



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

Present at Meeting:

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
Joel Hansen, TCD Assoc. Supervisor	Heather Roskelley, TCD Staff
Amy Franks, TCD Staff	Stu Trefry, WSCC
Jeff Swotek, NRCS	Ruth Piccone, WA Dept of Ecology
Joe Hanna, Thurston Ag Advisory	T.J. Johnson, Public
Ben Peterson, Public	Paula Holroyde, Public
Ed Steinweg, Public	Esther Kronenberg, Public
Tony Wilson, Public	

Action Items:

1. Staff will send out doodle poll for subcommittee meeting to discuss travel policy, April 9 – 18
2. Staff will prepare action-oriented minutes from December 20th Board Meeting for the April Board Meeting
3. Staff to create statement regarding when public comments and letters are to be included in public record and/or meeting minutes
4. Staff to attach letter from Sarah to TCD Board regarding E.J. Zita and mayors – Feb 27th meeting minutes
5. Amy will email credit card reconciliation
6. Staff will provide information on McLane Creek Culvert project electronically
7. Amy to email credit card statement to Board
8. Staff will create 1st draft of 2018 TCD Annual Plan based on funds available for review at regular April Board meeting
9. Staff will email a copy of the existing Executive Director job description to TCD Board; Comments due to Doug by all on April 20
10. Staff will send out Doodle Poll to schedule briefing to County Commissioners
11. Staff will update FCS group on status and timeline for Rates & Charges
12. Staff will post re: Rates & Charges position statement on social media and website
13. Staff will follow up with TC regarding May 10th TCD Rates & Charges public hearing 6pm-8pm
14. Staff will follow up with Sheryl Brandt, Enduris, regarding Michelle Fossum attendance at future Board meetings
15. Staff will review TCD Governance Action Plan and amend – standing agenda item
16. Staff will re-send the example code of conduct provided by Shana Joy to TCD Board
17. Staff will create a certificate of appreciation for the chef who prepared the March WSCC Tour meal
18. Staff will invite Ryan Mello and/or Jeanette Dorner at Pierce CD to upcoming meeting to discuss the creation of a District Citizen's Advisory Committee
19. Staff will send Joel Hansen doodle poll to include in April Special meeting to discuss Podcast

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

- 54 ▪ Chair announced meeting being audio recorded
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- 56 **2. Public Comment (3 minutes per person)**
57 ▪ Ch 42 Open Meetings Act – promptly make minutes available to public
58 ▪ Public comment before each action item on agenda – model WSCC agendas?
59 ▪ Public comment submitted in written form attached
60 ▪ Persons who provided public comment:
61 ○ Joel Hansen
62 ○ Tony Wilson
63 ○ Esther Kronenberg
64 ○ Paula Holroyde
65 ○ Paul Pickett
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- 67 **3. Agenda Review, All**
68 ▪ Change #12 from relocation discussion to Citizen Advisory Committee discussion
69 ▪ Switch #s 4 & 5
70 ▪ Strike out #7B – December 20, 2017 Regular Meeting & Work Session minutes
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- 72 **4. Partner Reports**
73 **A. NRCS, Jeff Swotek**
74 ▪ Conservation security program deadline approaching.
75 ▪ Concluded their 2nd round for EQIP (Environmental Quality Incentives Program) for a wide variety
76 of agricultural projects. By May 4, 117 applications were received. Includes Pocket Gopher and
77 Oregon Spotted Frog projects. Less outreach this year – more next year. Medium applications
78 won't get funded until end of 2019. Pave way for 30 years – package for different products.
79 ▪ EQIP 2017 - \$1 million to ag projects in Thurston county.
80 ▪ Wetlands Reserve Easement (WRE) should be offered in Thurston County in next 30 days.
81 ▪ Local working group (LWG) meeting April 12, 9am-4pm, at Black Lake. People can give input on
82 where NRCS will put their program dollars.
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- 84 **B. WSCC, Stu Trefry**
85 ▪ Will discuss next biennial budget and policy issues in Ellensburg April 25-26 in Ellensburg
86 ▪ Reminder: WSCC offering \$500 per Conservation District to cover travel expenses
87 **C. WACD/NACD, Doug Rushton**
88 **WACD:**
89 ▪ Plan to hire assistant manager of plant materials (PMC Assistant Manager) in Bow
90 ▪ Updating contract with WSCC
91 ▪ Updating WACD work plan
92 ▪ June WACD Board Meeting at PMC in Bow on June 26
93 **NACD:**
94 ▪ Fly-in on March 20th – WSCC – Mark Clark, NRCS – Roylene, NACD 2nd VP – Michael Crowder,
95 Wade Troutman, Larry Davis – national director alternate
96 **Other News:**
97 ▪ WSCC Forestry and Fires workshop in Ellensburg on April 18
98 ▪ WADE Conference June 11-13 in Leavenworth
99 ▪ State Envirothon in Conconully, WA May 23-24
100 ▪ Doug attended Pierce CD annual meeting – very impressed. About 200 people. Recognized
101 volunteers.
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- 103 **5. Policy and Procedures (P&P) Updates, All**
104 **A. Subcommittee Report and Recommendations**

