
1563 **favor of the motion in front of us?**

1564 Doug: Excuse me. [inaudible - 1:56:08.9] the amendment first and then.... We do it in
1565 reverse order.

1566 **Eric: Yeah. I know. I'm not a professional so.... I do my best, though. Okay. Thank**
1567 **you for the clarification of that. All in favor of the friendly amendment signify by**
1568 **saying "Aye."**

1569 [Multiple voices] Aye.

1570 **Eric: So that was the whole Board. Okay. Now, we'll go back to the motion whole.**
1571 **Do you want to state it again?**

1572 Doug: Or just go forward.

1573 **Eric: Okay. We'll just go forward. All in favor of the motion in front of us please**
1574 **signify by saying "Aye."**

1575 [Multiple voices] Aye.

1576 **Eric: It looks like it's unanimous. We have an election.**

1577 Linda: And a date.

1578 **Eric: And a date. And go ahead.**

1579 TC Elections Office (Lynette): Since you passed that resolution, I'm just letting you know
1580 that we'll be working with Sarah and preparing with our attorney a Memorandum of
1581 Understanding for our role in the election like we did in 2016. So we will have that
1582 drafted up and I'll send them to—who? Do I have a new contact?

1583 **Eric: It would be Nora.**

1584 Sarah: I'll provide you with Nora's contact information.

1585 TC Elections Office (Lynette): Okay. So once we have that drafted up and ready for
1586 your input, we'll give that to you, like I said. And the question I have: Did you define that
1587 you want to do absentee polls and E1C?

1588 **Eric: That was our intent, I believe—yes.**
1589 TC Elections Office: Okay. All right. Thank you.
1590 **Eric: So for the record, that is our intent. Yes. That is our intent for the record.**
1591 Doug: Suggestion for the first couple of meetings you all have, that Sarah be involved
1592 because Nora's not done this before and it would just be a good safety net, I think.
1593 **Eric: That was Doug. Okay. All right. So now we have topic? Thank you for**
1594 **coming and explaining that to us.**
1595 Doug: Thank you.
1596 Sarah: Thank you, guys.
1597 **Eric: Go ahead, Samantha.**
1598 Samantha: I'm just wondering if we can take a five minute restroom break.
1599 **Eric: Sure. How about—do you need some time, too, Doug?**
1600 Doug: Yeah.
1601 **Eric: How about a 10-minute so it's 3:59. We'll come back at 4:09 and please be**
1602 **ready to go.**
1603
1604 **[Restroom Recess 1:58:43.0 - 2:12:41.0]**
1605
1606 **Eric: Okay, everybody. Way over our allotted bathroom break. So do you have the**
1607 **audio recorder still on, Sarah?**
1608 Sarah: Mm-hm.
1609 **Eric: Okay. So welcome back. We're back from our bathroom break. TCD Board of**
1610 **Supervisors Monthly meeting, Wednesday, December 20, 2017. And it is now 4:13**
1611 **p.m. And where would we like to—it looks like Sarah has sent down the**
1612 **resolution for me to sign.**
1613 Sarah: Yes.
1614 **Eric: Okay. And then you had something else that you brought to my attention**
1615 **that you wanted to talk about—the Shellfish? Or are we going to wait and do that**
1616 **later on the agenda?**
1617 Sarah: Well, it's relevant to the budget. It was my understanding that the Board wanted
1618 to go back to the District budget discussion after the elections. Folks did their
1619 presentation and we moved through that item on the agenda. So what I was referencing
1620 was the letter that Tris Carlson provided, which is a ranked, our prioritized projects for
1621 funding from his office stakeholder group and perhaps maybe letting them present that
1622 information with a few minutes because it certainly has an impact if this is supported by
1623 the stakeholder group to the District's budget.
1624 **Eric: Okay. Let's go ahead and do that since we're going to go back to the budget**
1625 **after that, if you're ready.**

1626 Allison: I'm ready now.

1627 **Eric: Okay. Good.**

1628 Allison: This is Allison Osterberg and I'm the coordinator for the Shellfish Protection
1629 District combined advisory group. And this is a group that's been meeting since 2002 to
1630 kind of review, oversee, and direct activities in the Nisqually and Henderson shellfish
1631 protection districts to improve water quality and re-open shellfish beds. And it's been
1632 kind of a long partnership with the Conservation District to do a lot of that work. The
1633 Shellfish Pond—part of that partnership has been that the District has set aside a
1634 portion of its assessment very generously in past years to do work in the Henderson
1635 and Nisqually Shellfish Protection District and that advisory group reviews the projects
1636 that are submitted for that fund every year and looks at them against our
1637 implementation plan to improve water quality in the district and then usually makes a
1638 recommendation quickly for the whole program. There's a lot of on-going programs as
1639 part of that. So that's what we did this year; we met on October 3rd and the members
1640 voted on approving the full package of programs that went before it because it was
1641 covered under the budget we had at the time, but since that has changed with the—
1642 there's isn't money for next year and the amount that would in the Shellfish fund for next
1643 year has changed, we had another meeting last night and I brought this to the attention
1644 of the members and we went through a process of prioritizing the projects that were
1645 submitted for this year. That's the letter that was submitted to you and I'll just through
1646 that a little bit. That's for your consideration as you're looking to adopt a budget for next
1647 year. The members of the advisory group identified the criteria they thought would make
1648 some of those projects—they thought were high priority—as projects that would have a
1649 direct on health and safety. Those projects that are on-going projects, programs with a
1650 proven track record of success. There were some projects that were more new
1651 initiatives that I think great to do in a year when we've got more money, but it would be
1652 harder to start something new in the conditions that we're in. And also wanted to insure
1653 that programs that didn't have a likely alternative source of funding to our knowledge
1654 would get funding and also those programs that the education-related projects that were
1655 likely to reach the greatest number of people. So the proposal—my understanding from
1656 staff—that was put forward was that you would take a 40 percent cut to all the 12
1657 projects that were submitted this year. For an alternative proposal that was proposed by
1658 the Shellfish Protection District advisory group is to, instead, fully fund the top three
1659 priority projects which are the Homeowners Septic Grant program, that's overseen by
1660 Thurston County Environmental Health, for the Technical Assistance and Conservation
1661 program that's overseen by the Thurston Conservation District, and the Car-Share
1662 program that's also overseen by the Thurston Conservation District. These are seen as
1663 the three most important programs of those proposed. They'll be working directly in
1664 reducing pollution impacts in the watersheds and are a big part of our implementation
1665 plan. We also identified a second tier of second priority projects that we thought should
1666 be funded in part, as funds allow. Those include the South Sound Green program which
1667 is overseen by Thurston Conservation District, the Restoration program proposed by
1668 Puget Sound Restoration Fund because they're asking for a small amount and using it
1669 to leverage a bigger source of funding outside of that fund and they don't necessarily
1670 have another source for that—and to also fund the, in part, the Claire [inaudible -
1671 2:18:35.6] Clean Water program that's overseen by the Thurston Conservation District

1672 in order to continue maintenance of that program and follow up with the people who've
1673 signed pledges for that program, but not to do as much outreach that was planned for
1674 next year to kind of expand that program but keep it running. So those were the
1675 proposals as they were prioritized by the Shellfish District. Thank you for your
1676 consideration of that. I will also be submitting this to the Board of County
1677 Commissioners who are the joint decision makers on how the Shellfish fund is
1678 allocated. And if you have any questions, feel free to ask them.

1679 **Eric: Any questions for her?**

1680 Doug: I don't know the exact details that solves in light of our budget problems for each
1681 of us.

1682 Allison: I think it was a concern from the group. I'm understanding that this is unusual, a
1683 very unfortunate situation. We're all really hopeful that the funding will return and we'll
1684 work out a new system to maintaining that program in the future. It's been incredibly
1685 successful from our viewpoint in improving water quality demonstrably in Henderson
1686 and Nisqually reach. It does a lot of great outreach with folks in those watersheds. We
1687 thank the Board of Supervisors for showing that leadership in the past and I understand
1688 you're in a very troubled situation right now with a lot of budget choices, so we wanted
1689 to help you with the expertise that that group has to inform your choices.

1690 **Eric: Very good. Thank you. So how does it affect the budget in the end?**

1691 Amy Franks: Well, [Laughter] in light of that...

1692 **Eric: Which column are we in? We're in the light blue?**

1693 Amy: Yes, in the light blue. We should probably eliminate Engaging Landowners, which
1694 is column U. And column X which is Shore Friendly Thurston.

1695 **Eric: So we would wipe out U?**

1696 Amy: So the proposal is to fully fund the District's technical assistance which is W,
1697 which is 70—almost \$75,000. And to reinstate the District's cost-share. And then also
1698 partially fund columns T and V.

1699 **Eric: And you have dollar amounts on those for T?**

1700 Amy: Well, we would have to—it's not included in this letter. We'd have to balance that
1701 and see what a pro-rated partial funding would be. So the light blue that Amy included
1702 here is based on a 40 percent reduction? Or [inaudible - 2:21:31.7] percent?

1703 Female voice 2:21:34.6: A 40 percent reduction.

1704 Amy: A 40 percent reduction in those proposals so it would fully fund our TA and our
1705 cost-share and then partially fund our South Sound Green and our Clear Choices
1706 program and then not provide funding for the Engaging Landowners grant or the Shore
1707 Friendly Thurston so it's a re-alignment of priorities for funding in terms of the District's
1708 programs.

1709 **Eric: Shore Friendly Thurston and—and then the Clear Choices—what would the**
1710 **funding level be on that?**

1711 Amy: Well this is already reduced so we could keep some of this in there after we
1712 realign some of the other hours.

1713 Allison: We'd have to take the total proposal of those top three in the top tier proposed
1714 by the stakeholder group if the Board agrees to fully fund those three. And then take
1715 what is left out of that fund, out of that \$150,000 to divide that up between the second
1716 tier.

1717 **Eric: So let me be—I'm trying to make sure that I'm straight with this. So would be**
1718 **\$75,000 instead of 23.**

1719 Amy: Not quite 75. There is some travel expenses, maybe some supplies and overhead
1720 so this number is just staff time.

1721 **Eric: So it would be a little bit less than that.**

1722 Amy: Right.

1723 **Eric: Is there any way you can go do hard numbers and come back with them?**

1724 Allison: I think probably not immediately on the spot here. That's something that we
1725 would want to look at perhaps. What might be an approach is for the Board to look at
1726 the budget as pres—and, please, I'm opening to feedback from everybody involved
1727 here—is to look at the budget as was presented for this meeting at the District and then
1728 maybe in January we can provide at the next meeting those revised fund numbers. Is
1729 that—we're kind of in uncharted territory here so I'm throwing out some ideas.

1730 Doug: But in general, staff is okay with the proposal? It sounds generous to me to help
1731 us out—just how to rearrange the money?

1732 Allison: Absolutely. Just off the cuff, looking at where those funds are provided in here,
1733 and ranked by the stakeholder group, I think that that would still complement our staffing
1734 plan well.

1735 **Eric: Any questions? Everybody's looking. No more questions? Okay. Well, do**
1736 **you want to go ahead and do an adoption? Or look at this more? Get hard**
1737 **numbers?**

1738 Doug: I'll make a motion for the Chair to approve as set currently with the understanding
1739 that it would be revised and re-evaluated by the January meeting in preparation for
1740 probably adjustments.

1741 **Eric: Okay.**

1742 Richard: I need more study, more understanding. I don't understand [inaudible -
1743 2:25:57.9]

1744 **Eric: So a motion and a hesitation. What do I have on this side?**

1745 Samantha: I'll second. I mean, we need to adopt a budget and it's viable right now
1746 because funding is going to change in various—I think that this budget is a great place
1747 to start but it's going to definitely change in the first six months dramatically depending
1748 on capital budget and everything. It's going to be rates and charges that are going to
1749 affect this so there's nothing we can do there. But there's other funding that may come
1750 up that we're going to have to then deal with so I think this is not a set-in-stone

1751 document. It's a very—it's a living document so to speak. So it's going to be very
1752 malleable.

1753 Linda: What's the deadline for when we have to adopt a budget?

1754 **Eric: Shana?**

1755 Shana: The end of the year. The budget starts January 1.

1756 Linda: So today's the day then.

1757 **Eric: Okay.**

1758 Linda: So the way Doug worded it sounded pretty good.

1759 **Eric: Okay. Do you want to read that back, what he said?**

1760 Sarah: Doug moved to approve the 2018 budget as written with staff providing revised
1761 numbers at the January meeting.

1762 Doug: For potential changes.

1763 Sarah: For potential changes.

1764 Doug: Not locking us into changes but will probably change.

1765 **Eric: Okay. Do you agree with that, Richard? Any more discussion?**

1766 Richard: Well, the thing is, are we actually going to discuss this before the January
1767 meeting?

1768 Linda: No.

1769 **Eric: Can we have a timeline for discussion for the January meeting for adaptive**
1770 **changes?**

1771 Sarah: What are you specifically asking?

1772 **Eric: Well, I think Richard's asking if we're going to lock-down certain numbers**
1773 **on these before he's brought up to speed on that, that before the meeting—go**
1774 **ahead, Amy.**

1775 Amy: We could do the revision early in January and then we can have informal
1776 meetings to go over it for board members that are interested. So that you'd be equipped
1777 to adopt it for real in January.

1778 **Eric: Okay.**

1779 Richard: So if we don't adopt it now before the end of the year, does work stop? Or
1780 what happens?

1781 Samantha: Well, we can't function without a budget. We're a publically funded agency.
1782 If we don't have a budget laid out for the next year, we, in theory, can't operate.

1783 Doug: That would be an acceptable malfeasance, I guess, right?

1784 Samantha: Yeah.

1785 Doug: That's why I caveated my motion with we're going to revise this thing in January.

1786 Richard: That why I needed to ask that question.

1787 **Eric:** That sounds like an acceptable timeline to me that which what Amy just
1788 said. So.... Any more discussion? Okay. I'm going to call for the vote unless
1789 there's any more discussion. All in favor of adopting the proposed 2018 budget
1790 as Doug has—why don't you go ahead and read the motion back one more time.

1791 Linda: I have a question right there.

1792 **Eric:** Okay.

1793 Linda: Does it—we've had so many different budgets. Does this one have a name that
1794 goes with just this budget?

1795 **Eric:** Or a number?

1796 Amy: It could be [overlapping voices] December 20th version. We could add that in.

1797 Linda: Because these aren't labeled in that manner so I was just wondering how you tell
1798 the difference between all the different ones.

1799 Amy: Between the prior drafts.

1800 **Eric:** Okay. Between—okay. Go ahead.

1801 Sarah: So Doug moved to approve the 2018 budget as written. If that's okay, I can say
1802 the 2018 December 20th or presented on December 20, 2017, so Doug moved to
1803 approve the 2018 budget presented on December 20, 2017, as written with revised
1804 numbers provided at the January meeting for potential change.

1805 **Eric:** Okay. All in favor signify by saying "Aye."

1806 [Multiple voices]: Aye

1807 **Eric:** All opposed? Abstentions? Looks like it's approved.

1808 Sarah: Eric, I just want to clarify that vote real quick. I was amending this.

1809 **Eric:** All in favor.

1810 Sarah: Everyone?

1811 **Eric:** Okay. Let me see where I'm at.

1812 Samantha: Mr. Chair?

1813 **Eric:** Yes?

1814 Amy: Could we ever do the financial report next because I have to go.

1815 **Eric:** Are you guys okay with us doing the financial report next?

1816 Richard: Yeah.

1817 Samantha: That's fine.

1818 **Eric:** Linda?

1819 Linda: Mm-hm.

1820 **Eric:** Okay.

1821 Amy: Thank you very much.

1822 **Eric: Yep. Let's go ahead and jump to the financial report.**

1823

1824 **8. Financial Report [2:31:26.1]**

1825 **Eric: This is number 11 under your Tab 6. Go ahead, Amy. Why don't you go**
1826 **ahead and start.**

1827 Amy: Well, first in the financial report section is the notes from these couple of pieces of
1828 information for each financial report. Are there any questions on any of those first few
1829 pages?

1830 Doug: Mr. Chair?

1831 **Eric: Yes? Go ahead, Doug.**

1832 Doug: For [inaudible - 2:32:07.6] the year-to-date appears to have a deficit; however we
1833 are still under budget for the year. Can you explain that, please?

1834 Amy: Sure. So that's on the profit and loss and there's a column for just November. And
1835 then there's a year-to-date column that shows a deficit so while we still are under
1836 budget for the year, all this shows is that there's been more expenses than income in
1837 this specific reporting period. I have—actually, I sent out this morning probably almost
1838 \$50,000 of invoices that will be paid and we have some big—we have some grants
1839 ending at the end of the year so there's always a push for those funds to get in, as well.
1840 So I don't anticipate the year ending with a deficit.

1841 Doug: So [inaudible - 2:33:05.7]

1842 Amy: Right.

1843 Doug: Thank you. That's what I thought [inaudible - 2:33:09.9].

1844 **Eric: Any other questions? Okay. So where are at? Are we on the check register**
1845 **yet?**

1846 Amy: No.

1847 **Eric: Okay.**

1848 Amy: But if you're ready.

1849 **Eric: Any other questions from the balance sheet? Go ahead.**

1850 Amy: Okay. So then next is the check register. Now, on the agenda, it has November
1851 and December, but the November one was actually approved at the last meeting, I
1852 think. That was just to oversight. So what's in the packet is just December's.

1853 **Eric: I have November in here also.**

1854 Amy: Well, there's transactions since the last meeting.

1855 **Eric: Okay.**

1856 Amy: But the November check register was approved at the last meeting.

1857 **Eric: What was check number 19455, Washington ST University for 1430?**

1858 Amy: Those are our IT providers. So that would be for our email, our website hosting,
1859 and any other consultation they provide for the technology.

1860 **Eric: It was on page 2, 11/15/2017, Check number 19455. IT providers. Okay. So**
1861 **that holds all of our back-ups?**

1862 Amy: Yes. They do back-ups, too.

1863 **Eric: Okay.**

1864 Amy: And public disclosure requests, if we have requests for email correspondence.

1865 **Eric: Okay.**

1866 Doug: At this point, do we owe SCS any more money?

1867 Amy: I did get an invoice from them so I prepared a check that's in here that needs to
1868 be signed for preparing for the public meeting.

1869 **Eric: There was something in here from a media outlet. That might have been in**
1870 **last month—I approved. Does that ring a bell at all?**

1871 Samantha: Win[inaudible - 2:35:56.1] Media for \$2,002.04?

1872 **Eric: Yeah.**

1873 Amy: That was that video.

1874 **Eric: Is that going to be our last bill with them? Or is that an on-going bill?**

1875 Amy: Nope. That's it.

1876 **Eric: Last bill.**

1877 Amy: For that project—yeah.

1878 **Eric: Okay, then. You have some [counts] six dispute resolution—you need the**
1879 **check numbers?**

1880 Amy: Several staff went to a dispute resolution class and it was partially provided by
1881 MRC.

1882 **Eric: Okay. So that's staff training?**

1883 Amy: Yeah.

1884 **Eric: That's all the questions that I have. Any other questions?**

1885 Doug: Slight issue with this but whether Enduris or MRSC classes, can you send those
1886 to the Board, too? I've gone to a half dozen of those over the years and some are really
1887 good so it might be [inaudible - 2:37:15.4], as well.

1888 Amy: Absolutely.

1889 **Eric: Any more questions? Is there a motion to approve?**

1890 Samantha: I'll make a motion to approve checks 19437 through 19456 totaling
1891 \$69,588.41 with no voided checks.

1892 **Eric: Is there a second?**

1893 [inaudible - 2:38:04.3]

1894 Samantha: No?

1895 Amy: There was a voided check, number....

1896 Sarah: 19445

1897 **Eric: It says none.**

1898 Amy: Yeah. There actually was one. Right there. Okay. It's just not written on there.

1899 **Eric: Where is the voided check?**

1900 Amy: It's on the page, the next page over, if you look for Colonial Supplemental

1901 Insurance.

1902 **Eric: Okay.**

1903 Samantha: It says "Void - \$0.00."

1904 **Eric: Okay. Check number 19445?**

1905 Samantha: Yep.

1906 **Eric: Do you want to do re-do your motion?**

1907 Samantha: So I'll make a motion to approve register 19437 through 19456 totaling

1908 \$69,588.41, with one voided check to Colonial Supplemental Insurance, check number

1909 19445.

1910 **Eric: Do I have a second? Any second? How about you, Doug? Do you second?**

1911 Doug: I'll second.

1912 **Eric: Okay. Thank you, Doug, for seconding. Any more discussion?**

1913 Doug: Suggestion?

1914 **Eric: Okay.**

1915 Doug: On the financial report notes, if we could have that particular check register

1916 motion information on there. We always have a hard time finding it.

1917 Amy: Okay.

1918 Doug: That might just speed things up a little.

1919 Amy: Sure.

1920 Doug: Thank you.

1921 **Eric: Any more questions or comments? All right. All in favor of approving the**

1922 **check register as announced signify by saying "Aye."**

1923 [Multiple voices] Aye.

1924 **Eric: It's unanimous. Okay. Back to the agenda. It looks like check registers—**

1925 **December check register? That was all one. So Phillips-Burgess bill. Who would**

1926 **like to kick that off? Sarah! Step right up. [Laughter] Wait a second. We have**

1927 **another participant to enter the room. Can you announce your name, sir?**

1928 [inaudible - 2:41:12.8] Chris, associate member Thurston PAD commissioner. I was at a

1929 meeting with Mary Byrd [inaudible - 2:41:19.8]

1930 **Eric: Thank you, Chris. Just to let you know, we're audio recording this meeting.**
 1931 **Sarah, sorry for the interruption.**

1932 Sarah: No problem. Thank you for including this on the agenda for the Board to discuss
 1933 today. I received a bill from Phillips-Burgess for some legal services that they provided
 1934 and am looking for the Board's direction on how to proceed with that—this expense and
 1935 moving forward.

1936 Richard: Do you have anything to say, Eric?

1937 **Eric: Okay. Well, I would say pay the bill. We've used them in the past. We needed**
 1938 **some representation at the time so I think they were helpful in guided that**
 1939 **meeting, for sure, in the confusion of a special meeting to non-special meeting so**
 1940 **that's my two cents.**

1941 Richard: Do you make a motion?

1942 **Eric: Sure. I'll make a motion to go ahead and pay the Philips-Burgess bill.**

1943 Richard: Do we always have to make a motion when an invoice comes in?

1944 **Eric: No. She's just asking for clarity. It could be a Board consensus. But we can**
 1945 **do it on a motion. I'll go ahead and make that a motion.**

1946 Richard: Second.

1947 **Eric: We have a first and a second. Any discussion? Samantha?**

1948 Samantha: So I have an issue with us paying the bill because it wasn't a Board decision
 1949 to go and contact them for legal on the July 31st meeting. We've given you the okay to
 1950 contact legal counsel with regards to Cathy Layland. And so that portion of the bill was
 1951 for \$325. So I can see the District being responsible for that portion, but we never gave
 1952 you authority to go and contact them with you and Richard to have a conference with
 1953 regards to policies and such. So I think that that's kind of—we ran into this in the past
 1954 when David Hall went and consulted with them and then there was a big issue and I
 1955 have all those meeting minutes where went to not pay it and then pay it, then not and
 1956 everything. And I think this puts us back into the same situation where we were before
 1957 where it's not the Chair's decision to go and get legal counsel on behalf of the entire
 1958 Board; it's a Board decision. So....

1959 **Eric: Well there was a precedent set in that before where the Chair had went and**
 1960 **got legal advice without the Board's consent. And I believe probably in your**
 1961 **notes it says that you seconded the motion to go ahead and approve payment of**
 1962 **that.**

1963 Samantha: Correct

1964 **Eric: So I'm surprised that you're....**

1965 Samantha: Because we created a policy after this.

1966 **Eric: We did. What does the policy say? [Pause] Yes, Sarah?**

1967 Sarah: I just have a question. Samantha, are you referring to the process to solicit bids
 1968 for contractor services? Is that what you're looking for?

1969 Samantha: I'm looking through everything right now, but we had—after that last issue
 1970 with David Hall, we went through and created something for the Board of Supervisors
 1971 that if we were going to go to get legal counsel, it had to be a Board decision, not just
 1972 the Chair could go and get—and at the July 31st meeting, we made it so that Eric could
 1973 go and contact the lawyer with regards to one specific thing which was FMLA with
 1974 regards to Cathy. So there's a portion of the bill that is for that which I have no problem
 1975 paying. We made a motion and said yes for that.

1976 **Eric: I believe we were directed by Michelle Folsom to have legal counsel, as well,**
 1977 **in that.**

1978 Samantha: We were and we were working as a board to create an RFP....

1979 **Eric: Q**

1980 Samantha: RFQ to get a lawyer. So I just—I have—I want us to work together
 1981 successfully but if we're not making decisions as a full board, then we're not fulfilling our
 1982 mission. So that's my hang-up right there—is that it wasn't.... And then the fact that I
 1983 think it was like the two of the policies that we're now going over were part of the things
 1984 that they helped with. And none of us were consulted on that.

1985 **Eric: I don't believe so.**

1986 Samantha: So—yeah. The proposed delegations of authority—we reviewed that. We
 1987 didn't know that they were happening so that's just one of—some concerns that I'm
 1988 having with the Conservation District.

1989 **Eric: I think that was within the meeting, wasn't it?**

1990 Samantha: No, that was on 11/20, Proposed Delegation of Authority.

1991 **Eric: That was our meeting?**

1992 Samantha: No. Our meeting was on 11/21.

1993 **Eric: Okay. Any more discussion?**

1994 Doug: We'll have to compare with [inaudible - 2:47:27.6] that's the way I read it, as well.

1995 **Eric: Okay.**

1996 Linda: Do we have the proposal?

1997 Samantha: Not that I can find right now.

1998 Doug: I wouldn't mind [inaudible - 2:47:42.4]

1999 **Eric: Okay. Any more discussion before we call for the vote?**

2000 Richard: We've been working with these people over—what?—20-some years?

2001 Doug: Yeah, but the policy was changed from the David Hall issue. I guess we need to
 2002 call Phillips and say we need to figure out what our policy is. We'll find the policy and
 2003 then act on what we said the policy was. Big bru-ha-ha on David's board. The decision
 2004 after that we have to have board approval to do that. That's what Samantha's [inaudible
 2005 - 2:48:16.0]

2006 **Eric: I understand.**

2007 Richard: You understand it. I didn't know that. My understanding was them working with
2008 us on and off for the last 20 years. That's what he said. He stood right here in the public
2009 meeting and said that.

2010 Doug: No, no. I think that's accurate, but David Hall go this ass chewed for doing that
2011 and we have a policy in response to that.

2012 **Eric: Can anybody provide the policy?**

2013 Sarah: I'm looking for it right now.

2014 **Eric: Any more discussion?**

2015 Linda: Pending the policy.

2016 **Eric: Okay. We can wait.**

2017 **[Pause] [Inaudible whispers]**

2018 Sarah: I'm going through the Supervisors Policy right now just to see if I can find an item
2019 of reference.

2020 Samantha: So on—I have some notes from—let me see—May 26th, 2015. It said that
2021 new policy development for board officer duties and authority for the roles and
2022 responsibility...

2023 Sarah: Mm-hm.

2024 Samantha: was brought up right after this so I'm guessing whatever....

2025 Sarah: Yeah. The Board of Supervisors policy includes—and I can certainly print copies
2026 of this and bring them out here for folks—includes the Board officer descriptions, as
2027 well. I'm not seeing in the Board Supervisor policy in here. The only other thing that I
2028 can think of is maybe our policy for acquiring contracted services through the Board
2029 updated that policy. I'll look in there next.

2030 Doug: I guess while we're doing that, my—what I would like to see happen is—I don't
2031 think you all should get stuck with the bill. But I think we need to—the Board needs to
2032 work together on issues such as this when they happen.

2033 **Eric: I agree. We were doing what we thought we were instructed to do by the**
2034 **attorney.**

2035 Doug: But—except the attorney's the advisor. We're the decision makers.

2036 Richard: Yeah, but they advised us to go.

2037 Doug: That doesn't matter what they—they're advisory. We're the decision makers.

2038 Samantha: And it should be all five of us making the decision. That's my only thing. I'm
2039 not—I'm just throwing out my concerns. We've been through this before.

2040 Linda: Do we vote to pay the bill and don't do it again? Or how do we do that?
2041 [Laughter]

2042 **Eric: We could do that and come up with a clearer policy. That would be a little**
2043 **more improved.**

2044 Doug: It is a clear policy right now.

2045 Linda: Well, don't we have—once that RFQ goes out when we have a lawyer. That
2046 would solve that.

2047 **Eric: It could possibly.**

2048 Linda: That died?

2049 Samantha: That died from what I understand. It's no longer on the agenda, right?

2050 **Eric: Well, just for this round.**

2051 Samantha: And then we don't have any money to pay for them. That's another issue.

2052 **Eric: No. We had—there was some money set aside.**

2053 Sarah: Right.

2054 Samantha: For 2018?

2055 **Eric: For now.**

2056 Samantha: Oh, okay.

2057 **Eric: Well, I'm going to go ahead and call for the vote. We'll just move forward**
2058 **and then make it more clear, Richard. Do you want to repeat the motion?**

2059 Sarah: Eric moved to pay Phillips-Burgess bill. Richard seconded.

2060 **Eric: Okay. Any more discussion?**

2061 Doug: I'll add what I think is a friendly amendment. With the caveat to consult with the
2062 full Board prior to any substantially similar actions in the future or something like that.

2063 **Eric: Okay. Is that the amendment? Do we need to vote on the amendment?**

2064 Doug: He seconded it.

2065 **Eric: All in favor of the motion—do you have it?**

2066 Sarah: Can you just restate what you said, Doug, please?

2067 Doug: Oh, great. [Laughter] With the caveat that future substantially similar decisions
2068 will be made in consultation with the entire Board.

2069 **Eric: And that was accepted. Okay. All in favor signify by saying "Aye."**

2070 [Multiple voices] Aye.

2071 **Eric: All opposed? So I guess that means that it passed.**

2072 Samantha: I abstain.

2073 **Eric: Oh, abstention—okay. Sorry. One abstention. Yes, Amy?**

2074 Amy: May I bring up one more financial matter?

2075 **Eric: Sure!**

2076 Amy: I have a big stack of checks. Well, Richard didn't want to sign them anymore.

2077 **Eric: Right.**

2078 Amy: You had offered to sign them, but then it's my understanding that Richard asked
2079 that no checks be signed.

2080 **Eric: He did ask that no checks be signed until we get an auditors [inaudible -**
2081 **2:55:41.9] straightened out.**

2082 Amy: Well, there's—there's two months of rent due. There's utilities due. I'm getting a
2083 lot of calls for money. So I prepared checks. Steve (Davis) has signed on his line so I
2084 really respectfully request somebody sign this batch of checks because there's some
2085 very important payments here.

2086 **Eric: Do you—go ahead, Samantha.**

2087 Samantha: I just want to state that it says that the auditor has recused themselves. The
2088 Vice Chair then steps in.

