



Board of Supervisors  
Monthly Board Meeting Minutes  
Tuesday, May 29, 2018 (2:00pm)

**Present at Meeting:**

Eric Johnson, TCD Board Chair	Sarah Moorehead, TCD Interim Executive Director
Richard Mankamy, TCD Board Auditor	Heather Roskelley, TCD Staff
Doug Rushton, TCD Board Supervisor	Chris Stearns, TCD Associate Board Supervisor
Linda Powell, TCD Board Supervisor	Shana Joy, WSCC
Paul Pickett, TCD Board Supervisor	Joe Hanna, TCAAC
Tony Wilson, Public	Ronald J. Holtcamp, Public
Melinda Holman, Public	Paula Holroyde, Public
Esther Kronenberg, Public	Patricia Harrigan, Public
James Murray, Public	

**Action Items:**

1. Staff to include Work Session agenda on Board Meeting agenda or as stand-alone agenda
2. Staff to include plan references on agenda – acronyms and legend
3. Staff to have Paul Pickett name tag created
4. Staff to provide action-oriented, easy minutes by Friday after Board Meeting
5. BOCC Briefing: Staff to ask for questions ahead of time, video, and questions from other CDs for presentation at BOCC on June 27<sup>th</sup> 9:30am – 10:00am and July 18<sup>th</sup> 2:30pm – 3:00pm
6. Staff to change Schedule 22 to Sarah's contact information and make official business interest changes
7. Staff to place officer elections on agenda next month
8. Staff to provide surety bond information, definition
9. Staff to send list of active agreements to Board
10. Staff to send feedback on elected and appointed official list
11. Staff to incorporate TCD Governance Action Plan items in Annual Plan or under District operations – add line that notes: implement District Governance Action Plan
12. Sarah to set up meeting with Josh Guintoli, landowner and Board for discussion
13. Sarah to send email to Board about WADE June 11-13 for registration
14. Budget reflection emailed 2 weeks before Board meeting
15. Staff to set up Work Session to discuss legal counsel and HR options
16. Sarah to send to Board and WSCC notifications and information re: WFSE union notices - What are the things TCD Board must do to comply with labor union?
17. Sarah to send staff salary 1st quarter report to Eric and rest of Board
18. Staff to send Doodle Poll for Special Meeting: June 5, 6, or 7 – AM & PM

**1. Welcome, Introductions, Audio Recording Announcement and Pledge of Allegiance**

- Eric Johnson called the meeting to order at 2:04pm. There was a quorum.
- Welcome, Introductions, & Pledge of Allegiance conducted
- Chair announced meeting being audio recorded

**2. Executive Session: RCW 89.08.110 To receive and evaluate complaints or charges brought against a public officer or employee**

*1<sup>st</sup> Executive Session began at 2:08pm and ended at 3:19pm*

**Report:** Spoke to Enduris attorney and got a refresher on events of last year. Based on information discussed, follow up will be conducted in subsequent meetings.

54 3. **Executive Session:** RCW 89.08.110 To receive and evaluate complaints or charges brought  
55 against a public officer or employee  
56 *2nd Executive Session began at 3:21pm and ended at 3:51pm*  
57 **Report:** *At a future public meeting, we expect to share expectations for Interim Executive Director.*  
58

59 **Public Meeting resumed and called to order at 3:58pm**  
60

61 4. **Public Comment** (3 minutes per person)  
62     ▪ Persons who provided public comment:  
63         ○ Ronald J. Holtcamp  
64

65 5. **Agenda Review, All**  
66     ▪ Move Annual Plan #13 to after Agenda Review #5  
67     ▪ After Partner Reports #7, provide update on Johnson v. WSU lawsuit and Human Rights  
68         Commission complaints  
69     ▪ Move TCD Board Meeting & Work Session discussion #6 and Partner Reports #7 to after  
70         Annual Plan discussion  
71     ▪ Move discussion on hiring TCD Executive Director to #10D under Conservation Projects  
72     ▪ Include report back from Executive Session after Annual Plan  
73     ▪ Discuss Associate Supervisor position last  
74     ▪ Place officer elections on agenda next month  
75

76 **Board Meeting Minutes Format**

77 Linda moved to adopt action-oriented minutes based on recommendations from MRSC and WSCC.  
78 Richard seconded. Unanimous approval. Easy, action-oriented minutes due by Friday.

