

TCD Board of Supervisors Meeting Minutes
January 15th, 2019 (2:00pm - 6:45pm) - Regular Meeting (Rescheduled)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588



- 1 **Present at Meeting:**
2 Eric Johnson, TCD Board Chair
3 Richard Mankamy, TCD Board Auditor
4 Linda Powell, TCD Board Vice-Chair
5 Doug Rushton, TCD Board Supervisor
6 Ben Cushman, TCD Counsel
7 Alison Halpern, WSCC
8 Ben Peterson, WFSE
9 Sandra Herndon, LWVTC
10 Valerie Hammett, LWVTC
11 Paula Holroyde, LWVTC
12 John Newon, Public
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| Sarah Moorehead, TCD Staff |
| Sue Bredsonsteiner, LWVTC |
| Carol Goss, LWVTC |
| Esther Kronenberg, Public |
| Pat Wald, Public |
| Phyllis Ferrell, Public |
| Jeff Swotek, NRCS |
| Paul Mikoloski, Public |
| Zena Hartung, LWVTC |
| Lee Riner, Public |

- 15 **Action Items:**
16 1. Susan will send Board WACD Dues expense in 2018 budget.
17 2. Ben Cushman will review the payment of the WACD Dues to ensure that TCD
18 was followed.
19 3. Sarah to update the draft 2019 Board Calendar.
20 4. Susan will provide cash flow analysis report monthly through May.
21 5. Sarah will confirm with TC Elections that payment can be made in full in May
22 2019.
23 6. Sarah will communicate with Mark Hamilton (WFSE) regarding timeline and
24 training.
25 7. Doug will send the draft District Manager position description to Board.
26 8. Sarah to propose draft organizational chart for TCD.
27 9. Alison to provide information on how similar CDs are organized and structured.
28 10. Alison will email WSCC budget info to TCD Board.
29 11. Sarah will email Board legislative days schedule for sign up.
30 12. Eric and Richard will update their signature cards at Timberland Bank.
31 13. Sarah will follow up with Bill Eller & TC Elections re: the ability and
32 affordability of Thurston CD to hold a special mailed ballot election in 2019.
33 14. Board will continue to work on the passage, signing, and posting of past minutes
34 as a CAPP priority.
35

- 36 1. **Welcome, Introductions, Audio Recording Announcement and Pledge of Allegiance**
37 Board, staff and public introductions. Audio recording announced by Chair. Pledge of
38 Allegiance.
39
40 2. **Agenda Review**

41 Add:

- 42 • February 26th meeting date change discussion (item #12)
- 43 • Legal report – Hanna & West vs. TCD (item #8)
- 44 • Move public comment up before 2019 Budget (item #5)
- 45 • Discussion on collective bargaining (item #9)

46

47 Remove:

48 Executive Session and Employee performance discussion

49

50 **3. Financial Report, All**

51 **a. Monthly Financial Report**

52 Susan answered questions from Board about November and December monthly
53 check registers.

54

55 **AI: Susan will send the Board WACD Dues expense in 2018 budget.**

56 **b. November Check Register - Action Item**

57 The Board and staff discussed WACD dues and the Orca Days event. Eric
58 expressed his concern that the Board did not explicitly vote for the WACD
59 membership or for the Orca Days expenses.

60 Sarah stated staff followed policy to pay expenses authorized by the Board in the
61 2018 budget, including the 2018 WACD dues.

62 Sarah explained that Orca Days was entirely funded from outside sources and was
63 an opportunistic event for public outreach.

64 Richard stated that the Board Auditor should be involved in all financial
65 discussions.

66 Paul suggested that for the future, all memberships and annual fees be approved in
67 a block at the beginning of each year.

68 **Doug moved to approve the November 2018 check register including check**
69 **numbers 19821-19847 totaling \$85,690.74 with four voided checks 19824,**
70 **19832, 19839, 19845, with exception of the WACD Dues payment pending legal**
71 **opinion. Paul seconded. Motion passed. Richard, Doug, Paul, Linda for. Eric**
72 **against.**

73

74 **AI: Ben Cushman will review the payment of the WACD Dues to ensure that**
75 **TCD policy was followed.**

76

77 **c. December Check Register - Action Item**



78 *Linda moved to approve the December 2018 check register including check*
79 *numbers 19848 – 19862 totaling \$74,738.75 with no voided checks. Doug*
80 *seconded. Motion passed. Unanimous.*

81
82 *d. Authorized Bank Signers*

83 Sarah provided an update on the remaining supervisors to provide identification
84 information to Timberland Bank to update the authorized bank signer card.
85 Currently only three of five Supervisors are authorized signers until the card is
86 updated.