2089 **Eric: It says that in the...**

2090 Samantha: Yeah. In our policies.

2091 **Eric: ...in our policies for duties.**

2092 Samantha: For duties.

2093 **Eric: Okay.**

2094 Samantha: From April 26, 2016, updated March 17, 2016.

2095 **Eric: Okay.**

2096 Linda: Or we could go ahead and finish our delegation of authority and then it should be
2097 okay.

2098 **Eric: Okay. We could do that, too. So want to tackle that and see however we get**
2099 **and if we can get that done, then maybe it'll resolve itself.**

2100 Amy: What if it doesn't?

2101 **Eric: Then I guess we have to deal with that, I guess. We don't want to leave**
2102 **outstanding checks out there ready to pay the bills. So that said, let's go to**
2103 **Delegation of Authority to the District Treasurer.**

2104 Doug: Mr. Chair?

2105 **Eric: Yes?**

2106 Doug: I suggest you poll the Board to make sure everybody's okay with that, if you don't
2107 mind.

2108 **Eric: Okay. Going to the District....**

2109 Doug: I'm open either way, but I think people ought to have a say in that.

2110 **Eric: To.... Are you guys okay with going to that Delegation of Authority to the**
2111 **District Treasurer?**

2112 Samantha: I am, but I'm also—I share Amy's concerns if we don't come to a consensus.
2113 So I think that this is a document that I originally thought that we were going to make go
2114 to legal, and now I'm having the feeling that it's not going to legal for any revisions. And

2115 so my fear is that we won't come to a consensus on this and all agree on how to move
2116 forward. Because I think that's the goal of our board is to move forward as a unit and
2117 have consensus so I'd like to keep that...

2118 **Eric: So will you try to do 1.4 revision and then see where we end up?**

2119 Samantha: I'm not opposed to it. I'm just saying I feel—I mirror Amy's concerns of if we
2120 don't come to a consensus today, we still have to sign the checks.

2121 **Eric: Yeah. Well, maybe we'll figure that out before we end that one. Sound good?**
2122 **I see a nod. Another nod. Doug said he can go either way. Richard just nodded.**
2123 **I'm going to nod.**

2124 Amy: Unfortunately, I have to go pick up my kids...

2125 **Eric: Leave those here?**

2126 Amy: ...but I'll leave the checks and [overlapping voices]

2127 Samantha: Thank you, Amy.

2128 **Eric: Thank you. Okay. So 1.4.**

2129 Samantha: Would you like to start with 1.4?

2130 **Eric: I would like to start with 1.4 is that's okay with the Board.**

2131

2132 **9. Action Item: Policy and Procedures 1.4**

2133 **Eric: Okay. So do you want to do projector-ism?**

2134 Sarah: If that's what the Board would like, I'm more than happy to do. And I'll pull that
2135 up.

2136 **Eric: [overlapping voices] need the project part?**

2137 Samantha: I think that's helpful.

2138 **Eric: Okay. [Inaudible - 2:59:33.9] that's helpful.**

2139 **[Some inaudible side comments and some environmental sounds]**

2140 **Eric: ...the original.**

2141 Samantha: The original is included.

2142 **Eric: That's original and that's....**

2143 Linda: They're all in colors, the original.

2144 **Eric: That's not [inaudible - 3:01:03.7]**

2145 Linda: [inaudible - 3:01:08.1]

2146 **Eric: That's the one that we have.**

2147 Linda: [inaudible - 3:01:13.1] instead of this?

2148 **Eric: Right. From this.**

2149 Linda: Okay. I have it. So [overlapping voices]
2150 Sarah: Included in your packet—yeah. Included in your packet are the current
2151 delegations as they stand, the edits that Richard provided, and then what was included
2152 on your table were everyone's compiled comments, all of the feedback.
2153 **Eric: Okay. So 1.4 Delegation of Authority District Treasurer, effective date,**
2154 **approved. And then there's a line for updated approval. Procedures. Can you**
2155 **scroll down a little bit?**
2156 Sarah: Mm-hm
2157 **Eric: Do you want to say the comments [inaudible - 3:02:01.6]**
2158 Doug: I can't read what it says there.
2159 **Eric: Okay. On....**
2160 Doug: Basically it's the same thing that was done on the previous one, the one that says
2161 "Policies." That was the [inaudible - 3:02:16.8] we shouldn't be involved in all the day-to-
2162 day [inaudible].
2163 **Eric: So this one says "The District Treasurer [inaudible - 3:02:27.4] on staff**
2164 **accounts shall have the authorities listed below. These authorities are only**
2165 **ministerial." And then there's some events stuff there that [noise] staff goes**
2166 **through and [inaudible] with the auditor, per auditor [inaudible]. The District**
2167 **Treasurer shall conduct audits on systems to ensure the clients and authorities**
2168 **internal control systems as needed and approved by the Board of Auditors. So it**
2169 **could be approved by the Board.**
2170 Doug: You skipped over the ministerial definition. I mean, there's a bunch of definitions I
2171 know for ministerial so I'd like to have a definition. And I notice there's a footnote there
2172 but [inaudible - 3:03:26.8]
2173 Richard: Yeah, it's number one [inaudible - 3:03:30.3]
2174 Sarah: That's the one I provided on your table, Richard, with everyone's feedback.
2175 **Eric: What was your [inaudible - 3:03:52.0]**
2176 Doug: We need to define what "ministerial" means. There are several definitions.
2177 Samantha: In here it states that any action beyond the scope of operations must be
2178 approved by the Board Auditor or Board Chair so I don't believe that that's a definition.
2179 Linda: [inaudible - 3:04:13.8]
2180 **[Whispering]**
2181 **Eric: Okay, so we need to define "ministerial." Did you want to have a definition**
2182 **of that, Richard?**
2183 Richard: Well, it's pretty clear.
2184 **Eric: Make it clearer.**
2185 Samantha: That's not—that's like—I think that—what I would like to see is an actual
2186 definition like from the dictionary.

2187 **Eric: Well, you can take the “ministerial” out and put in “any action beyond the**
2188 **scope of operation must be approved by the Board Auditor or Board Chair.” Or**
2189 **you would put “the Board.”**

2190 Linda: Yeah. That sounds like a good way to handle that. So take out “ministerial”—or
2191 actually the whole line and you can say “Any action beyond the scope of operation must
2192 be approved by the Board.”

2193 **Eric: Sound good? I’m okay with it. Linda’s okay with it. Doug’s okay with it.**

2194 Richard: Let’s go back to—let’s define what is the role of the auditor? Is the auditor....

2195 Linda: We haven’t got to that yet.

2196 Richard: But you’re going to want to put Board in right on top there.

2197 Linda: No.

2198 Samantha: Well, this is the Delegation of Authority for the District Treasurer, though.

2199 **Eric: Right.**

2200 Samantha: We don’t need to define what the Board Auditor is.

2201 Linda: We’re right here on policy, where it says “ministerial” in yellow—that we don’t
2202 know what that means.

2203 **Eric: So to clarify “ministerial”, “Any action beyond the scope of operation must**
2204 **be approved by the Board Auditor or Board Chair.**

2205 Linda: Or say “Board” in there.

2206 **Eric: We could ask....**

2207 Doug: I would say “or the Board.”

2208 **Eric: Or the Board.**

2209 Doug: No. Not “or.” “The Board.”

2210 **Eric: “The Board”?**

2211 Linda: “The Board.” Yeah.

2212 **Eric: So we’re taking out Auditor and Chair and just putting the Board?**

2213 Doug: Yeah. Because you’re making it open-ended.

2214 **Eric: Okay.**

2215 Linda: In other words, to change the duties....

2216 **Eric: All should be approved by the Board.**

2217 Linda: Yeah.

2218 **Eric: Can we agree on that?**

2219 Linda: I agree.

2220 **She’s got it up there.**

2221 Linda: We’re on 116.

2222 Sarah: It's fixed.

2223 **Eric: Say again, please?**

2224 Richard: It's there.

2225 Linda: It's right there.

2226 Sarah: Yeah. The clarification Linda suggested taking out "these authorities are only
2227 ministerial" and replacing that with "Any action beyond this scope of operation must be
2228 approved by the Board."

2229 Linda: Yeah.

2230 Doug: To me, what that basically says is if it's policy, the Board does it.

2231 Linda: Mm-hm.

2232 **Eric: You're okay with that, Richard?**

2233 Richard: Sure.

2234 **Eric: Okay. So audits—"The District Treasurer shall ensure proper records are
2235 maintained to support financial and legal clients audits and the District Treasurer
2236 shall [inaudible - 3:07:39.4] assistance to ensure clients with authorized internal
2237 control systems, as needed, and approved by the Board Auditor."**

2238 Samantha: This is Samantha and I would suggest just leaving it "as needed." I mean,
2239 we get state and Conservation Commission audits. There's so many different authorities
2240 that we have to comply with, and if it was up to anything else, it needs to not be just by
2241 the Board Auditor. It's the entire Board.

2242 **Eric: Let's just put "Board" in, okay.**

2243 Linda: As approved by the Board.

2244 **Eric: And approved by the Board.**

2245 Linda: [inaudible - 3:08:25.3]

2246 **Eric: Got that, Sarah? Okay. So shall I read the line again? Or can I just go right
2247 down the [inaudible - 3:08:43.5] Okay. I'm on line 17. "The Executive Director,
2248 District Treasurer, Board Auditor"—okay. I'm just going to jump down to....**

2249 Samantha: We're on this one.

2250 **Eric: Yeah, 17. "The Executive Director, District Treasurer, Board Auditor or the
2251 Board of Supervisors may"—what's that word?**

2252 Doug: Promulgate

2253 Samantha: Promulgate

2254 Eric: "...promulgate District policy with regard to financial matters. Upon adoption of the
2255 financial policy by the Board of Supervisors, the Executive Director, of the District
2256 Treasurer, shall give effective to the policy by designing and implementing such
2257 procedures as are appropriate in the opinion of and approved by the Board Auditor."
2258 You guys going to give the Auditor any authority? Or just going to make it your own
2259 Board.

2260 Doug: The first sentence says "The Executive Director, the Treasurer, the Board may
2261 promulgate District policy." You don't want the Executive Director or the Treasurer
2262 promulgating policy. That's the Board's job.

2263 **Eric: Okay, so for 17, pull out "Executive Director" and "District Treasurer."**

2264 Samantha: And "Board Auditor" and leave it up to the entire Board for policy.

2265 **Eric: And Board Auditor—okay.**

2266 Samantha: I don't think that any one of us is intelligent enough to create policy on our
2267 own.

2268 Linda: I think what this says is they're not creating it. They're promulgating it which I
2269 think just means kind of promote it. It still has to be adopted by the whole Board. And
2270 then we have the Executive Director [inaudible - 3:10:28.0] from adoption.

2271 **Eric: You want to straighten that out again, Samantha?**

2272 Samantha: What's that?

2273 **Eric: What you just said.**

2274 Samantha: No. I don't feel that any of us are intelligent enough to create a policy all by
2275 ourselves. I think that it needs to take all five of our opinions to create a policy that's
2276 going to work for the entire District.

2277 **Richard: We're talking about lines....**

2278 Linda: 17 and....

2279 Samantha: I'm talking about 17. Which one are we working off of? The one that's on the
2280 board?

2281 Sarah: The version that I have up on the board is inclusive of everyone's comments. It's
2282 the latest draft.

2283 Samantha: Okay. Then that would be line 37.

2284 **Eric: 37**

2285 Richard: Say again what she said.

2286 Samantha: I'm saying that we need to omit the Executive Director, District Treasurer,
2287 Board Auditor and just have it "The Board of Supervisors may promulgate District policy
2288 with regard to financial matters."

2289 Doug: I think that's what I said.

2290 Samantha: Yeah. But I was just—yeah.

2291 **Eric: And how much work....**

2292 Sarah: "Promulgate" means "promote." It doesn't mean make policy.

2293 Linda: Yeah. That's what I was just going to say. I think, I think that anybody can
2294 promote. What this is saying just as it is is that any of those people can promote a
2295 policy, but the adoption of the policy is by the Board of Supervisors and then the
2296 Executive Director and the Treasurer give effect to that policy.

2297 Samantha: Effect

2298 Linda: So, actually. You just have to be careful how you read it.

2299 Samantha: I think that....

2300 **Eric: It's pretty clear.**

2301 Samantha: I think that a lot of the issue is is that we're taking and putting our Board

2302 Auditor separate from the Board. And....

2303 **Eric: Well, it's more clear.**

2304 Richard: And, really, [noise] as I tried to bring up earlier is the—my understanding in

2305 reading it is the Auditor is the go-between between a financial person, the Treasurer,

2306 and the Board. Something that the Auditor doesn't understand, they bring it to the

2307 Board. So it's like a cut-down. Does the Board really want to deal with all the stuff that

2308 the Auditor would normally deal with?

2309 Samantha: Well....

2310 Richard: It's okay with me. I'm fine with that. All I'm saying is that the way this reads, the

2311 Board of Supervisors has no control.

2312 Linda: That's not true.

2313 Richard: Yes, it is.

2314 Linda: It says "On adoption of the financial policy by the Board of Supervisors." That's

2315 say that the Board of Supervisors has to adopt the financial policy. Then, on adoption,

2316 the Executive Director and the Treasurer, then they put it in effect. So, actually it says it

2317 all there. The first sentence is just basically saying that any of us can promote a policy.

2318 But the Board of Supervisors has to adopt it before it gets executed.

2319 Richard: What you have to do is you have to run forward to line 58 and 59. You have to

2320 read that. It says "The Executive Director or the District Treasurer shall have the

2321 authority to adopt District procedures with regard to financial matters without the

2322 consent of the Board of Supervisors."

2323 Linda: Okay. That's another subject.

2324 Samantha: That's another subject, like Linda's saying. But that's a procedure, not a

2325 policy. None of us are CPAs so we can't design a procedure that's going to be

2326 sufficient. That's where we have Amy Franks.

2327 Richard: Is she a CPA?

2328 Samantha: I'm not sure of her schooling but I know that she's the one that trains

2329 everyone else that way for conservation districts statewide. I mean, people go to her

2330 because she's incredible in this.

2331 Linda: But that's the next topic. We have to get through this other one first.

2332 **Eric: Okay. Go ahead. Did we get that line figured out?**

2333 Sarah: I have a suggestion from Samantha to take out "Executive Director", "District

2334 Treasurer", and "Board Auditor" and leave it as "the Board of Supervisors". I also have a

2335 suggestion from Linda that it's fine as written because the next sentence is "upon

2336 adoption of the financial policy by the Board of Supervisors," the Executive Director and
2337 the Treasurer will give effect to that policy by implementing those procedures.

2338 **Eric: What do you think, Samantha? Are you okay with Linda's suggestion?**

2339 Samantha: Yeah. I'm totally fine with it. I just don't understand why we have the Board
2340 Auditor separate in there when, basically, the original, the policy that was started, that
2341 was updated and approved in March, 2016, says this exact same thing. It would just
2342 now insert it "Board Auditor or the Board of Supervisors" so I just don't understand.

2343 **Eric: It is not "approved by the Board"?**

2344 Samantha: I have approved and updated March 17.

2345 Linda: This is the same one. It's the same one, though. It's the original.

2346 Samantha: No, no, no. Here's the very original one. And the only thing that's different
2347 here—so here's the original. The only thing that's different here is that it says "Executive
2348 Director, District Treasurer" and then it's just inserted the "Board Auditor or the Board of
2349 Supervisors" so I don't understand. We are....

2350 Linda: Right.

2351 Doug: Do you remember doing that?

2352 **Eric: I don't remember approving that. Cathy Layland had the authority to change**
2353 **policies. Did she change that on her own?**

2354 Samantha: Well....

2355 Linda: November 21st was our last meeting.

2356 Samantha: This was Delegation and I think all we basically did was to go through and
2357 change this to say "Executive Director" instead of "Administrative Director."

2358 **Eric: Oh. Okay. Well, I see that now.**

2359 Sarah: So I'm hearing Samantha say take out "Board Auditor or" and just leave it as the
2360 Board of Supervisors as a whole.

2361 Linda: The thing is that's just promulgating...

2362 Samantha: Yeah. That's just the promotion.

2363 Linda: ...so it's not really a big deal.

2364 Samantha: No, it's just adding words in.

2365 **Eric: I think Samantha was okay with what Linda said. Did you capture that?**

2366 Sarah: Right. And then she had just stated that. So however the Board would like.

2367 **Eric: Okay. Are you okay? Did you catch that, Doug and Richard?**

2368 Richard: No. She never read it [inaudible - 3:16:52.1]

2369 Linda: She did. Technically speaking, the Board Auditor is part of the Board of
2370 Supervisors.

2371 Samantha: We all are in one. Yeah.

2372 Richard: That's a song.
2373 Samantha: Yes. [Laughter]
2374 **Eric: You'll be able to pull all the changes out and have it finalized and we can**
2375 **read it over real quick?**
2376 Sarah: Yep.
2377 **Eric: So next line—so you guys are operating off....**
2378 Linda: I don't know.
2379 **Eric: We've got two of them going here.**
2380 Samantha: That one right there in your—that one. Yep.
2381 **Eric: Okay.**
2382 Sarah: The one on the wall is the most up-to-date version with everyone's comment.
2383 **Eric: What line item are we on?**
2384 Samantha: So now we would be at 41.
2385
2386 **10. Action Item: Policies & Procedures**
2387 **Eric: Okay. District Policies and Procedures. "Executive Director, District**
2388 **Treasurer, or other....**
2389 Samantha: We were just on....
2390 Linda: You're on 42—41.
2391 **Eric: 41—"Opinion of the Executive Director or the District Treasurer, and**
2392 **approved by the board." That's what...**
2393 Linda: [inaudible - 3:18:12.8] opinion of [inaudible] So I think that sounds okay because
2394 the auditor, again, is part of the Board.
2395 Samantha: And this one just says—well, it just should say "approved by the Board."
2396 Yeah.
2397 Linda: So the opinion....
2398 **Eric: You've got that?**
2399 Samantha: So here's my concern with this one: So that means that we're going to have
2400 to give Amy Franks approval for procedures that she normally does? Is that how I'm
2401 reading this?
2402 Linda: No. Because she wouldn't have done them yet because it has to be passed first.
2403 Samantha: I'm just saying—what I'm saying is so I understand that if she's going to start
2404 a new policy—or start a new procedure, which we're in charge of policy, but if she's
2405 starting a new procedure, then we have to approve her procedures from here forward?

2406 **Eric: Linda, wouldn't it be okay if she just notified the Auditor of a change? And**
 2407 **then they say "Yeah, sounds good. Thumbs up" and then it gets brought to the**
 2408 **Board the next meeting?**

2409 Linda: I think that's something different than what this particular paragraph is about.

2410 **Eric: Okay.**

2411 Linda: Because this paragraph is about new policies adopted.

2412 Samantha: Well, so we're in charge of policies but then it says "implementing such
 2413 procedures as are appropriate in opinion of Executive Director or the District Treasurer,
 2414 and approved by the Board." So I guess my concern is that we're going to be affecting
 2415 daily, day-to-day operations which—or procedures so writing checks—does that mean
 2416 that we now have to approve her to write checks and pay bills?

2417 Linda: No

2418 Samantha: Because....

2419 Lind: No, because that's not a new policy. This is for a new policy. In other words, this is
 2420 about anybody can propose a policy, then if the Board approves—adopts it—then these
 2421 people must implement it. And when they create the procedures to implement it,
 2422 somebody has to okay that brand new procedure.

2423 Samantha: But it doesn't say "new." That's my fear.

2424 Doug: Your suggestion, I think we cover that in the opinion of the Executive Director and
 2425 the District Treasure, comma, if significant we'll rely on Amy's good offices, significant in
 2426 consultation with the Board. So if it's one that she thinks is important or we said, yeah.
 2427 We really—she knows Richard [inaudible - 3:20:52.2]. She'll bring that up to the Board.

2428 **[Someone appears to be reading, mumbling aloud.]**

2429 Doug: I don't know about you guys. I don't want to see every piddley little thing that
 2430 comes up.

2431 Linda: No, but really, this is just about a new procedure. It's not about....

2432 Doug: It could be a revision of the old procedure.

2433 Linda: Only if we make a new policy. It's like you can....

2434 Doug: No, a procedure can't make policy.

2435 Samantha: Yeah, a procedure can't make policy.

2436 Linda: I know that. But that's not what this is about. This says, specifically, somebody
 2437 promulgates. The Board adopts. Somebody implements. And when they implement,
 2438 they have to have procedures to implement. So it's talking about a brand new policy or
 2439 a different policy—yeah.

2440 Shana: Can I just daylight a scenario where Amy Franks might be triggered to develop a
 2441 new procedure based on a change in Generally Accepted Accounting Principles for
 2442 federal law around handling public funds. The stuff changes every year. It's
 2443 mindboggling. And you all don't necessarily need to make a policy to, for example,
 2444 accept every change that's happened in the law because it's imposed on you. You don't

2445 have a choice. So in that instance, Amy Franks may make a new procedure. Do you
2446 want those to come to the Board?

2447 **Eric: For oversight, I would....**

2448 Shana: That's just something to be aware of that the rule....

2449 **Eric: For oversight, I would just like to see the Auditor be notified.**

2450 Richard: That's where your Auditor would come is that almost [inaudible - 3:22:32.5]
2451 say, "Gee, the Board ought to be notified."

2452 Samantha: So what happens if Amy Franks does a new procedure, responsive to some
2453 law about public funds handling, and she needs to implement that right away? But
2454 you're not comfortable okaying it. Does she wait and bring it to the Board? Is that the
2455 trigger? Is that the process?

2456 **Eric: I'd say yes.**

2457 Richard: Yeah. It's a great idea.

2458 Shana: You might want to write that in here so that it's clear.

2459 Linda: I think that would be in a different paragraph as a topic to be covered because
2460 this really does only address new policies, this particular paragraph. Or a new change
2461 that the Board would vote on. But I think it will be just a matter of good communication
2462 that the Treasurer notified the Auditor that there's some changes. So-and-So made us
2463 and this is how we're going to do it. Just so everybody knows what's going on.

2464 **Eric: All right.**

2465 Sarah: What I'm hearing this say, right now, is that the District Treasurer will notify the
2466 Board or the Board auditor. Is that a fix that could be implemented? That way
2467 communication is clear, but there's not—we put the word "approval" in the policies, that
2468 means a formal approval in a Board meeting. So if like Shana—her scenario was
2469 federal law comes down, folks need to make immediate actions to comply with whatever
2470 law, Amy can notify the Board of what those are immediately, but not waiting a month
2471 for approval.

2472 Richard: Well, if it's a policy it should be approved by the Board.

2473 Sarah: It's not.

2474 Linda: [inaudible - 3:24:26.9] procedure. Exactly. Just a procedure.

2475 Sarah: Right. Staff does not approve policy.

2476 Linda: We're past that paragraph now. We're talking about procedures that are
2477 mandated from beyond.

2478 Doug: I think from—just for me, I would say if we're going to call it "new" make a
2479 differentiation between new and old policies and revisions. Say it's new. [inaudible -
2480 3:24:53.8]

2481 Linda: No.

2482 Doug: But if we put "new" in there somewhere.

2483 Linda: How about right after "promulgate"—"...promulgate any new District policy."

2484 **Eric: It's easy to shoot off an email to the Board. We can take out "significant**
2485 **consultation with the Board." Go ahead.**

2486 Samantha: My concern is that Amy's a professional at this job. And she's done really
2487 great things for the District. She just did an amazing job on a budget where we have lost
2488 funding, have no capital budget, all these other things. But—and this is—I don't know
2489 all of your background, Richard, but I don't know if you have an accounting background
2490 or if any of our future auditors will have accounting backgrounds. So for me, it's very—
2491 it's really scary to give the power to a person that may not have an adequate
2492 background to help make these decisions when Amy is a professional and has the
2493 background. So therefore, we're kind of negating her experience.

2494 **Eric: It doesn't say that right now, though. It says that the Executive and District**
2495 **Treasurer will notify the Board of new procedures.**

2496 [inaudible - 3:26:31.7]

2497 **Eric: Try to take it back to the Board, though.**

2498 Linda: It's really not about questioning Amy. It's about communication so that the Board
2499 knows what's going on. And I don't even really think the whole Board does need to
2500 know those sort of day-to-day, clearly not on a day-to-day, but when it's a change, and
2501 so the auditor should know, though. Somebody on the board should know that there's
2502 been a significant change.

2503 Sarah: Just to note, too, for your discussion, that the District Treasurer's financial
2504 procedures have oversight from a third party auditor, as well, so that's something that.

2505 **Eric: And your name is?**

2506 Sarah: My name is Sarah Moorehead. [Laughter]

2507 **Eric: Okay. So is that okay with everybody? I mean, not everybody is going to be**
2508 **happy with everything so as long as you can take the—just read it.**

2509 Samantha: I like that, yeah. That works.

2510 **Eric: That look okay, Richard? If you read it a little bit more.**

2511 Doug: I think another thing to keep in mind, it's not particularly germane here, but if
2512 we're being financially responsible with the District individually, I want to look at
2513 everything.

2514 **Eric: Well, I want to know the overall picture or I want to have the auditor....**

2515 Doug: It's my livelihood and my assets.

2516 Richard: It is.

2517 Doug: I want to know.

2518 Linda: Mm-hm.

2519 Doug: No question.

2520 Samantha: Do you have a nurse?

2521 Richard: That's why I asked.

2522 **Eric: Does that look okay?**

2523 Linda: It looks fine to me.

2524 **Eric: Richard?**

2525 Richard: Yeah.

2526 **Eric: Okay.**

2527 Linda: I don't even think that has to be a big deal. It can just simply be a memo like we
2528 get in our packet that such and such change has happened, so we know.

2529 Samantha: I have no problem with that. It's just the approval thing is one of those things
2530 that it needs to be a public meeting and then we have to bring it and we have our
2531 meetings—our meetings are super-full already.

2532 Linda: I'm not used to "approval" being that technical a term. [Laughter]

2533 Doug: It's a legal term in this case, unfortunately.

2534 Samantha: Yeah.

2535 Linda: Got it.

2536 Richard: I'd like to see it printed out.

2537 **Eric: Yeah. In the end, let's print it out. And we can go back to it.**

2538 Richard: Okay.

2539 Doug: [inaudible - 3:29:26.4] sitting in the chairs.

2540 **Eric: Okay. Here we go. Okay. So scroll it down, Sarah.**

2541 Sarah: You want to see comments?

2542 **Eric: Hold on. Right there. Did you have something Doug?**

2543 Doug: Yeah. I think we need to not skip on comments. I think probably in this case, I'd
2544 say that I think those are taken care of in the changes that were made.

2545 **Eric: Okay.**

2546 Richard: What line are we on now?

2547 Samantha: 58—well, in our handouts.

2548 Richard: [inaudible - 3:30:03.7] use on the....

2549 Doug: Yeah. I know.

2550 **Eric: Okay. So....**

2551 Samantha: So....

2552 **Eric: Go ahead.**

2553 Samantha: Okay. So if you read the X-ed out one, "The Executive Director or the
2554 District Treasurer shall have the authority to adopt District procedure with regards to

2555 financial matters, financial matters without the consent of the Board of Supervisors." All
2556 we'd have to do is just change that to "with consent" instead of....

2557 **Eric: Do you like that?**

2558 Linda: It's kind of what we just did.

2559 **Eric: That's what it's all about.**

2560 Samantha: Well, instead of putting the whole "neither"—you know—it's just "with
2561 consent of the Board."

2562 **Eric: Linda, are you okay with that?**

2563 Linda: Yeah. Is that on the blue part, as well?

2564 Shana: Consent means approval.

2565 Samantha: Oh, with the....

2566 Linda: Hold on just a second.

2567 Shana: Consultation or....

2568 Samantha: With consultation?

2569 Shana: In consultation

2570 Samantha: There you go. In consultation with—so that way we're not....

2571 Linda: Okay. Instead of changing that to the whole blue part, you're saying just....

2572 **Samantha: Yeah. Just basically put "with consultation"**

2573 Linda: In consultation with....

2574 **[Overlapping voices]**

2575 Linda: Is that the whole Board? Because the auditor does have....

2576 Samantha: Well, this again is just a memo.

2577 Linda: Okay. All right. I agree.

2578 **Eric: [inaudible - 3:31:54.4]**

2579 Sarah: I'm just reading and revising. [Laughter] I'm working on it.

2580 Shana: So does that mean you have to have approval or just let them know?

2581 Samantha: I think it's call—I think it's just a memo again where the Board is cued into
2582 more of the procedural changes.

2583 Linda: "Consultation" sort of applies there. You ask the opinion of them perhaps.

2584 Sarah: The one thing I would ask is if statement and the statement up above....

2585 **Eric: Let's keep going.**

2586 Sarah: I just wanted to make sure that this statement here, that there's no lack of clarity
2587 between that one and the one that was included here. I just want to make sure that all of
2588 our expectations are the same.

2589 **Eric: Yeah. I think we're okay there.**

2590 Sarah: So this says the District Treasurer will notify the Board of new procedures. This
2591 one says that the Executive Director and the Treasurer will have the authority to adopt
2592 District procedures with regard to financial matters in consultation with the Board.

2593 **Eric: Does that mean the same thing?**

2594 Sarah: I think notification and consultation are a little bit different. Notifying the Board
2595 that there's been a change, increasing communication. I'm notifying the Board that this
2596 has happened. Consultation is....

2597 Doug: Here it is. What do we do about this?

2598 Sarah: Here's the situation. What do you think?—yeah.

2599 **Eric: Do you want to move consultation to the one up top? Can they be both?**

2600 Sarah: You guys make those decisions.

2601 **Eric: Want to move consultation up to the top? Is that where...?**

2602 Richard: Well, scroll back up.

2603 **Eric: Scroll back up then, Sarah.**

2604 Sarah: I think it gets you back into that situation if there's a change that needs to be
2605 made immediately because of federal laws or whatever.

2606 Doug: Consultation I feel would be better.

2607 **Eric: I think I'm okay with both. Everybody else okay?**

2608 Linda: I am.

2609 **Eric: Okay.**

2610 Samantha: I'm fine because I don't think that we can really offer a lot of valid information
2611 if she's going to consult with us with a federal procedure being changed. There's
2612 nothing—I'm not going to bring any benefit to that. I don't think anyone on the board is
2613 going to have the knowledge that she's going to have the access to.

2614 **Eric: Okay. Let's go down to....**

2615 Sarah: Are we changing anything? I just....

2616 **Eric: No, I think we're fine.**

2617 Sarah: Okay.

2618 **Eric: Are you [inaudible - 3:34:33.9 side conversation]**

2619 Richard: You brought it up.

2620 **Eric: Well, no one really supported it so....**

2621 Doug: I did.

2622 **Eric: Doug did so there's two of us.**

2623 Doug: I think consultation is good.

2624 **Eric: Okay, then let's go back up again.**

2625 Linda: [inaudible - 3:34:46.9] or have to change it.

2626 Samantha: How are we going to offer beneficial input?

2627 Doug: We may not be able to. A lot of the stuff that Sarah sends me, I make notes and I

2628 don't comment on it.

2629 **Eric: if it's being consult—if we're being consulted on it, then we know about it.**

2630 **We can give our opinion and say go ahead or stop. So let's—it goes back to that**

2631 **line of communication. That's all we want so let's put it in there.**

2632 Linda: [inaudible - 3:35:17.4]

2633 Sarah: So I'm hearing change this?

2634 **Eric: Yeah. Consult—will consult.**

2635 Sarah: Treasurer—yeah.

2636 Doug: I hate [inaudible - 3:35:33.7] by committee. That's not my preference.

2637 **Eric: We're trying to get through [inaudible - 3:35:41.4] We ran out of snack**

2638 **budget.**

2639 Richard: Snack budget's gone?

2640 **Eric: Yeah.**

2641 [Inaudible - 3:35:51.2]

2642 **Eric: Does that look okay?**

2643 Linda: I'm fine. That's good.

2644 **Eric: Perfect. Scroll down.**

2645 Linda: Looks great.

2646 **Eric: Now I'm on—it says Policy and it says Procedure. And then underneath that**

2647 **it says "The Board Auditor must review and approve all financial procedures to**

2648 **ensure they [inaudible - 3:36:18.3] effective to the policies to be adopted after**

2649 **consulting the entire Board." Is that...?**

2650 Samantha: That's different from what you just said before, though.

2651 **Eric: Okay. We [inaudible - 3:36:36.2]**

2652 Doug: I have a comment on the policy and procedure, too. So where can we see that?

2653 **Eric: So scroll back up, Sarah.**

2654 Doug: It's maybe 68.

2655 **Eric: 73 and 74.**

2656 Doug: I'd like to see us put in there, under Policy, "Policies are developed/improved by

2657 the entire Board." And then under Procedure, staff develops procedures in consultation

2658 with the Board."

