



Board of Supervisors
Monthly Meeting Minutes
Tuesday, February 27, 2018
2:00pm

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	Joel Hansen, TCD Assoc. Supervisor
Chris Stearns, TCD Assoc. Supervisor	Sarah Moorehead, TCD Interim Executive Director
Amy Franks, TCD Staff	Ashley McBee, TCD Staff
Nora White, TCD Staff	Daeg Byrne, Public
Tara Donohoe, NRCS	Deston Denniston, Citizen
Joe Hanna, Public	Amy Hendershot, NRCS
Paula Holroyde, Public	T.J. Johnson, Public
Shana Joy, WSCC	Esther Kronenberg, Public
Autumn Pickett, Public	Paul Pickett, Public
Lisa Riner (sp?), Public	Edward Steinweg, Public
Eric Stewart, Public	Cynthia Stewart, Public
Jana Wiley, Public	

Action Items:

1. Staff will email PDRs to Board, as submitted; AED and Auditor will generate monthly summary report on PDRs (including tracking number, date received, who requested, date fulfilled, outcomes, etc.)
2. Staff will conduct doodle poll and coordinate meeting for NRCS ACEP presentation
3. Staff will send 2018 TCD Budget to Cynthia Stewart
4. Staff will send invoices to Eric (Les Schwab, Casa Mia)
5. Staff will email detailed invoice information for the two February Whitlock Limited payments to Board
6. TCD Board Statement on 2017 Funding Issues & 2018 Budget Impacts early on 3.27.18 Agenda
7. Staff will issue statement indicating TCD Board is currently working on a 2017 funding statement via website and social media
8. Kathleen Berger prepared a recap of farm pro project for Board and Thurston County Ag commission. Draft given to Sarah. Included in Board packet.
9. Staff will email Board the ED and all Staff job descriptions
10. ED position description/recruitment plan on 3.27.18 Agenda
11. R&C Resolution on April Monthly Board Meeting Agenda
12. Staff will RSVP Eric, Samantha, Richard, and Linda for WSCC Tour

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)

- Agenda states Public Comment set at two minutes; Chair clarified public comment is three minutes per person; Public comment submitted in written form attached

- 50 ▪ Persons who provided public commented:
51 ○ Paul Pickett
52 ○ Jana Wiley
53 ○ Deston Denniston
54 ○ Lisa Riner (sp?)
55 ○ Esther Kronenberg
56 ○ TJ Johnson
57 ○ Cynthia Stewart
58

59 **3. Agenda Review, All**

- 60 ▪ Add Agenda Item #10: Executive Session to receive and evaluate complaints or charges brought
61 against a public officer or employee - RCW 89.08.110 (10 min)
62

63 **4. Policy and Procedures (P&P) Updates, All**

64 **A. Subcommittee Report & Recommendations**

- 65 ▪ Staff reviewed sub-committee meeting attendees, policies reviewed, and outcomes of sub-comm
66 meeting; Completed drafts of Policies #6.1.8 and #1.2 and provided for final Board review and
67 potential approval; Per 1.30.18 Action Item, Staff provided Draft Telephonic Board Supervisor
68 Remote Attendance policy
69 ▪ Board and Staff discussed changes to Auditor position description in Policy #1.2: Board of
70 Supervisor Guidelines & Officer Position Descriptions; Specifically proposed changes that
71 delegate oversight of public disclosure requests (PDRs) and review of Staff timesheets to Board
72 Auditor
73 ▪ Board decision for Acting Executive Director (AED) to electronically share PDRs with Board, as
74 submitted; AED and Auditor will generate monthly summary report on PDRs (including tracking
75 number, date received, who requested, date fulfilled, outcomes, etc.)
76 ▪ Board decision for Staff timesheet review and approval to remain an AED Delegation of Authority
77 and for Staff timesheets to be available to Board if requested
78

79 **AI – Staff will email PDRs to Board, as submitted; AED and Auditor will generate monthly**
80 **summary report on PDRs (including tracking number, date received, who requested, date**
81 **fulfilled, outcomes, etc.)**
82