- 105 ▪ Sarah - March 5 subcommittee meeting was a working session to update Board and staff travel
106 and expense reimbursement policy (Policy 5.1). In packet, copy of Board and staff travel and
107 expense policy from Pierce Conservation District.
108 ▪ All Board Supervisors and staff Sarah and Amy Franks attended March 5 meeting.
109 ▪ Sarah – in packet, Board Supervisor remote attendance policy, Draft 1.2.1. Voted on and not
110 approved. No remote attendance.
111 ▪ Sarah – Draft 3.3.6 on telecommuting policy - 8 hours per month. Voted on and passed.
112 ▪ Travel issues – Samantha suggested looking at other Conservation Districts including Spokane
113 CD regarding their travel and reimbursement policies.
114 **AI – Staff will send out doodle poll for subcommittee meeting to discuss travel policy, April**
115 **9 – 18**

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117 **6. 2018 Elections & Appointments Update**

- 118 ▪ Board of Supervisors appointed position application closes March 31, 2018.
119 ▪ All materials available on website – simple application that goes to the Commission.
120 ▪ Reviewed memo detailing preliminary 2018 election results prepared by Nora White, Election
121 Supervisor: 2,541 total participants. 2,445 eligible ballots; 96 disqualified ballots. “Everyone
122 counts” system. Allows more accessibility. E1C Absentee Ballots – 1,117.
123 ▪ Richard questioned how many were accessed online but not fulfilled – some people visited
124 website but were unable to download form. Memo was supplied by Richard listing possible
125 election improprieties and requesting an independent investigation by an outside agency or
126 individual not connected with WSCC or TCD. Exhibit A – Letter of support for TCD staff from E.J.
127 Zita, Port of Olympia Commission with the names of mayors but no signatures. Exhibit B – Ballot
128 packet instructions. Exhibit C – Questionable electioneering by an identified individual. Exhibit D
129 – Photo of buses dropping off people in restricted area during election process. Exhibit E –
130 Letters from TCD staff. Exhibit F - Letter dated 12.5.17 from concerned Thurston County citizens
131 to WSCC. Tony Wilson said it’s illegal for personnel issues to be brought up in a public meeting –
132 should be in Executive Session. Richard noted that he was quoting an email sent to the District.
133 Tony Wilson said, I understand.

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

136 *(Information only: February 27, 2018 Action Item Report)*

- 137 **A. November 21, 2017 Special Meeting & Work Session minutes** – Tabled to next meeting
138 **B. December 20, 2017 Regular Meeting & Work Session minutes** – Tabled until condensed
139 version available
140 **AI – Staff will prepare action-oriented minutes from December 20th Board Meeting for the**
141 **April Board Meeting**
142 **C. January 9, 2018 Special Meeting minutes**
143 *Samantha moved to approve. Doug seconded. Passed, unanimous approval.*
144 **D. January 30, 2018 Regular Meeting & Work Session minutes**
145 **E. February 27, 2018 Regular Meeting & Work Session minutes**
146 ▪ Add Doug to work session minutes. Verify public attendees.
147 *Samantha moved to approve work session minutes. Doug seconded. Passed, unanimous*
148 *approval.*
149 ▪ Line 29 – provide detail of purchase from Les Schwab
150 ▪ Line Edit 30 - grammatical clarification – detailed invoice information to Board
151 ▪ Line 34 – Kathleen Berger prepared a recap of farm pro project for Board and Thurston County
152 Ag Commission. Draft given to Sarah. Included in Board packet.
153 ▪ Line Edit 200 – grammatical clarification
154 ▪ Line Edit 263 – needs to read better. Doug suggested verbiage: Chair moved to hold Executive
155 Session with Board only. No second motion. Dies. Executive Session commenced with the
156 following in attendance: Board Supervisors Eric, Richard, Samantha, Doug, Joel, Chris and
157 staff Sarah Moorehead and Amy Franks.