2659 **Eric: This is awesome.**

2660 Linda: Very good.

2661 **Eric: Shana, are you taking notes on this? How this is going?**

2662 [Laughter]

2663 Shana: That's what this task is about right now.

2664 Doug: [inaudible - 3:37:13.3]

2665 **Eric: What do you think, [inaudible - 3:37:17.0]**

2666 Shana: You do quite well typing in public. [Laughter]

2667 Sarah: I'm used to those WACD resolution meetings.

2668 Shana: Yes.

2669 Sarah: A lot of people there. [Laughter]

2670 **Eric: Okay. Everybody can agree with that?**

2671 Linda: Yep. It's good.

2672 Richard: Yeah.

2673 **Eric: Okay. So now where are we at? Scroll down, please. Thank you. Thank you,**

2674 **Doug. Control systems.**

2675 Samantha: So is that just completely gone, that whole section?

2676 Linda: No, wait. Are we....

2677 **Eric: That was somebody's suggestion. So Richard's original has that in there.**

2678 **And then he added "with the approval of the Board Auditor." But then it was**

2679 **wiped out so let's read that. "The District Treasurer shall design and implement**

2680 **such systems as are necessary to maintain proper control over the receipt and**

2681 **expenditures of funds for the District." And then he added, "With approval of the**

2682 **Board Auditor." So, yes. Sarah?**

2683 Sarah: I believe Amy actually provided this comment in here. And I think what she's

2684 trying to say is that as the District Treasurer, she doesn't design and implement those

2685 necessary accounting practices and systems. Those are already guidelines that are

2686 generated for local governments to utilize and must follow when dealing with public

2687 funds. And those are provided by the State Auditor's office. So I think she's just saying

2688 that that's not a task associated with the District because there's already state-approved

2689 guidelines that she follows. I think that's what that....

2690 **Eric: That was in the original.**

2691 Sarah: What are you talking about?

2692 **Eric: This language was in the original.**

2693 Sarah: So—right.

2694 Samantha: So the original was done in 2000.

2695 Sarah: That's correct.

2696 Samantha: So—and then we updated it in 2016, but all we did when we updated in
2697 2016 was change basically Executive Director and District Treasurer because she was
2698 something else before. So we just changed the titles of people.

2699 **Eric: So what she's recommending is we take that whole Control System out. And**
2700 **what Richard was recommending is that he—that we add “with the approval of**
2701 **the Board Auditor.”**

2702 Linda: But what Sarah's saying is that none of this is really relevant because those
2703 control systems are already imposed from...

2704 Samantha: The state.

2705 Linda: ...by the state or whoever that—so I would just say the District Treasurer....

2706 **Eric: So we can just delete it. Are you okay with that, Doug?**

2707 Linda: Well, you don't have to delete it, but you'll say that the Treasurer, the District
2708 Treasurer will follow those whatever.

2709 Samantha: Public

2710 Linda: What you just said, Sarah.

2711 Doug: I've got an idea to take care of it, I think. We combine the two, control systems
2712 and reporting systems. And say basically her first paragraph for control system and
2713 reporting system, TCD [inaudible - 3:40:31.7] etc. And we'll keep the second whole
2714 paragraph “the entire Board” as well. The District....

2715 Richard: [inaudible - 3:40:52.4]

2716 **[Overlapping side conversations]**

2717 Sarah: Ta-DA.

2718 **Eric: But we need the comments, though.**

2719 Sarah: Yeah.

2720 Doug: [inaudible - 3:41:13.7]

2721 **[Miscellaneous comments and laughter]**

2722 **Eric: Can you read that how it would read, Sarah?**

2723 Sarah: Yeah. I was also just put Amy's paragraph in there and so what it would read is
2724 “for controls systems and reporting system, TCD along with 25 other districts uses
2725 QuickBooks to control receipts and expenditures. There are also guidelines that all state
2726 and local governments must follow for the receipt and expenditure of public funds that
2727 are designed and implemented by the state auditor's office.

2728 **Eric: Okay. Then what about the next point there?**

2729 Sarah: I think these are just comments. I would just remove all of this. And just tab, if
2730 that's okay. And just have that statement as Doug suggested.

2731 **Eric: Okay. So you heard her. She just [inaudible - 3:42:20.0]**

2732 Sarah: Probably shouldn't say comment. Just a justification.

2733 **Eric:** [inaudible - 3:42:25.5] the reporting system can go right there.

2734 Sarah: Hold on. A lot of changing.

2735 **Eric:** No one's talking. So sound good?

2736 Richard: [inaudible - 3:42:37.4]

2737 Doug: One more bullet. One more after that. Before [inaudible - 3:42:42.1] For these
2738 processes comma, the entire board should be [inaudible - 3:42:46.3]

2739 Samantha: So before we go there, because we're now combining control systems and
2740 reporting systems, I don't think that that should be a bullet yet or a part of that yet
2741 because we will have to address the reporting systems, where here it says at least once
2742 per quarter, but we get monthly statuses of how the district is doing at every board
2743 meeting. So I don't think that we need a quarterly report when we're getting them
2744 monthly.

2745 Doug: I wasn't [inaudible - 3:43:21.1] that's a good point.

2746 Sarah: So, Doug, you would like me to not include that statement?

2747 Doug: No, I put that statement in there because that [inaudible - 3:43:33.5] at least once
2748 per month or at regularly scheduled Board meetings, sometimes—like we skip
2749 December every once in a while. Regularly scheduled Board meetings the Treasurer
2750 shall prepare a report. Something.

2751 Linda: [inaudible - 3:43:49.2]

2752 **Eric:** What happens if our monthly meeting gets turned to a special meeting?

2753 Samantha: Well, we have regular scheduled ones, though.

2754 **Eric:** Right. But if that gets turned into a special like the last one.

2755 Doug: We could say "at regularly scheduled monthly meetings or as needed."

2756 **Eric:** Okay, then let's do that.

2757 Linda: Isn't a special meeting always in addition to a regular meeting? So then a
2758 regular meeting never becomes a special meeting.

2759 Samantha: So a regular meeting—no. A regular meeting wouldn't become a special
2760 meeting. But we have those in addition to.

2761 Linda: Right.

2762 **Eric:** Okay. So how do you like the tail-end of that? The Eric comment. So
2763 "District Treasurer shall prepare a report on financial...."

2764 Linda: The financial [inaudible - 3:44:48.7] will participate.

2765 **Eric:** Let's have Sarah read it.

2766 Sarah: At regularly scheduled Board meetings or as needed the District Treasurer shall
2767 prepare a report on the financial condition of the district and shall present a report to the
2768 Board.

2769 **Eric: Does that sound okay? Okay. Moving right along. So now we are on**
2770 **Employee Management Supervision [noise] Training. I'm going to have Sarah**
2771 **read it.**

2772 Sarah: Would you like me to read the yellow text as written?

2773 **Eric: Yes**

2774 Sarah: "The District Treasurer shall together with the Executive Director, ensure
2775 employees receive adequate training on all matters affecting District financial matters.
2776 Regularly scheduled training sessions will be held for new employees, new Board
2777 members, and any other employee or Board members as needed and as may be
2778 determined by the Board of Supervisors. As directed by the Executive Director, the
2779 District Treasurer shall approve the hiring, training, promotion, or termination of the
2780 District accounting staff, unless immediate action must be taken in the opinion of the
2781 Executive Director."

2782 **Eric: Any comment?**

2783 Linda: Not yet.

2784 **Eric: Okay.**

2785 [Whispers] [Discussion pauses]

2786 **Eric: Are we ready? Okay.**

2787 Doug: If I was king of the forest....

2788 **Eric: No, go ahead. I was waiting for Richard to finish. Go ahead.**

2789 Doug: If I was king of the forest, what I'd do is I'd delete all the comments, all the stuff in
2790 red, and in the first paragraph that starts on line 123, District Treasurer shall together
2791 with the Executive Director ensure, to the extent possible, employees receive adequate
2792 training—and keep the rest of it as it in the yellow. And the reason I say that—to the
2793 extent possible—if I was the Executive Director, if I had an employee who wouldn't take
2794 part or got sick or something, I couldn't ensure that they would go anywhere. But I
2795 would try.

2796 Sarah: Can you state that one more time, Doug, please?

2797 Doug: With the Executive Director, ensure, to the extent possible, employees receive
2798 adequate training. Or words to that effect. Push to get them to go, but if for some
2799 reason, they can't or won't....

2800 **Eric: Thank for staying. [inaudible - 3:49:12.0] Okay. What do you think?**

2801 Linda: Do we have accounting staff?

2802 **Eric: Amy**

2803 Linda: Does this—basically, I want to see if I understand this. Is this basically saying
2804 that the Executive Director can authorize the Treasurer to hire accounting staff? And
2805 hire/fire, etc.?

2806 **Sarah: You're asking if we have accounting staff or what this states?**

2807 Linda: Yeah.

2808 **Eric: She's asking if the ED gives direction to the...**
2809 Linda: The Treasurer
2810 **Eric: ...the Treasurer to hire new staff.**
2811 Linda: Hire, fire.
2812 Sarah: Not.... That's what's listed here. That's what was included in yellow. I'm thinking
2813 that it would be as directed, so it says "as directed by the Executive Director." The
2814 District Treasurer is involved in managing the district accounting staff department, is
2815 what it reads to me.
2816 Linda: So currently we don't have anybody but Amy.
2817 Sarah: Yeah. The plan, because our district is growing so much, is to eventually—and
2818 the workload for her is significant—to have some support in that department.
2819 Linda: And she would be the one qualified to know if a person that's going to be helping
2820 her would be qualified to actually help her. So that's why.
2821 Sarah: Right. I think that's the intent of what this section is.
2822 Doug: So I thought she hired [inaudible - 3:50:44.0] who is an intern.
2823 Sarah: Yeah. He was an intern.
2824 Doug: Well, he worked here. He was under supervision.
2825 Sarah: Yes.
2826 **Eric: Okay. Any more comment on that?**
2827 Linda: [inaudible - 3:51:00.4]
2828 **Eric: We can always—we can pass it and look at it again.**
2829 Linda: I'm okay with that.
2830 **Eric: Okay. How about you gentlemen?**
2831 Doug: Okay.
2832 **Eric: Samantha?**
2833 Samantha: I'm fine with it.
2834 **Eric: Okay. So let's move on. Scroll down, please. I think that takes us to District**
2835 **Representation.**
2836 Samantha: Representation.
2837 Sarah: Okay.
2838 **Eric: Okay. Right there. If you would read that, Sarah?**
2839 Sarah: "As directed by the Executive Director, the District Treasurer shall represent the
2840 District in financial matters to the public, third-party CPAs, advisors, financial
2841 institutions, trade and industry groups, insurance companies, legal counsel, and others
2842 as required in performance of the treasurer's duties."

2843 **Eric: That's—basically this copy says "And the Board Auditor" so that's where**
2844 **you had that. That's what you had originally; the word "auditor" was taken out up**
2845 **there.**

2846 [inaudible - 3:52:12.6]

2847 Samantha: Yeah. Well, 152.

2848 **Eric: I don't know.**

2849 Sarah: We're under District Representation.

2850 Eric: So Richard originally had in there "and the Board Auditor."

2851 Richard: Does it make sense to leave it in? Or take it out?

2852 Samantha: I don't think that the Board Auditor has.... This has been—the Board Auditor
2853 is not the District Treasurer's supervisor so that puts....

2854 **Eric: He's the go-between between the Board and the.... Go ahead, Sarah.**

2855 Sarah: I think what this part is is that as a member of the staff, the District Treasurer and
2856 the accountant reports to the Executive Director so if the Board had desire for certain
2857 staff to do certain things, they probably—the Executive Director is the go-between
2858 between the staff and the Board. So that conversation would happen between the
2859 Board, the Executive Director and the Executive Director would direct the staff to do
2860 whatever function is necessary, rather than it going—yeah. Rather than having multiple
2861 processes.

2862 **Eric: I understand what you're saying. Go ahead, Doug.**

2863 Doug: I think she's saying that it means I don't keep track. The bullet there that says the
2864 Treasurer reports to the Executive Director or the Acting, I would change the previous
2865 paragraph to say "Under the supervision of the Executive Director, the District Treasurer
2866 shall represent"—those couple of lines there.

2867 Samantha: I like that.

2868 **Eric: I like that. Okay. Everybody like it? What do we have? Okay? Okay? Doug?**

2869 Doug: Yeah. Except get rid of the red part, "the Treasure reports to...."

2870 Sarah: Yeah. That's comments.

2871 **Eric: Okay. So now we're on Consultants? Am I wrong? Go ahead, Doug.**

2872 Doug: We need to specify that this is financial consultants. We don't want our treasurer
2873 to hire attorneys, hire [inaudible - 3:55:25.1] this.

2874 **Eric: Consultants. Please read that. Quickly.**

2875 Sarah: "As directed by the Executive Director, the District Treasurer shall have the
2876 authority to hire consultants"—and I can put financial—"consultants including legal
2877 advisors, financial advisors, public relations advisors, engineers and other professional
2878 advisors as the needs of the District dictate, subject to limitations of the approved
2879 budget."

2880 **Eric: Go ahead, Doug.**

2881 Doug: I see where we have just consultants there applying it to all these other folks, but
2882 Amy might be the person that signs the contracts to hire a public relations firm, like for
2883 the new videos we did.

2884 Samantha: Or a PO for legal advice.

2885 Doug: Something like that. So it is possible that it's not just financial. If that's what we
2886 want. I took it initially that the financial person should be hiring financial people, not
2887 legal. But I see the situation.

2888 Richard: Do we want any Board input put in there at all?

2889 **Eric: So let's put it in. Put in either Board input or in consultation with the Board**
2890 **or something.**

2891 Sarah: We can certainly....

2892 Samantha: What about notification?

2893 Linda: I like "in consultation."

2894 **Eric: Yeah. In consultation.**

2895 Sarah: We can certainly do that. I just want—so one of you provided a note here that
2896 the whole Board approves the annual budget and so this just says subject to the
2897 limitations of the annual budget.

2898 **Eric: I mean, well the budget, part of my issue here is, you know, we adopted the**
2899 **budget. Then there's going to be changes made to it. I'd like to be notified of**
2900 **those changes for a consultant.**

2901 Sarah: Sure.

2902 **Eric: Under the current policy, that didn't have to happen.**

2903 Sarah: "in consultation with the Board"? How does that sound?

2904 Samantha: Yeah.

2905 Linda: That's different from what you're talking about, though. We're not in that section
2906 of changing the budget, are we?

2907 **Eric: But—well....**

2908 Samantha: Are you just stating for future references?

2909 Linda: Or is that similar to that.

2910 **Eric: Does what I just said pertain to this?**

2911 Linda: Yeah. Well, it's similar but it's a different thing. This is like hiring and you're
2912 talking about changes to the budget.

2913 **Eric: Right. Yeah.**

2914 Linda: [inaudible - 3:58:09.3] should fly.

2915 **Eric: So you guys are okay with this, as it reads?**

2916 Richard: How does it read?

2954 Linda: Question on that. So the person who's got the job goes to the Executive Director.
2955 That person says no.

2956 Shana: Right.

2957 Linda: And so that person can then go to the Board of Supervisors? And then they
2958 would both have to collaborate?

2959 Shana: The way it's currently written.

2960 Sarah: Just as it's written.

2961 Shana: The best way it would work is that treasurer would go to the Executive Director
2962 with a qualified person to do whatever task it is, and the Executive Director says, "Oh,
2963 yeah. That's fine. Let's make sure we talk to the Board about that and then let them
2964 know. So-and-So Intern is going to be doing X." But if the District Treasurer comes to
2965 the Executive Director and wants their cousin's brother's mother twice removed to come
2966 and work for them, it's Sarah's job to say no. And that no should be final. Otherwise,
2967 you usurp her authority to manage the staff by letting people have the option to come
2968 around her and get a different answer from the Board. So you don't want to set up that
2969 situation. Does that make sense?

2970 Doug: Yes.

2971 Linda: So it should say....

2972 Doug: It could say "either/and/or in consultation with the" It gets you to the same place.

2973 Shana: Right. You just want to take out the "or." That could set up a mess.

2974 **Eric: So strike that "In consultation with the Board of supervisors"?**

2975 Shana: That makes better sense.

2976 **Eric: Okay.**

2977 Doug: That's consistent with what we're saying.

2978 **Eric: So, yes. How about you, Richard? Do you like it?**

2979 Richard: Yes.

2980 **Eric: Yes.**

2981 Linda: Yes.

2982 **Eric: Samantha?**

2983 Samantha: That's fine.

2984 **Eric: Okay. Okay, now we're going down to other matters. Go ahead, Sarah.**

2985 Sarah: Okay. The list of authorities granted above is not exhaustive or limiting in nature.
2986 As other matters arise, the District Treasurer is authorized to act or not to act in any
2987 circumstance deemed to be advisable in the judgment of the District Treasurer."

2988 Shana: Can somebody explain to me what that means? Because it sounds like....

2989 Doug: They can screw it up and do whatever they want. [Laughter]

2990 Samantha: Can we just delete that whole thing?

2991 **[Laughter]**

2992 Samantha: Do we need to have an "Other Matters" section?

2993 Shana: Did you already say up at the beginning where we talked about ministerial, that

2994 anything that wasn't specifically in this document has to go back to the Board?

2995 Sarah: Mm-hm

2996 Samantha: I would make a suggestion to remove Other Matters completely.

2997 Sarah: Thank you, Samantha.

2998 Doug: [Overlapping voices]

2999 **Eric: Okay. I'll follow Samantha's lead. Okay. Two—three, four, five—okay.**

3000 **[inaudible - 4:04:27.0] let's read it real quick and I have to go milk cows and those**

3001 **girls are going to be standing there yelling.**

3002 Sarah: It's going to take me just a second to clean this up. Perhaps....

3003 **[Miscellaneous side comments barely audible]**

3004 Linda: What about the text did we say?

3005 **Eric: It's approved. If it's approved then....**

3006 Linda: Did Richard feel okay with the text?

3007 **[Overlapping voices, side conversations]**

3008 Sarah: Mr. Chair?

3009 **[Overlapping voices]**

3010 Sarah: Eric?

3011 **[Overlapping voices]**

3012 **Eric: How's it coming, Sarah.**

3013 Sarah: Almost—cleaning it up.

3014 **Eric: Okay. So it's been suggested by Samantha and backed up by another Board**

3015 **member, any time scheduled in January for going forward on a work session**

3016 **meeting that would just be facilitated by the District, if Shana Joy wants to show**

3017 **up and she has time, she can?**

3018 Samantha: I suggest sounding out like a Doodle Poll or something. So I think it can be

3019 just a three-hour work session that we can hammer through these and get it done.

3020 **Eric: Okay. So maybe the first two weeks of the month? Okay.**

3021 Samantha: So then only like for my job, I've got month-end, year-end, quarter-end. So

3022 January's hard but I'll figure out how to make it work.

3023 **Eric: Okay.**

3024 Sarah: [inaudible - 4:10:47.7]

3025 Linda: I'm pretty open at the moment. It all fit on one page? No, on the back, too.

3026 Sarah: Anyone else? Extras.

3027 **Eric: Okay, Sarah. While they're reading, we'd like to have you do a Doodle Poll**
3028 **for a work group meeting within the first two weeks in January. Look at your**
3029 **schedule and maybe—Shana, did you want to participate in that? Or no?**

3030 Shana: I will try.

3031 **Eric: Okay. So maybe get some schedule dates from Shana. And you don't have**
3032 **to do a Doodle Poll, so your magic and let's try to do something within the first**
3033 **two weeks, maybe—yeah. Early in those two weeks and see where everybody is**
3034 **and we'll go for a three-hour special meeting work session.**

3035 Sarah: For what purpose?

3036 **Eric: Policies and Procedures**

3037 Sarah: Okay.

3038 Samantha: The 1.3.1. and probably 1.3

3039 **Eric: Anything—yeah. We'll just—well, if it's a special meeting we'll have to have**
3040 **them listed out so maybe you can use the list that Richard provided earlier. And**
3041 **then see what we can get through.**

3042 Sarah: What list that provided earlier?

3043 Doug: Sarah, I'll be gone that first week in January.

3044 **Eric: So it looks like we'll have to do it from the 7th on.**

3045 Sarah: Okay.

3046 **Eric: If it's a special meeting, we'll have to have everything listed that will be**
3047 **discussed.**

3048 Sarah: Right.

3049 **Eric: So maybe you can ask for input on what the special meeting will be for. It'll**
3050 **be for the policy that we're not going to cover today which is the 1.3 and point 1.**

3051 Sarah: Okay.

3052 **Eric: And then anything else. We'll work together that day and get 'er done.**

3053 Sarah: Okay.

3054 Linda: [inaudible - 4:12:50.8] that other list.

3055 **Eric: Yes. The list and the 1.3 or whatever. It's just a policies and procedures.**

3056 Linda: Is it in there? I don't know where....

3057 **Eric: Maybe Shana had it. We'll send it to you.**

3058 Sarah: Okay. I just don't think I have what you're talking about.

3059 **Eric: Did you get through all [inaudible - 4:13:13.0]**

3060 Linda: We could say [inaudible - 4:13:23.6] and the Board of Supervisors. The District
3061 policy....

3062 **Eric: Line number**

3063 Linda: 17

3064 **Eric: "The Executive Director, District Treasurer...."**

3065 Linda: Or

3066 **Eric: "Or Board of Supervisors."**

3067 Sarah: Is everyone okay with that addition?

3068 **[Multiple voices in agreement.]**

3069 Samantha: If we're doing edits, up above on line 10 where it says "Procedures" and
3070 there's nothing there, we could just get rid of that.

3071 **Eric: Let's get rid of that.**

3072 Sarah: I think the procedures is everything below it.

3073 Samantha: Oh, okay.

3074 Doug: Where it says "any action beyond this scope of operation must be approved" I'd
3075 put "Any action beyond this scope of delegation."

3076 Samantha: Where are you at?

3077 **Eric: Line 8. "Any action beyond this"—go ahead. Sorry.**

3078 Doug: Delegation, substitute "delegation" for "operation". Because operation doesn't
3079 make a whole lot of sense there. I don't think others said anything.

3080 Linda: Sounds good to me.

3081 **Eric: Okay.**

3082 Sarah: Just to clarify, the "Procedures" with nothing behind it, the entire list of everything
3083 below it he procedures.

3084 Samantha: Okay. Perfect.

3085 Sarah: There's a formatting issue on there from the track changes.

3086 **Eric: Okay.**

3087 Richard: Maybe you need a space [inaudible - 4:14:50.6]

3088 Sarah: I'm sorry?

3089 Richard: There's a space you need between "delegation" and [inaudible - 4:14:59.5]

3090 Sarah: There is a space.

3091 Richard: Oh, there is?

3092 Sarah: Yeah.

3093 Richard: I didn't see that.

3094 Sarah: I think it looks weird on the screen.
3095 Richard. Yeah.
3096 **Eric: You guys keep reading. 28-31, let's look at that, Sarah. Make sure it makes**
3097 **sense.**
3098 Sarah: Starting with the policy?
3099 **Eric: You guys keep going.**
3100 Sarah: Starting with the policy?
3101 **Eric: Yeah.**
3102 Sarah: "The policy with regard to financial matters is a broad statement expressing the
3103 intent of a particular program on making a fundamental decision about a particular issue
3104 or set of issues. Policies are developed/approved by the entire Board."
3105 **Eric: It makes sense. It's all good. That's it.**
3106 [Whispers]
3107 Doug: [inaudible - 4:16:22.3]
3108 **Eric: I just wanted to make sure that line made sense to you because....**
3109 Sarah: I think the part that I have lack of clarity on is "particular program". I'm not exactly
3110 sure what that means.
3111 Samantha: Maybe it should say District programs? No. I don't know.
3112 Sarah: I mean, if that's what we're referring to, that's fine.
3113 Samantha: But this is all....
3114 Sarah: Expressing intent for making fundamental decision. Maybe taking that out
3115 entirely would make more sense.
3116 Eric: Policy?
3117 **Samantha: What?**
3118 Shana: It would say expressing intent for making a fundamental decision.
3119 Sarah: Take it out.
3120 **Eric: Okay.**
3121 Samantha: Now, do you want to read that, Sarah?
3122 Shana: Expressing and then take out the....
3123 Sarah: "A policy with regard to financial matters is a broad statement expressing intent
3124 or making a fundamental decision about a particular issues or set of issues. Policies are
3125 developed/approved by the entire Board."
3126 Samantha: I think that's way better.
3127 Sarah: It makes more sense. Yeah.
3128 Samantha: Yeah.

3129 Sarah: Good catch, Eric.

3130 **Eric: There's a reason [inaudible - 4:17:54.4] I just didn't have a handle. Okay.**

3131 **Anything else?**

3132 Linda: Yeah. Line 46.

3133 **Eric: Read.**

3134 Linda: "The District Treasurer shall, together with the Executive Director, ensure, to the

3135 extent possible, that employees receive adequate training...."

3136 Samantha: Just the sentence structure?

3137 Linda: Yeah. That should go after "ensure". "To the extent possible" should go after

3138 "ensure."

3139 **Eric: 46**

3140 Sarah: Do you want me to read that sentence?

3141 **Eric: Yes, please.**

3142 Sarah: ""The District Treasurer shall, together with the Executive Director, ensure, to the

3143 extent possible, that employees receive adequate training on all matters affecting

3144 District financial matters.' Perhaps "on all District financial matters", rather than stating

3145 "matters" twice.

3146 Linda: Mm-hm. All District financial matters. Yeah. That would be better.

3147 Sarah: Is that okay with everyone?

3148 **Eric: Yes.**

3149 Shana: On line 37, there's two "along with", the cut-and-paste brought an extra....

3150 Sarah: Oh! Yes. Thank you.

3151 **Eric: Did you get through it all? Does it look okay? Okay. Everybody else**

3152 **finished?**

3153 Doug: I've got a bunch of grammatical issues like non-subsidy. And I can just give this

3154 to Sarah and some editorial things to move stuff around so it makes more sense.

3155 **Eric: Okay.**

3156 Doug: I'll have to explain some of the abbreviation for the editorializing part.

3157 Richard: [inaudible - 4:20:31.3]

3158 Doug: That's why I said it's non-subsidy.

3159 **Eric: Okay.**

3160 Doug: There's nothing here that I would suggest changes that we would need.

3161 **Eric: I think I have two okays. I'm okay. And with four.**

3162 Samantha: Yeah. It's good.

3163 **Eric: All right!**

3164 Doug: I make a motion that we approve—before anybody changes their mind?—the
3165 authority to the District Treasurer as of December 20, 2017.

3166 Linda: I second.

3167 **Eric: I have a first and second. Any more discussion?**

3168 Richard: Do we need legal review? Do we need to have [inaudible - 4:21:14.3]

3169 **Eric: I think we can approve and then if we need to change anything we can just**
3170 **go back and do it. We're doing good.**

3171 Doug: [inaudible - 4:21:20.8]

3172 **Eric: Okay. Anymore? Samantha?**

3173 Samantha: No.

3174 **Eric: Okay. All in favor of.... Why don't you....**

3175 Sarah: With the second, correct?

3176 Linda: Yes.

3177 Sarah: Doug moved to approve Policy 1.4 Delegation of Authority to District Treasurer
3178 on December 20, 2017.

3179 **Eric: All in favor of voting for that motion signify by saying "Aye".**

3180 [Multiple voices] Aye.

3181 **Eric: Is that unanimous?**

3182 Linda: Yeah.

3183 **Eric: All right! Woohoo! [Applause] Okay. I would like to push anything else left**
3184 **on the agenda into the next meeting that we have as a Board. Do you guys think**
3185 **that would be appropriate?**

3186 Linda: I do.

3187 Samantha: Next regular?

3188 **Eric: Regular or special or whatever we decide as a Board.**

3189 Samantha: I wouldn't say moving everything because that's....

3190 Linda: Yeah, no. Just the Policies and Procedures.

3191 Samantha: Because, I mean, I don't think that we're doing to be able to have a little
3192 special work session where we're also going to go through the minutes.

3193 **Eric: Yes. Definitely.**

3194 Doug: Did you also say you were going to have [inaudible - 4:22:33.4]

3195 **Eric: The attorney—we did. I don't want to leave that out. Is there any public**
3196 **comment? Chris, would you like to say something.**

3197 Chris?: The first, TCD is moving to 1230 Ronald Road which is right next to the Hank
3198 Williams' Pavilion.

3199 **Eric: Cool.**

3200 Chris: We actually own the building now. And we have facility adjacent to this, that's a
3201 one story, 3,000 square foot [noise] building, one story that is for rent.

3202 **Eric: Does it have any offices in it?**

3203 Chris: That's what it's been used for is meeting space.

3204 **Eric: Is that the one to the left as you're looking?**

3205 Chris: Somebody from the District contacted me and wanted more details about it.

3206 **Eric: Hold that up, please.**

3207 Chris: It's the one at the address for the other office for the record is 1240. And the way
3208 we arranged when we purchased the property was that it would be used for both for-
3209 profit or non-profit. And we [inaudible - 4:23:40.9] so that's available. Part of—I don't
3210 know what the county is doing with where the extension is. That's another building we
3211 looked at at first. But the right-of-way didn't make sense for us. So the only thing I
3212 wanted to add was we've just acquired in the past several months nearly 90 systems so
3213 from Harrington to merge his staff with ours. So we've doubled in size. We've also
3214 acquired systems from a private developer. So we're up to about just inside Thurston
3215 County, nearly 5500 connections. They're all rural connections which means what you
3216 guys do matters to us because our systems are where you're working. So I just want to
3217 let you know that as we grow, and we're continuing to grow, not only with our own
3218 offices but with systems in a rural part of this county, that the work you guys do here in
3219 Thurston County is important to us to keep on clean because ground water and surface
3220 water are connected.

3221 **Eric: Sure. All for water quality.**

3222 Chris: Thank you for your work.

3223 **Eric: Motion to adjourn?**

3224 Linda: Motion to adjourn. I make a motion to adjourn.

3225 **Eric: Second?**

3226 Samantha: I made a motion.

3227 Richard: I second on it.

3228 Samantha: Second

3229 **Eric: Any discussion? Go ahead, Sarah.**

3230 Sarah: I just want to make sure that there's someone who's going to be available to sign
3231 checks.

3232 **Eric: This guy right here.**

3233 Richard: I'll look at that, and if I have questions, I'll come back.

3234 **Eric: He's going to look at it before he leaves. If he has questions, he's going to**
3235 **come back and ask Amy what the—for answers. Okay. Yes. Richard will sign**
3236 **them. Okay. So all in favor of adjournment say "Aye."**

3237 [Multiple voices] Aye.
3238 **Eric: Unanimous.**
3239 [Meeting adjourned 4:25:53.6]

DRAFT



Board of Supervisors
Special Meeting Minutes
Tuesday, January 9, 2018
1:00pm

Present at Meeting:

Eric Johnson, TCD Board Chair	Linda Powell, TCD Board Vice-Chair
Richard Mankamy, TCD Board Auditor	Samantha Fleischner, TCD Board Supervisor
Doug Rushton, TCD Board Supervisor	Amy Franks, TCD Staff
Nora White, TCD Staff	Sarah Moorehead, TCD Interim Executive Director
Joel Hansen, TCD Assoc. Supervisor	Chris Stearns, TCD Assoc. Supervisor
Joe Hanna, Public	Paula Holroyde, League of Women Voters (LWV)
Esther Kronenberg, LWV	Susanna Pearlstein, Citizen
Cynthia Stewart, Citizen	

Action Items:

1. Staff to send Board Supervisors list of 2017 TCD Contracts and Agreements

Eric Johnson called the meeting to order at 1:00pm. There was a quorum.

