



Board of Supervisors
Monthly Meeting Minutes
Tuesday, April 24, 2018
2:00pm

Present at Meeting:

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|------------------------------------|---|
| Eric Johnson, TCD Board Chair | Samantha Fleischner, TCD Board Supervisor |
| Richard Mankamy, TCD Board Auditor | Sarah Moorehead, TCD Interim Executive Director |
| Doug Rushton, TCD Board Supervisor | Paul Pickett, TCD Supervisor - Elect |
| Linda Powell, TCD Board Supervisor | Heather Roskelley, TCD Staff |
| Jeff Swotek, NRCS | Shana Joy, WSCC |
| Joe Hanna, Thurston Ag Advisory | Paula Holroyde, Public |
| Melinda Holman, Public | Tony Wilson, Public |

Action Items:

1. Staff to reschedule BOCC briefing re: Rates & Charges
2. Staff to submit question to MRSC regarding official start of November 21, 2017 Board Meeting and to have lines 19-42 reviewed
3. Staff to check if there are Public Comments in writing for the November 21, 2017 Board Meeting
4. Staff will follow up on check 2695
5. Sarah will send proposal and timeline to increase capacity with staff to Board
6. Staff to set up meeting between Eric, Sarah, Shana and Forterra re: easements
7. Sarah will revise Annual Plan to include progress on easements
8. Sarah to contact Michelle Fossum and make arrangements for them to attend Executive Session during either May 29th or June 26th Board meeting
9. Staff will co-create Code of Conduct with Board by July 31st monthly Board Meeting
10. Staff to add Supervisor Reports after Partner Reports in future monthly Board Meeting minutes
11. Staff will contact City of Lacey about their plans for property

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

- Eric Johnson called the meeting to order at 2:00pm. There was a quorum.
- Welcome, Introductions, & Pledge of Allegiance conducted
- Chair announced meeting being audio recorded

2. Public Comment (3 minutes per person)

- Persons who provided public comment:
 - Paul Pickett
 - Tony Wilson

3. Agenda Review, All

- Doug requested placing BOCC update on agenda after Partner reports – 4D
- Linda – add discussion of visit by Linda and Joe Hanna to 400-acre park in Lacey – 10A
- Sarah – CREP project approval. Increase in incentive payment – discuss under Financial Report 6E
- MOU – Shellfish fund approval – discuss under Financial Report 6F
- RCO Amendment approval \$15,000 – discuss under Financial Report 6G
- Revise wording of Executive Session - #11
- Richard requested that Samantha's letter to WSCC be discussed – #12

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4. Partner Reports

A. **NRCS**, Jeff Swotek

- Finishing up writing plans for environmental quality incentive program (EQIP) applications. Selections will be made after May 7. Only 2 rounds. Round 2 - salmon money. Very robust year for 2019. Local working group met and provided input for 2019. Doesn't know if there will be 1, 2 or 3 rounds in 2019. Forestry, dairy, livestock, crop – all represented. Amy Hendershot did a great job. The comments given provided more funding.
- NRCS has been writing a programmatic assessment for other species such as the Marbled Murrelet. They consult one time and it's good for 30 years. Worked with USFWS on biological assessment. To be submitted in October. Biological opinion comes out of this and is being written concurrently with assessment.
- Early stages Wetlands Reserve Easement Program – recommendation is to keep grazing. Haying and cows grazing are great for Oregon Spotted Frog. Huge tool for Thurston landowners and it will benefit species.

B. **WSCC**, Shana Joy

- Handouts – Accountability program. 1st handout is a review of all 45 districts. 2nd handout is a review with accountability elements of TCD adopted by TCD Board on January 30, 2018. Shows areas of improvement. Will talk about where all districts are in May meeting and a second one in July. Action Plan – actions observed by Shana regarding performance.
- April 25-27 biennial budget discussion – start of discussion. Districts to give feedback on policy initiatives. WACD and WSCC commissioners and staff - 2-4x a year. Board members and staff are invited.

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

WACD:

- Plan to hire assistant manager of plant materials (PMC Assistant Manager) in Bow.

NACD:

- House passed Farm Bill. Thought it was a good deal.
- New USDA Chief of Forest Service is Vicki Christiansen.

D. **BOCC discussion – Rates and Charges**

- Sarah needs to confirm that May 31, 2-3pm is best for meeting with Board and Board of County Commissioners to discuss Rates and Charges. Will be a briefing between our Board and Thurston Board of Commissioners on Rates and Charges. Thurston CD Public Hearing on Rates and Charges on May 10. Board is good with date – Thursday, May 31.

