



Board of Supervisors
Monthly Meeting Minutes
Tuesday, January 30, 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
Joel Hansen, TCD Assoc. Supervisor	Sarah Moorehead, TCD Interim Executive Director
Amy Franks, TCD Staff	Ashley McBee, TCD Staff
Nora White, TCD Staff	Deston Denniston, Citizen
Phyllis Farrell	Joe Hanna, Public
Amy Hendershot, NRCS	Paula Holroyde, League of Women Voters (LWV)
Annabel Kirschner	Esther Kronenberg, LWV
Cynthia Stewart, Public	

Supervisors not present: Doug Ruston was representing Washington State at the NACD Annual Meeting.

Action Items:

1. Staff to check existing TCD policies and Deputy Director job description for conflict with draft check signing policy and procedure
2. Staff will develop draft Check Signing policy with language provided
3. Staff will review Motions #12-16 and provide draft language/questions to Sub-Committee prior to meeting
4. Staff will conduct a doodle poll for Sub-Committee to meet February 12th-16th
5. Staff will contact Doug regarding availability/interest to participate in Motion #12-16 Policy Sub-Committee
6. Staff will share R&C resources with Board (ordinances, WSCC materials, law suit info, etc.)
7. Staff will send Board the TCD Assessment MOU, which outlines SPD program
8. Stephanie will provide Board with clarification on the project details, project location(s), and deliverables for NFWF grant

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 recorded

2. Public Comment

- Public comment submitted in written form attached
- Esther Kronenberg
- Paula Holroyde
- Cynthia Stewart
- Annabel Kirschner
- Joe Hanna

3. Agenda Review, All

- MOUs (Item #s 11-13): Moved after Agenda Item #7

- 50 ▪ TCD Action Plan for Executive Director: Added as #7B
- 51 ▪ Issue Action Plan after Deschutes Workgroup MOU
- 52 ▪ WSCC Executive Committee: Added as #5C
- 53 ▪ TCD Communications: Added after Issue Action Plan (between #s7-8)
- 54 ▪ SSG/NFW Contract Consideration: Included with MOUs after #7
- 55 ▪ Conservation easement Update: Due to developing information, moved to February Agenda
- 56 ▪ Partner Reports: Moved before Agenda Item #4

57

58 **4. Policy and Procedures Updates, All**

- 59 ▪ Board and Staff discussion of policies/motions brought forth by Richard

60

61 **Richard moved to adopt Motion #11-013018. Linda seconded. Discussion: Unclear if**

62 **developing new policy or supplementing existing policy; Clarification that policy purpose is to**

63 **allow only Board to sign checks because Board is ultimately responsible, and remove**

64 **authorization for TCD’s CPA to sign checks; Concern expressed regarding needing to ensure**

65 **that having internal signatures only and eliminating external/ non-biased oversight does not**

66 **violate State Auditor requirements, WSCC oversight, or be a legal issue; Clarification that our**

67 **CPA will continue to provide financial oversight but not sign checks; Concern expressed that**

68 **this is a full Board responsibility but policy delegates authority to Board Auditor, Chair, and**

69 **Vice-Chair; Discussed need for contingency plan if two Supervisors are not available to sign**

70 **checks; Discussed need to put language decided upon into formal TCD Policy & Procedure**

71 **template; Staff recommendation to have two Board signatures for checks but retain CPA as**

72 **well, due to their value to the process; Discussed option to issue RFQ for new CPA; Discussed**

73 **current CPA has 20+ year relationship and institutional knowledge, professional auditor with**

74 **valuable insight, provides good service to TCD; May be able to save money but cannot replace**

75 **relationship; Staff recommendation to review CPA contract prior to putting motion outcomes**

76 **into effect; Need friendly amendment to re-name as “Check Signing Policy”; Board discussion**

77 **on need and process for an authorized Staff signer in case of emergencies; Removing signatory**

78 **authority for Deputy Director is a concern because in their job description; Friendly**

79 **amendment and Board decision that Executive Director or Acting Executive Director can sign**

80 **with authorization from a Supervisor, other than the Supervisor who will be available to sign**

81 **checks; Board & Staff worked on language stating such; Revised draft motion below; Decision**

82 **for Staff to use language agreed upon in revised motion to draft complete TCD Policy and**