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

2. **Public Comment**

3. **Agenda Review**

4. **Action Item: Policy and Procedures 1.4: Delegation of Authority to District Treasurer, All – Action Item**

5. **Action Item: Policy and Procedures 1.3.1: Delegation of Authority to Acting Executive Director, All – Action Item**

Eric moved to drop comments in red (on draft) and remove lines 3-14. Linda seconded. Vote: Richard, Eric, & Linda in favor. Doug opposed. Samantha abstained. Motion passed.

Linda moved to go back to reviewing the document only where there are proposed changes. Richard seconded. Vote: All in favor. Motion passed.

Eric moved to approve Policy 1.3.1 with grammatical changes / corrections. Linda seconded. Vote: All in favor. Motion passed.

6. **Action Item: Policy and Procedures 6.1.8: Check Writing, All – Action Item**
Motion 11-010918: Check Writing

7. **Action Item: Policy and Procedures 5.1.1: Board of Supervisors Travel and Reimbursement Policy, All – Action Item**
Motion 16-010918: Board of Supervisor Travel & Reimbursement

- 47
- 48 8. Action Item: Policy & Procedures 2.1: Establishing Thurston Conservation District Policy and
49 Procedures, All – Action Item
- 50
- 51 9. Action Item: Policy & Procedures 7.1: Delegation of Authority to Make Policy and Procedure
52 Changes, All – Action Item
- 53
- 54 10. Action Item: Thurston CD Response to RCO, Sarah Moorehead
- 55
- 56
- 57 11. Discussion on December 4th, 2017 TCD Staff Letter to Community, Sarah Moorehead
58 A. December 5th, 2017 Revised Letter to Community
59 B. Acting Executive Director Response
60
- 61 12. Thurston CD Elections Update, Nora White (Elections Supervisor)
- 62
- 63 13. Action Item: Develop Executive Director Job Description and Recruitment Plan
- 64
- 65 14. Action Item: Discussion on WSCC November 1st, 2017 Letter re: District Operations and
66 Behavior
- 67
- 68 15. Action Item: Discussion on WSCC December 20th, 2017 Letter re: Options for Board
69 Governance
- 70
- 71 16. Motion 12-010918: Out of County Travel
- 72
- 73
- 74 17. Motion 13-010918: Telecommuting
- 75
- 76 18. Motion 14-010918: Freeze on Hiring, Bonuses, Step Increases, COLAs, etc.
- 77
- 78 19. Motion 15-010918: Reduce Full Time Employees to 24 hrs/week
- 79
- 80 20. Motion 17-010918: No Travel Per Diem Payments Prior to Events
- 81
- 82 21. Motion 18-010918: Board Approval for Mileage Reimbursement
- 83
- 84 22. Motion 19-010918: Include Full Names When Using Acronyms
- 85
- 86 23. Motion 20-010918: Creation of Board Supervisor Training Program
- 87
- 88 24. Salmon Recovery: WRIA 13 Lead Entity Monthly Meetings

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25. **Adjourn**, All

Respectfully Submitted,

Eric Johnson, Board Chair

DRAFT

Financial Report Notes

December 2017

Balance Sheet – As of December 31st there was \$12,907.05 in the checking account. The Shellfish Protection District restricted savings account balance was \$272,334.93 and the general savings account balance was \$41,213.09. The accounts receivable balance was \$207,648.69. As of January 25th we have received \$41,933.79 of those funds.

Balance Sheet compared to last year – We see only a 10.9% less overall cash position at the end of 2017 than we had the end of 2016.

Profit and Loss – Several grants ended in December 31st, so there were some large vouchers including grant close out expenses and final reconciliations.

Profit and Loss compared to last year – December of this year had much more grant activity than last year, although we had more staff! We are so efficient!

Profit and Loss; Budget vs. Actual – For the month of December, we received 126.96% of anticipated revenue and spent 127.95% of anticipated expenses. For 2017 overall, we received 93.23% of anticipated revenue and spent 95.24% of anticipated expenses. Not bad!

10:05 AM
01/25/18
Accrual Basis

Thurston Conservation District
Balance Sheet
As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
3088010 Checking Accounts	12,907.05
3088020 Savings Accounts	313,548.02
3088030 Petty Cash	157.76
Total Checking/Savings	326,612.83
Accounts Receivable	
3090000 Accounts Receivable	207,648.69
Total Accounts Receivable	207,648.69
Other Current Assets	
3090500 Prepaid Accounts	9,980.00
Total Other Current Assets	9,980.00
Total Current Assets	544,241.52
TOTAL ASSETS	544,241.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	55,991.62
Long Term Liabilities	
Restricted Funds	231,066.50
Total Long Term Liabilities	231,066.50
Total Liabilities	287,058.12
Equity	
3200000 Opening Bal Equity	286,884.05
3201000 Retained Earnings	12,965.51
Net Income	-42,666.16
Total Equity	257,183.40
TOTAL LIABILITIES & EQUITY	544,241.52

10:05 AM
01/25/18
Accrual Basis

Thurston Conservation District
Balance Sheet Prev Year Comparison
As of December 31, 2017

	Dec 31, 17	Dec 31, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
3088010 Checking Accounts	12,907.05	182,880.16	-169,973.11	-92.9%
3088020 Savings Accounts	313,548.02	299,749.25	13,798.77	4.6%
3088030 Petty Cash	157.76	136.38	21.38	15.7%
Total Checking/Savings	<u>326,612.83</u>	<u>482,765.79</u>	<u>-156,152.96</u>	<u>-32.4%</u>
Accounts Receivable				
3090000 Accounts Receivable	207,648.69	119,204.48	88,444.21	74.2%
Total Accounts Receivable	<u>207,648.69</u>	<u>119,204.48</u>	<u>88,444.21</u>	<u>74.2%</u>
Other Current Assets				
3090500 Prepaid Accounts	9,980.00	8,603.20	1,376.80	16.0%
Total Other Current Assets	<u>9,980.00</u>	<u>8,603.20</u>	<u>1,376.80</u>	<u>16.0%</u>
Total Current Assets	<u>544,241.52</u>	<u>610,573.47</u>	<u>-66,331.95</u>	<u>-10.9%</u>
TOTAL ASSETS	<u>544,241.52</u>	<u>610,573.47</u>	<u>-66,331.95</u>	<u>-10.9%</u>
LIABILITIES & EQUITY				
Liabilities	287,058.12	310,963.91	-23,905.79	-7.7%
Equity				
3200000 Opening Bal Equity	286,884.05	286,884.05	0.00	0.0%
3201000 Retained Earnings	12,965.51	69,674.83	-56,709.32	-81.4%
Net Income	-42,666.16	-56,949.32	14,283.16	25.1%
Total Equity	<u>257,183.40</u>	<u>299,609.56</u>	<u>-42,426.16</u>	<u>-14.2%</u>
TOTAL LIABILITIES & EQUITY	<u>544,241.52</u>	<u>610,573.47</u>	<u>-66,331.95</u>	<u>-10.9%</u>

10:05 AM

01/25/18

Accrual Basis

Thurston Conservation District

Profit & Loss

December 2017

	Dec 17	Jan - Dec 17
Ordinary Income/Expense		
Income		
3300000 · Intergovernmental Rev	98,206.35	732,166.21
3400000 · Charges Goods&Svcs	87.24	24,186.34
3600000 · Miscellaneous Revenue	10,247.87	90,182.48
3685000 · Assessment	28,845.37	403,835.55
Total Income	137,386.83	1,250,370.58
Gross Profit	137,386.83	1,250,370.58
Expense		
5531010 · Salaries & Benefits	66,594.15	827,307.24
5531030 · Supplies	10,484.93	67,473.08
5531040 · Services & Charges	66,587.08	339,919.51
5531060 · Maintenance	640.86	5,070.09
5945360 · Capital Outlays	0.00	5,308.62
5980000 · Other Financing Uses	451.65	47,958.20
Total Expense	144,758.67	1,293,036.74
Net Ordinary Income	-7,371.84	-42,666.16
Other Income/Expense	0.00	0.00
Net Income	-7,371.84	-42,666.16

3:40 PM

01/25/18

Accrual Basis

Thurston Conservation District
Profit & Loss Prev Year Comparison
December 2017

	<u>Dec 17</u>	<u>Dec 16</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
3300000 · Intergovernmental Rev	98,206.35	60,258.36	37,947.99	63.0%
3400000 · Charges Goods&Svcs	87.24	333.66	-246.42	-73.9%
3600000 · Miscellaneous Revenue	10,247.87	7,559.21	2,688.66	35.6%
3685000 · Assessment	28,845.37	30,427.26	-1,581.89	-5.2%
Total Income	<u>137,386.83</u>	<u>98,578.49</u>	<u>38,808.34</u>	<u>39.4%</u>
Gross Profit	137,386.83	98,578.49	38,808.34	39.4%
Expense				
5531010 · Salaries & Benefits	66,594.15	70,424.85	-3,830.70	-5.4%
5531030 · Supplies	10,484.93	6,434.53	4,050.40	63.0%
5531040 · Services & Charges	66,587.08	29,696.02	36,891.06	124.2%
5531060 · Maintenance	640.86	0.00	640.86	100.0%
5945360 · Capital Outlays	0.00	1,713.10	-1,713.10	-100.0%
5980000 · Other Financing Uses	451.65	3,368.43	-2,916.78	-86.6%
Total Expense	<u>144,758.67</u>	<u>111,636.93</u>	<u>33,121.74</u>	<u>29.7%</u>
Net Ordinary Income	-7,371.84	-13,058.44	5,686.60	43.6%
Other Income/Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u>-7,371.84</u>	<u>-13,058.44</u>	<u>5,686.60</u>	<u>43.6%</u>

Thurston Conservation District
Profit & Loss Budget vs. Actual
Month of December

REVISED BUDGET

Funding Sources	Actual Basis		
	December	Budget	% of Budget
Income			
Assessment	94,471.50	24,471.50	0.00
Grants and Programs	98,205.35	75,101.25	130.77%
Charges for Goods and Services	87.24	1,886.67	5.23%
Other	10,247.87	1,407.50	728.05%
Total Income	203,012.96	82,866.92	245.18%
Expense			
Salaries and Benefits	66,594.15	71,186.75	93.57%
Supplies	10,484.88	5,844.08	179.41%
Professional Services	50,787.30	18,981.50	271.85%
Contracted Services	2,257.88	5,340.42	42.47%
Travel	1,964.23	3,129.58	62.76%
Facilities and Utilities	3,228.59	5,403.88	165.23%
Other	3,751.49	3,668.33	102.27%
Total Expense	149,108.52	115,354.50	128.85%
Net Ordinary Income	-47,085.56	-32,487.58	144.95%
Net Income	-47,085.56	-32,487.58	144.95%
20,845.37 1/12 of annual allocation collected in December			

Thurston Conservation District
Profit & Loss Budget vs. Actual
January - December 2017

REVISED BUDGET

Funding Sources	Actual Basis		
	Jan - Dec	Budget	% of Budget
Income			
Assessment	413,653.00	413,653.00	100.0%
Grants and Programs	797,504.17	901,215.00	88.49%
Charges for Goods and Services	24,185.34	20,000.00	120.93%
Other	24,844.32	16,880.00	147.1%
Total Income	1,259,196.83	1,351,748.00	93.22%
Expense			
Salaries and Benefits	827,307.24	854,001.00	96.87%
Supplies	57,473.05	70,128.00	82.1%
Professional Services	167,133.31	224,178.00	74.55%
Contracted Services	75,304.48	64,085.00	117.51%
Travel	24,925.43	37,585.00	66.37%
Facilities and Utilities	59,204.13	64,846.00	106.72%
Other	51,888.07	42,802.00	121.23%
Total Expense	1,253,036.74	1,357,637.00	92.24%
Net Ordinary Income	-53,839.91	-6,889.00	776.1%
Net Income	-53,839.91	-6,889.00	776.1%
409,835.55 Actual collected			

OPTION 1 - FULL ALLOCATION OF C&A

	Activities Funded by Assessment & Other Unrestricted Resources											
	General Admin.	Less Allocable Admin.	Net Gen. Admin.	Funding Develop.	Non-Billable Program Staff (1)	Total	GREEN	MISC	RCO	SF	WCC	Total
Assessment	28,845		28,845			28,845						28,845
State Grants			-			-			3,497		48,829	52,326
Federal Grants			-			-						-
MISC	87		87			87	17,606	721		33,954		52,368
Total Revenue	28,932	-	28,932	-	-	28,932	17,606	721	3,497	33,954	48,829	133,539
Salaries etc.	66,050		66,050			66,050						66,050
Allocated Salaries etc.			-			(31,075)	2,752	1,123	3,317	7,557	16,326	-
Supplies	1,092		1,092			1,092	349	271		4,757	636	7,105
Other Expenses	10,031		10,031			10,031	672	431	181	19,751	28,692	59,758
Total Expenses	77,173	-	77,173	-	-	46,098	3,773	1,825	3,498	32,065	45,654	132,913
Operating Income (Loss)	(48,241)	-	(48,241)	-	-	(48,241)	(3,833)	(1,104)	(2)	1,889	(3,175)	(626)
Overhead Allocation (2)	77,173	-	77,173	-	-	46,098	(2,003)	(969)	(1,857)	(17,026)	(24,242)	-
Net Income after Allocation	-	-	-	-	-	-	11,830	(2,073)	(1,858)	(15,137)	(21,067)	626
Allowable Indirect Billing (3)							688	281	199	1889	4082	7,139
Unfunded Indirect Costs (4)							(1,315)	(688)	(1,658)	(15,137)	(20,160)	(38,959)

(1) Recommended New "Job" to account for all program staff time not spent working on a program/grant or funding development project. Previously this time was reflected in Gen. Admin. when such costs are not a cost of administration but a cost of program functions even if they will not be charged to a specific grant or program. *Implemented 3/1/2013

(2) The total district expenses are allocated proportionately to each total grant expense.

(3) Allowable indirect billing assuming the following allowable indirect cost reimbursement rates by grant.

DOC	8%
DOE	25%
GREEN	n/a
MISC	n/a
RCO	~6%
SF	25%
USFWS	25%
WCC	25%

(4) 2017 Assessment budget assumed \$32,106 per month in expenses.

<u>Date</u>	<u>Check #</u>	through	<u>Check #</u>	<u>Totaling</u>	<u>Voided Check #'s</u>
1/25/2018	19457		19487	111,047.24	19470 - 19471 wrong vendors

Detail

The following checks were written on Timberland Bank:

12/20/2017	19457		19487	51,039.72	Accounts payable
12/22/2017	dd12221701		dd12221712	19,010.08	Payroll
12/28/2017	EFT		EFT	69.00	DOR - Business License
12/29/2017	EFT		EFT	55.00	DRS - DCP
1/2/2018	EFT		EFT	6,601.64	Federal payroll liabilities
1/5/2018	EFT		EFT	55.00	DRS - DCP
1/10/2018	dd01101801		dd01101811	18,350.97	Payroll
1/16/2018	EFT		EFT	5,803.88	Federal payroll liabilities
1/17/2018	EFT		EFT	10,061.95	DRS - PERS

Total	111,047.24
-------	------------

Richard Mankamyar, Board Auditor

Date

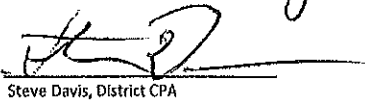
Thurston Conservation District
Check Register
As of December 19, 2017

6:35 PM
12/19/2017
Accrual Basis

Type	Num	Source Name	Memo	Amount
3088010 Checking Accounts				
3081001 - 308.10.01 Cash TimberLand Bank				
Bill Pmt - Check	19457	A & L Western Agricultural Laboratories	soil tests	-190.40
Bill Pmt - Check	19458	Circle B Enterprises	Project materials	-4,436.64
Bill Pmt - Check	19459	Coastal Custodial	Oct. 2017 Custodial Services	-294.14
Bill Pmt - Check	19460	Comcast	internet / phone services	-370.63
Bill Pmt - Check	19461	Dan Borba	Rain Barrel Workshop Fees	-250.00
Bill Pmt - Check	19462	Half Moon Sanitation	porta potty rental	-125.00
Bill Pmt - Check	19463	Mason Conservation District	Planting Crew Charges	-3,951.62
Bill Pmt - Check	19464	Minuteman Press	pre-order marketing postcard mailer (plant sale)	-307.18
Bill Pmt - Check	19465	Native Plant Salvage Foundation	Shoreline TA - Workshop	-1,144.61
Bill Pmt - Check	19466	Olympian, The	Rates & Charges Public Hearing Legal Ad + Pat	-290.98
Bill Pmt - Check	19467	Pacific Shellfish Institute	Everyday Action Grant - Oct. Activities	-1,691.50
Bill Pmt - Check	19468	Pioneer Fuel	11/30 & 12/15 fuel charge invoices	-80.01
Bill Pmt - Check	19469	Regence - Life Insurance	Dec. Life Insurance	-41.64
Bill Pmt - Check	19470	Ricoh USA, Inc.	VOID:	0.00
Bill Pmt - Check	19471	Ricoh, USA Inc - Usage	VOID: Use Charge	0.00
Bill Pmt - Check	19472	Tape to Type	Nov 21 2017 board meeting transcript	-529.00
Bill Pmt - Check	19473	Tumwater School District	WQ testing - sub / bus	-309.88
Bill Pmt - Check	19474	WA St University Energy Program	VOID: November 2017 IT Support	0.00
Bill Pmt - Check	19475	Weatherford, James (employee)	Meal Reimbursement	-162.00
Bill Pmt - Check	19476	Whillock Limited Partnership 1	Dec and Jan rent	-7,900.00
Bill Pmt - Check	19477	Ricoh USA, Inc.	copier lease	-184.67
Bill Pmt - Check	19478	Ricoh, USA Inc - Usage	Printing fees	-169.70
Bill Pmt - Check	19479	WA St University Energy Program	November 2017 IT Support	-594.00
Bill Pmt - Check	19480	Grays Harbor Conservation District	contracted work on Chehalis projects grant	-10,160.38
Bill Pmt - Check	19481	Hatch-Winecke, Amy B (employee)	mileage reimbursement	-131.08
Bill Pmt - Check	19482	South Puget Sound Salmon Enhancement Grou	Restoration planting on Lower McLane	-12,000.00
Bill Pmt - Check	19483	FCS Group	Rates and Charges public meeting prep	-1,785.00
Bill Pmt - Check	19484	Grays Harbor Conservation District	SW area meeting dues	-15.00
Bill Pmt - Check	19485	Griffin School District	sub and bus for field trip	-504.12
Bill Pmt - Check	19486	Pacific Shellfish Institute	November 2017 Everyday Action grant activities	-3,098.00
Bill Pmt - Check	19487	Rushlon, Doug	WACD lodging	-324.54
Total 3081001 - 308.10.01 Cash TimberLand Bank				-51,039.72
Total 3088010 Checking Accounts				-51,039.72
TOTAL				-51,039.72

"I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against Thurston Conservation Dist .


Richard Markemeyer, District Auditor


Steve Davis, District CPA

Date
12/20/17
Date

9:33 AM

01/25/18

Thurston Conservation District
Payroll Transactions by Payee
 December 16, 2017 through January 23, 2018

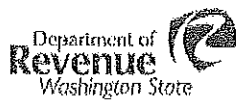
Date	Name	Num	Type	Memo	Account	Amount
Benefit Resource, Inc						
12/29/2017	Benefit Resource, Inc	EFT	Liability Check		3081001 · 308.10.01...	-330.02
Total Benefit Resource, Inc						-330.02
Colonial Supplemental Insurance						
12/29/2017	Colonial Supplement...	19488	Liability Check		3081001 · 308.10.01...	-350.36
01/08/2018	Colonial Supplement...	19507	Liability Check		3081001 · 308.10.01...	-350.36
Total Colonial Supplemental Insurance						-700.72
Dept of Retirement Systems						
12/29/2017	Dept of Retirement ...	EFT	Liability Check		3081001 · 308.10.01...	-110.00
Total Dept of Retirement Systems						-110.00
EFT Payment						
12/29/2017	EFT Payment	EFT	Liability Check	91-1011612	3081001 · 308.10.01...	-6,601.64
01/12/2018	EFT Payment	EFT	Liability Check	91-1011612	3081001 · 308.10.01...	-5,803.88
Total EFT Payment						-12,405.52
QuickBooks Payroll Service						
12/21/2017	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · 308.10.01...	-19,010.08
01/09/2018	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · 308.10.01...	-15,661.11
01/09/2018	QuickBooks Payroll ...		Liability Check	Created by P...	3081001 · 308.10.01...	-2,689.86
Total QuickBooks Payroll Service						-37,361.05
Berger, Kathleen T						
12/22/2017	Berger, Kathleen T	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Berger, Kathleen T		Liability Adjust		3200000 Opening B...	
01/10/2018	Berger, Kathleen T	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Berger, Kathleen T						0.00
Bishop, Stephanie E						
12/22/2017	Bishop, Stephanie E	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Bishop, Stephanie E		Liability Adjust		3200000 Opening B...	
01/10/2018	Bishop, Stephanie E	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Bishop, Stephanie E						0.00
Buckingham, Robin M						
12/22/2017	Buckingham, Robin M	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Buckingham, Robin M		Liability Adjust		3200000 Opening B...	
01/10/2018	Buckingham, Robin M	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Buckingham, Robin M						0.00
Franks, Amy E						
12/22/2017	Franks, Amy E	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Franks, Amy E		Liability Adjust		3200000 Opening B...	
01/10/2018	Franks, Amy E	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Franks, Amy E						0.00
Hatch-Winecka, Amy B						
12/22/2017	Hatch-Winecka, Am...	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Hatch-Winecka, Am...		Liability Adjust		3200000 Opening B...	
01/10/2018	Hatch-Winecka, Am...	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Hatch-Winecka, Amy B						0.00
Healy, Mara E						
12/22/2017	Healy, Mara E	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Healy, Mara E		Liability Adjust		3200000 Opening B...	
01/10/2018	Healy, Mara E	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Healy, Mara E						0.00
McBee, Ashley R						

9:33 AM

01/25/18

Thurston Conservation District
Payroll Transactions by Payee
 December 16, 2017 through January 23, 2018

Date	Name	Num	Type	Memo	Account	Amount
12/22/2017	McBee, Ashley R	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	McBee, Ashley R		Liability Adjust		3200000 Opening B...	
01/10/2018	McBee, Ashley R	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total McBee, Ashley R						0.00
Moorehead, Sarah						
12/22/2017	Moorehead, Sarah	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Moorehead, Sarah		Liability Adjust		3200000 Opening B...	
01/10/2018	Moorehead, Sarah	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Moorehead, Sarah						0.00
Nygard, David W						
12/31/2017	Nygard, David W		Liability Adjust		3200000 Opening B...	
Total Nygard, David W						0.00
Warren, Nicole A						
12/22/2017	Warren, Nicole A	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
01/10/2018	Warren, Nicole A	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Warren, Nicole A						0.00
Weatherford, James						
12/22/2017	Weatherford, James	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	Weatherford, James		Liability Adjust		3200000 Opening B...	
01/10/2018	Weatherford, James	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
01/10/2018	Weatherford, James	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total Weatherford, James						0.00
Whalen, Kathleen S						
12/31/2017	Whalen, Kathleen S		Liability Adjust		3200000 Opening B...	
Total Whalen, Kathleen S						0.00
White, Nora E						
12/22/2017	White, Nora E	dd120...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
12/31/2017	White, Nora E		Liability Adjust		3200000 Opening B...	
01/10/2018	White, Nora E	dd011...	Paycheck	Direct Deposit	3081001 · 308.10.01...	0.00
Total White, Nora E						0.00
TOTAL						-50,907.31

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Your request has been submitted and your confirmation number is **0-001-703-658**

Below is information from your application

Filing Date and Time 12/28/2017 12:01:06 PM

UBI 600-330-344

Payment Method ACH Debit/E-Check

Payment Amount \$69.00

Please allow up to 10 business days for processing

Check the status of your application from the **Activity** tab.

For information on business resources, education and workshops go to <http://bls.dor.wa.gov/nextsteps.aspx>

Give us your feedback

If you are a Minority, Woman, Veteran, or Small Business owner, go to OMWBE website at <http://omwbe.wa.gov/survey/>

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Washington State Department of Retirement Systems
Electronic Payments
Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT
Report Period: 10/2017
Retirement Due Date: 11/15/2017
Payment Status: Submitted (12-27-17 11:22:30 AM by A. Frank)

System	Report Group/Invoice #	Amount
Deferred Compensation Program Payment		
DCP	919	55.00
	Total Amount for DCP:	55.00
Plan 1 Payments		
PERS	2358	0.00
	Total Amount for Plan 1:	0.00
Plan 2 Payments		
PERS	2358	0.00
	Total Amount for Plan 2:	0.00
Plan 3 Payments		
	DB Employer	DC WSIB
PERS	2358	0.00
	0.00	0.00
	0.00	0.00
	Total Amount for Plan 3:	0.00
	Total Payment Amount:	55.00
	Scheduled Date of Payment:	12/29/2017

Deposit Confirmation

Your payment has been accepted.

Payment Successful

An EFT Acknowledgement Number has been provided for this payment. Please keep this number for your records.

REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

EFT ACKNOWLEDGEMENT NUMBER:	270840281164202
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PLEASE NOTE

Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Payment Information	Entered Data
Taxpayer EIN	xxxxx1612
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q4/2017
Payment Amount	\$6,001.64
Settlement Date	01/02/2018
Subcategories:	
1 Social Security	\$3,235.90
2 Medicare	\$766.74
3 Tax Withholding	\$2,009.00
Account Number	xxxxxx6554
Account Type	CHECKING
Routing Number	325170754
Bank Name	TIMBERLAND BANK



Washington State Department of Retirement Systems
Electronic Payments
Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT
Report Period: 10/2017
Retirement Due Date: 11/15/2017
Payment Status: Submitted (01-03-18 2:01:11 PM by A. Frank)

System	Report Group/Invoice #	Amount
Deferred Compensation Program Payment		
DCP	919	55.00
	Total Amount for DCP:	55.00
Plan 1 Payments		
PERS	2358	0.00
	Total Amount for Plan 1:	0.00
Plan 2 Payments		
PERS	2358	0.00
	Total Amount for Plan 2:	0.00
Plan 3 Payments		
	DB Employer	DC WSIB
PERS	2358	0.00
	0.00	0.00
	0.00	0.00
	Total Amount for Plan 3:	0.00
	Total Payment Amount:	55.00
	Scheduled Date of Payment:	1/5/2018

TAXPAYER NAME: THURSTON CONSERVATION DISTRICT

TIN: xxxxx1612

Deposit Confirmation

Your payment has been accepted.

Payment Successful

An EFT Acknowledgement Number has been provided for this payment. Please keep this number for your records.

REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

EFT ACKNOWLEDGEMENT NUMBER:	270841625046674
------------------------------------	-----------------

PLEASE NOTE

Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Payment Information	Entered Data
Taxpayer EIN	xxxxx1612
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q1/2018
Payment Amount	\$5,803.88
Settlement Date	01/16/2018
Subcategories:	
1 Social Security	\$3,117.74
2 Medicare	\$729.14
3 Tax Withholding	\$1,957.00
Account Number	xxxxx6554
Account Type	CHECKING
Routing Number	325170754
Bank Name	TIMBERLAND BANK



Washington State Department of Retirement Systems
Electronic Payments
Completed Payment Advice

Employer: THURSTON CONSERVATION DISTRICT
Report Period: 12/2017
Retirement Due Date: 01/15/2018
Payment Status: Submitted (01-12-18 11:37:59 AM by A. Frank)

System	Report Group/Invoice #	Amount			
Deferred Compensation Program Payment					
DCP	919	0.00			
	Total Amount for DCP:	0.00			
Plan 1 Payments					
PERS	2358	0.00			
	Total Amount for Plan 1:	0.00			
Plan 2 Payments					
PERS	2358	7311.81			
	Total Amount for Plan 2:	7311.81			
Plan 3 Payments					
	DB Employer	DC WSIB	DC Self		
PERS	2358	1615.40	137.23	997.51	2750.14
		0.00	0.00	0.00	
	Total Amount for Plan 3:				2750.14
	Total Payment Amount:				10061.95
	Scheduled Date of Payment:				1/17/2018

11:44 AM

01/04/18

Thurston Conservation District Reconciliation Summary

3081001 - 308.10.01 Cash TimberLand Bank, Period Ending 12/31/2017

	Dec 31, 17
Beginning Balance	255,311.70
Cleared Transactions	
Checks and Payments - 56 items	-246,527.96
Deposits and Credits - 25 items	69,315.72
Total Cleared Transactions	-177,212.24
Cleared Balance	78,099.46
Uncleared Transactions	
Checks and Payments - 19 items	-23,553.63
Total Uncleared Transactions	-23,553.63
Register Balance as of 12/31/2017	54,545.83
Ending Balance	54,545.83