AI – Staff to reschedule BOCC briefing re: Rates & Charges

5. Board Meeting Minutes Review, All – *Action Items*

A. **November 21, 2017 Special Meeting & Work Session minutes**

- Sarah provided amendments and corrections.
- Line 20 – Meeting called to order at 1:20pm. All before was prior to Eric being in meeting. Eric said that the meeting did not come to order at 1pm. Eric is proposing 20 through 38 to be reviewed by attorneys and revised. Eric wants this agenda issue sent to Phillips Burgess. According to Shana Joy, if it is sent to Attorney General, it's not free. However, we can receive free advice from MRSC. Question as to whether meeting officially started at 1pm or 1:20pm. Clarification on whether discussion between 5 people prior to meeting constitutes a public meeting. Shana said this discussion occurred before the meeting was called to order. There was a quorum and this was discussed and then Eric moved to start meeting at 1:30pm. Place 19-42 on hold to review with MRSC. When is a meeting a meeting and when does it start? Sarah confirmed questions to be asked of MRSC.

- Eric - can Sarah check to see if there were Public Comments in writing? List written comments.
- Line 276 – let it stand

AI – Staff to submit question to MRSC regarding official start of Board Meeting and to have lines 19-42 reviewed

107 **AI – Staff to check if there are Public Comments in writing for the November 21, 2017**
108 **Board Meeting**

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110 **B. January 30, 2018 Regular Meeting & Work Session minutes**

- 111 • Line 123 on page 3 – Eric requested that the following be added: Chair announced metadata
- 112 indicated letter was from District’s accounting department. Chair asked Samantha if she wrote it
- 113 at the District and she replied she wrote the letter and sent it to the District.
- 114 • Line 163 – change Executive Director Action Plan to Recruitment Plan
- 115 • Line 178 – change from 2017 to 2018
- 116 • Line 242-244 – specific numbers called out that are not indicated in minutes. Eric would like
- 117 language cleaned up and specific dates for April: Draft agenda by April 15. Board comments
- 118 by April 16. (Sam mentioned these should be business days.)
- 119 • Lines 247-249 – Change wording from Samantha; Board decided on dates that will be in action
- 120 plan.
- 121 • Samantha moved for approval. Linda seconded. Unanimous except for Doug abstaining.
- 122 (Doug was at NACD during this meeting.)

123 **C. March 27, 2018 Regular Meeting minutes**

124 Doug moved to approve minutes. Samantha seconded. (Reviewed and amended in April 24,

125 2018 Work Session.) Unanimous approval on amended minutes.

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127 **6. Financial Report**

128 **A. Monthly Financial Report**

- 129 ▪ Is there a Board member to review since we don’t have Steve Davis (CPA background)? Sarah
- 130 said it is difficult to have two signers. There was discussion but no decision on what to do without
- 131 having Steve. Amy Franks cross-trained Sarah on accounting processes.

132 **B. April Check Register**

133 Samantha moved to approve checks 19549 – 19597 totaling \$83,872.70 with no voided checks.

134 Doug seconded. Unanimous approval.

135 **C. Resolution #2018-01 – COLA**

- 136 ▪ Samantha moved to approve. Doug seconded provided CPI is spelled out the first time.
- 137 Sarah commented that it’s in the approved budget. Not approved. (Eric, Richard, and Linda
- 138 opposed. Doug and Samantha approved.)

139 **D. Schedule 22: State Auditor Report**

- 140 ▪ Sarah needs formal Board approval. Eric wanted quarterly employee comp reports provided.
- 141 The Schedule 22 is prepared by both District Treasurer and Auditor. Eric – why wasn’t Richard
- 142 asked to go over it? Due end of May. Richard will connect with Sarah about getting together with
- 143 the interim accounting manager, Susan.

144 **E. CREP**

- 145 ▪ Skookumchuck CREP - Budget approved previously. Doug moved to approve the CREP. Linda
- 146 seconded. Unanimous approval.

147 **F. 2018 Shellfish Work Program MOU**

- 148 • Doug moved to approve. Linda seconded. Unanimous approval.

149 **G. RCO Project #15-1411P Amendment 6**

- 150 • Late Capital Budget. Carries through fiscal year. Amendment number 7 adding \$15,000. Doug
- 151 moved to approve. Samantha seconded. Motion approved.

152 **AI – Staff will follow up on 2695**

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154 **Break at 4:03pm. Back at 4:15pm.**

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156 **7. Conservation Projects**

157 **A. East Fork McLane Creek Bridge**

- 158 ▪ Lowest bid. Samantha moved to approve. Doug seconded. Unanimous approval.
- 159

