



**Board of Supervisors  
Monthly Meeting Minutes  
Monday, August 21, 2017  
2:00pm**

**Present at Meeting:**

Eric Johnson, TCD Board Chair	Samantha Fleischer, TCD Board Auditor
Richard Mankamy, TCD Board	Doug Rushton, TCD Board
Nora White, TCD Staff	Christina Chaput, Thurston County
Amy Franks, TCD Staff	Joe Hanna, Public
Jeff Swotek, NRCS	Robin Buckingham, TCD Staff
Sarah Moorehead, Acting Executive Director	Michelle Fossum, Enduris
Shana Joy, WSCC (on phone)	

**Action Items:**

1. Sarah & Shana will gather information on RFQs for legal representation at remaining 2017 Board Meetings
2. Staff will research other CD cost share reimbursement rates, impact on TCD budget, & report back to Board
3. Amy will re-send doodle poll for resource technician interview times to Richard
4. Board to review Board Travel Reimbursement Subcommittee outcomes & provide feedback to Amy F
5. Amy will incorporate all Board feedback on Travel Reimbursement, and send updated version to Board
6. Sarah will send one page R&C process timeline to Board
7. Sarah will send update on 2018 SPD fund to program participants

Eric Johnson called the meeting to order at 2:00pm. 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**

- Joe Hanna:
  - Thanked Board for doing the pledge of allegiance each meeting

**3. Agenda Review**

- No revisions

**4. Partner Reports**

**A. NRCS, Jeff Swotek**

- Completed 2017 allocations for environmental quality incentives program
- Working on 7 endangered species cultural review sections
- Easement offers extended next 30 days for wetlands reserve programs
- Closing FRPP easements in Thurston County
- Nick Vira is back in WA as partnership liason

**B. WSCC, Shana Joy**

- Preparing for policy meeting on five initiatives shared in the past this week in Ellensburg

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

- Provided written update; Attached in Board packet

**D. TC/HCP, Chris Chaput**

- BOCC have not yet made a decision about how to move forward with HCP
- On Sept 5<sup>th</sup>, Will discuss what it would look like to merge County HCP with the Tumwater/Olympia HCP; Breakdown of financial options to pay for the HCP; Bringing maps to

- the BOCC to show them areas already in open space, areas already protected, conservation futures land, & service areas; Looking for property owners to sell/easements to create reserve areas
- Conservation easement on mazama meadows still up in the air
  - Questions by Doug and Richard: Timeline of the HCP happening and if BOCC is actually considering starting again; Lots of things are still up in the air and depends; Anything we can do to help? Public Board can provide comments to BOCC; Information flowing through Staff doesn't have the same weight as when it goes directly to the Board; Mitigation is still needed for listed species; Looking for land owners to pilot working lands mitigation property; Interested landowners should call Chris.

**a. Conservation Easement Update, Sarah Moorehead**

- BOCC briefing on July 27<sup>th</sup> to share info about getting involved with easement program; Meeting went really well and there were lots of interest from BOCC; Conservation Futures (CF) not funded this year; More information in Acting Executive Director's report
- Shared model from Pierce CD as a potential for TCD to replicate; PCD is willing to lend a helping hand; Amy Hendershot sent over eligibility and districts don't need to have a tract record of holding an easement in order to qualify for such a program, when partnered with a land trust to do management, restoration, and regulatory portion; This could be a real path forward for TCD; Pre-proposal is due in April; Notified in July or June if they are invited to do full proposal; Dollars available in 2019; Looking to have more conversation and make decisions over the fall and winter
- BOCC want to see program development before they are comfortable participating
- Question from Richard for Chris: How are CF program and HCP connected? They are not; However, BOCC is considering CF as partial funding of the HCP; They want to hold off on issuing any awards until all funding mechanisms are decided
- Eric says he would support the application at this time; Sam wants to pursue, but our immediacy needs to be focused on Rates and Charges; Eric agreed; Doug said timeline is really good and works well with current big projects and can't see a reason to not go after it; Eric and Samantha agreed
- Jeff urges we reach out to Nick Vira to learn more about RCPP program and get help fine tuning

**5. Staff Reports**

**A. Robin Buckingham**

- SRFB project on McLane: Secured engineer in July and on site last week; Hydraulic monitoring at end of summer and sit down for design considerations in beginning of September; Bridge vs. culvert not decided; Lots of possibilities look good, with preference for box culvert likely
- Bid solicitation and permits: Permits in October and bids in Jan/Feb, and construction in summer 2018; Grant is for 4 years, but can do it faster probably
- Doug: Price question on culvert vs. bridge; Approx. \$130,000 for bridge; Box culvert could be cheaper and could allow it to happen faster

**B. Sarah Moorehead**

- Presentation of TCD promotional video
- Landowners in video weren't scripted

**C. Nora White**

- Presented Clear Choices program survey
- Richard suggested Nora present on STEDI in the future