11:44 AM

01/04/18

Thurston Conservation District

Reconciliation Detail

3081001 - 308.10.01 Cash TimberLand Bank, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						255,311.70
Cleared Transactions						
Checks and Payments - 56 items						
Bill Pmt -Check	10/17/2017	19402	South Puget Sound ...	X	-11,978.29	-11,978.29
Bill Pmt -Check	10/23/2017	19420	WSU Thurston Cou...	X	-300.00	-12,278.29
Bill Pmt -Check	10/23/2017	19414	Nehemiah, Rachel	X	-10.48	-12,288.77
Bill Pmt -Check	10/31/2017	19424	Grays Harbor Conse...	X	-2,793.63	-15,082.40
Bill Pmt -Check	10/31/2017	19422	A & L Western Agric...	X	-270.00	-15,352.40
Bill Pmt -Check	10/31/2017	19425	Lafromboise Comm...	X	-109.60	-15,462.00
Bill Pmt -Check	11/15/2017	19444	William Townsend	X	-3,825.00	-19,287.00
Bill Pmt -Check	11/15/2017	19438	Geoffrey Mueller	X	-1,900.00	-21,187.00
Bill Pmt -Check	11/15/2017	19450	FCS Group	X	-1,447.50	-22,634.50
Bill Pmt -Check	11/15/2017	19455	WA St University En...	X	-1,430.00	-24,064.50
Bill Pmt -Check	11/15/2017	19442	Salix Solutions LLC	X	-1,123.78	-25,188.28
Bill Pmt -Check	11/15/2017	19443	Sally Alhadeeff	X	-660.00	-25,848.28
Bill Pmt -Check	11/15/2017	19446	BC Gas Repair	X	-476.45	-26,324.73
Bill Pmt -Check	11/15/2017	19448	Comcast	X	-370.63	-26,695.36
Liability Check	11/15/2017	19445	Colonial Supplement...	X	-350.36	-27,045.72
Bill Pmt -Check	11/15/2017	19453	Puget Sound Energy	X	-272.41	-27,318.13
Bill Pmt -Check	11/15/2017	19456	washington State Co...	X	-203.64	-27,521.77
Bill Pmt -Check	11/15/2017	19454	Ricoh USA, Inc.	X	-184.67	-27,706.44
Bill Pmt -Check	11/15/2017	19452	Pioneer Fuel	X	-143.77	-27,850.21
Bill Pmt -Check	11/15/2017	19440	Pioneer Fuel	X	-124.68	-27,974.89
Bill Pmt -Check	11/15/2017	19451	FP Mailing Solutions	X	-120.77	-28,095.66
Bill Pmt -Check	11/15/2017	19441	Preferred Business ...	X	-114.35	-28,210.01
Bill Pmt -Check	11/15/2017	19439	Lafromboise Comm...	X	-96.60	-28,306.61
Bill Pmt -Check	11/15/2017	19437	Covabrelli Coffee	X	-54.45	-28,361.06
Bill Pmt -Check	11/15/2017	19449	Culligan Water Co.	X	-31.41	-28,392.47
Bill Pmt -Check	12/01/2017	EFT	Regence - Health C...	X	-5,877.62	-34,270.09
Bill Pmt -Check	12/01/2017	EFT	United Concordia In...	X	-2,027.12	-36,297.21
Bill Pmt -Check	12/01/2017	EFT	Benefit Resource, Inc	X	-50.00	-36,347.21
Bill Pmt -Check	12/01/2017	EFT	Pacific Disposal	X	-39.54	-36,386.75
Liability Check	12/07/2017		QuickBooks Payroll ...	X	-16,713.88	-53,100.63
Transfer	12/11/2017			X	-115,705.38	-168,806.01
Liability Check	12/11/2017	EFT	EFT Payment	X	-5,337.14	-174,143.15
Liability Check	12/11/2017	EFT	EFT Payment	X	-5,300.74	-179,443.89
Liability Check	12/11/2017	EFT	EFT Payment	X	-1,064.38	-180,508.27
Liability Check	12/15/2017	EFT	Dept of Retirement ...	X	-8,815.91	-189,324.18
Bill Pmt -Check	12/19/2017	19482	South Puget Sound ...	X	-12,000.00	-201,324.18
Bill Pmt -Check	12/19/2017	19480	Grays Harbor Conse...	X	-10,160.38	-211,484.56
Bill Pmt -Check	12/19/2017	19458	Circle B Enterprises	X	-4,436.64	-215,921.20
Bill Pmt -Check	12/19/2017	19463	Mason Conservation...	X	-3,951.62	-219,872.82
Bill Pmt -Check	12/19/2017	19483	FCS Group	X	-1,785.00	-221,657.82
Bill Pmt -Check	12/19/2017	19479	WA St University En...	X	-594.00	-222,251.82
Bill Pmt -Check	12/19/2017	19472	Tape to Type	X	-629.00	-222,780.82
Bill Pmt -Check	12/19/2017	19480	Comcast	X	-370.63	-223,151.45
Bill Pmt -Check	12/19/2017	19464	Minuteman Press	X	-307.18	-223,458.63
Bill Pmt -Check	12/19/2017	19466	Olympian, The	X	-290.98	-223,749.61
Bill Pmt -Check	12/19/2017	19461	Dan Borba	X	-250.00	-223,999.61
Bill Pmt -Check	12/19/2017	19457	A & L Western Agric...	X	-190.40	-224,190.01
Bill Pmt -Check	12/19/2017	19477	Ricoh USA, Inc.	X	-184.67	-224,374.68
Bill Pmt -Check	12/19/2017	19478	Ricoh, USA Inc - Us...	X	-169.70	-224,544.38
Bill Pmt -Check	12/19/2017	19475	Weatherford, James...	X	-162.00	-224,706.38
Bill Pmt -Check	12/19/2017	19468	Pioneer Fuel	X	-80.01	-224,786.39
Bill Pmt -Check	12/19/2017	19469	Regence - Life Insur...	X	-41.64	-224,828.03
Bill Pmt -Check	12/20/2017	EFT	Wells Fargo Remitta...	X	-2,249.83	-227,077.86
Liability Check	12/21/2017		QuickBooks Payroll ...	X	-19,010.08	-246,087.94
Liability Check	12/29/2017	EFT	Benefit Resource, Inc	X	-330.02	-246,417.96
Liability Check	12/29/2017	EFT	Dept of Retirement ...	X	-110.00	-246,527.96
Total Checks and Payments					-246,527.96	-246,527.96
Deposits and Credits - 25 items						
Sales Receipt	12/01/2017	60541...	ASMNT:A099 - Equi...	X	20.00	20.00
Sales Receipt	12/01/2017	60541...	MISC:W098 - Plant ...	X	44.20	64.20
Payment	12/01/2017		MISC:M015 - SSCFLT	X	65.94	130.14
Deposit	12/01/2017			X	72.70	202.84
Sales Receipt	12/01/2017	60541...	ASMNT:A098 - Soil ...	X	75.00	277.84

11:44 AM

01/04/18

Thurston Conservation District Reconciliation Detail

3081001 • 308.10.01 Cash TimberLand Bank, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Payment	12/01/2017		GREEN:G019-SS G...	X	3,600.00	3,877.84
Payment	12/07/2017		WSCC	X	8,175.18	12,053.02
Payment	12/11/2017		WSCC:W055 - Che...	X	6,707.14	18,760.16
Sales Receipt	12/11/2017	60541...	ASMNT	X	28,845.37	47,605.53
Bill Pmt -Check	12/19/2017	19471	Ricoh, USA Inc - Us...	X	0.00	47,605.53
Bill Pmt -Check	12/19/2017	19470	Ricoh USA, Inc.	X	0.00	47,605.53
Bill Pmt -Check	12/19/2017	19474	WA St University En...	X	0.00	47,605.53
Payment	12/20/2017		RCO:R030 - E Fork ...	X	5,228.19	52,833.72
Paycheck	12/22/2017	dd120...	Buckingham, Robin M	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Berger, Kathleen T	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	White, Nora E	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Moorehead, Sarah	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	McBee, Ashley R	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Healy, Mara E	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Bishop, Stephanie E	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Hatch-Winecka, Am...	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Franks, Amy E	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Weatherford, James	X	0.00	52,833.72
Paycheck	12/22/2017	dd120...	Warren, Nicole A	X	0.00	52,833.72
Payment	12/26/2017		WSCC	X	16,482.00	69,315.72
Total Deposits and Credits					69,315.72	69,315.72
Total Cleared Transactions					-177,212.24	-177,212.24
Cleared Balance					-177,212.24	78,099.46
Uncleared Transactions						
Checks and Payments - 19 Items						
Bill Pmt -Check	02/26/2016	18757	Minuteman Press		-78.38	-78.38
Bill Pmt -Check	05/04/2016	18844	US Postal Service		-83.65	-162.03
Bill Pmt -Check	01/18/2017	19128	Rainier Sportsman's...		-350.00	-512.03
Bill Pmt -Check	05/16/2017	19261	Crains Office Supply		-144.63	-656.66
Bill Pmt -Check	06/05/2017	19256	Crains Office Supply		-58.74	-715.40
Bill Pmt -Check	11/15/2017	19447	Colonial Supplement...		-350.36	-1,065.76
Bill Pmt -Check	12/19/2017	19476	Whitlock Limited Par...		-7,900.00	-8,965.76
Bill Pmt -Check	12/19/2017	19486	Pacific Shellfish Insti...		-3,096.00	-12,061.76
Bill Pmt -Check	12/19/2017	19467	Pacific Shellfish Insti...		-1,691.50	-13,753.26
Bill Pmt -Check	12/19/2017	19465	Native Plant Salvag...		-1,144.61	-14,897.87
Bill Pmt -Check	12/19/2017	19485	Griffin School District		-504.12	-15,401.99
Bill Pmt -Check	12/19/2017	19473	Tumwater School Di...		-309.88	-15,711.87
Bill Pmt -Check	12/19/2017	19459	Coastal Custodial		-294.14	-16,006.01
Bill Pmt -Check	12/19/2017	19481	Hatch-Winecka, Am...		-131.08	-16,137.09
Bill Pmt -Check	12/19/2017	19462	Half Moon Sanitation		-125.00	-16,262.09
Bill Pmt -Check	12/19/2017	19484	Grays Harbor Conse...		-15.00	-16,277.09
Bill Pmt -Check	12/22/2017	19487	Rushton, Clifford D.		-324.54	-16,601.63
Liability Check	12/29/2017	EFT	EFT Payment		-6,601.64	-23,203.27
Liability Check	12/29/2017	To Print	Colonial Supplement...		-350.36	-23,553.63
Total Checks and Payments					-23,553.63	-23,553.63
Total Uncleared Transactions					-23,553.63	-23,553.63
Register Balance as of 12/31/2017					-200,765.87	54,545.83
Ending Balance					-200,765.87	54,545.83



THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW STE A BLDG 1
TUMWATER WA 98512

Page 1 of 6

12/31/2017

CYCLE-030

*****6554

FREE BUSINESS CK

*****06554

PREVIOUS STATEMENT BALANCE AS OF 11/30/17	255,311.70
PLUS 9 DEPOSITS AND OTHER CREDITS	69,315.72
LESS 58 CHECKS AND OTHER DEBITS	246,527.96
LESS MAINTENANCE FEE	0
CURRENT STATEMENT BALANCE AS OF December 31, 2017	78,099.46
NUMBER OF DAYS IN THIS STATEMENT PERIOD: 31	

***** CHECK TRANSACTIONS *****

Date	Serial	Amount	Date	Serial	Amount	Date	Serial	Amount
12/28	19402 *	11,978.29	12/05	19445	350.36	12/28	19461	250.00
12/14	19414 *	10.48	12/12	19446	476.45	12/27	19463 *	3,951.62
12/04	19420 *	300.00	12/06	19448 *	370.63	12/28	19464	307.18
12/04	19422 *	270.00	12/06	19449	31.41	12/27	19466 *	290.98
12/06	19424 *	2,793.63	12/07	19450	1,447.50	12/27	19468 *	80.01
12/04	19425	109.60	12/08	19451	120.77	12/27	19469	41.64
12/18	19437 *	54.45	12/04	19452	143.77	12/29	19472 *	529.00
12/19	19438	1,900.00	12/04	19453	272.41	12/21	19475 *	162.00
12/04	19439	96.60	12/04	19454	184.67	12/27	19477 *	184.67
12/04	19440	124.68	12/07	19455	1,430.00	12/27	19478	169.70
12/11	19441	114.35	12/07	19456	203.64	12/28	19479	594.00
12/05	19442	1,123.78	12/29	19457	190.40	12/29	19480	10,160.38
12/05	19443	660.00	12/26	19458	4,436.64	12/28	19482 *	12,000.00
12/07	19444	3,825.00	12/29	19460 *	370.63	12/28	19483	1,785.00

(*) Asterisk denotes skip in check sequence

***** ELECTRONIC / NON-CHECK TRANSACTIONS *****

Date	Description	Amount
12/06	AC BLUESHIELD OF WA INS. PREM.	5,877.62
12/07	AC UCCI EDI PAYMTS	2,027.12
12/07	AC INTUIT PAYROLL S QUICKBOOKS	16,713.88
12/11	Oct Nov SF Invoices and Intere	115,705.38
12/12	AC BENEFIT RESOURCE BRI XFER	165.01
12/12	AC IRS USATAXPYMT	1,064.38
12/12	AC IRS USATAXPYMT	5,300.74

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www.timberlandbank.com





THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW STE A BLDG 1
TUMWATER WA 98512

*****6554

*** ELECTRONIC / NON-CHECK TRANSACTIONS ***

Date	Description	Amount
12/12	AC IRS USATAXPYMT	5,337.14
12/15	AC WA DEPT RET SYS DRS EPAY	55.00
12/15	AC WA DEPT RET SYS DRS EPAY	8,815.91
12/21	AC BENEFIT RESOURCE BRI XFER	50.00
12/21	AC INTUIT PAYROLL S QUICKBOOKS	19,010.08
12/26	AC BENEFIT RESOURCE BRI XFER	165.01
12/28	AC WASTE CONNECTION WEB_PAY	39.54
12/28	AC WELLS FARGO CARD PHONE PYMT	2,249.83
12/29	AC WA DEPT RET SYS DRS EPAY	55.00

*** DEPOSITS ***

Date	Description	Amount
12/01	CK Deposit	3,665.94
12/08	AC WA ST SCC VENDOR PAY	8,175.18
12/11	AC WA ST SCC VENDOR PAY	6,707.14
12/11	AC TCTREASURER 1104 CITYREMIT	28,845.37
12/13	CK Deposit	95.00
12/20	AC WA ST RCFB VENDOR PAY	5,228.19
12/20	CK Deposit	44.20
12/27	AC WA ST SCC VENDOR PAY	16,482.00
12/28	CK Deposit	72.70

*** BALANCE BY DATE ***

Date	Balance	Date	Balance	Date	Balance	Date	Balance
11/30	255,311.70	12/01	258,977.64	12/04	257,475.91	12/05	255,341.77
12/06	246,268.48	12/07	220,621.34	12/08	228,675.75	12/11	148,408.53
12/12	136,064.81	12/13	136,159.81	12/14	136,149.33	12/15	127,278.42
12/18	127,223.97	12/19	125,323.97	12/20	130,596.36	12/21	111,374.28
12/26	106,772.63	12/27	118,536.01	12/28	89,404.87	12/29	78,099.46

NOTE: THERE IS A NEW PHONE NUMBER TO CALL TO REPORT A
LOST OR STOLEN CARD. THE NUMBER IS 1-800-500-1044.



THURSTON CONSERVATION DISTRICT 2018 PENNSYLVANIA ST. SUITE A TUMWATER, WA 98561-4187 360-794-3583		THURSTON BANK 413 WASHINGTON STREET SE OLYMPIA, WA 98501 10/20/2017	10402 10/20/2017
PAY TO THE ORDER OF: South Puget Sound Redfish Enhancement Group Eleven Thousand Nine Hundred Seventy Eight and 20/100 \$ 11,978.29		DOLLARS	
South Puget Sound Salmon Enhancement Group 8700 Mukwa Way West, Suite 112 Olympia, WA 98511		THURSTON CONSERVATION DISTRICT Richard M. Manthey 10/20/2017	
MEMO: Reimbursement for PSAR Capacity Funds		VERNO	
019402 *325170754* 490006554*			

12/28/2017 19402 \$11,978.29

THURSTON CONSERVATION DISTRICT 2018 PENNSYLVANIA ST. SUITE A TUMWATER, WA 98561-4187 360-794-3583		THURSTON BANK 413 WASHINGTON STREET SE OLYMPIA, WA 98501 10/20/2017	10414 10/20/2017
PAY TO THE ORDER OF: Netherly, Rodd Ten and 40/100 \$ 10.48		DOLLARS	
Netherly, Rodd 10000 1st Avenue NE Everett, WA 98203		THURSTON CONSERVATION DISTRICT Richard M. Manthey 10/20/2017	
MEMO: 10/20/2017		VERNO	
019414 *325170754* 490006554*			

12/14/2017 19414 \$10.48

THURSTON CONSERVATION DISTRICT 2018 PENNSYLVANIA ST. SUITE A TUMWATER, WA 98561-4187 360-794-3583		THURSTON BANK 413 WASHINGTON STREET SE OLYMPIA, WA 98501 10/21/2017	19420 10/21/2017
PAY TO THE ORDER OF: WSW Thurston County Extension Three Hundred and 00/100 \$ 300.00		DOLLARS	
WSW Thurston County Extension 6000 Harbor Ave. Olympia, WA 98501		THURSTON CONSERVATION DISTRICT Richard M. Manthey 10/21/2017	
MEMO: Grants meeting workshop support		VERNO	
019420 *325170754* 490006554*			

12/04/2017 19420 \$300.00

THURSTON CONSERVATION DISTRICT 2018 PENNSYLVANIA ST. SUITE A TUMWATER, WA 98561-4187 360-794-3583		THURSTON BANK 413 WASHINGTON STREET SE OLYMPIA, WA 98501 10/20/2017	19422 10/20/2017
PAY TO THE ORDER OF: ALL Western Agricultural Librarians One Thousand Seven Hundred and 00/100 \$ 1,700.00		DOLLARS	
ALL Western Agricultural Librarians 1311 Rockwood Ave. SW Olympia, WA 98511		THURSTON CONSERVATION DISTRICT Richard M. Manthey 10/20/2017	
MEMO: Soil Tests		VERNO	
019422 *325170754* 490006554*			

12/04/2017 19422 \$270.00

THURSTON CONSERVATION DISTRICT 2018 PENNSYLVANIA ST. SUITE A TUMWATER, WA 98561-4187 360-794-3583		THURSTON BANK 413 WASHINGTON STREET SE OLYMPIA, WA 98501 10/20/2017	19424 10/20/2017
PAY TO THE ORDER OF: One Half Hour Conservation District Two Thousand Seven Hundred and Twenty Three and 00/100 \$ 2,723.63		DOLLARS	
One Half Hour Conservation District 330 Pioneer Avenue West Mukwonago, IL 60053-4459		THURSTON CONSERVATION DISTRICT Richard M. Manthey 10/20/2017	
MEMO: Region bar lunch & transportation		VERNO	
019424 *325170754* 490006554*			

12/06/2017 19424 \$2,793.63

THURSTON CONSERVATION DISTRICT 2018 PENNSYLVANIA ST. SUITE A TUMWATER, WA 98561-4187 360-794-3583		THURSTON BANK 413 WASHINGTON STREET SE OLYMPIA, WA 98501 10/20/2017	19425 10/20/2017
PAY TO THE ORDER OF: Laboratory Communications One Hundred and 09/100 \$ 109.60		DOLLARS	
Laboratory Communications 10000 1st Avenue NE Everett, WA 98203		THURSTON CONSERVATION DISTRICT Richard M. Manthey 10/20/2017	
MEMO: Board Soil Legal Aid		VERNO	
019425 *325170754* 490006554*			

12/04/2017 19425 \$109.60

THURSTON CONSERVATION DISTRICT 2018 PENNSYLVANIA ST. SUITE A TUMWATER, WA 98561-4187 360-794-3583		THURSTON BANK 413 WASHINGTON STREET SE OLYMPIA, WA 98501 10/15/2017	19437 10/15/2017
PAY TO THE ORDER OF: Coway's Coffee Fifty Four and 41/100 \$ 54.45		DOLLARS	
Coway's Coffee 1000 Lakeview Dr. SW Olympia, WA 98511		THURSTON CONSERVATION DISTRICT Richard M. Manthey 10/15/2017	
MEMO		VERNO	
019437 *325170754* 490006554*			

12/18/2017 19437 \$54.45

THURSTON CONSERVATION DISTRICT 2018 PENNSYLVANIA ST. SUITE A TUMWATER, WA 98561-4187 360-794-3583		THURSTON BANK 413 WASHINGTON STREET SE OLYMPIA, WA 98501 10/15/2017	19438 10/15/2017
PAY TO THE ORDER OF: Geoffrey Mauer One Thousand Nine Hundred and 00/100 \$ 1,900.00		DOLLARS	
Geoffrey Mauer 8500 Ave SW Olympia, WA 98512		THURSTON CONSERVATION DISTRICT Richard M. Manthey 10/15/2017	
MEMO: Field Work Mileage		VERNO	
019438 *325170754* 490006554*			

12/19/2017 19438 \$1,900.00

THURSTON CONSERVATION DISTRICT 2018 PENNSYLVANIA ST. SUITE A TUMWATER, WA 98561-4187 360-794-3583		THURSTON BANK 413 WASHINGTON STREET SE OLYMPIA, WA 98501 10/15/2017	19439 10/15/2017
PAY TO THE ORDER OF: Lakota Conventions Twenty Six and 00/100 \$ 26.00		DOLLARS	
Lakota Conventions 3111 E. 1st St. Central, WA 98301		THURSTON CONSERVATION DISTRICT Richard M. Manthey 10/15/2017	
MEMO: 1000 Reg. public safety legal aid 10/17		VERNO	
019439 *325170754* 490006554*			

12/04/2017 19439 \$96.60

THURSTON CONSERVATION DISTRICT 2018 PENNSYLVANIA ST. SUITE A TUMWATER, WA 98561-4187 360-794-3583		THURSTON BANK 413 WASHINGTON STREET SE OLYMPIA, WA 98501 10/15/2017	19440 10/15/2017
PAY TO THE ORDER OF: Fawn Fuel One Hundred Twenty Four and 00/100 \$ 124.68		DOLLARS	
Fawn Fuel P.O. Box 207 Olympia, WA 98507		THURSTON CONSERVATION DISTRICT Richard M. Manthey 10/15/2017	
MEMO: Fuel charges		VERNO	
019440 *325170754* 490006554*			

12/04/2017 19440 \$124.68

THURSTON CONSERVATION DISTRICT 2018 PENNSYLVANIA ST. SUITE A TUMWATER, WA 98561-4187 360-794-3583		THURSTON BANK 413 WASHINGTON STREET SE OLYMPIA, WA 98501 10/15/2017	19441 10/15/2017
PAY TO THE ORDER OF: Pricer of Business Builders One Hundred Fourteen and 35/100 \$ 114.35		DOLLARS	
Pricer of Business Builders 7001 S. 16th St. Kent, WA 98032		THURSTON CONSERVATION DISTRICT Richard M. Manthey 10/15/2017	
MEMO: WA Coal/Spill		VERNO	
019441 *325170754* 490006554*			

12/11/2017 19441 \$114.35

THURSTON CONSERVATION DISTRICT 2018 PENNSYLVANIA ST. SUITE A TUMWATER, WA 98561-4187 360-794-3583		THURSTON BANK 413 WASHINGTON STREET SE OLYMPIA, WA 98501 10/15/2017	19442 10/15/2017
PAY TO THE ORDER OF: Salt Solutions LLC One Thousand One Hundred Twenty Three and 70/100 \$ 1,123.78		DOLLARS	
Salt Solutions LLC 11111 1st Ave SW Olympia, WA 98511		THURSTON CONSERVATION DISTRICT Richard M. Manthey 10/15/2017	
MEMO: Equipment storage 10/1/17		VERNO	
019442 *325170754* 490006554*			

12/05/2017 19442 \$1,123.78

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SW, SUITE A
TUMWATER, WA 98512-4117
360-754-3544

THURSTON LAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
11/15/2017

19443
11/15/2017

PAY TO THE ORDER OF: Sully Khachoff \$ 660.00

One Thousand Six Hundred and 00/100

Sully Khachoff
PO Box 11137
Tumwater, WA 98512

THURSTON CONSERVATION DISTRICT
Richard M. Hargrove

MEMO: CREP Wood Utilization

019443 1325170754 490006554

12/05/2017 19443 \$660.00

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SW, SUITE A
TUMWATER, WA 98512-4117
360-754-3544

THURSTON LAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
11/15/2017

19444
11/15/2017

PAY TO THE ORDER OF: Wilma Townsend \$ 3,825.00

Three Thousand Eight Hundred Twenty Five and 00/100

Wilma Townsend
2111 FERGUSON ST. SW
Tumwater, WA 98512

THURSTON CONSERVATION DISTRICT
Richard M. Hargrove

MEMO: CREP Wood Utilization

019444 1325170754 490006554

12/07/2017 19444 \$3,825.00

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SW, SUITE A
TUMWATER, WA 98512-4117
360-754-3544

THURSTON LAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
11/15/2017

19445
11/15/2017

PAY TO THE ORDER OF: Colonial Supply and Service \$ 350.36

Three Hundred Fifty and 36/100

Colonial Supply and Service
PO Box 1355
Olympia, WA 98511

THURSTON CONSERVATION DISTRICT
Richard M. Hargrove

MEMO: CREP Wood Utilization

019445 1325170754 490006554

12/05/2017 19445 \$350.36

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SW, SUITE A
TUMWATER, WA 98512-4117
360-754-3544

THURSTON LAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
11/15/2017

19446
11/15/2017

PAY TO THE ORDER OF: SC Gas Repay \$ 476.45

Four Hundred Seventy Six and 45/100

SC Gas Repay

THURSTON CONSERVATION DISTRICT
Richard M. Hargrove

MEMO: gas and electric usage

019446 1325170754 490006554

12/12/2017 19446 \$476.45

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SW, SUITE A
TUMWATER, WA 98512-4117
360-754-3544

THURSTON LAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
11/15/2017

19448
11/15/2017

PAY TO THE ORDER OF: Corcoran \$ 370.63

Three Hundred Seventy and 63/100

Corcoran
PO Box 34244
Olympia, WA 98511-7144

THURSTON CONSERVATION DISTRICT
Richard M. Hargrove

MEMO: office supplies and maintenance

019448 1325170754 490006554

12/06/2017 19448 \$370.63

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SW, SUITE A
TUMWATER, WA 98512-4117
360-754-3544

THURSTON LAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
11/15/2017

19449
11/15/2017

PAY TO THE ORDER OF: Oly Reg Water Co. \$ 31.41

Thirty One and 41/100

Oly Reg Water Co.
25 E 34 Ave
Olympia, WA 98511-1122

THURSTON CONSERVATION DISTRICT
Richard M. Hargrove

MEMO: water and sewer

019449 1325170754 490006554

12/06/2017 19449 \$31.41

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SW, SUITE A
TUMWATER, WA 98512-4117
360-754-3544

THURSTON LAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
11/15/2017

19450
11/15/2017

PAY TO THE ORDER OF: FCS Group \$ 1,447.50

One Thousand Four Hundred Forty Seven and 50/100

FCS Group
1125 16th Ave NE
Suite D-115
Redmond, WA 98062

THURSTON CONSERVATION DISTRICT
Richard M. Hargrove

MEMO: Rate and charge for labor

019450 1325170754 490006554

12/07/2017 19450 \$1,447.50

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SW, SUITE A
TUMWATER, WA 98512-4117
360-754-3544

THURSTON LAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
11/15/2017

19451
11/15/2017

PAY TO THE ORDER OF: IP Welding Solutions \$ 120.77

One Hundred Twenty and 77/100

IP Welding Solutions
116 N 2nd St
Tacoma, WA 98401-6516

THURSTON CONSERVATION DISTRICT
Richard M. Hargrove

MEMO: portable water meter

019451 1325170754 490006554

12/08/2017 19451 \$120.77

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SW, SUITE A
TUMWATER, WA 98512-4117
360-754-3544

THURSTON LAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
11/15/2017

19452
11/15/2017

PAY TO THE ORDER OF: Paces Fuel \$ 143.77

One Hundred Forty Three and 77/100

Paces Fuel
PO Box 31
Olympia, WA 98507

THURSTON CONSERVATION DISTRICT
Richard M. Hargrove

MEMO: fuel

019452 1325170754 490006554

12/04/2017 19452 \$143.77

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SW, SUITE A
TUMWATER, WA 98512-4117
360-754-3544

THURSTON LAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
11/15/2017

19453
11/15/2017

PAY TO THE ORDER OF: Paces Board Energy \$ 272.41

Two Hundred Seventy Two and 41/100

Paces Board Energy
Paces Board Energy Center, 601-011
PO Box 1120
Burlington, WA 98603-9120

THURSTON CONSERVATION DISTRICT
Richard M. Hargrove

MEMO: gas and electric usage

019453 1325170754 490006554

12/04/2017 19453 \$272.41

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SW, SUITE A
TUMWATER, WA 98512-4117
360-754-3544

THURSTON LAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
11/15/2017

19454
11/15/2017

PAY TO THE ORDER OF: Rugh USA, Inc. \$ 184.67

One Hundred Eighty Four and 67/100

Rugh USA, Inc.
PO Box 45013
Dallas, TX 75205

THURSTON CONSERVATION DISTRICT
Richard M. Hargrove

MEMO: regular labor

019454 1325170754 490006554

12/04/2017 19454 \$184.67

THURSTON CONSERVATION DISTRICT
2111 FERGUSON ST. SW, SUITE A
TUMWATER, WA 98512-4117
360-754-3544

THURSTON LAND BANK
423 WASHINGTON STREET SE
OLYMPIA, WA 98501
11/15/2017

19455
11/15/2017

PAY TO THE ORDER OF: WA State University Energy Program \$ 1,430.00

One Thousand Four Hundred Thirty and 00/100

WA State University Energy Program
PO Box 43165
600 PULP DE
Olympia, WA 98504-3165

THURSTON CONSERVATION DISTRICT
Richard M. Hargrove

MEMO: fuel and labor

019455 1325170754 490006554

12/07/2017 19455 \$1,430.00

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117 360-754-3344	THURSTON BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 12/19/2017	19456 11/30/2017
PAY TO THE ORDER OF: Washington State Conservation Commission \$ 203.64		
Two Hundred Three and 64/100 DOLLARS		
THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117		
MEMO: Rain and Pigeon House		
10194566 1325170754 490006554		

12/07/2017 19456 \$203.64

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117 360-754-3344	THURSTON BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 12/19/2017	19457 11/30/2017
PAY TO THE ORDER OF: All Thruway Agricultural Services \$ 190.40		
One Hundred Ninety and 40/100 DOLLARS		
THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117		
MEMO: All Thruway Agricultural Services		
10194566 1325170754 490006554		

12/29/2017 19457 \$190.40

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117 360-754-3344	THURSTON BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 12/19/2017	19458 11/30/2017
PAY TO THE ORDER OF: City of Olympia \$ 1,410.64		
Four Thousand Four Hundred Thirty Six and 64/100 DOLLARS		
THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117		
MEMO: Project maintenance		
10194566 1325170754 490006554		

12/26/2017 19458 \$4,436.64

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117 360-754-3344	THURSTON BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 12/19/2017	19460 11/30/2017
PAY TO THE ORDER OF: Contact \$ 370.63		
Three Hundred Seventy and 63/100 DOLLARS		
THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117		
MEMO: Internal phone services		
10194566 1325170754 490006554		

12/29/2017 19460 \$370.63

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117 360-754-3344	THURSTON BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 12/19/2017	19461 11/30/2017
PAY TO THE ORDER OF: Dan Bels \$ 350.00		
Three Hundred Fifty and 00/100 DOLLARS		
THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117		
MEMO: Dan Bels Workshop Fee		
10194566 1325170754 490006554		

12/28/2017 19461 \$250.00

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117 360-754-3344	THURSTON BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 12/19/2017	19463 11/30/2017
PAY TO THE ORDER OF: Alaska Conservation District \$ 3,951.62		
Three Thousand Nine Hundred Fifty One and 62/100 DOLLARS		
THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117		
MEMO: Starting Over Charges		
10194566 1325170754 490006554		

12/27/2017 19463 \$3,951.62

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117 360-754-3344	THURSTON BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 12/19/2017	19464 11/30/2017
PAY TO THE ORDER OF: Knapman Press \$ 307.18		
Three Hundred Seven and 18/100 DOLLARS		
THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117		
MEMO: Knapman Press		
10194566 1325170754 490006554		

12/28/2017 19464 \$307.18

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117 360-754-3344	THURSTON BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 12/19/2017	19466 11/30/2017
PAY TO THE ORDER OF: The Olympia \$ 290.58		
Two Hundred Ninety and 58/100 DOLLARS		
THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117		
MEMO: Police & Charge Public Safety Legal Aid - Public Safety		
10194566 1325170754 490006554		

12/27/2017 19466 \$290.98

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117 360-754-3344	THURSTON BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 12/19/2017	19468 11/30/2017
PAY TO THE ORDER OF: Pioneer Fuel \$ 60.01		
Sixty and 1/100 DOLLARS		
THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117		
MEMO: Pioneer Fuel		
10194566 1325170754 490006554		

12/27/2017 19468 \$80.01

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117 360-754-3344	THURSTON BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 12/19/2017	19469 11/30/2017
PAY TO THE ORDER OF: Paycom Life & Health \$ 41.41		
Forty One and 41/100 DOLLARS		
THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117		
MEMO: Paycom Life & Health		
10194566 1325170754 490006554		

12/27/2017 19469 \$41.64

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117 360-754-3344	THURSTON BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 12/19/2017	19472 11/30/2017
PAY TO THE ORDER OF: Expense Type \$ 419.00		
Four Hundred Nineteen and 00/100 DOLLARS		
THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117		
MEMO: Expense Type		
10194566 1325170754 490006554		

