



- 6 **Present at Meeting:**  
7 Eric Johnson, TCD Board Chair  
8 Linda Powell, TCD Board Vice-Chair  
9 Richard Mankamyer, TCD Board Auditor  
10 Doug Rushton, TCD Board  
11 Sarah Moorehead, TCD Staff  
12 Amy Franks, TCD Staff  
13 Samantha Fleischner, TCD Board  
14 Shana Joy, WSCC  
15 Jane Mountjoy-Venning, TC Env. Health  
16 Amy Hatch-Winecka, TCD Staff  
17 Jerry Dierker, Citizen-activist  
18 Esther Kronenberg, League of Women Voters  
19 Maureen Caney, Citizen and League of Women Voters, Sierra Club  
20 Annabel Kirschner, League of Women Voters, Old Broads for Wilderness  
21 Lynette Garnton, Thurston County Elections  
22 Mark Clark, WSCC  
23 Joe Hanna, Public  
24 Scott Steltzner, Squaxin Island Tribe  
25 Steve Davis, CPA  
26 Ron Holtcamp, Citizen  
27 Tom Woodruff, Capital Land Trust  
28 Jim Goché, Friendly Grove Farm, with interest in VSP  
29 Tris Carlson, Shellfish Protection District  
30 Gary Kline, Local business person  
31 John Rosenberg, South Puget Sound Salmon Enhancement Program  
32 Dan Calvert, Puget Sound Partnership  
33 Allison Osterberg, TC Shellfish Protection District  
34 Ann Hunter, Thurston County Elections  
35 Chris Stearns, Thurston Co. PUD Commissioner  
36 Tom Salzer, National Conservation District Employees Association Pacific Region Rep
- 37 **1. Welcome, Introductions, Audio Recording Announcement, and Pledge of Allegiance**  
38     ▪ Chair announced start of meeting at 1:20 pm  
39     ▪ Welcome, Introductions, & Pledge of Allegiance conducted  
40
- 41 **2. Public Comment**  
42     ▪ Persons who provided public comment:  
43         ○ Joe Hanna  
44         ○ Annabel Kirchner  
45         ○ Lee Rimmer  
46         ○ Maureen Canby  
47         ○ Esther Kronenberg  
48         ○ Steve Davis  
49         ○ John Newman  
50         ○ Tris Carlson

- 51       ▪ Chair moved for future Board meetings to allow three minutes for each person to make  
52 public comment. Seconded. Chair amended motion to have a sign-up sheet, the order  
53 of which determines order of public comment. Unanimous approval.  
54

55 **3. Agenda Review**

- 56       ▪ Include draft letter to RCO – Partner Reports, Item D  
57       ▪ Include Phillips Burgess invoice – Financial Reports, Item D  
58       ▪ Delete Item 13 – TCD Relocation Discussion and Path Forward  
59       ▪ Move Items 9 and 10 (Future District Funding & 2018 District Budget) prior to Item 5  
60       ▪ Take off Item 14 – Easement Subcommittee Discussion – and have this discussion in  
61 January 2018 Board meeting  
62

63 **4. Partner Reports**

64 **A. NRCS, Jeff Swotek – Not present**

65 **B. Mark Clark, Executive Director, WSCC**

- 66       ▪ Usually not at District Board meetings, but he is at this meeting because of negativity  
67 and dysfunction
- 68       ▪ Had concerns about Rates & Charges not happening and incidents at Board meetings;  
69 received approval in a motion from Commission to start a removal from office process –  
70 this is a formal process that has not yet started
- 71       ▪ Groups have contacted him wanting this to be kept quiet, but he wants full transparency
- 72       ▪ Will involve public hearings and not be particular to any one Board Supervisor – they're  
73 looking at all Board Supervisors
- 74       ▪ Requested action in letter by January 31, 2018
- 75       ▪ Supervisor removal would involve a 30-day notice to the Supervisor and a 60-day notice  
76 before the formal procedure would take place; requires a great deal of time and funds
- 77       ▪ Ray – who has 38 years of experience working with Districts across the nation – has  
78 been there to help
- 79       ▪ Resignation is an option; hard work to volunteer to be a Supervisor and he would  
80 understand if someone wants to resign
- 81       ▪ Suggested looking at the Aspen Group; they teach governance primarily to school  
82 boards but have worked with Spokane Conservation District; they're cheaper than  
83 lawyers, but not cheap
- 84       ▪ Aspen Group would be an alternative if they don't trust the Commission staff, but it  
85 would probably require a contract that needs an RFP, which would take some time