83 **bring back to Board; Discussion and Board decision to review policies/job descriptions as well**

84 **to ensure no conflicts with final draft of policy. Vote: None in favor. Chair, Linda, & Richard**

85 **opposed. Samantha abstained. Motion dies.**

86

87 Updated Policy Draft Language: “All checks will be signed by the Board Auditor and one other

88 Board member. In the event a second Board member is available, a second Board member may

89 authorize the Executive Director or Acting Executive Director to sign checks. In the event the Board

90 Auditor is not available to sign checks, this duty goes to the Vice Chair, then Board Chair.”

91

92 **AI – Staff to check existing TCD policies and Deputy Director job description for conflict with**

93 **draft check signing policy and procedure**

94 **AI – Staff will develop draft Check Signing policy with language provided**

- 95
- 96 ▪ Board decision to convene a Sub-Committee to review remainder of motions proposed (Motions
- 97 #12-013018 - #16-013018) to include Sarah, Linda, Richard and will check with Doug to see if
- 98 interested

- 99 ▪ Staff will collate feedback received and work on draft policies prior to Motion #12-16 Policy Sub-
100 Committee meeting
101
- 102 **AI – Staff will review Motions #12-16 and provide draft language/questions to Sub-Committee**
103 **prior to meeting**
- 104 **AI – Staff will conduct a doodle poll for Sub-Committee to meet February 12th-16th**
- 105 **AI – Staff will contact Doug regarding availability/interest to participate in Motion #12-16 Policy**
106 **Sub-Committee**
107
- 108 **5. Partner Reports**
- 109 **A. NRCS, Amy Hendershot**
- 110 ▪ Environmental Quality Incentives Program (EQIP) deadline March 16th; Allowing \$450k per
111 entity/person (per Farm Bill stipulations); Continuing high tunnel program and allowing funding
112 request for multiple high tunnels, with \$15k cap on payments
- 113 ▪ Olympia Oyster Restoration Initiative: 3rd year of program and will terminate if more interest not
114 generated; NRCS working with tribes to implement projects in Henderson and Budd Inlet
- 115 ▪ Local Workgroup meetings upcoming; Board consensus for Eric to represent TCD again
- 116 **B. WSCC, Shana Joy**
- 117 ▪ Conservation Accountability and Performance Program (CAPP) has two program parts: 1) Legal
118 & WAC Accountability requirements and 2) Best Practices performance review; Latter still under
119 development; Only implementing Accountability requirements; Open Public Meetings Act and
120 Open Public Records requirements identified as areas of concern for TCD Board; Concerned
121 continuing discussion on TCD Governance Action Plan was not on agenda; Glad it is now and
122 offered further assistance if requested
- 123 **5C WSCC Executive Committee**
- 124 ▪ Chair seeking minutes from November WSCC Commission Meeting; Will be posted on WSCC
125 website when approved
- 126 ▪ Chair asked Samantha if she wrote letter to WSCC Executive Committee because appeared to be
127 written from a TCD computer; Samantha confirmed she wrote the letter. Eric announced metadata
128 indicated letter was from the District’s Accounting Department and asked Samantha if she wrote
129 the letter at the District. Samantha replied that she wrote the letter and sent it to the District.
130
- 131 **6. District Funding, All**
- 132 **A. Rates & Charges Update**
- 133 ▪ Staff reviewed 2018 Rates & Charges Timeline; Staff recommended TCD Board move forward
134 with pursuing Rates & Charges (R&C) in 2018
- 135 ▪ Board and Staff discussed delaying start of 2018 R&C timeline until elections/appointments
136 concluded and next term Supervisors seated on Board; Board decision to move forward with
137 current 2018 R&C Timeline
138
- 139 **AI – Staff will share R&C resources with Board (ordinances, WSCC materials, law suit info, etc.)**
140
- 141 **B. Capital Budget Update**
- 142 ▪ Staff provided update on Capital Budget and Hirst decision
- 143 ▪ Shana Joy provided updates on WSCC’s three pots of capital funds: CREP, Natural Resource
144 Investment Funding (Non-Shellfish), and Shellfish funding; Will hear in next couple of weeks if
145 WSCC makes awards to TCD
- 146 **C. 2018 Shellfish Work Program**