12/29/2017 19472 \$529.00

THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117 360-754-3344	THURSTON BANK 423 WASHINGTON STREET SE OLYMPIA, WA 98501 12/19/2017	19475 11/30/2017
PAY TO THE ORDER OF: Jones Waterbury \$ 162.00		
One Hundred Sixty Two and 00/100 DOLLARS		
THURSTON CONSERVATION DISTRICT 2918 FERGUSON ST SW, SUITE A TUMWATER, WA 98561-4117		
MEMO: Jones Waterbury		
10194566 1325170754 490006554		

12/21/2017 19475 \$162.00

THURSTON CONSERVATION DISTRICT 2013 PENNINGTON ST. SUITE A TUMWATER, WA 98511-4117 360-734-1344		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501	19477 12/28/2017
PAY TO THE ORDER OF	Rich USA Inc. One Hundred Fifty Four and 00/100	\$	**184.67
MEMO		DOLLARS	
Rich USA Inc. PO Box 620793 Dallas, TX 75266		THURSTON CONSERVATION DISTRICT Richard M. Hargrave AUTHORIZED SIGNATURE	
⑆019477⑆ ⑆325170754⑆ ⑆90006554⑆			

12/27/2017 19477 \$184.67

THURSTON CONSERVATION DISTRICT 2013 PENNINGTON ST. SUITE A TUMWATER, WA 98511-4117 360-734-1344		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501	19478 12/28/2017
PAY TO THE ORDER OF	Rich USA Inc. One Hundred Sixty Nine and 70/100	\$	**169.70
MEMO		DOLLARS	
Rich USA Inc. PO Box 31004-0000 Palo Alto, CA 94304-0000		THURSTON CONSERVATION DISTRICT Richard M. Hargrave AUTHORIZED SIGNATURE	
⑆019478⑆ ⑆325170754⑆ ⑆90006554⑆			

12/27/2017 19478 \$169.70

THURSTON CONSERVATION DISTRICT 2013 PENNINGTON ST. SUITE A TUMWATER, WA 98511-4117 360-734-1344		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501	19479 12/28/2017
PAY TO THE ORDER OF	VA State University Energy Program One Hundred and Twenty Four and 00/100	\$	**594.00
MEMO		DOLLARS	
VA State University Energy Program PO Box 13105 905 Plan St SE Olympia, WA 98511-3105		THURSTON CONSERVATION DISTRICT Richard M. Hargrave AUTHORIZED SIGNATURE	
⑆019479⑆ ⑆325170754⑆ ⑆90006554⑆			

12/28/2017 19479 \$594.00

THURSTON CONSERVATION DISTRICT 2013 PENNINGTON ST. SUITE A TUMWATER, WA 98511-4117 360-734-1344		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501	19480 12/28/2017
PAY TO THE ORDER OF	Coast Harbor Conservation District Ten Thousand One Hundred Sixty and 00/100	\$	**10,160.38
MEMO		DOLLARS	
Coast Harbor Conservation District 300 Pioneer Avenue NW Albany, WA 99004-1109		THURSTON CONSERVATION DISTRICT Richard M. Hargrave AUTHORIZED SIGNATURE	
⑆019480⑆ ⑆325170754⑆ ⑆90006554⑆			

12/29/2017 19480 \$10,160.38

THURSTON CONSERVATION DISTRICT 2013 PENNINGTON ST. SUITE A TUMWATER, WA 98511-4117 360-734-1344		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501	19482 12/28/2017
PAY TO THE ORDER OF	South Puget Sound Salmon Enhancement Group Twelve Thousand and 00/100	\$	**12,000.00
MEMO		DOLLARS	
South Puget Sound Salmon Enhancement Group 4105 Martin Way NW, Suite 112 Olympia, WA 98505		THURSTON CONSERVATION DISTRICT Richard M. Hargrave AUTHORIZED SIGNATURE	
⑆019482⑆ ⑆325170754⑆ ⑆90006554⑆			

12/28/2017 19482 \$12,000.00

THURSTON CONSERVATION DISTRICT 2013 PENNINGTON ST. SUITE A TUMWATER, WA 98511-4117 360-734-1344		THURSTON CONSERVATION DISTRICT 423 WASHINGTON STREET SE OLYMPIA, WA 98501	19483 12/28/2017
PAY TO THE ORDER OF	FCS Group One Thousand Seven Hundred Fifty Five and 00/100	\$	**1,785.00
MEMO		DOLLARS	
FCS Group 1531 150th Ave NE Suite 215 Redmond, WA 98072		THURSTON CONSERVATION DISTRICT Richard M. Hargrave AUTHORIZED SIGNATURE	
⑆019483⑆ ⑆325170754⑆ ⑆90006554⑆			

12/28/2017 19483 \$1,785.00

10:28 AM

01/04/18

Thurston Conservation District
Reconciliation Summary
3082003 · Saving-2410 Shellfish Fund, Period Ending 12/31/2017

	<u>Dec 31, 17</u>	
Beginning Balance		156,609.59
Cleared Transactions		
Deposits and Credits - 2 Items	<u>115,725.34</u>	
Total Cleared Transactions	<u>115,725.34</u>	
Cleared Balance		<u>272,334.93</u>
Register Balance as of 12/31/2017		272,334.93
Ending Balance		272,334.93

10:29 AM

01/04/18

**Thurston Conservation District
Reconciliation Detail****3082003 · Saving-2410 Shellfish Fund, Period Ending 12/31/2017**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						156,609.59
Cleared Transactions						
Deposits and Credits - 2 Items						
Transfer	12/11/2017			X	115,705.38	115,705.38
Deposit	12/31/2017			X	19.96	115,725.34
Total Deposits and Credits					115,725.34	115,725.34
Total Cleared Transactions					115,725.34	115,725.34
Cleared Balance					115,725.34	272,334.93
Register Balance as of 12/31/2017					115,725.34	272,334.93
Ending Balance					115,725.34	272,334.93



THURSTON CONSERVATION DISTRICT
SHELLFISH FUND
2918 FERGUSON ST SW STE A BLDG 1
TUMWATER WA 98512

Page 1 of 1

12/31/2017

CYCLE-101

*****2410

REG SV MO STMT

*******02410**

BEGINNING RATE	0.10000	
PREVIOUS STATEMENT BALANCE AS OF 11/30/17		156,609.59
PLUS 2 DEPOSITS AND OTHER CREDITS		115,725.34
LESS 0 CHECKS AND OTHER DEBITS		.00
LESS MAINTENANCE FEE		0
CURRENT STATEMENT BALANCE AS OF December 31, 2017		272,334.93
NUMBER OF DAYS IN THIS STATEMENT PERIOD: 31		

***** DEPOSITS *****

Date	Description	Amount
12/11	Oct Nov SF invoices and intere	115,705.38
12/31	INTEREST PAYMENT	19.96

***** BALANCE BY DATE *****

Date	Balance	Date	Balance	Date	Balance	Date	Balance
11/30	156,609.59	12/11	272,314.97	12/31	272,334.93		
PAYER FEDERAL ID NUMBER.....				91-0260220			
INTEREST PAID YEAR TO DATE.....				239.02			

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www.timberlandbank.com



10:29 AM

01/04/18

Thurston Conservation District
Reconciliation Summary
3082002 · Saving-6568 - Timberland, Period Ending 12/31/2017

	Dec 31, 17
Beginning Balance	41,212.04
Cleared Transactions	
Deposits and Credits - 1 Item	1.05
Total Cleared Transactions	1.05
Cleared Balance	41,213.09
Register Balance as of 12/31/2017	41,213.09
Ending Balance	41,213.09

10:30 AM

01/04/18

Thurston Conservation District

Reconciliation Detail

3082002 - Saving-6568 - Timberland, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						41,212.04
Cleared Transactions						
Deposits and Credits - 1 Item						
Deposit	12/31/2017			X	1.05	1.05
Total Deposits and Credits					1.05	1.05
Total Cleared Transactions					1.05	1.05
Cleared Balance					1.05	41,213.09
Register Balance as of 12/31/2017					1.05	41,213.09
Ending Balance					1.05	41,213.09



THURSTON CONSERVATION DISTRICT
2918 FERGUSON ST SW STE A BLDG 1
TUMWATER WA 98512

Page 1 of 1

12/31/2017

CYCLE-101

*****6568

REG SV MO STMT

****16568

BEGINNING RATE	0.03000	
PREVIOUS STATEMENT BALANCE AS OF 11/30/17		41,212.04
PLUS 1 DEPOSITS AND OTHER CREDITS		1.05
LESS 0 CHECKS AND OTHER DEBITS		.00
LESS MAINTENANCE FEE		0
CURRENT STATEMENT BALANCE AS OF December 31, 2017		41,213.09
NUMBER OF DAYS IN THIS STATEMENT PERIOD: 31		

*** DEPOSITS ***

Date	Description	Amount
12/31	INTEREST PAYMENT	1.05

*** BALANCE BY DATE ***

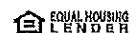
Date	Balance	Date	Balance	Date	Balance	Date	Balance
11/30	41,212.04	12/31	41,213.09				

PAYER FEDERAL ID NUMBER.....	91-0260220
INTEREST PAID YEAR TO DATE.....	12.38

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11:39 AM

01/15/18

Thurston Conservation District
Reconciliation Summary
Wells Fargo, Period Ending 11/15/2017

	Nov 15, 17
Beginning Balance	95.73
Cleared Transactions	
Charges and Cash Advances - 41 Items	-2,154.10
Payments and Credits - 1 item	0.00
Total Cleared Transactions	-2,154.10
Cleared Balance	2,249.83
Uncleared Transactions	
Charges and Cash Advances - 40 items	-4,960.06
Total Uncleared Transactions	-4,960.06
Register Balance as of 11/15/2017	7,209.89
New Transactions	
Charges and Cash Advances - 31 Items	-6,057.44
Total New Transactions	-6,057.44
Ending Balance	13,267.33

11:39 AM

01/15/18

Thurston Conservation District

Reconciliation Detail

Wells Fargo, Period Ending 11/15/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						95.73
Cleared Transactions						
Charges and Cash Advances - 41 items						
Credit Card Charge	10/27/2017	8027	Fred Meyer	X	-3.26	-3.26
Credit Card Charge	11/08/2017	7970	Washington State F...	X	-8.35	-11.61
Credit Card Charge	11/08/2017	7970	Port of Kingston	X	-5.00	-16.61
Credit Card Charge	11/08/2017	8012	Olympia parking	X	-4.00	-20.61
Credit Card Charge	11/14/2017	8045	Brown Paper Tickets	X	-10.00	-30.61
Credit Card Charge	12/01/2017	8039	Site Impressions	X	-61.96	-92.57
Credit Card Charge	12/01/2017	7987	Thurston County Ch...	X	-20.00	-112.57
Credit Card Charge	12/01/2017	7988	UPS	X	-9.57	-122.14
Credit Card Charge	12/01/2017	8040	UPS	X	-9.57	-131.71
Credit Card Charge	12/08/2017	7990	Les Schwab Tire Co...	X	-485.16	-616.87
Credit Card Charge	12/08/2017	7996	Napa Store	X	-139.38	-756.25
Credit Card Charge	12/08/2017	8030	REI	X	-92.27	-848.52
Credit Card Charge	12/08/2017	8050	The Lucky Lunchbox	X	-89.22	-937.74
Credit Card Charge	12/08/2017	8073	Site Impressions	X	-68.46	-1,006.20
Credit Card Charge	12/08/2017	7992	Site Impressions	X	-68.46	-1,074.66
Credit Card Charge	12/08/2017	8043	Caspio Inc	X	-59.00	-1,133.66
Credit Card Charge	12/08/2017	7924	Haggen	X	-50.06	-1,183.72
Credit Card Charge	12/08/2017	8051	Best Buy	X	-43.51	-1,227.23
Credit Card Charge	12/08/2017	7923	Ace Hardware	X	-43.48	-1,270.71
Credit Card Charge	12/08/2017	7995	Amazon	X	-28.98	-1,299.69
Credit Card Charge	12/08/2017	7946	Starbucks	X	-17.35	-1,317.04
Credit Card Charge	12/08/2017	8041	Napa Store	X	-16.32	-1,333.36
Credit Card Charge	12/08/2017	7924	Trader Joes	X	-13.06	-1,346.42
Credit Card Charge	12/08/2017	8046	Amazon	X	-12.99	-1,359.41
Credit Card Charge	12/08/2017	8090	Facebook	X	-10.00	-1,369.41
Credit Card Charge	12/08/2017	8038	Baileys IGA	X	-8.62	-1,378.03
Credit Card Charge	12/08/2017	8014	Target	X	-8.40	-1,386.43
Credit Card Charge	12/08/2017	7985	Safeway	X	-2.69	-1,389.12
Credit Card Charge	12/08/2017	8072	City of Olympia	X	-1.10	-1,390.22
Credit Card Charge	12/31/2017		Casa Mia	X	-398.78	-1,789.00
Credit Card Charge	12/31/2017		Craigs Office Supply	X	-104.39	-1,893.39
Credit Card Charge	12/31/2017		Main Street Cookie	X	-96.00	-1,989.39
Credit Card Charge	12/31/2017		Safeway	X	-61.07	-2,050.46
Credit Card Charge	12/31/2017		Shell Oil	X	-33.29	-2,083.75
Credit Card Charge	12/31/2017		Trader Joes	X	-20.46	-2,104.21
Credit Card Charge	12/31/2017		Wells Fargo Remitta...	X	-11.00	-2,115.21
Credit Card Charge	12/31/2017	8094	City of Olympia	X	-10.00	-2,125.21
Credit Card Charge	12/31/2017		Shipwreck Cafe	X	-8.06	-2,133.27
Credit Card Charge	12/31/2017		Yelm Fook Co-Op	X	-7.81	-2,141.08
Credit Card Charge	12/31/2017		Good to Go	X	-7.00	-2,148.08
Credit Card Charge	12/31/2017		Wells Fargo Remitta...	X	-6.02	-2,154.10
Total Charges and Cash Advances					-2,154.10	-2,154.10
Payments and Credits - 1 item						
Bill	10/10/2017		Wells Fargo Remitta...	X	0.00	0.00
Total Cleared Transactions					-2,154.10	-2,154.10
Cleared Balance					2,154.10	2,249.83
Uncleared Transactions						
Charges and Cash Advances - 40 items						
Credit Card Charge	06/30/2017		Best Buy		-65.25	-65.25
Credit Card Charge	08/22/2017	7846	Fed Ex		-18.32	-83.57
Credit Card Charge	09/06/2017	7868	San Francisco Stre...		-33.92	-117.49
Credit Card Charge	09/06/2017	7754	Trader Joes		-33.58	-151.07
Credit Card Charge	09/06/2017	7868	Wagners European ...		-32.67	-183.74
Credit Card Charge	09/06/2017	7852	Spooner Berry Farm		-23.00	-206.74
Credit Card Charge	10/24/2017	8017	Dispute Resolution ...		-30.00	-236.74
Credit Card Charge	10/27/2017	8005	Minuteman Press		-890.43	-1,127.17
Credit Card Charge	10/27/2017	8008	SPSCC		-154.75	-1,281.92
Credit Card Charge	10/27/2017	8024	San Francisco Stre...		-152.70	-1,434.62
Credit Card Charge	10/27/2017	8023	Albertsons		-68.45	-1,503.07
Credit Card Charge	10/27/2017	8007	Brown Paper Tickets		-53.74	-1,556.81
Credit Card Charge	10/27/2017	8011	Starbucks		-34.71	-1,591.52

11:39 AM

01/15/18

Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 11/15/2017

Type	Date	Num	Name	Clr	Amount	Balance
Credit Card Charge	10/27/2017	7959	Facebook		-30.00	-1,621.52
Credit Card Charge	10/27/2017	8003	Dispute Resolution ...		-30.00	-1,651.52
Credit Card Charge	10/27/2017	8026	Fred Meyer		-26.89	-1,678.41
Credit Card Charge	10/27/2017	8028	Haggen		-18.01	-1,696.42
Credit Card Charge	10/27/2017	8029	Olympia Food Co-Op		-14.90	-1,711.32
Credit Card Charge	10/31/2017	7979	Caspio Inc		-59.00	-1,770.32
Credit Card Charge	10/31/2017	8016	Dispute Resolution ...		-30.00	-1,800.32
Credit Card Charge	10/31/2017	7993	Dispute Resolution ...		-30.00	-1,830.32
Credit Card Charge	10/31/2017	7980	Dispute Resolution ...		-30.00	-1,860.32
Credit Card Charge	10/31/2017	8044	Dispute Resolution ...		-30.00	-1,890.32
Credit Card Charge	11/01/2017	7983	Brown Paper Tickets		-26.87	-1,917.19
Credit Card Charge	11/08/2017	7981	Office Depot		-209.08	-2,126.27
Credit Card Charge	11/08/2017	7882	San Francisco Stre...		-47.04	-2,173.31
Credit Card Charge	11/08/2017	7982	Wagners European ...		-25.05	-2,198.36
Credit Card Charge	11/08/2017	7882	Trader Joes		-11.98	-2,210.34
Credit Card Charge	11/08/2017	7982	Trader Joes		-7.99	-2,218.33
Credit Card Charge	11/14/2017		Window Seat Media		-2,002.04	-4,220.37
Credit Card Charge	11/14/2017	7907	Amazon		-292.95	-4,513.32
Credit Card Charge	11/14/2017	7920	Harbor Freight		-144.20	-4,657.52
Credit Card Charge	11/14/2017		T Sheets		-85.00	-4,742.52
Credit Card Charge	11/14/2017		Crains Office Supply		-73.97	-4,816.49
Credit Card Charge	11/14/2017	7905	Starbucks		-34.71	-4,851.20
Credit Card Charge	11/14/2017	7919	Olympia Food Co-Op		-32.53	-4,883.73
Credit Card Charge	11/14/2017	7917	Cab		-27.43	-4,911.16
Credit Card Charge	11/14/2017	7919	Haggen		-21.26	-4,932.42
Credit Card Charge	11/14/2017	7905	Trader Joes		-18.95	-4,951.37
Credit Card Charge	11/14/2017	7918	Fred Meyer		-8.69	-4,960.06
Total Charges and Cash Advances					-4,960.06	-4,960.06
Total Uncleared Transactions					-4,960.06	-4,960.06
Register Balance as of 11/15/2017					7,114.16	7,209.89
New Transactions						
Charges and Cash Advances - 31 Items						
Credit Card Charge	12/08/2017	8089	Facebook		-10.00	-10.00
Credit Card Charge	12/31/2017		Natural Rain		-2,660.85	-2,670.85
Credit Card Charge	12/31/2017		Natural Rain		-873.40	-3,544.25
Credit Card Charge	12/31/2017		Crains Office Supply		-442.39	-3,986.64
Credit Card Charge	12/31/2017		Hilton Garden Inn K...		-434.01	-4,420.65
Credit Card Charge	12/31/2017		Hilton Garden Inn K...		-324.54	-4,745.19
Credit Card Charge	12/31/2017	8068	CPI		-162.08	-4,907.27
Credit Card Charge	12/31/2017		Staples		-158.46	-5,065.73
Credit Card Charge	12/31/2017		Crains Office Supply		-140.80	-5,206.53
Credit Card Charge	12/31/2017		Cabelas		-129.11	-5,335.64
Credit Card Charge	12/31/2017		Thurston County Dri...		-110.54	-5,446.18
Credit Card Charge	12/31/2017		T Sheets		-80.00	-5,526.18
Credit Card Charge	12/31/2017	8067	UPS		-77.44	-5,603.62
Credit Card Charge	12/31/2017		Chevron		-68.04	-5,671.66
Credit Card Charge	12/31/2017		Caspio Inc		-59.00	-5,730.66
Credit Card Charge	12/31/2017		Baldorf and Bronson...		-43.09	-5,773.75
Credit Card Charge	12/31/2017		Orca Books		-36.88	-5,810.63
Credit Card Charge	12/31/2017		Exxon Mobil		-36.22	-5,846.85
Credit Card Charge	12/31/2017		Trader Joes		-32.08	-5,878.93
Credit Card Charge	12/31/2017	8087	Office Depot		-27.21	-5,906.14
Credit Card Charge	12/31/2017		Haggen		-21.54	-5,927.68
Credit Card Charge	12/31/2017		UPS		-19.71	-5,947.39
Credit Card Charge	12/31/2017		Trader Joes		-18.94	-5,966.33
Credit Card Charge	12/31/2017		City of Olympia		-16.00	-5,982.33
Credit Card Charge	12/31/2017		Trader Joes		-15.96	-5,998.29
Credit Card Charge	12/31/2017		WA St Dept of Licen...		-13.00	-6,011.29
Credit Card Charge	12/31/2017		Staples		-12.18	-6,023.47
Credit Card Charge	12/31/2017		City of Olympia		-10.00	-6,033.47
Credit Card Charge	12/31/2017		NMI		-9.99	-6,043.46
Credit Card Charge	12/31/2017		IA DOT		-7.00	-6,050.46
Credit Card Charge	12/31/2017		Trader Joes		-6.98	-6,057.44

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01/15/18

Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 11/15/2017

Type	Date	Num	Name	Clr	Amount	Balance
Total Charges and Cash Advances					-6,057.44	-6,057.44
Total New Transactions					-6,057.44	-6,057.44
Ending Balance					13,171.60	13,267.33

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01/15/18

Thurston Conservation District
Reconciliation Summary
Wells Fargo, Period Ending 12/15/2017

	Dec 15, 17
Beginning Balance	2,249.83
Cleared Transactions	
Charges and Cash Advances - 30 Items	-6,062.32
Payments and Credits - 1 Item	34.97
Total Cleared Transactions	-6,027.35
Cleared Balance	8,277.18
Uncleared Transactions	
Charges and Cash Advances - 41 Items	-4,970.06
Total Uncleared Transactions	-4,970.06
Register Balance as of 12/15/2017	13,247.24
New Transactions	
Charges and Cash Advances - 1 Item	-80.00
Payments and Credits - 1 Item	2,249.83
Total New Transactions	2,169.83
Ending Balance	11,077.41

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01/15/18

Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 12/15/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,249.83
Cleared Transactions						
Charges and Cash Advances - 30 Items						
Credit Card Charge	12/31/2017		Natural Rain	X	-2,660.85	-2,660.85
Credit Card Charge	12/31/2017		Natural Rain	X	-873.40	-3,534.25
Credit Card Charge	12/31/2017		Crains Office Supply	X	-442.39	-3,976.64
Credit Card Charge	12/31/2017		Hilton Garden Inn K...	X	-434.01	-4,410.65
Credit Card Charge	12/31/2017		Hilton Garden Inn K...	X	-324.54	-4,735.19
Credit Card Charge	12/31/2017	8068	GPI	X	-162.08	-4,897.27
Credit Card Charge	12/31/2017		Staples	X	-158.46	-5,055.73
Credit Card Charge	12/31/2017		Crains Office Supply	X	-140.80	-5,196.53
Credit Card Charge	12/31/2017		Cabelas	X	-129.11	-5,325.64
Credit Card Charge	12/31/2017		Thurston County Dri...	X	-110.54	-5,436.18
Credit Card Charge	12/31/2017	8067	UPS	X	-77.44	-5,513.62
Credit Card Charge	12/31/2017		Chevron	X	-68.04	-5,581.66
Credit Card Charge	12/31/2017		Caspio Inc	X	-59.00	-5,640.66
Credit Card Charge	12/31/2017		Baldorf and Bronson...	X	-43.09	-5,683.75
Credit Card Charge	12/31/2017		Orca Books	X	-36.88	-5,720.63
Credit Card Charge	12/31/2017		Exxon Mobil	X	-36.22	-5,756.85
Credit Card Charge	12/31/2017		Trader Joes	X	-32.08	-5,788.93
Credit Card Charge	12/31/2017	8087	Office Depot	X	-27.21	-5,816.14
Credit Card Charge	12/31/2017		Haggen	X	-21.54	-5,837.68
Credit Card Charge	12/31/2017		UPS	X	-19.71	-5,857.39
Credit Card Charge	12/31/2017		Trader Joes	X	-18.94	-5,876.33
Credit Card Charge	12/31/2017		City of Olympia	X	-16.00	-5,892.33
Credit Card Charge	12/31/2017		Trader Joes	X	-15.96	-5,908.29
Credit Card Charge	12/31/2017		WA St Dept of Licen...	X	-13.00	-5,921.29
Credit Card Charge	12/31/2017		Staples	X	-12.18	-5,933.47
Credit Card Charge	12/31/2017		City of Olympia	X	-10.00	-5,943.47
Credit Card Charge	12/31/2017		NMI	X	-9.99	-5,953.46
Credit Card Charge	12/31/2017		IA DOT	X	-7.00	-5,960.46
Credit Card Charge	12/31/2017		Trader Joes	X	-6.98	-5,967.44
Credit Card Charge	01/10/2018			X	-94.88	-6,062.32
Total Charges and Cash Advances					-6,062.32	-6,062.32
Payments and Credits - 1 Item						
Credit Card Credit	12/31/2017		Wells Fargo Remitta...	X	34.97	34.97
Total Cleared Transactions					-6,027.35	-6,027.35
Cleared Balance					6,027.35	8,277.18
Uncleared Transactions						
Charges and Cash Advances - 41 Items						
Credit Card Charge	06/30/2017		Best Buy		-65.25	-65.25
Credit Card Charge	08/22/2017	7846	Fed Ex		-18.32	-83.57
Credit Card Charge	09/06/2017	7868	San Francisco Stre...		-33.92	-117.49
Credit Card Charge	09/06/2017	7754	Trader Joes		-33.58	-151.07
Credit Card Charge	09/06/2017	7868	Wagners European ...		-32.67	-183.74
Credit Card Charge	09/06/2017	7852	Spooner Berry Farm		-23.00	-206.74
Credit Card Charge	10/24/2017	8017	Dispute Resolution ...		-30.00	-236.74
Credit Card Charge	10/27/2017	8005	Minuteman Press		-890.43	-1,127.17
Credit Card Charge	10/27/2017	8008	SPSCC		-154.75	-1,281.92
Credit Card Charge	10/27/2017	8024	San Francisco Stre...		-162.70	-1,434.62
Credit Card Charge	10/27/2017	8023	Albertsons		-68.45	-1,503.07
Credit Card Charge	10/27/2017	8007	Brown Paper Tickets		-53.74	-1,556.81
Credit Card Charge	10/27/2017	8011	Starbucks		-34.71	-1,591.52
Credit Card Charge	10/27/2017	7959	Facebook		-30.00	-1,621.52
Credit Card Charge	10/27/2017	8003	Dispute Resolution ...		-30.00	-1,651.52
Credit Card Charge	10/27/2017	8026	Fred Meyer		-26.89	-1,678.41
Credit Card Charge	10/27/2017	8028	Haggen		-18.01	-1,696.42
Credit Card Charge	10/27/2017	8029	Olympia Food Co-Op		-14.90	-1,711.32
Credit Card Charge	10/31/2017	7979	Caspio Inc		-59.00	-1,770.32
Credit Card Charge	10/31/2017	8016	Dispute Resolution ...		-30.00	-1,800.32
Credit Card Charge	10/31/2017	8044	Dispute Resolution ...		-30.00	-1,830.32
Credit Card Charge	10/31/2017	7993	Dispute Resolution ...		-30.00	-1,860.32
Credit Card Charge	10/31/2017	7980	Dispute Resolution ...		-30.00	-1,890.32
Credit Card Charge	11/01/2017	7983	Brown Paper Tickets		-26.87	-1,917.19

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01/15/18

Thurston Conservation District
Reconciliation Detail
Wells Fargo, Period Ending 12/15/2017

Type	Date	Num	Name	Clr	Amount	Balance
Credit Card Charge	11/08/2017	7981	Office Depot		-209.08	-2,126.27
Credit Card Charge	11/08/2017	7882	San Francisco Stre...		-47.04	-2,173.31
Credit Card Charge	11/08/2017	7982	Wagners European ...		-25.05	-2,198.36
Credit Card Charge	11/08/2017	7882	Trader Joes		-11.98	-2,210.34
Credit Card Charge	11/08/2017	7982	Trader Joes		-7.99	-2,218.33
Credit Card Charge	11/14/2017		Window Seat Media		-2,002.04	-4,220.37
Credit Card Charge	11/14/2017	7907	Amazon		-292.95	-4,513.32
Credit Card Charge	11/14/2017	7920	Harbor Freight		-144.20	-4,657.52
Credit Card Charge	11/14/2017		T Sheets		-85.00	-4,742.52
Credit Card Charge	11/14/2017		Crains Office Supply		-73.97	-4,816.49
Credit Card Charge	11/14/2017	7905	Starbucks		-34.71	-4,851.20
Credit Card Charge	11/14/2017	7919	Olympia Food Co-Op		-32.53	-4,883.73
Credit Card Charge	11/14/2017	7917	Cab		-27.43	-4,911.16
Credit Card Charge	11/14/2017	7919	Haggen		-21.26	-4,932.42
Credit Card Charge	11/14/2017	7905	Trader Joes		-18.95	-4,951.37
Credit Card Charge	11/14/2017	7918	Fred Meyer		-8.69	-4,960.06
Credit Card Charge	12/08/2017	8089	Facebook		-10.00	-4,970.06
Total Charges and Cash Advances					-4,970.06	-4,970.06
Total Uncleared Transactions					-4,970.06	-4,970.06
Register Balance as of 12/15/2017					10,997.41	13,247.24
New Transactions						
Charges and Cash Advances - 1 item						
Credit Card Charge	12/31/2017		T Sheets		-80.00	-80.00
Total Charges and Cash Advances					-80.00	-80.00
Payments and Credits - 1 Item						
Bill	12/31/2017		Wells Fargo Remitta...		2,249.83	2,249.83
Total New Transactions					2,169.83	2,169.83
Ending Balance					8,827.58	11,077.41

		Grant Period	Total amount of grant	Expended through 11/30	December vouchers	remaining balance	percent of time complete	percent of time remaining
RCO								
	Lead Entity	7/1/17 - 3/31/18	45,000.00	18,268.15	2,762.19	23,969.66	66.67%	33.33%
	PSAR	7/1/2015 - 6/30/2017 *unknown	120,662.00	97,382.79	487.84	22,791.37	0.00%	0.00%
	Farm Pads	1/10/2017 - 12/31/2017	15,000.00	3,457.61	0.00	11,552.39	100.00%	0.00%
	East Fork McLane Project	6/1/17 - 12/31/19	130,000.00	6,136.97	247.28	123,615.75	18.75%	81.25%
WA Conservation Commission								
	Implementation	7/1/17 - 6/30/18	79,625.00	34,525.21	10,204.27	34,895.52	41.67%	58.33%
		Task 1 - District Ops	20,000.00	750.75	1,685.35	17,563.90		
		Task 2 - TA	50,850.00	13,844.34	7,530.19	29,375.47		
		Task 3 - WQ	3,775.00	1,343.72	879.16	1,552.12		
		Task 4 - Habitat Plans	5,000.00	255.68	109.58	4,634.74		
	Chehalis Flood Plain Outreach	7/1/15 - 12/31/17	130,000.00	121,578.02	113.47	8,308.51	100.00%	0.00%
	Chehalis Flood Plain Projects	1/1/17 - 12/31/17	100,000.00	21,595.72	34,062.14	44,342.14	100.00%	0.00%
	CREP TA*	funding on per project basis	9,955.00	7,971.18		1,983.82	0.00%	0.00%
	Tech Group**	awarded on per task basis until capital budget	12,652.49	8,202.90	4,449.59	0.00	0.00%	0.00%
	Thurston City / Deschutes TWDL	1/1/17 - 12/31/17	5,000.00	5,557.40	8.75	-566.15	100.00%	0.00%
TOTAL GRANT RECEIVABLE					47,629.91			
OTHER RECEIVABLES								
Shellfish Fund								
	Connections to Watersheds	1/1/17 - 12/31/17	36,775.00	19,874.65	3,206.47	13,693.88	100.00%	0.00%
	Shellfish Clear Choices	1/1/17 - 12/31/17	49,976.00	20,066.14	1,797.16	28,112.70	100.00%	0.00%
	Technical Assistance	1/1/17 - 12/31/17	30,870.00	23,808.80	2,867.86	4,193.34	100.00%	0.00%
	Cost Share	1/1/17 - 12/31/17	10,000.00		451.65	9,548.35	100.00%	0.00%
	Engaging Landowners	1/1/17 - 12/31/17	59,419.00	41,216.92	2,089.51	16,112.57	100.00%	0.00%
	Shoreline TA	1/1/17 - 12/31/17	42,756.00	9,351.92	7,902.54	25,501.54	100.00%	0.00%
	SPD - Grants to other Agencies	1/1/17 - 12/31/17	49,842.00	21,646.48	15,638.54	12,556.98	100.00%	0.00%
	Puget Sound Caucus / Russell Grant	7/1/16 - until expended	3,000.00	2,876.43	128.70	-5.13		
	Grant Conservation District / Soil Health Grant	7/1/2017 - 6/30/2020	29,986.34	1,223.53	721.41		13.89%	86.11%
SOUTH SOUND GREEN		1/1/17 - 12/31/17	87,628.00	86,116.94	5,055.86	16,455.20	100.00%	0.00%
TOTAL REVENUE					87,489.61			



MEMO

To: TCD Board of Supervisors

From: Nora White (*Election Supervisor*)

Date: January 26, 2018

Subject: 2018 Elections & Appointments

Candidate filing deadline is Friday, January 26, 2018 at 4:30pm, therefore the Elections Update will be provided at the January 30th Board Meeting.