83 **Doug moved to approve Policy #1.2: Board of Supervisor Guidelines & Officer Position**
84 **Descriptions, as amended. Linda seconded. Discussion: Richard: Make it known Auditor was not**
85 **invited to participate in Annual Budget Development, as stipulated in Auditor responsibility #7;**
86 **Staff provided clarification of sharing budget documents with Board and requesting feedback**
87 **throughout budget development process, context that 2018 budget development process**
88 **unprecedented, and invitation for Supervisors to continue to share concerns/feedback; Richard**
89 **requested more direct involvement specifically for Board Auditor; Board and Staff discussed**
90 **budget updates provided between Jan and Feb Board meetings; Staff did not send out updated**
91 **draft budgets between meetings, as it was not requested and was constantly evolving document;**
92 **Staff provided updates on major budget developments in that interim (i.e. TA Livestock, Capital**
93 **Budget, Shellfish Prot. Dist. Funds); Richard will receive Staff updates on budget development**
94 **when he comes to sign checks, to increase his understanding and participation in budget**
95 **development process. Vote: All in favor. Motion passed.**
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97 **Linda moved to approve Policy #6.1.8: Check Signing Policy. Doug seconded. No discussion. Vote:**
98 **All in favor. Motion passed.**

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- Board decision to hold Special Meeting on March 5th at 2pm to work on remainder of proposed P&P updates

5. Partner Reports

A. NRCS, Amy Hendershot

- Federal hiring freeze continues: Six employees for five county area; Unable to provide services as usual; Prioritizing projects with highest conservation benefit
- TCD hosting Local Workgroup meeting on 4.12.18 (9am @ NRCS/USFS - Black Lake); Public feedback from meeting focuses natural resource priorities funding/capacity
- 2017 Environmental Quality Incentives Program (EQIP): \$1 million awarded in Thurston County; Diverse projects: Forest stewardship plans, energy management plans, CMNPs, energy recommendation implementation, \$30k for high tunnels, implementation of water quality practices associated with CNMP, prairie restoration, removed salmon barrier, forest health project; Last 2018 application deadline, 3.16.18
- Agricultural Conservation Easement Program (ACEP): Recommends TCD partner with another organization doing easements and learn what it takes; Pierce/RCPP good example – Land Trusts hold easements and PCD is outreach liaison

AI - Staff will conduct doodle poll and coordinate meeting for NRCS ACEP presentation

B. WSCC, Shana Joy

- Handed out and read WSCC Investigation of the TCD Board: Process and Update statement to Board (attached)

C. WACD/NACD, Doug Rushton

- **WACD:** Hiring auditor to help with merging WACD and Plant Materials Center (PMC) finances; Staff working on websites update
- **NACD:** D.C. fly-in 3.20.18; Legislative priorities: NRCS hiring freeze and NRCS budget cuts to NRCS programs; Nashville meeting highlights emailed to Board

6. 2018 Elections & Appointments Update, Nora White

- Nora White, Election Supervisor, reviewed all ballot/voting deadlines; Provision allows for decision to hold poll site open longer if necessary; Board consensus that Election Supervisor will poll Supervisors present and make the decision on whether or not to extend polls if needed
- Reviewed important poll site regulations and process; Auditor's office taking steps to inform and offer opportunity for contested ballots to clarify errors in ballot casting or voter identity; Ballots tallied on 3.9.18; Anyone can attend but cannot interfere
- Deadline for appointed position application is 3.31.18; Elected & Appointed Supervisors assume duties after 3rd Thursday in May or after WSCC announces official winners

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

(Information only: January 30, 2018 Action Items Report)

A. February 28, 2017 Regular Board Meeting minutes

- January 2017 Check Register approval motion was recorded incorrectly in minutes; Shana recommends Board review and approve 2.28.17 Monthly Board Meeting minutes again, with explanation of second review in minutes

146 **Doug moved to amend February 28, 2017 Monthly Board Meeting minutes as follows: Line 271 -**
147 **Strike Richard and replace with Samantha as voting in favor of approving the January 2017**
148 **Check Register. Samantha seconded. No discussion. Vote: All in favor. Motion passed.**
149