- 160 8. **2018 Annual Plan, All**
- 161 **A. Ag Easement Discussion**
- 162 • Discussions arose that centered around the District's ability to hold easements and associated regulatory and non-regulatory roles.
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- 164 • Discussion of the history of funding easements
- 165 • Eric – Clark County doesn't have assessment charges or Rates and Charges and they have \$3 million in funding.
- 166
- 167 • Doug suggested setting up meeting between Eric, Sarah, Shana and Forterra to discuss easements.
- 168
- 169 • Sarah will provide revisions as recommended.
- 170 **AI – Staff to set up meeting between Eric, Sarah, Shana and Forterra re: easements**
- 171 **AI – Sarah will revise Annual Plan to include progress on easements**
- 172 **B. 2018 Staffing Plan Discussion**
- 173 • Sarah – people are funded by grants.
- 174 • Shana says it's better to have an insert in the annual plan to track progress on quarterly basis. Doug would prefer a monthly report. He assumes the budget sheet and draft plan would match. Sarah responded that they do.
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- 177 • Puget Sound Caucus Meetings – Sarah or a Board member goes. Sarah to discuss with Eric on how to provide information in a manageable way for staff.
- 178
- 179 **C. Vacant Positions**
- 180 **AI - Sarah will send proposal and timeline to increase capacity with staff to Board**
- 181
- 182 9. **Executive Director Recruitment Plan, All**
- 183 • Linda suggested waiting for budget.
- 184 • Doug didn't get input on qualifications.
- 185
- 186 10. **Review of TCD Governance Action Plan, All**
- 187 • Sarah provided copy of Action Plan. Eric motioned for an Executive Session Special Meeting at May 29th Board meeting in which Board allocates up to 2 hours of money and requests that Enduris pay for it. Linda seconded. Unanimous approval. Either May 29 or June 26 meeting.
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- 190 • Action Plan revisions:
- 191 ○ 5C – change to By June 30.
- 192 ○ 5D – inform staff of response by July 31.
- 193 ○ 12 days before meeting (two Fridays before), staff will send out agenda. Board will provide comments 2 Mondays prior. Chair will finalize on Wednesday. Packets will go out on Thursday.
- 194
- 195 ○ Sarah will let Board know by Monday when there will be a staff meeting.
- 196 Sarah will send WSCC letter to Paul and Linda.
- 197
- 198 • Eric read policy 3.1.13 from Policy & Procedure Manual page 63
- 199 • Add Governance Action Plan to Annual plan. Eric motioned, Doug seconded. Unanimous approval.
- 200
- 201 • Code of Conduct – Minutes from Whatcom. Enduris provided ethics. Sent in January. Action Item – by 7/31/18 Work Session, co-create Code of Conduct with staff. Board and staff should co-create Code of Conduct, but it will be challenging right now. Chair and Executive Director are to work together.
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- 205 • Samantha - meeting minutes are actions and results. Shana – discussion should be summarized similar to Whatcom CD minutes. Paul will review policy for audio recordings and meeting minutes (8C) by June 30. Motion put forward by Eric to not have audio recordings. Motion put forward. No one seconded. Motion died.
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- 209 • Suggestion - At each monthly meeting, each Board Supervisor submits verbally a summary of meetings attended. Add a section for Supervisor Reports after Partner Reports.
- 210

211 AI – Sarah to contact Michelle Fossum and make arrangements for them to attend Executive
212 Session during either May 29th or June 26th Board meeting
213 AI – Staff will co-create Code of Conduct with Board by July 31st monthly Board Meeting
214 AI – Staff to add Supervisor Reports after Partner Reports in future monthly Board Meeting
215 minutes

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217 **10A. Relocation/Park Discussion, All**

- 218 • Park over in Lacey - 400-500 acres. Wide variety of topography. Potential with Ag. TCD could
219 relocate here. City of Lacey has title to it and wants an entity to take it over and do something
220 positive. 2 streams. Culvert replacements. A barn is currently on property. Potential tool shed.
221 Potential for community gardens, manure spreading. No building for an office, but someone can
222 negotiate with City of Lacey for a 100-year lease.
- 223 • Can we get loan based on Rates and Charges to buy this property? Create an Ag Park?

224 **AI - Staff will contact City of Lacey about their plans for property**

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226 **11. Executive Session** to evaluate the qualifications of an applicant for public employment or to review
227 the performance of a public employee - RCW 89.08.110 (30 min)


- 228 • *Wording changed above.*
- 229 • *No Executive Session during this Board meeting.*

230
231 **12. Review of Samantha's letter to WSCC, All**

- 232 • Letter emailed from Samantha to Mark Clark at Commission on November 30, 2017 regarding the
233 removal of Richard and Eric from Board. Shana then forwarded letter to Eric.
- 234 • Richard talked about the metadata of this letter (created in Word), stating it was created at TCD in
235 the Accounting Department. Richard asked why did it say it was created in Accounting Dept. at
236 TCD? Samantha said she emailed it from her Mac at home; she's been transparent about this.

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238 **13. Adjourn, All**

239 Eric moved to adjourn. Samantha seconded at 7:10pm. Unanimous approval.

240
241 Respectfully Submitted,
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244 Eric Johnson, Board Chair
245 *Paul Pickett*

