



**Board of Supervisors
Monthly Meeting Minutes
Tuesday, December 13, 2016
1:00 PM**

**Thurston
Conservation District**
Local solutions to local problems

Present at the meeting:

- | | | |
|----|---|------------------------------------|
| 9 | Diana Benson, TC Elections Office | Kathleen Berger, Staff |
| 10 | Stephanie Bishop, Staff | Robin Buckingham, Staff |
| 11 | Sheilah Cannon, Cooperator | Samantha Fleischner, Board Auditor |
| 12 | Amy Franks, Staff | Joel Hansen, Public |
| 13 | Amy Hatch-Winecka, Staff | Ann Hunter, TC Elections Office |
| 14 | Eric Johnson, Board Chair | Richard Mankamyer, TCD Board |
| 15 | Keith Martin, NRCS | Ashley McBee, Staff |
| 16 | Aslan Meade, Board Member | Sarah Moorehead, Staff |
| 17 | Tillie Naputi-Pullar, TC Elections Office | Chris Stearns, Thurston P.U.D. |
| 18 | Doug Rushton, Board Member | James Weatherford, TCD Staff |
| 19 | Kathleen Whalen, Executive Director | |

Action Items:

1. Board to review/approve ranking of CPDS projects in January 2017
2. Sarah to send Board details of Vets in Ag program for leg prep
3. Sarah to send Board Spokane's Vets in Ag marketing video
4. Sarah to send out logos options via email; Board makes final decision at January meeting
5. Sarah to send event flyers electronically to board and staff
6. Staff to post 3rd Friday South Thurston Economic Development Initiative (STEDI) meetings in rural communities on Google calendar
7. Staff to send TCD job postings to TCD board members for sharing
8. Staff to send Eric list of advertising avenues for open job positions
9. Staff to check on viability of having E1C computer set up at Native Plant Festival
10. Staff to provide letter clarifying which agencies approve each piece of CREP plans
11. Amy to re-confirm timeline with R&C consultant to ensure will align with our needs
12. Staff to place Relocation Update further up agenda next month

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

1. Welcome, Introductions and Pledge of Allegiance
2. Public Comment
None
3. Presentation of WACD 2016 Wildlife Steward of Year Award, Richard Mankamyer
 - Board & Staff presented award to cooperator, Sheilah Cannon
4. Agenda Review:
 - Group will re-arrange Agenda items as needed to ensure action and priority items addressed
5. Review of October 25, 2016 Minutes, All
Line Edits: 28 – 'TCD no longer has a rotating chair'

**Doug moved to approve October 25, 2016 meeting minutes, as amended. Aslan seconded. No discussion.
Vote: All in favor. Motion passed.**

- 54
55 **A. Action Item Follow-up**
56 Action items from October 25, 2016 board meeting addressed in separate report
57
- 58 **6. Partner Reports:**
59 **A. NRCS, Keith Martin**
60 ▪ Provided updates and deadlines for NRCS programs
61 **B. WSCC, Shana Joy**
62 ▪ Not present; Kathy relayed updates from Shana
63
- 64 **AI – Board to review/approve ranking of CPDS projects in January 2017**
65
- 66 **C. WACD/NACD, Doug Rushton**
67 ▪ **WACD:** Attended WACD with other board members; Doug shared written comments with Board;
68 Reminder to include cooperators in Legislative Day
69 ▪ **Leg Day Discussion:** February 14th; Board requested more prep/training; Discussed Vets in Ag and need
70 for board to get more information on program structure and details
71 ▪ **NACD:** No update
72
- 73 **AI – Sarah to send Board details of Vets in Ag program for leg prep**
74 **AI – Sarah to send Board Spokane’s Vets in Ag marketing video**
75
- 76 **D. WACD Annual Meeting Recap, All**
77
- 78 **7. Staff Reports**
79 **A. Ashley McBee**
80 ▪ Busy season for equipment program, especially poultry processing; Rental numbers back on track for
81 annual goal; Coordinated budgeting for ERP, planning for new equipment and marketing
82 **B. Sarah Moorehead**
83 ▪ Website update; 2017 Native Plant Festival handout; Resources/Handout from Climate Chang Effecting
84 Agriculture workshop; Updates on other upcoming partner and TCD events
85 ▪ Seeking board approval of logo ASAP to move forward with getting board nametags and business cards
86
- 87 **AI – Sarah to send out logos options via email; Board make final decision at January meeting**
88 **AI – Sarah to send event flyers electronically to board and staff**
89 **AI – Staff to post 3rd Friday STEADI meetings in rural communities are on Google calendar**
90
- 91 **C. James Weatherford**
92 ▪ Provided Center for Technical Development Update; Updated on 2017 training sessions; Working on 2017
93 Budget; Identifying training gaps to prepare employees for seeking certifications; Sending out DRAFT
94 Quality Assurance to CDs soon
95 **D. Kathleen Berger**
96 ▪ CREP: 7000 ft of fence installed on one project.
97 ▪ Presenting to NACD Urban committee in January
98 **E. Robin Buckingham**
99 ▪ Standard work; WA State Agronomist reviewed and approved his CNMP; Now a Certified CNMP planner
100 ▪ Culvert Project approved for RCO funding; Moving forward January 2017
101 **F. Amy HW**
102 ▪ Currently interviewing for both open positions (Habitat Tech and Resource Tech); Open until filled; Eric
103 expressed he wanted to be involved in hiring
104 ▪ Preparing for Conservation Easement (CE) meeting with partners
105 ▪ Doug feedback to get broader pool of potential sites to consider; Board confirmed CE set as number one
106 priority two board meetings ago