150 **AI – Staff will send 2018 TCD Budget to Cynthia Stewart**
151

152 **B. September 26, 2017 Regular Board Meeting minutes**

153 Line Edits: 255 - Spell out because
154

155 **Samantha moved to approve September 26, 2017 Monthly Board Meeting minutes, as amended.**
156 **Chair seconded. No discussion. Vote: All in favor. Motion passed.**
157

158 **C. November 1, 2017 Special Regular Board Meeting minutes (no work session held)**

159 Line Edits: 195 – Move Samantha’s comments after motion discussion
160 360 - Add, ‘Eric asked who authorized payment; Was told would have to
161 get back to him’
162 399-401 – Add ‘usually’ Doug and Kathy attend
163 562 - ‘Years’
164 563 - Change to say ‘Sarah has not’
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166 **Samantha moved to approve November 1, 2017 Regular Board meeting minutes, as amended.**
167 **Linda seconded. Discussion: Vote: All in favor. Doug abstained. Motion passed.**
168

169 **D. November 21, 2017 Special Board meeting & Work Session minutes**

- 170 ▪ Tabled to allow more time for Board review

171 **E. December 20, 2017 Regular Board meeting & Work Session minutes**

- 172 ▪ Tabled to allow Staff to convert from transcript to current minutes formatting

173 **F. January 9, 2017 Special Board meeting minutes (no work session held)**

- 174 ▪ Tabled to allow more time for Board review

175 **G. January 30, 2018 Regular Board meeting & Work Session minutes**

- 176 ▪ Tabled to allow more time for Board review
177

- 178 ▪ Board decision to keep March 5th meeting focused on P&P updates (not review minutes); Board
179 decision not to re-print minutes for next Board packet
180

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

182 **A. Monthly Financial Report**

- 183 ▪ Not discussed

184 **B. January Check Register**

- 185 ▪ January Financial Report because not reviewed in 1.30.18 Monthly Board meeting
186 ▪ Board requested and received clarification re: individual checks
187

188 **AI – Staff will send invoices to Eric (Les Schwab, Casa Mia)**
189

190 **Samantha moved to approve January 2018 Check Register, including check #s19457-19487 and**
191 **voided check #s 19470-19471, totaling \$111,047.24. Linda seconded. No discussion. Vote: All in**
192 **favor. Motion passed.**
193

- 194 ▪ Doug requested clarification on which Board Meeting minutes will be reviewed at 3.27.18
195 Monthly Board Meeting: 11.21.17 Special Meeting minutes, 12.20.17 Monthly Meeting minutes,
196 1.9.18 Special Meeting minutes, 1.30.18 Monthly Meeting minutes, 3.5.18 Special Meeting
197 minutes, and all associated work session minutes

198 **C. February Check Register**

- 199 ▪ Board requested and received clarification re: individual checks

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201 **AI – Staff will email detailed invoice information for the two February Whitlock Limited**
202 **payments to Board**

203
204 **Doug moved to approve February 2018 Check Register, including check #s19488-19527 and no**
205 **voided checks, totaling \$107, 372.76. Samantha seconded. No discussion. Vote: All in favor.**
206 **Motion passed.**

- 207
208 ▪ Board decision to develop and share a statement from TCD Board of Supervisors to the
209 community, to clarify funding issues that occurred in 2017 and impacts on 2018 budget and
210 include authorizing Rates & Charges (R&C) RCW, information that distinguishes R&C from
211 Assessment and transition process, and 2018 TCD R&C transition timeline
212 ▪ Will put early on 3.27.18 Monthly Board meeting Agenda and discuss with public present; Richard
213 will continue to develop a timeline of events with Sarah and then all information will be forwarded
214 to Board and Shana for feedback, with goal to present at 3.27.18 Monthly Board meeting
215 ▪ Board decision to issue statement indicating TCD Board is currently working on a statement via
216 website and social media
217 ▪ Chair recommends Board of Supervisors listen to blog interviewing an Associate Board Supervisor
218 and discuss at next Board Meeting