87
88 **AI: Eric and Richard will update their signature cards at Timberland Bank.**

89
90 *e. Cash Flow Analysis Presentation, Susan Shelton*

91 Susan presented a cash flow analysis for January 2019 – May 2019, until Rates
92 and Charges funding comes to the District. The Board discussed processes for
93 increasing communication and review of the annual budget.

94
95 *Eric moved that the TCD Board will reapprove the 2019 Annual TCD budget*
96 *quarterly, one month before the end of each quarter. Linda seconded. Motion*
97 *failed. Doug, Richard, Paul voted against. Eric and Linda voted for.*

98
99 *Paul moved to hold a quarterly work session before the end of each quarter*
100 *dedicated to reviewing financial status of the District and revising the annual*
101 *budget if necessary. Motion passed. Unanimous.*

102 Doug asked for inclusion on the draft 2019 Board Calendar.

103
104 **AI: Sarah to update the draft 2019 Board Calendar.**

105 **AI: Susan will provide cash flow analysis report monthly through May.**

106
107 *I. 2018 Elections Expense*

108 The Board discussed ways to provide a payments until payoff can happen
109 in May 2019. The Board discussed that the District might pay up to
110 \$1000/month to show our good faith, as the budget allows at the discretion
111 of Susan.

112
113 **AI: Sarah will confirm with TC Elections that payment can be made**
114 **in full in May 2019.**

115

- 116 *f. TCD Resolution #2019-02: Shellfish Fund, All - Action Item*
117 *Richard moved to approve Resolution #2019-02: Shellfish Fund. Doug*
118 *seconded. Motion Passed. Unanimous.*
119
120 *g. Third Party Audit Update, Sarah Moorehead*
121 Sarah and Ben provided an update on the third party audit. The Board would like
122 to see the third party audit move quicker. The next meeting with staff is scheduled
123 for January 31st, 2019 at 2pm. Richard and Linda plan to attend. Staff will be
124 fulfilling Edgar's request for information prior to meeting.

125
126 **4. WACD Legislative Days, All**

127 Sarah provided information about WACD Legislative Days and Thurston CD legislative
128 appointments. Doug noted the increase in ask by WSCC for Conservation Technical
129 Assistance.

130
131 **AI: Sarah will provide WSCC budget request information to the Board.**
132

133 **5. Public Comment**

134 Esther Kronenberg
135 Patricia Harrigan
136 Carol Goss
137 Paul Mikolowski
138

139 **6. 2019 Budget, All - Action Item**

140 The Board and staff reviewed the discussion from the Board work session on the 2019
141 budget. Ben Cushman provided council regarding an operating budget that begins
142 January 1, 2019. The Board and staff discussed 2019 elections expenses. The Board re-
143 opened the soil testing program at a limited capacity until it can be fully re-opened in
144 May 2019.

145
146 *Paul moved to adopt the 2019 Annual Budget approving those expenses marked with*
147 *'must have' and having expenditures before May (black numbers) on the*
148 *understanding that; additional 'must have' expenses and further budget items will be*
149 *added at subsequent open meetings following the budget review process of the*
150 *Thurston Conservation District; and the effective date of this motion shall be January*
151 *1st, 2019. Doug seconded. Motion passed. Unanimous.*
152



153 The Board would like to make a parking lot of items to continue to review through the
154 year.

155

156 **7. 2019 Elections**

157 Ben Cushman provided information on a mail ballot. The Board discussed the costs and
158 benefits of election options.

159 **AI: Sarah will follow up with Bill Eller & TC Elections re: the ability and**
160 **affordability of Thurston CD to hold a special mailed ballot election in 2019.**

161 *a. District Elections Timeline and Information, Sarah Moorehead*

162 *b. TCD Resolution #2019-01: 2019 District Elections, All - Action Item*

163 **Paul moved to approve TCD Resolution #2019-01: 2019 District Elections. Doug**
164 **seconded. Motion passed. Unanimous.**

165

166 **8. Legal Update: Status of Hanna vs. TCD & West vs. TCD**

167 No status report on West vs. TCD.

168

169 Disputes on Hanna vs. TCD. Ben has reviewed filings of parties. No arguments made that
170 would prejudice our defense. No expense incurred beyond review process, still in review
171 process. Ben does not anticipate expense in appeal; does not anticipate any argument in
172 appeal that would prejudice defenses CD has.