**6. Mid-Term Elected Seat Appointment, Eric Johnson/Sarah Moorehead**

**A. Board Position #3 Vacancy Announcement**

- Eric read Vacancy Announcement provided in Board packet



99 **B. Policy & Timeline Update**

- 100     ▪ Sarah sent a template to Board for recruitment from 7/31 meeting; Final draft sent on Aug. 4<sup>th</sup>;  
101       Need to establish date and time for applicant interviews and that will determine application  
102       deadline to give Board time to review applications; Picking those dates will allow us to move  
103       forward; Must have two weeks at least  
104     ▪ Eric: At least a 30 day window; Richard and Samantha agreed; Sarah also agreed; Some time in  
105       October? Have a special meeting or use the regular meeting?  
106     ▪ Samantha: Should have a special meeting just for interviews; Eric agreed; First week of October  
107       proposed  
108     ▪ Discussion on dates and timeline: Board decision - Applications due by 5pm September 25<sup>th</sup>; Sarah  
109       reminded that someone needs to check references before that meeting and can share; That person  
110       will be appointed at the September 26<sup>th</sup> meeting; Special meeting on October 2<sup>nd</sup> 10am to review  
111       applications, interview, and consider making a decision; Eric proposed and Samantha seconded;  
112       Staff will provide templates and information  
113     ▪ Richard: Where do we advertise? Sarah referred to the Board approved plan made last year in the  
114       packet; Staff will advertise  
115

116 **7. Executive Sessions: To Evaluate a Complaint/Charge & Potential Litigation and Performance**  
117 **of a Public Employee**

- 118     ▪ Executive Session commenced at 3:00pm for 45 minutes, with Board Supervisors, Michelle  
119       Fossum, & Shana Joy (on phone) in attendance  
120     ▪ Board exited Executive Session and returned to public meeting at 3:45pm and announced an  
121       additional 15 minutes were needed  
122     ▪ Board exited Executive Session and returned to public meeting at 4:02pm and announced an  
123       additional 15 minutes were needed  
124     ▪ Board exited Executive Session and returned to public meeting at 4:18pm and announced no  
125       decisions were made

126 **8. Discussion on District Path Forward, All**

- 127     ▪ Eric: Legally, can we have more legal local representation? Looking for pricing (\$600-1500  
128       dollars) estimates from counsel TCD has used in the past  
129     ▪ Michelle's advice: Put out a Request For Qualifications (RFQ) to solicit bids for local attorneys;  
130       Shana can help with the solicitation process; Amy mentioned that we can use MRSC to do that;  
131       Amy said we have \$5,000 budgeted for a lawyer  
132     ▪ Looking for someone for the next three meetings (through December) and would the re-evaluate  
133       need then  
134     ▪ Amy: In order to propose an RFQ with Shana's help, can we get that done by the next board  
135       meeting? If we don't have someone by the October board meeting is Michelle going to be  
136       available? She will tell Eric of her availability  
137     ▪ Doug suggested that we ask Shana to check with other districts that have a draft RFQ for us to  
138       utilize; She will look into that and Sarah will also help; All board members agreed that looking for  
139       someone through an RFQ is a good idea  
140     ▪ Doug: Need to include a time limit and dollar amount in RFQ  
141     ▪ Eric: Board anticipates a response from the attorney with respect to the investigation that has been  
142       conducted, as well as the conflict of interest issue, prior to the September 26<sup>th</sup> Board meeting;  
143       After that the Board will evaluate if any changes need to be made and what they will be  
144     ▪ Samantha: Directed to Amy and Sarah - The board would like to know both of their opinions on  
145       how their responsibilities are split with regard to the Board contacting them; It's easier if the board  
146       contacts one and who do they feel comfortable with that person being until Sept. 1<sup>st</sup> when Kathy

gets back; Amy said she's fine with everything going through Sarah and they are working together laterally; Sarah is also comfortable with being that point person through Kathy's leave, and she will use Amy's knowledge and skill set

**Doug made a motion to appoint Sarah Moorehead as the Acting Executive Director until Kathy's return. Samantha seconded. No discussion. Vote: All in favor. Motion passed.**

**AI – Sarah & Shana will work together to gather information on RFQs for legal representation at remaining 2017 Board Meetings**

**9. Board Meeting Minutes Review, All**

*(June 31<sup>st</sup> Action Item Report – Informational Only)*

**A. Review of July 27, 2017 Board Meeting Minutes Review, All**

- Tabled

**B. July 31, 2017 Board Meeting Minutes Review, All**

- Tabled

**10. Financial Reports, Amy Franks**

**A. Monthly Financial Report**

- Tabled

**B. July Check Register**

- Tabled

**C. August Check Register**

- Tabled

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

- Sarah reviewed Resolution & guidelines: Cost share rate shall not exceed 100% of cost of project; Information is in packet with an example from the last biennium
- Robin: Current 75/25 rate is good as a minimum; Higher will be more appealing for some landowners; Robin explained that under some grants, the rate is different/higher; Eric said he's not opposed to raising rate to up to 90% or the idea of changing rate for manure or water quality practices specifically; Shana shared most other district rates are 75/25, know of one with a 50/50 on a specific septic system; The 75/25 rate "keeps landowners with some skin in the game"; Eric: We've turned back money in past two years
- Doug said we need to know how this would affect our budget; Samantha said she'd like to see more information on what other districts are doing; Doug wants to know the rational for whatever number is chosen; Would like, if we change it, to see what the increase in practices could be
- Amy asked if we use this for shellfish cost share; Robin said no; That rate is set separate in policy at 75/25
- No Board decision made; Seeking more information before approval