- 107 ▪ Reviewed salmon recovery projects going forward; Salmon Recovery funding requests and strategy
108 ▪ Received Pacific Mountain Workforce grant to do outreach in Rainier for SSG to do water quality testing
109 and restoration, and restoration design for older students
110

111 **AI – Staff to send TCD job postings to TCD board members for sharing**

112 **AI – Staff to send Eric list of advertising avenues for open job positions**

113

114 **8. CREP Plan #04-2016, Kathleen Berger**

115

116 **Samantha moved to approve CREP Plan #04-2016. Discussion: Clarifying language of motion and agency**
117 **responsible for technical review. Aslan seconded. Vote: All in favor. Motion passed.**
118

119 **9. Strategic Plan Activities Update, Kathleen Whalen**

- 120 ▪ Kathy provided update and reviewed timeline for review, public comment, and approval of strategic plan
121

122 **10. Financial Report, Amy Franks**

123 **A. Monthly Financial Report**

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

125 **B. Review of October & November 2016 Check Register**

- 126 ▪ Question: How many CDs have board members receiving cost share?; Should check be written to business,
127 rather than person to avoid perception of conflict of interest?; Clarified that Board ranked project list,
128 supervisor recused themselves from voting; All agreed project and funding appropriate

129 **C. 2017 Medical Premiums**

- 130 ▪ Premium costs lowered for 2017

131 **D. 2017 Budget**

- 132 ▪ Amy provided overview and report on updates to draft budget
133

134 **Check Register Approval: Aslan moved to approve the October & November check registers for checks**
135 **#18998-19074, totaling \$147,509.21 & voided checks #1901 –19030 and 19057-19060 for \$0. Richard**
136 **seconded. Discussion: Board shared concerns re: cost share checks written to supervisors; See 10b above.**
137 **Vote: All in favor. Motion passed.**
138

139 **Doug moved to accept proposed calendar year 2017 Budget, as amended. Amendment: Verifying budget**
140 **additions for election marketing and providing food at board meetings. Samantha seconded. Vote: All in**
141 **favor. Motion passed.**
142

143 **11. 2017 District Election, Kathleen Whalen**

144 **A. E1C (Every One Counts) Demo, Tillie Naputi-Pullar (Thurston County Auditor's Election Office)**

- 145 ▪ Provided demo for system that allows any eligible registered voter to fill out ballot online, print off, and
146 then mail in
147 ▪ County grant funded to use this system through 2018; Will strive to fund continued use after that date
148 ▪ Set up and use will cause no additional cost for Thurston Conservation District's March 2017 election
149 ▪ **Questions:** How is site accessed? Either through County Election website, a link provided on TCD website,
150 or passed along directly to a voter; 3 years in use by Auditor's office; Can users email ballot, rather than
151 printing? Only military users, must have original ballot with signature for all others
152 ▪ Can work with Kathy to adjust/edit home page instructions/template
153 ▪ Board consensus on utilizing the online voting software
154

155 **AI – Staff to check on viability of having E1C computer set up at Native Plant Festival**
156
157
158
159