- 147 ▪ Staff reviewed updated 2018 Shellfish Work Program (SWP), which funds Shellfish Protection
148 District (SPD) work for 2018; Seeking TCD Board approval of SWP at this time
149 ▪ Board and Staff discussed: how to fund SWP in 2019 due to no R&C in 2018, importance of 2018
150 SWP providing immediate funding for TCD Technical Assistance/Resource Team Staff capacity,
151 and agreement with County that stipulates how these funds can be spent
152

153 **Samantha moved to approve the 2018 Shellfish Work Program. Linda seconded. Discussion:**
154 **Richard wants to see the MOU with the County; Not settling well with him because is last minute;**
155 **Sarah clarified the 2018 SWP has been an ongoing TCD Board discussion since September 2017;**
156 **She understands having questions and wants to help Richard/Board feel comfortable. Vote: All in**
157 **favor: Eric, Linda, and Samantha. Richard opposed. Motion passed.**
158

159 **AI – Staff will send Board the TCD Assessment MOU, which outlines SPD program**
160

161 **7. 2018 District Budget (Revised), Amy Franks**

162 **A. 2018 TCD Annual Plan Development**

- 163 ▪ Staff reviewed updated TCD 2018 Budget, amended to include Capital Budget funding for CREP
164 and Chehalis Strategy outreach and projects
165 ▪ Board and Staff discussed need for funding to hire an Executive Director
166 ▪ Amy F. will integrate SWP funding and provide updated TCD 2018 Budget to Board; Will include
167 more details/description for Budget categories
168 ▪ Board decision to post-pone Executive Director Recruitment Plan based on continued analysis of
169 funding availability
170

171 **8. Board Meeting Minutes Review, All – *Action Items***

172 *(Information only: December 20, 2017 action items report)*

173 **A. February 28, 2017 Regular Meeting minutes**

- 174 ▪ Not addressed

175 **B. September 26, 2017 Regular Meeting minutes**

- 176 ▪ Not addressed

177 **C. November 1, 2017 Special Meeting minutes**

- 178 ▪ Not addressed

179 **D. November 21, 2017 Special Meeting minutes**

- 180 ▪ Not addressed

181 **E. December 20, 2017 Regular Meeting minutes**

- 182 ▪ Not addressed

183 **F. January 9, 2018 Special Meeting minutes**

- 184 ▪ Not addressed
185

186 **9. Financial Report, Amy Franks**

187 **A. Monthly Financial Report**

- 188 ▪ Not addressed

189 **B. January Check Register**

- 190 ▪ Not addressed
191

192 **10. 2018 Elections & Appointments Update, Nora White**

- 193 ▪ Nora White, Election Supervisor, provided update; Four elected position candidates applied and
194 approved by Auditor's Office; Fifth Candidate withdrew today; Absentee ballots will be available
195 starting Monday, February 5th; Provided draft 'How To Vote' handout

- 196 ▪ Starting marketing for Appointed position that opens this year
197 ▪ Board decision to cap TCD printing of ‘How To Vote’ handout at 25 copies for each candidate
198

199 **11. Voluntary Stewardship Program MOU, Sarah Moorehead – *Action Item***

- 200 ▪ Staff reviewed process leading to VSP MOU coming to TCD Board for consideration
201 ▪ VSP Funding allocated to Thurston County and contracting TCD for implementation; Not as much
202 funding as anticipated; Thurston County BOCC decided how money was allocated; Robust need
203 will demonstrate need for more funding allocation to TCD in future
204

205 **Samantha moved to approve the MOU between Thurston County and Thurston Conservation**
206 **District for Services Supporting the Voluntary Stewardship Program. Linda seconded.**

207 **Discussion: Discussed how many Stewardship Plans can be developed with current MOU funding**
208 **allotment; Hard to estimate due to greatly differing landowner needs and first time developing**
209 **these plans; Staff estimate at approximately 14 plans. Vote: All in favor. Motion passed.**
210

211 **12. RCO Project #15-1411P Amendment 6, Sarah Moorehead – *Action Item***

- 212 ▪ Contract amendment provides additional \$15k for Lead Entity Administrative capacity; Will likely
213 receive another Amendment at next Board Meeting, due to recent release of Capital Budget
214