219
220 **AI – TCD Board Statement on 2017 Funding Issues & 2018 Budget Impacts early on 3.27.18**
221 **Agenda**

222 **AI – Staff will issue statement indicating TCD Board is currently working on a 2017 funding**
223 **statement via website and social media**

224
225 **9. 2018 District Funding, All**

226 **A. 2018 District Budget (*Revised*)**

- 227 ▪ Staff provided and reviewed 2018 Annual Budget narrative; Reviewed 2018 Budget
228 Updates/Changes: Chehalis Workgroup Farm Pad funding re-directed outside District; Shellfish
229 Protection District Work Program almost fully restored to full capacity; Received confirmation
230 that TCD will receive Chehalis Outreach funding; Received more funding for Livestock TA
231 ▪ Board and Staff discussed funding for Executive Director (ED) position; Position funded from
232 Assessment; Board consensus to move on to ED Recruitment Plan in Agenda and return to 2018
233 District Budget
234 ▪ Revised 2018 District Budget not adopted

235
236 **AI – Kathleen B. will provide information to enable TCD Supervisors and Ag Advisory**
237 **Committee to issue statements/actions of support for Farm Pad implementation to Thurston**
238 **County**

239
240 **B. 2018 TCD Annual Plan Development**

- 241 ▪ Not addressed

242 **C. Executive Director Recruitment Plan**

- 243 ▪ Board and Staff brainstormed ideas for funding and filling ED position: temporary or part-time
244 position, \$20k currently allocated to Sarah's AED position that could be re-directed (comp rates,
245 not \$20k in salary available)
246 ▪ Board decision to start updating ED position materials and determine what is needed in the
247 position - and prepare for hiring when funding available
248

249 **AI – Staff will email Board the ED and all Staff job descriptions**
250 **AI – ED position description/recruitment plan on 3.27.18 Agenda**
251

252 **D. Acting Executive Director Compensation and Evaluation**

- 253 ▪ Board discussed need to decide on AED pay grade, providing evaluation and annual merit increase
254 ▪ Chair stated need to discuss in an Executive Session

255 **E. Rates & Charges Update**

- 256 ▪ Staff provided update: R&C timeline approved at 1.30.18 Board Meeting
257 ▪ Board decision to prepare for adopt R&C Resolution at April Monthly Board Meeting, to allow for
258 appropriate advertising/outreach for Public Hearing
259

260 **AI – R&C Resolution on April Monthly Board Meeting Agenda**
261

262 **10. Executive Session to receive and evaluate complaints or charges brought against a public officer**
263 **or employee - RCW 89.08.110 (10 min)**
264

265 **Chair moved to hold Executive Session with Board only. No second motion. Motion died.**
266 **Executive Session commenced with the following in attendance: Board Supervisors Eric, Richard,**
267 **Samantha, Doug, Joel, Chris and staff Sarah Moorehead and Amy Franks.**
268

- 269 ▪ Executive Session commenced at 6:18pm for 10 minutes, with Board Supervisors, Sarah
270 Moorehead, and Amy Franks in attendance
271 ▪ Board exited Executive Session at 6:28pm and announced 15 minute extension; Back in Executive
272 Session at 6:30pm
273 ▪ Board exited Executive Session at 6:45pm and announced 10 minute extension; Back in Executive
274 Session at 6:46pm
275 ▪ Board exited Executive Session at 6:56pm and announced 15 minute extension; Back in Executive
276 Session at 6:57pm
277 ▪ Board exited Executive Session and returned to public meeting at 7:12pm and announced
278 no decisions were made
279 ▪ Board decision to continue Executive Session at next Board Meeting
280

281 **AI – Staff will RSVP Eric, Samantha, Richard, and Linda for WSCC Tour**
282

283 **11. Adjourn, All**
284

285 Linda moved to adjourn. Samantha seconded. No discussion. Vote: All in favor. Motion passed.
286

287 Respectfully Submitted,
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290 _____
291 Eric Johnson, Board Chair
Paul Pickett