173

174 Ben Cushman provided an update on the appeal of the funding suspension from WSCC in
175 2018. He noted that this issue should be resolved through CAPP process.

176

177 **9. Labor Relations Discussion**

178 The Board recognizes that the collective bargaining process has been initiated by the
179 union. Funding has been included in the proposed 2019 Budget for Human Resources
180 services to aid in negotiations after May. Sarah reported that she has been in
181 communications with Mark Hamilton at WFSE and Matthew Greer at PERC regarding
182 labor negotiations training for employers.

183

184 **AI: Sarah will communicate with Mark Hamilton (WFSE) regarding timeline and**
185 **training.**

186

187 **10. District Manager Discussion**

188 The Board discussed beginning a process of hiring a District Manager. The Board
189 discussed changing the position title from Executive Director to District Manager.

190 **AI: Doug will send the draft District Manager position description to Board.**



191 **AI: Sarah to propose draft organizational chart for TCD.**

192 **AI: Alison to provide information on how similar CDs are organized and**
193 **structured.**

194

195 **11. Partner Report**

196 *a. Washington State Conservation Commission (WSCC), Alison Halpern*
197 WSCC tour and meeting in Whidbey island this week. WSCC will announce on
198 Thursday who Interim Executive Director will be, still in hiring process for
199 permanent Executive Director. Ron Schultz is on medical leave and doing well.
200 The new WSCC Policy Assistant is Alison Halpern. Alison will continue to
201 provide support to Thurston CD (and others) while a new Regional Manager is
202 recruited. Alison asked that Board call in to give CAPP update at the January 17th,
203 2019 WSCC meeting. Ben Cushman will call in at the WSCC meeting. 5pm –
204 7pm Mark Clark farewell party – Matchless Brewery

205 **AI: Alison will email WSCC budget info to TCD Board.**

206 **AI: Sarah will email Board legislative days schedule for sign up.**

207 **AI: Board will continue to work on the passage, signing, and posting of past**
208 **minutes as a CAPP priority.**

209

210 **12. February 26th meeting date change discussion**

211 Eric proposed to tentatively reschedule the regular February meeting to Tuesday,
212 February 12th at 2pm due to a conflict with February 26th. The Board agreed to notify Eric
213 if the 12th would not work for their schedules.

214

215 **13. Board Meeting Minutes Review, All - Action Item**

- 216 *a. June 26th, 2018 Regular Meeting minutes – Tabled*
217 *b. July 24th, 2018 Special Meeting minutes – Tabled*
218 *c. October 30th, 2018 Regular Meeting & Work Session minutes – Tabled*
219 *d. November 15th, 2018 Regular Meeting & Work Session minutes – Tabled*
220 *e. Review of new minutes template and policy, Ben Cushman – No discussion*
221 *f. Discussion of past board Meeting minutes*
222 2017 outstanding minutes (June, August, Sept, Oct). Eric signed all but August
223 29th meeting minutes due to confusion on lines 47 and 48.

224

225 ***Paul moved to amend the August 29th, 2017 minutes to strike lines 47 and 48***
226 ***for clarification. Linda second. Motion Passed. Eric, Linda, Richard, Paul***
227 ***voted in favor. Doug abstained.***

228

229 The August 29th, 2017 meeting minutes were updated by staff and signed by Eric.

230

231 **14. 2018 CAPP Review, All**

232 Seven past minutes were signed by the Chair and will be uploaded promptly to Thurston
233 CD website by staff. Ben Cushman will provide CAPP status report during January 17th,
234 2019 Washington State Conservation Commission meeting.

235

236 **15. Voluntary Stewardship Program Update, Sarah Moorehead**

237 Sarah gave an update on the Voluntary Stewardship Program, the timeline for completing
238 individual stewardship plans (ISPs) and an upcoming VSP workshop.

239

240 **Legal Counsel Statement: Ben Cushman (attorney) reviewed the allegation of falsified**
241 **records by Glen Morgan and found there was not a falsification of record. There has been**
242 **confusion about what should go into a public record and meeting minutes, but that does**
243 **not constitute a falsification of records. No felonious activity or falsification of records has**
244 **taken place at Thurston CD.**

245

246 **16. Adjourn, All**

247 *Richard moved. Linda seconded. Motion passed. Unanimous.*

248

249 Respectfully,

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252 
Paul Pickett, Board Chair