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

- 87       ▪ Doug allocated his time to Mark Clark, WSCC, and provided a written report

88 **D. RCO Letter, Sarah**

- 89       ▪ Wanted formal acknowledgement by the Board for the letter in an open public meeting  
90       ▪ Eric to sign letter  
91

92 **5. Future District Funding Discussion, All**

93 **A. Rates & Charges Update**

- 94       ▪ Doug moved to pursue consistently with our last resolution Rates & Charges as soon as  
95       possible but no later than 2019. Linda seconded. Unanimous approval.

96       **B. Capital Budget Update**

- 97       ▪ Shana: Two funding requests at play with a governor's supplemental budget as well as  
98       the Capital Budget
- 99       ▪ Shana: One-page comparison table on WSCC website that sifts out parts of the budget  
100       bill with which the Commission is involved

101       **6. 2018 District Budget, Amy Franks and Sarah Moorehead**

- 102       ▪ Complete revision of the staffing plan with new revenue sources from Thurston County
- 103       ▪ Able to arrive at a balanced budget for next year
- 104       ▪ Included are a narrative, a summary of all of the revenue sources and expenses, and the  
105       staffing plan
- 106       ▪ TCD is losing one of the resource staff due to budget cuts
- 107       ▪ Two staff with reduced hours qualify for the shared work program
- 108       ▪ Sarah - biggest hit is to District operations; majority of staff are funded through  
109       contractual grant applications
- 110       ▪ Budget to be reviewed before end of current meeting
- 111       ▪ ***Shellfish Protection District***
- 112           ○ Allison Osterberg, coordinator for the Shellfish Protection District combined  
113           advisory group, discussed the budget proposal; this group has met since 2002 to  
114           review, oversee, and direct activities in the Nisqually and Henderson Shellfish  
115           Protection Districts to improve water quality and re-open shellfish beds; long  
116           partnership with TCD
- 117           ○ The top three priority projects are the Homeowners Septic Grant program,  
118           overseen by Thurston County Environmental Health; the Technical Assistance  
119           and Conservation program overseen by TCD; and the Car-Share program that's  
120           also overseen by the TCD
- 121           ○ Board of County Commissioners are the joint decision-makers for determining  
122           how the Shellfish Fund will be allocated
- 123       ▪ Doug moved to approve the 2018 budget presented on December 20, 2017, as written  
124       with revised numbers to be provided at the January meeting for potential change.  
125       Samantha seconded. Unanimous approval.
- 126

127       **Restroom Break. Reconvened at 4:13 pm.**

128

129       **7. 2018 Election Process & Timeline**

- 130       ▪ **Thurston County Elections Presentation and Q&A**
- 131       Tillie Naputi-Pullar (Thurston county Auditor's Office)
- 132           ○ Added the option for E1C called "Everyone Counts." Downloadable ballot  
133           system that they currently use for their actual federal and local elections.  
134           Used nationally. No way to trace the vote back to the voter. This is in  
135           addition to absentee ballots.
- 136           ○ One dollar per downloaded ballot
- 137           ○ Box at courthouse; unavailable 8pm – 8am

- 138                   ○ First two notices of intent to adopt an election resolution were completed  
139                   ▪ **Resolution #12-2017: Establishing 2018 Election Date, Place, Times, Method**  
140                   Doug moved to adopt Resolution 12-2017. Samantha seconded. Eric added a friendly  
141                   amendment to include Nora White as the election supervisor with oversight from Linda  
142                   Powell. The election date is March 3, 2018, from 10:00 a.m. to 3:00 p.m. at Thurston  
143                   Conservation District. Linda seconded. Unanimous approval for both friendly  
144                   amendment and motion as whole.  
145

146 **8. Financial Report, Amy Franks**

147 **A. Monthly Financial Report:**

- 148                   ▪ Year-to-date appears to have a deficit, but TDC is still under budget for the year  
149                   ▪ Amy reported that the year will not likely end with a deficit for TDC

150 **B. November Check Register:**

- 151                   ▪ Check register approved in November

152 **C. December Check Register:**

- 153                   ▪ Samantha moved to approve checks 19437 through 19456 totaling \$69,588.41, with  
154                   one voided check to Colonial Supplemental Insurance, check number 19445. Doug  
155                   seconded. Unanimous approval.