4:40pm - Michelle Fossum exited the meeting

**AI – Staff will research other CD cost share reimbursement rates, impact on TCD budget, and report back to Board**

**12. Resource Technician Subcommittee Update, Amy Franks**

- Need Eric and Richard to respond to the doodle poll for interview blocks of time; Then interview times will be picked; Amy will re-send poll to Richard; Eric will fill it out by Wednesday



196  
197 **AI – Amy will re-send doodle poll for resource technician interview times to Richard**

199 **13. Board Travel Reimbursement Subcommittee Update, Amy Franks**

- 200     ▪ Amy shared a sheet of the main points that were talked about in the subcommittee meeting
- 201     ▪ Goal is to set language and new policy for Board travel and reimbursement
- 202     ▪ Requested all Supervisors review and send information back to Amy F.; Amy will send out
- 203         summary again to get feedback
- 204     ▪ Another subcommittee meeting in September to review full Board feedback

205  
206 **AI – Board to review Board Travel Reimbursement Subcommittee outcomes & provide feedback**  
207 **to Amy F**

208 **AI – Amy will incorporate all Board feedback on Travel Reimbursement, and send updated**  
209 **version to Board again**

210  
211 **14. System of Rates & Charges Update, Sarah Moorehead**

- 212     ▪ Sarah reviewed summary in Acting Executive Director Report
- 213     ▪ Commissioners are supportive of the district
- 214     ▪ Need to look at timeline between now and December 1<sup>st</sup> to meet deadlines
- 215     ▪ Commissioners interested in a 5 yr term for rates and charges
- 216     ▪ Sarah is drafting an ordinance using language from PCD as guidance and she will send that out;
- 217         Shana and Ron at WSCC to do legal review, then send to Board, then send to Commissioners;
- 218         Early November Commissioners public hearing; Prior to that, TCD would like to host info night
- 219         for community to share about TCD; Target to non-district communities; FCS will also attend if
- 220         we'd like
- 221     ▪ Doug asked Sarah to put together a one-pager with key dates and timeline for Board
- 222     ▪ Most immediately, Board needs to approve the ordinance once Shana and Ron review; Board look
- 223         for that next week
- 224     ▪ 28% for SPD not in rates and charges; Want to hear from Board about if that will be part of rates
- 225         and charges; Sarah proposed looking at 1) if we have enough money in current account to cover
- 226         another grant year or 2) send out letter to partners that it is suspended for 2018
- 227     ▪ Amy said there is enough in the pot to fund 2018 and we could then have a longer conversation;
- 228         Board decision to use existing funds for a 2018 grant round, pending approval of rates and
- 229         charges/assessment by Commissioners

230  
231 **AI – Sarah will send one page R&C process timeline to Board**

232 **AI – Sarah will send update on 2018 SPD fund to program participants**

233  
234 **15. Potential WACD Resolutions**

- 235     ▪ Tabled

236  
237 **16. Roundtable & Adjourn**

- 238     ▪ Eric: No capital budget, how does that affect us? Amy F. said that Amy HW is on a conference call
- 239         this week and expecting Lead Entity to get \$30,000; There are enough grants and grant extensions
- 240         to currently cover through the end of the year; Staff are working on budget revision and redirecting
- 241         people's time and money; Clarified what pots of money are affected; Staff will notify Board of any
- 242         updates; Staff will share mid-year budget review/restructure when it is complete (at September
- 243         meeting)

- 244     ▪ Samantha: WA Recycling Council is looking at getting some grant money to work with other  
245     entities to reconfirm the benefits of using compost in riparian restoration areas; Looking at  
246     partnering with CDs or others to bring money in and use it to do workshops; Looking to find out if  
247     there is interest from CDs to do restoration projects using compost and then having WAORC co-  
248     host workshops about what restoration happened to bridge gap in knowledge; QUESTION: Do you  
249     think CDs would want to do that restoration and then workshops if that money is available.  
250     ANSWER- Yes! Doug will share at WACD and at Caucus meeting on the 26<sup>th</sup> (Doug and  
251     Stephanie in attendance)  
252

253     Richard exited meeting at 5:09pm  
254

255     **WA Conservation Society Application for Membership**  
256

257     **Eric moved to approve paying dues to continue WCS membership. Samantha seconded. Vote:**  
258     **Samantha & Eric in favor. Doug abstained. Motion passed. Doug chosen as designated voter at**  
259     **WCS meetings. Motion passed.**  
260

261     **Administrative Reports** *(Informational Only)*

- 262     A. Acting Director Report  
263     B. July 2017 Monthly Progress Report  
264

265     Samantha moved to adjourn. Eric seconded.

266     Respectfully Submitted,  
267

268       
269     \_\_\_\_\_  
270     Eric Johnson, Board Chair