MEMORANDUM OF UNDERSTANDING
BETWEEN THURSTON COUNTY AND THURSTON CONSERVATION DISTRICT
FOR SERVICES SUPPORTING THE VOLUNTARY STEWARDSHIP PROGRAM

This Memorandum of Understanding ("Memorandum") is made and entered into by and between Thurston County, hereinafter, "TC" and the Thurston Conservation District, hereinafter, "TCD."

WHEREAS, outreach, communication and Individual Stewardship Plan development with agricultural producers is critical to the implementation of the Voluntary Stewardship Program (VSP) within the designated participating watersheds of Thurston County; and

WHEREAS, the Thurston Conservation District was identified in the VSP Work Plan as the primary technical assistance provider and tasked with outreach and implementation; and

WHEREAS, TC and the TCD intend to annually review and renew this Memorandum to ensure it continues to support the goals and benchmarks of implementation of the VSP Work Plan; and

WHEREAS, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on the basis of mutual advantage.

NOW, THEREFORE, IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. RELATIONSHIP:

In consideration of the mutual benefits to be derived by all parties, the parties agree to perform the work set forth herein. No separate legal entity is created by this Agreement.

2. SCOPE OF WORK:

See Attachment "A" – Memorandum of Understanding between TC and TCD

3. COMPENSATION:

Financing for activities under this agreement will be provided by TC with funds received from the Washington State Conservation Commission. As long as those funds are available, the TCD will be reimbursed by TC for expenses incurred carrying out the responsibilities of this agreement. The maximum total amount payable by TC to TCD under this Memorandum shall not exceed \$77,460 for the 2017-19 biennium. The breakdown of the amounts payable are noted in *Attachment "A."* Should the duration of the Memorandum be extended, as specified in Section 4, additional compensation will be determined by mutual agreement of both parties and detailed in *Attachment B.*

TCD will be paid only for work expressly authorized in the agreement as specified in the Attachments.

4. DURATION

This Memorandum shall commence on the date of signature and shall terminate on June 30, 2019, unless extended by mutual agreement of both parties.

5. CONTACTS

Sarah Moorehead, Director
Thurston Conservation District
2918 Ferguson St. SW
Building 1, Suite A
Tumwater, WA 98512
smoorehead@thurstoncd.com

Cynthia Wilson
Thurston County Resource Stewardship
Long Range Planning Manager
2000 Lakeridge Dr SW
Olympia, WA 98502-6045
360.786.5475
wilsonc@co.thurston.wa.us

6. ASSIGNMENT, DELEGATION AND SUBCONTRACTING

The TCD will perform under the Agreement using only its bona fide employees or agents, and the obligations and duties of the TCD under the Agreement will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of TC.

7. TITLE TO PROPERTY ACQUIRED/WORK PRODUCTS PRODUCED

Any real or personal property acquired with the funds covered by this Agreement shall become property of TCD, unless otherwise specified within the provisions of the Attachments.

All reports, drawings, plans, specifications, all forms of electronic media, and data and documents produced in the performance of the work under the Agreement will be "works for hire" as defined by the U.S. Copyright Act of 1976 and will be owned by TCD. Ownership includes the right to copyright, patent, and register, and the ability to transfer these rights.

8. HOLD HARMLESS/INDEMNIFICATION

TCD will hold harmless, indemnify and defend TC, its officials, employees and agents, from and against any and all claims, actions, suits, liability, loss, expenses, damages and judgments of any nature whatsoever, including reasonable costs and attorneys' fees in defense thereof, for injury, sickness, disability or death to persons or damage to property or business, caused by or arising out of the TCD acts, errors or omissions in the performance of the Agreement. Provided, however, that TCD's obligation under this provision will not extend to injury, sickness, disability, death or damage caused by or arising out of the sole negligence of TC, its officials, employees or agents.

With regard to any claim against TC, its officials, employees and agents by any employee of the TCD, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under this Section will not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for TC or subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts. It is clearly agreed and understood by the parties to the Agreement that TCD expressly waives any immunity it might have had under such laws in instances when a TCD employee sues TC when workers compensation coverage would otherwise apply. By executing the Agreement, TCD acknowledges that the foregoing waiver has been mutually negotiated by the parties and that the provisions of this Section will be incorporated, as relevant, into any contract TCD makes with any subcontractor or agent performing work under the Agreement.

TCD's obligations under these provisions include, but are not limited to, investigating, adjusting and defending all claims alleging loss from action, error or omission, or breach

of any common law, statutory or other delegated duty by the TCD, the TCD's employees, agents or subcontractors.

9. ENTIRE AGREEMENT

The parties agree that this Agreement is the complete expression of its terms and conditions. Any oral or written representations or understandings not incorporated in this Agreement are specifically excluded.

10. AMENDMENT

Both parties agree to meet on a quarterly basis to review this agreement and if necessary amend it. In order to be effective, any amendment or modification must be in writing, be signed by both parties and be attached to the Agreement. Work under an amendment or a modification may not commence until the amendment or modification has been approved by both parties and has become effective.

In the event of any errors or omissions by the Contractor (TCD) in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified by the Contractor and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by TC.

11. SEVERABILITY

If a court of competent jurisdiction holds any provision of the Agreement to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Agreement did not contain the particular provision held to be invalid. If any provision of the Agreement conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.

12. MISCELLANEOUS

- A. Non-waiver of Rights. The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Agreement, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Agreement at a later time.
- B. Tax Payments. The TCD will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts.
- C. Legal Compliance. The TCD and its subcontractors, employees, agents and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Agreement.

Director

**Attachment A:
Scope of Work – 2017-2019**

Prepared for: Thurston Conservation District ("TCD")
Prepared by: Thurston County ("TC")

I. Overview

Thurston County (Long Range Planning division) and Thurston Conservation District will partner for implementation of the VSP Work Plan, with ongoing collaboration and communication with the VSP Workgroup. As identified in the Thurston County VSP Work Plan (approved by the Washington State Conservation Commission on April 26, 2017), the Thurston Conservation District (TCD) is the lead technical assistance provider for outreach and implementation. Thurston County (TC) serves as administrator of the Voluntary Stewardship Program (VSP).

II. Reporting and Invoicing

Under this Scope of Work, narrative progress reports and billing invoices shall reflect work performed. Monthly billing invoices shall be submitted to TC within 15 days following the end of each month.

Each invoice shall clearly reflect: 1) the total budget, 2) total billed to date by hours and activity, 3) work completed to date, and yearly reports shall include the previous as well as, 4) a narrative description of the work accomplished for each task and/or any unanticipated challenges encountered for the reporting period. In addition to the narrative description of the work accomplished, a yearly report will include detail on the below tasks and metrics. The TCD and TC also agree to meet on a quarterly basis for periodic check-ins to ensure work is progressing in the most effective manner and to adapt implementation tasks as needed.

For more information on goals, benchmarks, and metrics, as well as monitoring and reporting requirements of the VSP Work Plan see Appendix C. See Appendix N for the Outreach and Implementation Plan.

III. Tasks

Task 1. Participation

Goals: Develop an outreach and marketing plan with the following goals:

1. Lay the foundation for the success of the VSP Work Plan through direct outreach and communication activities.
2. Promote participation and stewardship activities by agricultural operators conducting commercial and noncommercial agricultural activities in order to meet the protection and enhancement benchmarks of the VSP Work Plan.

Activities:

1. Provide outreach and communication to promote participation as identified in the outreach and marketing plan and the Work Plan Appendix N – Outreach and Implementation Plan tasks.

Task 2. Develop Individual Stewardship Plans

1. Develop Individual Stewardship Plans with agricultural producers that may be eligible for the Voluntary Stewardship Program (those in participating watersheds with agricultural activities intersecting with critical areas).

Activities:

1. Work with landowners to develop Individual Stewardship Plans (ISPs) using the Work Plan Appendix D – ISP checklist, and the tasks identified in Appendix N.
2. Monitor ISPs and conservation practices implemented as per the Work Plan Appendix C objectives and metrics to monitor for each critical area.

Track the following metrics for Task 1 and 2:

Metrics for monitoring and reporting:

- | | |
|--------|--|
| P M-a. | Number of outreach and education events and number of event attendees. |
| P M-b. | Number of ISP checklists submitted to the technical assistance provider. |
| P M-c. | Number of ISPs completed by the technical assistance provider, with implementation agreement signed. |
| P M-d. | Type, number and extent of conservation practices retained or implemented to protect critical area functions and values based on direct participation in areas with agricultural activities. |
| P M-e. | Type, number and extent of conservation practices retained or implemented to enhance critical area functions and values based on direct participation in areas with agricultural activities |

Metrics for indirect participation will be tracked and reported using the following methods:

- | | |
|---------|--|
| IP M-a. | Type, number and extent of conservation practices retained or implemented to protect critical area functions and values based on indirect participation in areas with agricultural activities. |
| IP M-b. | Type, number and extent of conservation practices retained or implemented to enhance critical area functions and values based on indirect participation in areas with agricultural activities. |
| IP M-c. | Random sampling of farmers and ranchers in the field by technical assistance providers to determine type, number and extent of conservation practices retained or implemented to protect or enhance critical area functions and values based on indirect participation in areas with agricultural activities; or |
| IP M-d. | Phone, mail, or online surveys to determine type, number and extent of conservation practices retained or implemented to protect or enhance critical area functions and values based on indirect participation in areas with agricultural activities. |

Deliverables:

1. Outreach and marketing plan.
2. Report on metrics and activities completed.

Budget for 2017-2019 Scope of Work - TCD

TCD	
2017-18 Staff	\$ 37,440
2018-19 Staff	\$ 39,520
Travel	\$250
Supplies: photo copies, mailings, etc.	\$250
Budget Total	\$ 77,460

Natural Resources Building
1111 Washington St SE
Olympia WA 98501

PO Box 40917
Olympia WA 98504-0917



STATE OF WASHINGTON

RECREATION AND CONSERVATION OFFICE

(360) 902-3000
TTY (360) 902-1996
Fax: (360) 902-3026

E-mail: info@rco.wa.gov
Web site: www.rco.wa.gov

December 18, 2017

Amy Hatch-Winecka
Thurston Conservation District
2918 Ferguson St SW Ste 1 A
Tumwater, WA 98512

RE: WRIA13 Salmon Habitat Recovery Lead Entity 2015-17, RCO #15-1411P
Amendment # 6

Dear Ms. Hatch-Winecka:

In response to your request to amend the above-referenced Project Agreement, we have reviewed the circumstances and pertinent RCWs, WACs, and program policies relating to your request. As a result, I am approving an amendment to the WRIA13 Salmon Habitat Recovery Lead Entity 2015-17 project.

Enclosed are two original amendments to the Project Agreement. Please sign both amendments, retain one for your records, and return one original. If you have any questions, please call Sarah Gage at (360) 902-2217, or send an e-mail to sarah.gage@gsro.wa.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Kaleen Cottingham".

Kaleen Cottingham
Director

Enclosures

Amendment to Project Agreement

Project Sponsor: Thurston Conservation District

Project Number: 15-1411P

Project Title: WRIA13 Salmon Habitat Recovery Lead Entity 2

Amendment Number: 6

Amendment Type:

Cost Change

Amendment Description:

This amendment adds \$15,000 in lead entity capacity funding, following the Salmon Recovery Funding Board decision at its 12/07/2017 meeting.

Project Funding:

The total cost of the project for the purpose of this Agreement changes as follows:

	Old Amount		New Amount	
	Amount	%	Amount	%
RCO - PSAR-LEAD ENT	\$120,662.00	45.48%	\$120,662.00	43.04%
RCO - SALMON-LE FED	\$75,369.00	28.41%	\$90,369.00	32.24%
RCO - SALMON-LE ST	\$69,289.00	26.12%	\$69,289.00	24.72%
Project Sponsor	\$0.00	0.00%	\$0.00	0.00%
Total Project Cost	\$265,320.00	100%	\$280,320.00	100%
Admin Limit	\$0.00	0.00%	\$0.00	0.00%
A&E Limit	\$0.00	0.00%	\$0.00	0.00%

Agreement Terms

In all other respects the Agreement, to which this is an Amendment, and attachments thereto, shall remain in full force and effect. In witness whereof the parties hereto have executed this Amendment.

State Of Washington
Recreation and Conservation Office

Thurston Conservation District

BY: 
Kaleen Cottingham

TITLE: Director

DATE: 12/20/17

Pre-approved as to form:

BY: /s/
Assistant Attorney General

AGENCY: _____

BY: _____

TITLE: _____

DATE: _____

Amendment to Project Agreement

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A&E Limit	\$0.00	0.00%	\$0.00	0.00%

Agreement Terms

In all other respects the Agreement, to which this is an Amendment, and attachments thereto, shall remain in full force and effect. In witness whereof the parties hereto have executed this Amendment.

State Of Washington
Recreation and Conservation Office

Thurston Conservation District

BY: 
Kaleen Collingham

AGENCY: _____

BY: _____

TITLE: Director

TITLE: _____

DATE: 12/20/19

DATE: _____

Pre-approved as to form:

BY: /S/
Assistant Attorney General

Amendment Agreement Description

Project Sponsor: Thurston Conservation District

Project Number: 15-1411 P

Project Title: WRIA13 Salmon Habitat Recovery Lead Entity 201

Amendment Number: 6

Agreement Description

The WRIA 13 Salmon Habitat Recovery Committee Lead Entity (housed at the Thurston County Conservation District) will use this grant to coordinate its technical advisory committee, citizen advisory committee, and project sponsors to develop, review, and rank restoration projects. The lead entity communicates salmon recovery issues to the public at appropriate salmon recovery forums and events and tracks its efforts and progress through the Habitat Work Schedule database.

This grant will result in the WRIA 13 Salmon Habitat Recovery Committee Lead Entity bringing the most suitable projects in the watershed to the Salmon Recovery Funding Board for the consideration in the 2015-17 grant rounds. WRIA 13 includes streams that drain into Budd, Eld, and Henderson inlets in south Puget Sound.

The Lead Entity Coordinator for WRIA 13 has been selected by the Washington Salmon Coalition (WSC, formerly the Lead Entity Advisory Group) to serve as Chair for the fiscal year 2015-16.

Working locally, the WRIA 13 Salmon Habitat Recovery Committee Lead Entity will coordinate with other lead entities, the Puget Sound Partnership, the Governor's Salmon Recovery Office, and partners so that local salmon recovery efforts help tell a larger regional and state-wide salmon recovery story. The WRIA 13 Salmon Habitat Recovery Committee Lead Entity, like other lead entities in Washington's salmon recovery effort, is a community-based group that develops strategies to restore salmon habitat and recruits organizations to do the work.

Amendment Special Conditions

Project Sponsor: Thurston Conservation District

Project Number: 15-1411 P

Project Title: WRIA13 Salmon Habitat Recovery Lead Entity 201

Amendment Number: 6

Special Conditions

None

Amendment Eligible Scope Activities

Project Sponsor: Thurston Conservation District

Project Number: 15-1411

Project Title: WRIA13 Salmon Habitat Recovery Lead Entity 2015-17

Project Type: Planning

Program: Salmon-LE Fed Contracts

Amendment #: 6

Planning Metrics

Worksite #1, Lead Entity Base Grant

Targeted salmonid ESU/DPS (A.23):

Chinook Salmon-Puget Sound ESU,
Chum Salmon-Puget Sound/Strait of
Georgia ESU, Coho Salmon-Puget
Sound/Strait of Georgia ESU, Pink
Salmon-Odd year ESU,
Steelhead-Puget Sound DPS

189721.0

Area Encompassed (acres) (B.0.b.1):

Targeted species (non-ESU species):

Cutthroat, Rainbow, Searun Cutthroat
121.00

Miles of Stream Affected (B.0.b.2):

Restoration Planning And Coordination Project

Evaluation/analysis of restoration plans and projects (B.1.b.9)

Project Identified in a Plan or Watershed Assessment (B.1.b.9.a):

National Marine Fisheries Service. 2006.
Recovery Plan for the Puget Sound
Chinook Salmon
(*Oncorhynchus tshawytscha*). National
Marine Fisheries Service, Northwest
Region. Seattle,
WA.

Description of the Plan (B.1.b.9.b):

The Recovery Plan for the Puget Sound
Chinook Salmon is the federally
approved plan, comprised of chapters
for each Puget Sound watershed
including WRIA 13. Each lead entity
developed its chapter and these were
then reviewed and adopted by the
National Marine Fisheries Science
Center. Coordination and oversight of
implementation of the plan is led by the
Puget Sound Partnership in cooperation
with National Marine Fisheries Science
Center and the watersheds.

Support to local entities or agencies (B.1.b.6)

Project Identified in a Plan or Watershed Assessment (B.1.b.6.a):

National Marine Fisheries Service. 2006.
Recovery Plan for the Puget Sound
Chinook Salmon
(*Oncorhynchus tshawytscha*). National
Marine Fisheries Service, Northwest
Region. Seattle,
WA.

Amendment Eligible Scope Activities

Description of the Plan (B.1.b.6.b):

The Recovery Plan for the Puget Sound Chinook Salmon is the federally approved plan, comprised of chapters for each Puget Sound watershed including WRIA 13. Each lead entity developed its chapter and these were then reviewed and adopted by the National Marine Fisheries Science Center. Coordination and oversight of implementation of the plan is led by the Puget Sound Partnership in cooperation with National Marine Fisheries Science Center and the watersheds.

Worksite #2, Washington Salmon Coalition Chair Stipend

Targeted salmonid ESU/DPS (A.23):

Chinook Salmon-identified ESU,
Chum Salmon-identified ESU, Coho
Salmon-identified ESU,
Steelhead/Trout-identified DPS

Area Encompassed (acres) (B.0.b.1):

0.0

Targeted species (non-ESU species):

None

Miles of Stream Affected (B.0.b.2):

0.00

Restoration Planning And Coordination Project

Support to local entities or agencies (B.1.b.6)

Project Identified in a Plan or Watershed Assessment (B.1.b.6.a):

Description of the Plan (B.1.b.6.b):

Washington Salmon Coalition Mission, Structure, and Action Plan.
The mission of the Washington Salmon Coalition is to support and strengthen the 25 lead entities in Washington State in their endeavor to restore, enhance, and protect salmonids and their habitats in a scientifically-sound manner that engages local communities and supports our economy.



MEMO

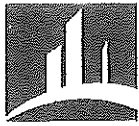
To: TCD Board of Supervisors

From: Sarah Moorehead (*Acting Executive Director*)

Date: January 30, 2018

Subject: Deschutes Workgroup MOU

Thurston County (TC) is offering continued support of the facilitation of the Deschutes Workgroup in the amount of \$10,000, from 1.1.18 through 12.31.18. This is a continuation of the work that began in March 2017 for TCD staff to convene and facilitate stakeholders throughout the Deschutes watershed to build on existing efforts to form an active watershed group that will focus on identifying and implementing strategies to improve on water quality. Thurston County is working to have a draft contract ready for review by the TCD Board at the 1.30.18 Monthly Board meeting. At that time, the Board may choose to authorize the TCD Board Chair to sign the MOU upon its completion, or defer review/decision to the February Board meeting.



**PHILLIPS
BURGESS** PLLC

REAL ESTATE | LAND USE | ENVIRONMENTAL LAW

January 4, 2018

JAN 09 REC'D

TRANSMITTED VIA FIRST-CLASS U.S. MAIL
AND VIA ELECTRONIC MAIL TO SMOOREHEAD@THURSTONCD.COM

Sarah Moorehead, Acting Director
Thurston Conservation District
2918 Ferguson Street Southwest
Suite A
Tumwater, Washington 98502

Re: Invoice for Services Rendered
13.1540.04 – Thurston Conservation District – Advising District Board

Dear Ms. Moorehead:

Enclosed please find the firm billing for services performed on your behalf through December 22, 2017 on the above-referenced matter.

In reviewing your account, I note a past due balance owing of \$1,607.50. Please remit that balance at this time. In the event payment has already been remitted, please disregard this reminder.

Pursuant to our engagement and fee agreement, Phillips Burgess periodically reviews and adjusts our rates. Enclosed, please find our 2018 rate schedule for your convenience. These rates will apply to all work performed on your behalf from January 26, 2018 forward.

I appreciate the opportunity to represent Thurston Conservation District in this matter. If you have questions or concerns regarding the fees or costs incurred, please do not hesitate to contact me or our Client Services Director, Larissa Stewart.

Very truly yours,

Richard G. Phillips, Jr.

RGP/vlr
Enclosures

Phillips Burgess PLLC

724 Columbia St. NW, Suite 320

Olympia, WA 98501

360-742-3500

Tax ID No. 45-3569683

Thurston County Conservation District
Attn: Sarah Moorehead
2918 Ferguson Street SW, Suite A
Tumwater, WA 98502

December 23, 2017
Invoice # 7820

CLIENT: 1540 - Thurston Conservation District
Re: 13.1540.04 Thurston Conservation District - (PENDING) Advising District Board

Date	Services	Hours	Amount
11/27/17	RGP Email response to R. Mankamy about limited authority of auditor of Board of Supervisors.	0.40	114.00

Recapitulation

	Rate	Hours	Amount
RGP Richard Phillips	285.00	0.40	114.00
For Current Services Rendered		0.40	\$114.00

Total Current Work	\$114.00
---------------------------	-----------------

Past Due Balance	\$1,282.50
-------------------------	-------------------

Balance Due	\$1,396.50
--------------------	-------------------

To: TCD Board of Supervisors
From: Sarah Moorehead (*Acting Executive Director*)
Date: November 21, 2017
Subject: Acting Executive Directors Report



Priority Initiative Updates

Voluntary Stewardship Program (VSP)

The MOU between Thurston CD and Thurston County for the implementation of VSP is available for review and approval in the January 30th, 2018 Monthly Board Meeting packet.

2018 Shellfish Fund Work Program

Included in the January 30th, 2018 Monthly Board Meeting packet, is a revision of the proposed 2018 Shellfish Program Work Plan. Please note the summary sheet included under Tab 2, takes into account the loss of assessment/rates & charges revenue for the 2018 calendar year. In addition, the revised work plan includes the accurate total of unspent funds during the 2017 calendar year. Please note, a large number of unspent funds in the 2017 calendar year were due to necessary staffing changes at TCD, during the months of operation with an Acting Executive Director. Due to the significant amount of available unspent funding for the 2018 program year, the only reduction for the originally proposed 2018 Shellfish Work Program is in the TCD *Engaging Landowners in Henderson/Nisqually Shellfish Protection District (SPD)* proposal (\$10,000 for outreach to landowners about programs and services, hosting a community meeting to learn about landowner needs, and continuing to provide assistance connecting producers and landowners in the SPD to preserve work lands, agricultural viability and wise land stewardship).

Board Member Phone-In Meeting Policy

I have contacted 8 other area CDs to find a policy for reference. Not all Districts have responded, however other Districts have noted that their Supervisors do allow phone participation in meetings to ensure quorums. I've attached a copy of a remote

attendance policy used by the Port of Olympia for your consideration. I will share additional CD policy samples as they become available.

2018 Plant Sale Update

As of 1/19/2018:

-92 pre-orders, already 12 more than in 2017. Gross sales for pre-orders this year so far are \$9,046.10.

- preorders open for another 12 days

-7 community partner and vendor booths confirmed for the event including new partner booths from last year

- Ahead of schedule on volunteer recruitment, event prep, and advertising

District Operations

2018 Funding Development

With a new year comes new funding. Included in the January 30th, 2018 Monthly Board Meeting packet, is a revised annual budget accounting for some additional funds through the Shellfish Protection District Fund. This number is projected to increase pending the approval of the 2018 revised annual budget.

In addition, I am submitting a proposal to the Washington State Conservation Commission (WSCC) to increase the amount of funding for Livestock Technical Assistance in Thurston County for the remainder of the 2017/19 biennium. I will provide additional details to the Board electronically.

National Fish and Wildlife Foundation Award Agreement #55805

Attached is a grant award for the South Sound GREEN program from the National Fish and Wildlife Foundation for \$30,000.00. The scope of the project involves hundreds of second grade students learning hands-on about the importance of prairie habitat in the

North Thurston School District in Lacey, Washington. All of the activities will also be aligned to current science and other grade level learning standards. This program will be a great benefit to our natural resources, and to the protection of our rare prairie ecosystems -- and to our local human communities.

I will be asking to add this for consideration of approval to the 1/30/2018 Board meeting agenda during agenda review.

	NATIONAL FISH AND WILDLIFE FOUNDATION GRANT AGREEMENT		1. NFWF PROPOSAL ID: 55805	2. NFWF GRANT ID: 1301.17.055805
			3. UNIQUE ENTITY IDENTIFIER (DUNS #) 168783850	4. INDIRECT COST RATE (REFERENCE LINE 17 for RATE TERMS) N/A
5. SUBRECIPIENT TYPE State or Local Government		6. NFWF SUBRECIPIENT Thurston Conservation District		
7. NFWF SUBRECIPIENT CONTACT Stephanie Bishop 2918 Ferguson St. SW Suite 1A Tumwater, WA 98512 Tel: 360-745-3588 ext.108 sbishop@thurstoncd.com		8. NFWF GRANTS ADMINISTRATOR/NFWF CONTACT INFORMATION Zachary Coffman National Fish and Wildlife Foundation 1133 15 th Street, N.W. Suite 1000 Washington, D.C. 20005 Tel: 202-857-0166 Fax: 202-857-0162 Zachary.coffman@nfwf.org		
9. PROJECT TITLE Prairies and Pollinators Program (WA)				
10. PROJECT DESCRIPTION Restore 54 acres of prairies of Thurston County, Washington inhabited by four federally-listed species, mazama pocket gopher, Oregon spotted frog, Taylor checkerspot butterfly, streaked horned lark and golden paintbrush. Project will engage students and other community members to restore prairies through removal of invasive plants and disbursement of seeds.				
11. PERIOD OF PERFORMANCE March 22, 2017 to May 31, 2019	12. TOTAL AWARD TO SUBRECIPIENT \$30,000	13. TOTAL FED. FUNDS N/A	14. TOTAL NON-FED. FUNDS 30,000	
15. FEDERAL MATCH REQUIREMENT \$6,000		16. NON-FEDERAL MATCH REQUIREMENT \$53,094		
17. SUBRECIPIENT INDIRECT COST RATE TERMS The rate specified in Line 4 reflects that the Subrecipient has elected not to claim an indirect cost rate and that this election shall apply throughout the project's period of performance.				
18. TABLE OF CONTENTS				
SEC.	DESCRIPTION			
1	NFWF Agreement Administration			
2	NFWF Agreement Clauses			
3	Representations, Certifications, and Other Statements – General			
4	Representations, Certifications, and Other Statements Relating to Federal Funds- General			
5	Representations, Certifications, and Other Statements Relating to Federal Funds – Funding Source Specific			
6	Other Representations, Certifications, Statements and Clauses			

19. FUNDING SOURCE INFORMATION/FEDERAL AND NON-FEDERAL						
A. FUNDING SOURCE (FS)	B. NFWF FS ID	C. FS AWARD DATE TO NFWF	D. FAIN	E. TOT FED. AWARD TO NFWF	F. TOT OBLG. TO SUBRECIPIENT	G. CFDA
National Fish and Wildlife Foundation Non-Federal Funds	TR.A266	N/A	N/A	N/A	\$30,000	N/A

20. NOTICE OF AWARD			
<p>The National Fish and Wildlife Foundation (NFWF) agrees to provide the NFWF Award to the NFWF Subrecipient for the purpose of satisfactorily performing the Project described in a full proposal as identified on line 1 and incorporated into this Grant Agreement by reference. The NFWF Award is provided on the condition that the NFWF Subrecipient agrees that it will raise and spend at least the amount listed on lines 15 and 16 in matching contributions on the Project, as applicable. The Project must be completed, with all NFWF funds and matching contributions spent, during the Period of Performance as set forth above. All items designated on the Cover Page and the Table of Contents are incorporated into this Grant Agreement by reference herein. NFWF Subrecipient agrees to abide by all statutory or regulatory requirements, or obligations otherwise required by law, required of a subrecipient of Federal grant or cooperative agreement funds. Subrecipient is obligated to notify NFWF if any of the information on the Cover Page changes in any way, whether material or immaterial.</p>			
A. NAME AND TITLE OF AUTHORIZED SUBRECIPIENT SIGNER <i>(Type or Print)</i>		D. NAME AND TITLE OF NFWF AWARDING OFFICIAL Eric Schwaab, Vice President, Conservation Programs	
B. SUBRECIPIENT BY	C. DATE	E. NATIONAL FISH AND WILDLIFE FOUNDATION BY	F. DATE

See Reporting Schedule on the following page.

21. REPORTING DUE DATES/SUBRECIPIENT REPORTING SCHEDULE

Task Due Date	Reporting Task
March 22, 2018	Interim Programmatic Report
October 31, 2018	Annual Financial Report
March 22, 2019	Interim Programmatic Report
August 31, 2019	Final Financial Report
August 31, 2019	Final Programmatic Report



SECTION 1 AGREEMENT ADMINISTRATION

1.1. Project Description/Purpose of Grant.

Restore 54 acres of prairies of Thurston County, Washington inhabited by four federally-listed species, mazama pocket gopher, Oregon spotted frog, Taylor checkerspot butterfly, streaked horned lark and golden paintbrush. Project will engage students and other community members to restore prairies through removal of invasive plants and disbursal of seeds.

1.2. Amendments.

During the life of the Project, the NFWF Subrecipient is required to inform the NFWF Grants Administrator of any changes in contact information or in the Project scope of work, as well as any difficulties in completing the performance goals articulated by the Project description immediately. If the NFWF Subrecipient determines that the amount of the budget is going to change in any one budget category by an amount that exceeds 10% of the Award, the NFWF Subrecipient must seek prior written approval from the Grants Administrator. NFWF Subrecipients must seek an amendment request upon determination of a deviation from the original Grant Agreement as soon as such deviation is detected. However, NFWF may initiate the amendment if NFWF determines an amendment is necessary at any time. Amendment requests are to be submitted via NFWF's Easygrants system.