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- Line 251-252 – clarification to include letter from E.J. Zita and Mayors. Suggestion to include source of public comments and letters. Draft letter emailed to Sarah from Port of Olympia Commissioner, not seen by Mayors. Doug said staff should contact the mayors. Recommended by Ruth Piccone with WA Dept of Ecology to keep in public record but clarify what it is. Doug confirmed in meeting that written comment is accepted in lieu of attendance. Sarah handed letter to Board – wasn't in packet. Sarah provided the letter to the Board of Supervisors as it was addressed to them. Board agreed to attach email from Sarah to Board as follow-up on letter.
 - *Motion from Samantha for approval of February 27, 2018 meeting minutes with amendments. Doug seconded. 1 (Samantha) for; 3 (Eric, Richard, and Doug) opposed. Not passed.*
AI – Staff to create statement regarding when public comments and letters are to be included in public record and/or meeting minutes
AI – Staff to attach letter from Sarah to TCD Board regarding E.J. Zita and mayors – Feb 27th meeting minutes

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F. March 5, 2018 Special Meeting minutes

- Omit line 22 – no audio recording.
- Line 51 – the question of telecommuting. Doug and Samantha opposed. Eric, Richard, and Linda in favor. Motion passed.
Doug moved to approve March 5th minutes as amended. Samantha seconded. Unanimous approval.

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8. Financial Report, Amy Franks

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A. Monthly Financial Report

- Notes for February financial report supplied. Bank statements included.
AI - Amy will email credit card reconciliation.
- Check 19152 - Pacific Shellfish: Final billing for 2017. Water quality testing materials.
- Check 19508 - Final billing for McLane Creek Culvert project. Engineering services provided – culvert, waterfall engineering. Richard asked if TCD asks for bids. Sarah confirmed yes.
AI – Staff will provide information on McLane Creek Culvert project electronically.
- Check 19525 – WSCC
- Check 19523 – Sarah at conference. Eric asked Sarah if she took her own vehicle. Sarah confirmed yes.
- ASMNT – assessment is a deposit.
- Check 19550 – How would Richard track _____(page 3)? They don't deposit check – check to be voided (ask Amy).
AI – Amy to email credit card statement to Board.

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B. March Check Register

Doug moved to approve checks 19528-19548, totaling \$5,239.50. Samantha seconded. Unanimous approval.

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C. WSCC Livestock Technical Assistance Addendum

- Eric asked if James is available. Stu with WSCC said Sarah is looking for technical assistance from other CDs. Sarah is working with other CDs to contract TA services.
Doug moved to approve Livestock TA award. Richard seconded. Passed, unanimous approval.

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9. 2018 District Funding

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A. 2018 TCD Annual Plan Development, All

- Sarah reported that preliminary 2018 plan will be based on 2017 plan. Doug asked if there are any other anomalies besides not enough money? Sarah reported that it includes the impact to the loss of rates and charges. Scale up in systematic way. Highlighting spending gaps due to lack of assessment fees. Plan to be completed by end of May (WSCC deadline).

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211 **AI – Staff will create 1st draft of 2018 TCD Annual Plan based on funds available for review**
212 **at regular April Board meeting**

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214 **B. Executive Director Recruitment Plan, All**

- 215 ▪ Sarah noted that description is in packet. Funding for 2018 to replace Executive Director is
216 nonexistent. Funding won't be available to hire until June 2019. Doug requested that other Board
217 members provide feedback by April 20 on Executive Director position description. National
218 recruitment of a director suggested. Sarah, TCD Interim Executive Director, is paid at specialist
219 rate from a special fund.

220 **AI – Staff will email a copy of the existing Executive Director job description to TCD Board.**
221 **Comments due to Doug by all on April 20.**

222 **C. Resource Specialist Recruitment Plan, All**

- 223 ▪ Staff has gone through projected deliverables and are deciding on what they can handle versus
224 hiring outside specialists/contractors. Eric wants staffing plan to be provided. Assess funding
225 available by end of June and decide whether to hire contractors or contract with other district

226 **D. Rates & Charges Update, Sarah Moorehead**

- 227 ▪ Updated timeline. Sarah needs availability. Briefing to County Commissioners – April 13 is a
228 potential briefing date.
- 229 ▪ Why didn't Board address misinformation? Eric would like it posted on social media and website
230 that the TCD Board will provide information on the loss of rates and charges in 2018 and the path
231 forward to secure funding in 2019. Samantha said we need an action plan to fix it. May 10 is a
232 possible date for public notice. Unanimous approval. Doug said to check with TC to make sure
233 there is not a conflict.