156 **D. Phillips Burgess Invoice:**

- 157                   ▪ Eric moved to pay the Phillips Burgess invoice. Richard seconded. Doug motioned  
158                   to add a friendly amendment – a caveat to consult with the full Board prior to any  
159                   future substantially similar actions in the future. Richard seconded. Passed with  
160                   approval by Eric, Richard, Doug, and Linda. Samantha abstained.

161  
162 Amy Franks brought to the Board's attention that there are two months of checks to sign for,  
163 including rent and utilities. The Auditor has recused himself. She was hoping someone could  
164 sign them.

165  
166 **9. Action Item: Policy and Procedures 1.4**  
167 **Delegation of Authority to District Treasurer**

168  
169 **Financial Policy and Procedure**

170 Financial policies are developed and approved by the entire Board of Supervisors. Staff  
171 develops procedures in consultation with the Board.

172  
173 The District Treasurer shall ensure proper records are maintained to support financial and legal  
174 client audits and the District Treasurer shall provide assistance to ensure clients with authorized  
175 internal control systems, as needed, and approved by the Board.

176  
177 The Board may promulgate District policy with regard to financial matters. Upon adoption of the  
178 financial policy by the Board of Supervisors, the Executive Director and the District Treasurer  
179 shall make the policy effective by designing and implementing such procedures as are  
180 appropriate in the opinion of and approved by the Board of Supervisors.

181  
182 The Executive Director and the Treasurer will have the authority to adopt District procedures  
183 with regard to financial matters in consultation with the Board.

184  
185 **Control Systems and Reporting System**

186 For control systems and reporting system, TCD along with 25 other Districts use QuickBooks to  
187 control receipts and expenditures. There are also guidelines that all state and local governments

188 must follow for the receipt and expenditure of public funds that are designed and implemented  
189 by the State Auditor's office.

190 At regularly scheduled Board meetings or as needed, the District Treasurer shall prepare a  
191 report on the financial condition of the district and shall present a report to the Board.

192 **Employee Management, Supervision, and Training**

193 The District Treasurer, together with the Executive Director, shall ensure employees receive  
194 adequate training on all matters affecting District financial matters. Regularly scheduled training  
195 sessions will be held for new employees, new Board members, and any other employee or  
196 Board members as needed and as may be determined by the Board of Supervisors. As directed  
197 by the Executive Director, the District Treasurer shall approve the hiring, training, promotion, or  
198 termination of the District accounting staff, unless immediate action must be taken in the opinion  
199 of the Executive Director.

200

201 **District Representation**

202 As directed by the Executive Director, the District Treasurer shall represent the District in  
203 financial matters to the public, third-party CPAs, advisors, financial institutions, trade and  
204 industry groups, insurance companies, legal counsel, and others as required in performance of  
205 the Treasurer's duties.

206 **Consultants**

207 In consultation with the Board and as directed by the Executive Director, the District Treasurer  
208 shall have the authority to hire consultants including legal advisors, financial advisors, public  
209 relations advisors, engineers and other professional advisors as the needs of the District dictate,  
210 subject to limitations of the approved budget and annual plan.

211

212 **Re-delegation**

213 The District Treasurer may re-delegate authorities from the District Treasurer to other District  
214 accounting employees, to other District employees, or to consultants with the approval of the  
215 Executive Director and the Board of Supervisors.

216

217 Doug moved to approve Policy 1.4 Delegation of Authority to the District Treasurer on  
218 December 20, 2017. Linda seconded. Unanimous approval.

219

220 **10. Action Item: Policy and Procedures 1.3.1**

221 **Delegation of Authority to Acting Executive Director**

- 222     ▪ A 3-hour special meeting work session on Policies and Procedures 1.3.1 will be  
223       scheduled within the first two weeks of January 2018

224

225 Linda moved to adjourn. Samantha seconded. Unanimous approval.

226 Meeting adjourned at 4:25 pm.

227 Respectfully Submitted,

228

229

230

231

  
Eric Johnson, Board Chair