1.3. Matching Contributions.

Matching Contributions consist of cash, contributed goods and services, volunteer hours, and/or property raised and spent for the Project. Matching Contributions for the purposes of this Project must meet the following criteria: (1) Are verifiable from the NFWF Subrecipient's records; (2) Are not included as contributions for any other Federal award; (3) Are necessary and reasonable for the accomplishment of project or program objectives; (4) Are allowable under OMB Cost Principles; (5) Are not paid by the U.S. Government under another Federal award except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs when authorized by Federal statute; (6) Are provided for in the approved budget when required by the Federal awarding agency; (7) Are committed directly to the project and must be used within the period of performance as identified in this Grant Agreement; (8) Otherwise conform to the law; and, (9) Are in compliance with the requirements of Section 2 of this Grant Agreement concerning Compliance with Anti-Corruption, Anti-Money Laundering, Terrorist Financing, and Trafficking in Persons Statutes and Other Restrictions.

1.3.1. Documentation and Reporting of Matching Contributions. The NFWF Subrecipient must retain detailed time records for contributed services and original receipts and appraisals of real property and comparable rentals for other contributed

property at its place of business in the event of an audit of the NFWF Subrecipient as required by applicable Federal regulations.

1.3.2. Cash, Goods and Services, and/or Property. The NFWF Subrecipient must report to NFWF as a part of the Final Report, the Matching Contributions received by the NFWF Subrecipient and expended in connection with the Project. Fair market value of donated goods and services, including volunteer hours, shall be computed as outlined in §200.306 of 2 CFR Subtitle A, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, (hereinafter "OMB Uniform Guidance"), regardless of whether this Grant Agreement is federally funded.

1.3.3. Property. The NFWF Subrecipient may have a third party donor submit a letter to NFWF, documenting the fair market value and date of a Matching Contribution and stating that the donation is non-Federal, voluntary, and intended to qualify as a Matching Contribution. A letter provided to document a donation of real property must be accompanied by an appraisal by a certified appraiser; a letter provided to document rental of equipment or space must list three comparable rentals in the location of the Project.

1.4. Payment of Funds.

To be eligible to receive funds, NFWF Subrecipient must (1) return to NFWF an original executed copy of the grant agreement for the Project; (2) submit any due financial and programmatic reports; and (3) submit a complete and accurate payment request. NFWF Subrecipient may request funds by submitting a Payment Request via Easygrants. NFWF Subrecipient may request advance payment of funds prior to expenditure provided that (1) NFWF Subrecipient demonstrates an immediate need for advance payment; and (2) NFWF Subrecipient documents expenditure of advanced funds on the next payment request and/or required financial report to NFWF. Approval of any advance payment of funds is made at the sole discretion of NFWF, based on an assessment of the NFWF Subrecipient's needs. In all other cases, funds are disbursed on a reimbursable basis. NFWF reserves the right to retain up to ten percent (10%) of funds until submission and acceptance of the final reports.

1.5. Reports.

1.5.1 Interim Programmatic and Financial Reports.

The NFWF Subrecipient will submit interim programmatic and financial reports to NFWF based on the reporting schedule in Line 21 of the Cover Sheet to this Agreement. The interim programmatic report shall consist of written statements of Project accomplishments since Project initiation, or since the last reporting period, and shall be uploaded via NFWF's Easygrants system. The interim financial report shall consist of financial information detailing cumulative receipts and expenditures made under this Project since Project initiation, and shall be uploaded via NFWF's Easygrants system.

1.5.2. Annual Financial Report.

An annual financial report detailing cumulative receipts and expenditures made under this Project is required annually, due on October 31st of each year of the grant term. In the annual financial report, the NFWF Subrecipient must report the amount of NFWF Funds expended during NFWF's fiscal year (October 1 – September 30). The NFWF Subrecipient must enter a justification when there is a difference between the amount disbursed by

NFWF and the amount expended by the grantee. Failure to submit an annual financial report in a timely manner will delay payment of submitted payment requests.

1.5.3. Final Reports.

No later than 90 days after the completion of the Project, the NFWF Subrecipient will submit (1) a Final Financial Report accounting for all Project receipts, Project expenditures, and budget variances (if any) compared to the approved budget; (2) a Final Programmatic Report summarizing and evaluating the accomplishments achieved during the Period of Performance; (3) copies of any publications, press releases and other appropriate products resulting from the Project; and (4) Photographs as described in Section 1.5.3.1 below. The final reports and digital photo files should be uploaded via NFWF's Easygrants system. Any requests for extensions of the final reports submission date must be made in writing to the NFWF Grants Administrator and approved by NFWF in advance.

1.5.3.1. Photographs.

Together with the Final Programmatic Report NFWF Subrecipient will submit a representative number (minimum of 5) of high-resolution (minimum 300 dpi) photographs depicting the Project. Photographs should be uploaded via NFWF's Easygrants system as individual .jpg files. NFWF requests, as appropriate for the Project, before-and-after images of the Project, images of species impacted by the Project, and images of staff/volunteers working on the Project. In the Final Programmatic Report narrative include for each submitted photograph the date the photograph was taken, the location of the photographed image, caption, photo credit, and any other pertinent information. By uploading photographs to NFWF's Easygrants system the NFWF Subrecipient certifies that the photographs are unencumbered and may be used by NFWF and Project Funders as part of or separately from the permissions pertaining to the use of posting of Final Reports in Section 2.

1.5.4 Significant Developments.

The NFWF Subrecipient shall report on events that may occur between the scheduled performance reporting dates that have a significant impact on the Project. Such reporting shall be made as soon as the following conditions become known:

1.5.4.1 Problems, delays, or adverse conditions which will materially impair the ability to meet the Project objective. This disclosure must include a statement of the action taken, or contemplated, and any assistance needed to resolve the matter; and,

1.5.4.2 Favorable developments which enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

1.5.5. Certification and Representation.

For each report in this section, except for 1.5.4, NFWF Subrecipient shall include the appropriate certification and representation pursuant to section 4.8.

1.6. Access to Records.

NFWF Subrecipient shall maintain all records connected with this Agreement for a period of at least three (3) years following the date of final payment or the close-out of all pending matters or audits related to this Agreement, whichever is later. NFWF or any of its authorized representatives shall have access to such records and financial statements upon request, as shall Inspectors General, the Comptroller General of the United States or any of their authorized representatives if the Funding Source or any funding entity (*i.e.*, a secondary funding source) is a federal agency and/or any portion of the Project provided herein is paid with federal funds. NFWF Subrecipient must maintain records that demonstrate its compliance with federal statutory and regulatory requirements and that it is meeting the subaward project goals. Records for real property and equipment acquired with federal funds must be retained for at least three (3) years following disposition.

SECTION 2 NFWF AGREEMENT CLAUSES

2.1. Restrictions on Use of Funds.

The NFWF Subrecipient agrees that any funds provided by NFWF and all Matching Contributions will be expended only for the purposes and programs described in this Grant Agreement. No funds provided by NFWF pursuant to this Grant Agreement or Matching Contributions may be used to support litigation expenses, lobbying activities, or any other activities not authorized under this Grant Agreement or allowable under the Federal Cost Principles set forth in the OMB Uniform Guidance.

2.2. Assignment.

The NFWF Subrecipient may not assign this Grant Agreement, in whole or in part, to any other individual or other legal entity without the prior written approval of NFWF.

2.3. Subawards and Contracts.

When making subawards or contracting, NFWF Subrecipient (1) shall abide by all required granting and contracting procedures, including but not limited to those requirements of the OMB Uniform Guidance; (2) shall ensure that all applicable federal, state and local requirements are properly flowed down to the subawardee or contractor, including but not limited to the provisions of the OMB Uniform Guidance; and (3) shall ensure that such subaward or contracting complies with the requirements in Section 2.9.2 of this Grant Agreement concerning Compliance with Anti-Corruption, Anti-Money Laundering, Terrorist Financing, and Trafficking in Persons Statutes and Other Restrictions. NFWF Subrecipient shall also include in any subaward or contract a similar provision to this, requiring the use of proper grant and contracting procedures and subsequent flow down of federal, state and local requirements to lower-tiered subawardees and contractors.

2.4. Unexpended Funds.

Any funds provided by NFWF and held by the NFWF Subrecipient and not expended at the end of the Period of Performance will be returned to NFWF within ninety (90) days after the end of the Period of Performance.

2.5. Publicity and Acknowledgement of Support.

The NFWF Subrecipient gives NFWF the right and authority to publicize NFWF's financial support for this Grant Agreement and the Project in press releases, publications and other public communications. NFWF Subrecipient agrees to: (i) give appropriate credit to NFWF and any Funding Sources identified in this Grant Agreement for their financial support in any and all press releases, publications, annual reports, signage, video credits, dedications, and other public communications regarding this Grant Agreement or any of the project deliverables associated with this Grant Agreement, subject to any terms and conditions as may be stated in Section 5 and Section 6 of this Agreement; and (ii) include the disclaimer provided for herein. The NFWF Subrecipient must obtain prior NFWF approval for the use relating to this Award of the NFWF logo or the logo of any Funding Source.

2.5.1. Disclaimers.

Payments made to the NFWF Subrecipient under this Grant Agreement do not by direct reference or implication convey NFWF's endorsement nor the endorsement by any other

entity that provides funds to the NFWF Subrecipient through this Grant Agreement, including the U.S. Government, as applicable, for the Project. All information submitted for publication or other public releases of information regarding this Grant Agreement shall carry the following disclaimer:

For Projects funded in whole or part with Federal funds: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government or the National Fish and Wildlife Foundation and its funding sources. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government, or the National Fish and Wildlife Foundation or its funding sources."

For Projects not funded with Federal funds: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions of the National Fish and Wildlife Foundation or its funding sources. Mention of trade names or commercial products does not constitute their endorsement by the National Fish and Wildlife Foundation or its funding sources."

2.6. Posting of Final Reports.

The NFWF Subrecipient hereby acknowledges its consent for NFWF and any Funding Source identified in this Grant Agreement to post its final reports on their respective websites. In the event that the NFWF Subrecipient intends to claim that its final report contains material that does not have to be posted on such websites because it is protected from disclosure by statutory or regulatory provisions, the NFWF Subrecipient shall so notify NFWF and any Funding Source identified in this Grant Agreement and clearly mark all such potentially protected materials as "PROTECTED," providing an accurate and complete citation to the statutory or regulatory source for such protection.

2.7. Website Links.

The NFWF Subrecipient agrees to permit NFWF to post a link on any or all of NFWF's websites to any websites created by the NFWF Subrecipient in connection with the Project.

2.8. Evaluation.

The NFWF Subrecipient agrees to cooperate with NFWF by providing timely responses to all reasonable requests for information to assist in evaluating the accomplishments of the Project for a period of five (5) years after the project end date, unless if any litigation, claim, or audit is started (irrespective of the NFWF Subrecipient's involvement in such matter) before the expiration of the 5-year period, the records shall be retained until all litigation, claims or audit findings or pending matters involving the records have been resolved and final action taken. NFWF shall notify NFWF Subrecipient if any such litigation, claim or audit takes place so as to extend the retention period.

2.9. Compliance with Laws.

2.9.1 In General. The NFWF Subrecipient agrees to conduct all such activities in compliance with all applicable Federal, State, and local laws, regulations, and ordinances and to secure all appropriate necessary public or private permits and consents. The terms of this provision will survive termination of this Grant Agreement and must be flowed down to any and all contractors, subcontractors or subrecipients entered into by NFWF Subrecipient in the performance of this Grant Agreement.

2.9.2. Compliance with Anti-Corruption, Anti-Money Laundering, Terrorist Financing, and Other Restrictions.

2.9.2.1. The NFWF Subrecipient shall ensure that no payments have been or will be made or received by the NFWF Subrecipient in connection with this Agreement in violation of the U.S. Foreign Corrupt Practices Act of 1977, as amended (15 U.S.C. §dd-1 *et seq.*), the UK Bribery Act 2010, or any other applicable anti-corruption laws or regulations in the countries in which the NFWF Subrecipient performs under this Grant Agreement.

2.9.2.2. The NFWF Subrecipient shall not provide material support or resources directly or indirectly to, or knowingly permit any funds provided by NFWF pursuant to this Grant Agreement or Matching Contributions to be transferred to, any individual, corporation or other entity that the NFWF Subrecipient knows, or has reason to know, commits, attempts to commit, advocates, facilitates, or participates in any terrorist activity, or has committed, attempted to commit, advocated, facilitated or participated in any terrorist activity, including, but not limited to, the individuals and entities (1) on the master list of Specially Designated Nationals and Blocked Persons maintained by the U.S. Department of Treasury's Office of Foreign Assets Control, which list is available at www.treas.gov/offices/enforcement/ofac; (2) on the consolidated list of individuals and entities maintained by the "1267 Committee" of the United Nations Security Council at http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml; (3) on the consolidated list maintained by the U.S. Department of Commerce at http://export.gov/ecr/eg_main_023148.asp, or (4) on such other list as NFWF may identify from time to time.

2.9.2.3. The NFWF Subrecipient shall ensure that its activities under this Grant Agreement comply with all applicable U.S. laws, regulations and executive orders regarding money laundering, terrorist financing, U.S. sanctions laws, U.S. export controls, restrictive trade practices, boycotts, and all other economic sanctions or trade restrictions promulgated from time to time by means of statute, executive order, regulation or as administered by the U.S. Department of State, the Office of Foreign Assets Control, U.S. Department of the Treasury, or the Bureau of Industry and Security, U.S. Department of Commerce.

2.10. Arbitration.

All claims, disputes, and other matters in question arising out of, or relating to this Grant Agreement, its interpretation or breach, shall be decided through arbitration by a person or persons mutually acceptable to both NFWF and the NFWF Subrecipient. Notice of the demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen. The award rendered by the arbitrator or arbitrators shall be final. The terms of this provision will survive termination of this Grant Agreement.

2.11. Indemnity.

The NFWF Subrecipient shall indemnify and hold harmless NFWF, any Funding Source identified in this Grant Agreement, their respective officers, directors, agents, and employees in respect of any and all claims, injuries, losses, diminution in value, damages, liabilities, whether or not currently due, and expenses including without limitation, settlement costs and any legal or other expenses for investigating or defending any actions or threatened actions or liabilities arising from or in connection with the Project. The terms of this provision will survive termination of this Grant Agreement.

2.12. Insurance.

The NFWF Subrecipient agrees to obtain and maintain all appropriate and/or required insurance coverages against liability for injury to persons or property from any and all activities undertaken by the NFWF Subrecipient and associated with this grant agreement in any way. NFWF reserves the right to require additional insurance limits and policies based on specific activities under this Grant Agreement, that NFWF be named insured on all applicable insurance policies, and that the NFWF Subrecipient provide a certificate of insurance and/or copies of applicable insurance policies as requested by NFWF. The terms of this provision will survive termination of this Grant Agreement.

2.13. Choice of Law/Jurisdiction.

This Grant Agreement shall be subject to and interpreted by the laws of the District of Columbia, without regard to choice of law principles. By entering into this Grant Agreement, the NFWF Subrecipient agrees to submit to the jurisdiction of the courts of the District of Columbia. The terms of this provision will survive termination of this Grant Agreement.

2.14. Termination.

2.14.1. Upon the occurrence of any of the following enumerated circumstances, NFWF may terminate this Grant Agreement, or any portion thereunder, for default effective upon receipt by the NFWF Subrecipient of NFWF's written notice of termination, or as otherwise specified in the notice of termination:

2.14.1.1. The NFWF Subrecipient is adjudged or becomes bankrupt or insolvent, is unable to pay its debts as they become due, or makes an assignment for the benefit of its creditors; or,

2.14.1.2. The NFWF Subrecipient voluntarily or involuntarily undertakes to dissolve or wind up its affairs; or,

2.14.1.3. In the event of suspension or debarment by the Government of the NFWF Subrecipient; or,

2.14.1.4. In the event of any breach of the requirements set forth in Section 2 of this Grant Agreement concerning Compliance with Anti-Corruption, Anti-Money Laundering, Terrorist Financing, and Trafficking in Persons Statutes and Other Restrictions; or,

2.14.1.5. In the event NFWF learns that NFWF Subrecipient has an organizational conflict of interest, or any other conflict of interest, as determined in the sole discretion of NFWF, that NFWF believes cannot be mitigated; or,

2.14.1.6. After written notice and a reasonable opportunity to cure the perceived non-compliance with any material term of this Grant Agreement. The cure period shall be considered the timeframe specified by the Government, if any, minus one (1) to five (5) days or as agreed upon by the Parties in writing, or if no time is specified by the Government, ten (10) days or as otherwise agreed upon by the Parties. Within this time period the NFWF Subrecipient shall, as determined by NFWF, (a) satisfactorily demonstrate its compliance with the term(s) originally believed to be in non-compliance; or (b) NFWF, at its sole discretion, may determine that NFWF Subrecipient has satisfactorily demonstrated that reasonable progress has been made so as not to endanger performance under this Grant Agreement.

2.14.2. Either Party may terminate this Grant Agreement by written notice to the other Party for any reason by providing thirty (30) days' prior written notice to the other Party. NFWF shall have the right to terminate this Agreement in whole or in part at any time, if the Funding Source issues an early termination under the funding agreement(s) covering all or part of the Project at issue hereunder.

2.14.3. In the event of termination of this Grant Agreement prior to Project completion, the NFWF Subrecipient shall immediately (unless otherwise directed by NFWF in its notice if NFWF initiated the termination) undertake all reasonable steps to wind down the Project cooperatively with NFWF, including but not limited to the following:

2.14.3.1. Stop any portion of the Project's work that is incomplete (unless work to be completed and a different date for termination of work are specified in NFWF's notice).

2.14.3.2. Place no further work orders or enter into any further subawards or contracts for materials, services or facilities, except as necessary to complete work as specified in NFWF's notice.

2.14.3.3. Terminate all pending Project work orders, subawards, and contracts for work that has not yet commenced.

2.14.3.4. With the prior written consent of NFWF, promptly take all other reasonable and feasible steps to minimize and/or mitigate any damages that may be caused by the failure to complete the Project, including but not limited to reasonable settlements of any outstanding claims arising out of termination of Project work orders, subawards, and contracts.

2.14.3.5. Deliver or make available to NFWF all data, drawings, specifications, reports, estimates, summaries, and such other information and material as may have been accumulated by the NFWF Subrecipient under this Grant Agreement, whether completed or in progress.

2.14.3.6. Return to NFWF any unobligated portion of the Award.

2.15. Entire Agreement.

These terms and conditions, including the Attachments hereto, constitute the entire agreement between the Parties relating to the Project described herein and supersede all previous communications, representations, or agreements, either oral or written, with respect to the subject matter hereof. No representations or statements of any kind made by any representative of a Party, which are not stated herein, shall be binding on said Party.

2.16. Severability.

Each provision of this Grant Agreement is distinct and severable from the others. If one or more provisions is or becomes invalid, unlawful, or unenforceable in whole or in part, the validity, lawfulness and enforceability of the remaining provisions (and of the same provision to the extent enforceable) will not be impaired, and the Parties agree to substitute a provision as similar to the offending provision as possible without its being invalid, unlawful or unenforceable.

2.17. Interpretation and Construction.

2.17.1. This Grant Agreement shall be interpreted as a unified contractual document with the Sections and the Attachments having equal effect, except in the event of any inconsistency between them. In the event of a conflict between any portion of this Grant Agreement and another portion of this Grant Agreement, first the Sections will apply, then any supplemental attachments.

2.17.2. The title designations of the provisions to this Grant Agreement are for convenience only and shall not affect the interpretation or construction of this Grant Agreement.

2.17.3. Every right or remedy conferred by this Grant Agreement upon or reserved to the Parties shall be cumulative and shall be in addition to every right or remedy now or hereafter existing at law or in equity, and the pursuit of any right or remedy shall not be construed a selection.

2.17.4. The failure of NFWF to exercise any right or privilege granted hereunder or to insist upon the performance and/or compliance of any provision of this Grant Agreement, a referenced contractual, statutory or regulatory term, or an Attachment hereto, shall not be construed as waiving any such right, privilege, or performance/compliance issue, and the same shall continue in full force and effect.

2.17.5. Notwithstanding any express statements regarding the continuation of an obligation beyond the expiration or termination of this Grant Agreement, the rights and obligations of this Grant Agreement which by their nature extend beyond its expiration or termination shall remain in full force and effect and shall bind the Parties and their legal representatives, successors, heirs, and assigns.

SECTION 3 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS GENERAL

3.1. Binding Obligation.

By execution of this Grant Agreement, NFWF Subrecipient represents and certifies that this Grant Agreement has been duly executed by a representative of the NFWF Subrecipient with full authority to execute this Grant Agreement and binds the NFWF Subrecipient to the terms hereof. After execution by the representative of the NFWF Subrecipient named on the signature page hereto, this Grant Agreement represents the legal, valid, and binding obligation of the NFWF Subrecipient, enforceable against the NFWF Subrecipient in accordance with its terms.

3.2. Additional Support.

In making this Award, NFWF assumes no obligation to provide further funding or support to the NFWF Subrecipient beyond the terms stated in this Grant Agreement.

3.3. Compliance with Laws.

By execution of this Grant Agreement and through its continued performance hereunder, the NFWF Subrecipient represents and certifies that it is conducting all such activities in compliance with all applicable Federal, State, and local laws, regulations, and ordinances and to secure all appropriate necessary public or private permits and consents.

3.4. Conflicts of Interest.

By execution of this Grant Agreement, NFWF Subrecipient acknowledges that it is prohibited from using any Project funds received under this Grant Agreement in a manner which may give rise to an apparent or actual conflict of interest, including organizational conflicts of interest, on the part of the NFWF Subrecipient. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of NFWF Subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. An organizational conflict of interest is defined as a relationship that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The NFWF Subrecipient represents and certifies that it has adopted a conflict of interest policy that, at a minimum, complies with the requirements of the OMB Uniform Guidance, and will comply with such policy in the use of any Project funds received under this Agreement. NFWF Subrecipient may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of NFWF Subrecipient. If NFWF Subrecipient becomes aware of any actual or potential conflict of interest or organizational conflict of interest, during the course of performance of this Grant Agreement, NFWF subrecipient will immediately notify NFWF in writing of such actual or potential conflict of interest, whether organizational or otherwise.

SECTION 4 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS RELATING TO FEDERAL FUNDS

4.1. If the Funding Source or any funding entity (i.e., a secondary funding source) is a federal agency and/or any portion of the Project provided herein is paid with federal funds, the NFWF Subrecipient must read and understand certain applicable Federal regulations, including but not limited to, the following in Sections 4 and 5 of this Agreement as set forth herein.

If the NFWF Subrecipient is a Non-Profit Organization, Institution of Higher Education, State, Local or Tribal Government, it will need to understand and comply with the OMB Uniform Guidance (including related Supplements as may be applicable to a specific federal funding source(s), and Appendices as may be applicable), in addition to other applicable Federal regulations.

If NFWF Subrecipient subawards any portion of the Project under this Agreement to a third-party, NFWF Subrecipient shall, at a minimum, flow down those requirements and provisions required to be flowed down pursuant to the applicable regulations set forth above.

4.2. A-133 and 2 CFR § 200 Subpart F Audits.

It is the responsibility of subrecipients that are Non-Profit Organizations, State, Local or Tribal Governments to arrange for the conduct of audits as required by either OMB Circular A-133, "Audits of States, Local Governments, and Non Profit Organizations" or 2 CFR Part 200, Subpart F – Audit Requirements, whichever is applicable.

4.3. Interest.

Any interest earned in any one year on Federal funds advanced to the NFWF Subrecipient that exceeds \$500 must be reported to NFWF, and the disposition of those funds negotiated with NFWF. Interest amounts up to \$500 per year may be retained by the Subrecipient for administrative expense.

4.4. Subrecipient Debarment and Suspensions.

Unless NFWF Subrecipient has submitted a written justification fourteen (14) days prior to execution of this Grant Agreement, stating the reason that this term does not apply, which has been expressly accepted and approved by NFWF prior to execution, by and through NFWF Subrecipient's execution of this Grant Agreement, NFWF Subrecipient warrants and represents its initial and continued compliance that it is not listed on the General Services Administration's, government-wide System for Award Management Exclusions (SAM Exclusions), in accordance with the OMB guidelines at 2 C.F.R Part 180 that implement E.O.s 12549 (3 C.F.R., 1986 Comp., p. 189) and 12689 (3 C.F.R., 1989 Comp., p. 235), "Debarment and Suspension." The NFWF Subrecipient further provides that it shall not enter into any subaward, contract or other agreement using funds provided by NFWF with any party listed on the SAM Exclusions in accordance with Executive Orders 12549 and 12689. The SAM Exclusions can be found at <https://www.sam.gov/portal/public/SAM/>.

4.5. Mandatory Disclosure.

NFWF Subrecipient must disclose, in a timely manner, in writing to NFWF all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies described in this Grant Agreement, including termination, and any remedies provided under law, including suspension or debarment by cognizant federal authorities.

4.6. Trafficking in Persons.

Pursuant to section 106(a) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104(g)) (codified at 2 C.F.R. Part 175), NFWF Subrecipient shall comply with the below provisions. Further, NFWF Subrecipient shall flow down these provisions in all subaward and contracts, including a requirement that Subrecipients similarly flow down these provisions all lower-tiered subawards and subcontracts. The provision is cited herein:

- a. Trafficking in persons.
 1. *Provisions applicable to a recipient that is a private entity.*
 - i. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - a. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - b. Procure a commercial sex act during the period of time that the award is in effect; or
 - c. Use forced labor in the performance of the award or subawards under the award.
 - ii. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
 - 1.1. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - 1.2. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 1. Associated with performance under this award; or
 2. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at [agency must insert reference here to its regulatory implementation of the OMB guidelines in 2 CFR part 180 (e.g., "2 CFR part XX")].
 2. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity-
 - i. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - a. Associated with performance under this award; or
 - b. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at [agency must insert reference here to its regulatory implementation of the OMB guidelines in 2 CFR part 180 (e.g., "2 CFR part XX")].
 3. *Provisions applicable to any recipient-*

- i. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
- ii. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - a. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - b. Is in addition to all other remedies for noncompliance that are available to us under this award.
- 1.2.1. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- 4. *Definitions.* For purposes of this award term:
 - i. "Employee" means either:
 - a. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - b. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
 - ii. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
 - iii. "Private entity":
 - a. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - b. Includes:
 - 1. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
 - 2. A for-profit organization.
 - 1.2.2. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

4.7. Subrecipient Monitoring Requirements.

NFWF Subrecipients receiving federal funds understand that NFWF may require NFWF Subrecipient to take corrective action measures in response to a deficiency brought to NFWF and NFWF Subrecipient's attention during the course of an audit.

4.8. Certification and Representation.

NFWF Subrecipient must submit those certifications and representations required by Federal statutes, or regulations to NFWF on an annual basis. Submission may be required more frequently if the NFWF Subrecipient entity fails to meet a requirement of a Federal award.

Programmatic and financial reports or payment requests under a Federal award must be submitted by a representative of the NFWF Subrecipient who has the NFWF Subrecipient's full authority to render such reports and requests for payment and certify to the following at time of submission:

By signing this [report] [payment request], I certify to the best of my knowledge and belief that the [report] [payment request] is true, complete, and accurate. [The expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Grant Agreement.]. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

4.9. Pilot Program for Enhancement of Recipient and Subrecipient Employee Whistleblower Protection 41 United States Code (U.S.C.) 4712, Pilot Program for Enhancement of Recipient and Subrecipient Employee Whistleblower Protection: This requirement applies to all awards issued after July 1, 2013 and shall be in effect until January 1, 2017.

a) This award and related subawards and contracts over the simplified acquisition threshold and all employees working on this award and related subawards and contracts over the simplified acquisition threshold are subject to the whistleblower rights and remedies in the pilot program on award recipient employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (P.L. 112-239).

b) Recipients, and their subrecipients and contractors awarded contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 U.S.C. 4712.

c) The recipient shall insert this clause, including this paragraph (c), in all subawards and contracts over the simplified acquisition threshold related to this award.

4.10. 41 USC §6306, Prohibition on Members of Congress Making Contracts with Federal Government.

No member of or delegate to Congress or Resident Commissioner shall be admitted to any share or part of this award, or to any benefit that may arise therefrom; this provision shall not be construed to extend to an award made to a corporation for the public's general benefit.

4.11. Executive Order 13513, Federal Leadership on Reducing Text Messaging while Driving.

(Sub)Recipients are encouraged to adopt and enforce policies that ban text messaging while driving, including conducting initiatives of the type described in section 3(a) of the order.

4.12. 43 CFR §18 New Restrictions on Lobbying.

The NFWF Subrecipient agrees to comply with 43 CFR 18, New Restrictions on Lobbying, including the following certification:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the NFWF Subrecipient, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, and officer or employee of Congress, or an employee of a

Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

(c) The NFWF Subrecipient shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**SECTION 5 REPRESENTATIONS, CERTIFICATIONS, AND OTHER
STATEMENTS RELATING TO FEDERAL FUNDS – FUNDING SOURCE
SPECIFIC**

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**SECTION 6 REPRESENTATIONS, CERTIFICATIONS, AND OTHER
STATEMENTS RELATING TO NON-FEDERAL FUNDS – FUNDING SOURCE
SPECIFIC**

Publicity

Grantee will not identify the Foundation to third parties (including without limitation existing or potential donors, subgrantees, or contractors) as a supporter of the Project unless Grantee has first obtained the Foundation's express written authorization. The Foundation's prior written approval must be obtained before Grantee issues any news release, public announcement, publication, or information concerning the Grant or the Foundation. Grantee must provide such publicity materials to the Foundation at least 30 days prior to their planned use. Unless otherwise agreed to in writing by the Foundation, Grantee must not make or authorize any statement or otherwise imply to other donors, media or other third parties that the Foundation supports the activities of any subgrantee or contractor. Notwithstanding the foregoing, Grantee (but not any subgrantee or contractor) may list the Foundation on an annual or donor report, provided that the Foundation must be identified by its full name (Margaret A. Cargill Foundation) and provided further that the report not specify the specific project for which the Foundation provided support.

J. Commissioner Remote Attendance:

From time to time, it is not possible for a Commissioner to attend a Board of Commissioners meeting. In limited instances, the Port would benefit by a Commissioner's participation by means of remote communication. The Commission recognizes the benefits of fullest practicable attendance and participation by its members. Attendance from remote locations is intended to be an alternative and infrequently used method for participation by Commissioners. Attendance by remote communication may occur as follows:

1. A Commissioner may attend a meeting via remote communication in limited instances when the Commissioner cannot attend in person. Qualifying limited instances include (a) occasions when an agenda item is time sensitive and remote access is needed for a quorum and (b) when it is important for all Commissioners to be involved in a decision, but a Commissioner is unable to be physically present.

2. A Commissioner planning to attend via remote communication must provide notice to the Executive Director at least 24 hours prior to the scheduled meeting. The notice must advise of the Commissioner's intent to attend via remote communication and the reason(s) why the Commissioner cannot attend the meeting in person.

3. A Commissioner may not attend remotely unless satisfactory equipment is available at the physical location of the meeting. Satisfactory equipment means any telephone or other communications device equipped with a speaker junction capable of broadcasting the Commissioner's voice attending clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Commissioner to pose and answer questions from time to time.

4. During any meeting that a Commissioner is attending via remote communication, the Commission President or presiding officer shall state for the record that a particular Commissioner is attending via remote communication and the reasons for such attendance.

5. Commissioners attending via remote communication may participate and vote during the meeting as if they were physically present at the meeting.

6. Commissioners attending via remote communication shall comply with all rules and procedures as if they were physically present at the meeting.

7. In the case of executive sessions, the Commission may permit participation from remote location(s) only when the Commission on a case-by-case basis considers such participation to be necessary and the Commission is confident in the security of such remote communications.



MEMO

To: TCD Board of Supervisors

From: Sarah Moorehead (*Acting Executive Director*)

Date: January 30, 2018

Subject: Farmland Easement Program Development

Information will be provided at the Board meeting.