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235 **AI – Staff will send out Doodle Poll to schedule briefing to County Commissioners**

236 **AI – Staff will update FCS group on status and timeline for Rates & Charges**

237 **AI – Staff will post re: Rates & Charges position statement on social media and website**

238 **AI – Staff will follow up with TC, regarding May 10th TCD Rates & Charges public hearing**
239 **6pm-8pm**

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241 **10. Review of TCD Governance Action Plan, All**

242 Stu gave response to letter. Action Item: Sarah will follow up with Sheryl Brandt, Enduris, regarding
243 Michelle Fossum attendance at future Board meetings. Samantha – we don't have a code of conduct
244 policy. Eric said that book of procedures has been provided to each Board Supervisor. Action Item -
245 staff to review plan and amend.

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247 **AI – Staff will follow up with Sheryl Brandt, Enduris, regarding Michelle Fossum attendance at**
248 **future Board meetings**

249 **AI – Staff will review TCD Governance Action Plan and amend – standing agenda item**

250 **AI – Staff will re-send the example code of conduct provided by Shana Joy to TCD Board**

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252 **11. Reflections on March WSCC Tour, All**

- 253 ▪ Eric asked if the District will get reimbursed by the WSCC. Sarah said that people pay for their
254 meals. Charged per diem. Chef volunteered her time. Commission pays for rental, buses, and
255 grange. Billed to Commission grant. TCD will send certificate of appreciation to chef for
256 volunteering her time. Partnership with enthusiastic landowner. Wonderful responses from
257 attendees. Great effort from staff members. One of the best Commission tours hosted by a
258 CD.

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260 **AI – Staff will create a certificate of appreciation for the chef who prepared the March WSCC**
261 **Tour meal**

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263 **12. Citizen's Advisory Committee, All**

- 264 ▪ Samantha asked – what will they do? Doug believes that because there are fiscal and plan
265 issues, now is not the time to have a committee. Think about parameters. Pierce CD has an
266 advisory committee and perhaps one of their execs can provide insight. Stu with WSCC said
267 that KING CD created one and it saved them. 18 month process. Ended up with solid
268 relationship with municipalities. Samantha said it would be good to have presentation from
269 Pierce CD. Sarah will invite Pierce CD to future meeting. Good to bring up people from citizen
270 committee to become Associate Board members. Suggestion to get grant for Citizen's Advisory
271 Committee.

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273 **AI – Staff will invite Ryan Mello and/or Jeanette Dorner at Pierce CD to upcoming meeting to**
274 **discuss the creation of a District Citizen's Advisory Committee**

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276 **13. Executive Session** to receive and evaluate complaints or charges brought against a public officer
277 or employee and to evaluate the qualifications of an applicant for public employment or to review
278 the performance of a public employee - RCW 89.08.110 (30 min)

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280 Began at 5:23pm. Board members Doug, Samantha, Eric, and Richard were present. Also present
281 were Board member-elect Paul Pickett, Sarah Moorehead and Amy Franks (staff), and Stu Trefry,
282 WSCC.

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284 5:53pm – back in for 15 minutes

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286 6:08pm – back in for 15 minutes

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288 6:23pm – back in for 15 minutes

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290 6:38pm – back in for 15 minutes

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292 6:53pm – back in for 15 minutes

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294 7:05pm regular meeting resumes

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296 **14. Supervisor Travel, All**

- 297 ▪ Doug has been invited (along with all Supervisors) to WSCC Fire/Forestry meeting in Ellensburg
298 in April and WSCC Policy meeting 4/25-26 in Ellensburg. Envirothon in Conconully in May –
299 Doug has been asked to be a judge. Doug has also been asked to attend WADE as a panelist.
300 Also WACD meeting in Bow in July. Cost estimate \$1,200 total.

- 301 ▪ WSCC will provide \$500 per district for Board Supervisors to attend WSCC policy meeting in
302 Ellensburg.

- 303 ▪ Motion by Eric to allocate \$1,500 budgeted dollars plus WSCC \$500 for \$2,000 total to be
304 allocated equally. This provides \$400 per Board member as they see fit for travel
305 reimbursement for district-related events. If not used by October 1 or planned to use by the end
306 of the calendar year, the funds can be re-allocated to other supervisors for use in that year.
307 Includes mileage, lodging, meals and registrations. Seconded by Doug. Unanimous approval.
308 Discussion – real travel policy within the next few months.

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310 **15. Review of TCD Associate Supervisors, All**

311 **AI - Staff will send Joel Hansen doodle poll to include in April Special meeting to discuss**
312 **Podcast**

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314 **16. Adjourn, All**

315 *Richard moved to adjourn. Samantha seconded at 7:50pm. Passed, unanimous approval.*
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318 **Administrative Reports (Informational Only)**
319 **A. Interim Executive Director Report**

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321 Respectfully Submitted,

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324 Eric Johnson, Board Chair

325 *Paul Pickett*