215 **Samantha moved to approve RCO Project #15-1411P Amendment #6. Linda seconded. No**
216 **discussion. Vote: All in favor. Motion passed.**
217

218 **13. Deschutes Workgroup MOU, Sarah Moorehead – *Action Item***

- 219 ▪ MOU provides for continuation of 2017 work to facilitate a stakeholder group, building on
220 foundation of work Deschutes TMDL group started, to focus and prioritize water quality
221 improvement
222 ▪ Board presented with Draft MOU; Staff anticipate few and minor edits before finalization; Board
223 decision to authorize Board Chair to sign upon finalization
224

225 ***National Fish and Wildlife Foundation (NFWF) Grant Agreement for SSG***

- 226 ▪ Grant agreement that provides funding for South Sound GREEN to facilitate education and
227 restoration implementation via their Prairies and Pollinators Program
228

229 **Samantha moved to allow Chair to sign NFWF Agreement Proposal Id #55805. Linda seconded.**

230 **Discussion: Board and Staff discussed concern with Project Description language seemingly**
231 **indicating 54 acres of prairies will be restored with awarded funding; Staff understanding is**
232 **funding centered around education and not restoration metrics; Need to update Period of**
233 **Performance dates; Friendly amendment: Board authorizes Chair to sign grant agreement,**
234 **pending Stephanie sends out additional information for Board review. Staff invited Supervisors to**
235 **contact Stephanie directly if they have questions, beyond her update. Vote: All in favor. Motion**
236 **passed. Sarah invited Supervisors to contact Stephanie directly if they have further questions and**
237 **she will be happy to share more.**
238

239 **AI – Stephanie will provide Board with clarification on the project details, project location(s), and**
240 **deliverables for NFWF grant**
241

242 ***TCD District Governance Action Plan***

- 243 ▪ TCD District Governance Action Plan deadline for approval is January 31st

- 244 ▪ Board, Staff, and Shana discussed element #7 (Lengthy & Inefficient Board Meetings) remaining
245 to be addressed in Action Plan; Board decision to address timeline in which Supervisors receive
246 Board meeting packets, to allow for more time to review materials and prepare for Board meetings
247 ▪ Board decision: Dates included in TCD District Governance Action Plan. Specific dates for April
248 Board meeting: Draft agenda by April 15; Board comments by April 16. (Samantha mentioned
249 these should be business days.)
250 ▪ Conduct trial in February and can update process if needed
251

252 **Samantha moved to adopt the TCD District Governance Action Plan with dates decided by Board.**
253 **Linda seconded. Eric recommended friendly amendment to state whole document title and notate**
254 **date adopted: January 30th 2018. No discussion. Vote: Samantha, Linda, and Eric in favor.**
255 **Richard opposed. Motion passed.**
256

257 **14. Phillips Burgess Invoice for 11/27/17, Sarah Moorehead – *Action Item***

- 258 ▪ Phillips Burgess permanently cancelled 11.27.17 invoice
259

260 **15. Farmland Easement Program Development, Sarah Moorehead**

261 **A. NRCS Easement Programs, Amy Hendershot (NRCS)**

- 262 ▪ Tabled to February Monthly meeting
263

264 **16. Adjourn, All**

265
266 Samantha moved to adjourn. Linda seconded. No discussion. Vote: All in favor. Motion passed.
267

268 Respectfully Submitted,
269

270

271

272 _____
Eric Johnson, Board Chair



Board of Supervisors
Work Session Minutes
Tuesday, January 30, 2018
1:00pm

Present at Meeting:

Eric Johnson, TCD Board Chair	Linda Powell, TCD Vice-Chair
Richard Mankamy, TCD Board Auditor	Samantha Fleischner, TCD Board Supervisor
Joel Hansen, TCD Associate Supervisor	Sarah Moorehead, Interim Executive Director
Amy Franks, TCD Staff	Joe Hanna, Public
Paula Holroyde, Public	Shana Joy, WSCC
Annabel Kirschner, Public	

Action Items:

None

Meeting not audio recorded

1. Review January 30th Monthly Board Meeting Packet, All

- Supervisors & Staff reviewed agenda items to allow questions/discussions prior to Monthly Board meeting
- No formal Board action was taken

Respectfully Submitted,

Eric Johnson, Board Chair