160 B. Resolution #19-2016: Establishing 2017 Election Date, Time, & Methods
161
162 Doug Moved to approve Resolution #19-2016: Establishing 2017 Election Date, Time, & Methods. Aslan
163 seconded. No Discussion. Vote: All in favor. Motion passed.
164
165 12. Policy Updates
166 A. Resolution #14-2016: Inventory Management
167
168 Samantha moved to approve Resolution #14: Inventory Management. Doug seconded. No Discussion.
169 Vote: All in favor. Motion passed.
170
171 B. Resolution #15-2016: CREP Plans
172
173 Doug Moved to approve Resolution #15: CREP Plans. Aslan seconded. No Discussion. Vote: All in favor.
174 Motion passed.
175
176 AI – Staff to provide letter clarifying which agencies approve each piece of CREP plans
177
178 C. Resolution #16-2016: Conservation Plan Review
179 ■ Tabled
180
181 D. Resolution #17-2016: Board of Supervisor Guidelines
182 ■ Tabled
183
184 E. Resolution #18-2016: Public Disclosure Requests
185 ■ Tabled
186
187 13. 2017 Shellfish Protection District Work Program, Kathleen Whalen
188 ■ Kathy reviewed process, timeline and Thurston County Board of County Commissioners (TC BOCC)
189 approval
190
191 Samantha moved to approve 2017 Shellfish Protection District Work Program. Aslan seconded. No
192 discussion. Vote: All in favor. Motion passed.
193
194 14. Rates & Charges & Assessment, All
195 ■ Amy provided update based on other CDs responses/approaches to R&C; Talked with Ryan Mello & John
196 Ghilarducci (consultant) & provided their comments
197 ■ Reviewed timeline required for R&C proposal to TC BOCC
198 ■ Board discussed need to prioritize action items and stream line board meetings
199
200 Richard moved for TCD to pursue a Rates & Charges fee system. Aslan seconded. Vote: All in favor.
201 Motion passed.
202
203 AI - Amy will re-confirm timeline with R&C consultant to ensure will align with our needs
204
205 15. Relocation Update, Aslan/Kathleen
206 ■ Amy F updated: Researching financing aspects of relocation; Will need to seek out a municipal advisor to
207 move forward; Will look at our budget and help develop a performae; Also need bond council, who writes
208 resolution for board that authorizes us to borrow money at that level; Requesting \$1k-\$1500 to do this
209 research; Board supervisors are not be financially responsible
210 ■ Aslan waiting to hear re: funding for Tenino site; Provided current status

211 Sam moved to allot up to \$1500 to assess our borrowing capacity, with the municipal advisor. Aslan
212 seconded. No discussion. Vote: All in favor. Motion passed.

213
214 AI – Place Relocation Update further up agenda next month
215

216 **16. Administrative Reports (Information Only)**

- 217 A. Executive Directors Report – included in packet
218 B. October/November Staff Report – included in packet
219

220 **17. Other Business, All**

- 221 A. New Equipment for Rental Program, Board
222 ■ Tabled
223

224 **18. Executive Session: Executive Director Annual Review**

- 225 ■ Executive Session commenced at 3:20pm, with Board Members only in attendance
226 ■ Board exited executive session at 3:50pm & announced the need to continue the executive session for an
227 additional 20 minutes
228 ■ Board exited executive session and returned to public meeting at 4:10pm
229

230 Doug motioned to increase the Executive Director's salary by 5%, retroactive to July 1st 2016. Samantha
231 seconded. Vote: Sam, Doug, & Aslan in favor. Richard & Eric abstained. Motion passed.
232

233 **19. Roundtable & Adjourn, All**

234 Doug: Not present
235

236 Samantha: Shared personal update; Will not be at January board meeting; Start sending board packet
237 electronically

238 Aslan: No comment; Start sending board packet electronically
239

240 Eric: Update on conservation easement opportunities discussed at WACD annual meeting; See
241 upcoming easement meeting as chance to create opportunities to partner and utilize HCP to
242 protect ag lands
243

244 Ashley: David & Treacy Recognition; Electronic board packets
245

246 Kathy: Reminded board members re: do's and don'ts of multiple board members being present at
247 community events/meetings
248

249 Richard Mankamyer: No comment; Receive board packets electronically and by mail
250

251 Eric Johnson adjourned the meeting at 5:20p.m.
252

253 Respectfully Submitted,
254

255 
256 _____
257 Eric Johnson, Meeting Chair