79 **AI – Staff to provide easy, action-oriented minutes by Friday**  
80

81 6. **2018 Annual Plan, All**  
82 Paul moved to approve 2018 Action Plan as included in Board packet, with the addition of line in  
83 District Operations to implement District Operations – ongoing organizational activity. Doug  
84 seconded. Doug would like to see TCD Governance Action Plan items included which was done.  
85 Unanimous approval.  
86

87 7. **Partner Reports**

88 A. **NRCS**, Sarah Moorehead reported for Jeff Swotek

- 89     ▪ EQIP done on June 1  
90     ▪ WRE easement signed in Thurston County  
91     ▪ Thank you to Kathleen Berger and Mara Healy on partnership with Fish Passage Project  
92

93 B. **WSCC**, Shana Joy

- 94     ▪ New Regional Manager, Alison Halpern, to start June 18<sup>th</sup>; both will be coming to June meeting;  
95         Alison was with Washington State Noxious Weed Board  
96     ▪ CAPP Accountability Standard 1 – annual plan done; Schedule 22 due May 30 @ 5pm, PDR  
97         unresolved #9  
98     ▪ Election certified, appointment still outstanding; Doug will continue to serve until decision is  
99         made  
100     ▪ Josh Guintoli – WSCC – OFP, easement meeting; AI – Sarah to set up meeting with Josh,  
101         landowner and Board for discussion  
102     ▪ \$90K/year in future in implementation/operations funding  
103     ▪ Draft results of investigation completed this week; once final report is presented to Mark, he will  
104         determine next steps; when final report is complete between now and mid-July, it becomes  
105         public

106 **AI – Sarah to set up meeting with Josh Guintoli, landowner and Board for discussion**

- 107 C. **WACD/NACD**, Doug Rushton  
108     ▪ WACD and NACD report provided in Board packet  
109     ▪ Recommends Supervisors attend WACD Board Meeting and WADE

110 **AI – Send Board email about WADE June 11-13 for registration**

111 **AI – Budget reflection emailed 2 weeks before Board meeting**

112

113 **8. Updates: Johnson v. WSU Ext. Energy Program and Human Rights Complaints**

114 **Johnson v. WSU Extension Energy Program**

- 115     ▪ WSU Extension Energy Program will compile documents  
116     ▪ District was subpoenaed by Assistant State Attorney General; sensitive – Board Supervisors  
117     involved  
118     ▪ This may be an example of the kind of situation where the Board may benefit from legal counsel

119 **Human Rights Complaints**

- 120     ▪ Two complaints filed with Washington State Human Rights Commission  
121     ▪ Board Supervisors have received notice that the Human Rights Commission complaints are  
122     being investigated  
123     ▪ District staff are officially part of the WFSE labor union as of May 29; separate contract from  
124     broader State union; Sarah is not a member of labor union

125 **AI – Work session for legal counsel**

126 **AI – Send Board and WSCC notifications and information re: WFSE union notices - What are**  
127 **the things TCD Board must do to comply with labor union?**

128

129 **9. Financial Report**

130 **A. Monthly Financial Report**

131 **B. May Check Register**

- 132     ▪ Postponed check register until either June Special or Monthly Board meeting  
133     ▪ Discussion about timing of Board Packet mailing and Regular Work Session meetings –  
134     proposed Board Packet mailing move up to two days; Schedule Regular Work Session one or  
135     two weeks prior to Monthly Board Meeting  
136     ▪ Question about \$10 credit card charge for New Mexico Driver's Abstract – necessary for  
137     AmeriCorps staff (from NM) to drive van for events

138 **C. Schedule 22**

139 Paul moved to adopt Schedule 22 as amended in Work Session (contact info, business list).  
140 Doug Seconded. Unanimous approval.

141 **D. WSCC 2018 Natural Resource Investment Cost Share Addendum**

142 Doug moved to approve. Paul seconded. Unanimous approval.

143 **E. Resolution #2018-03: Authorized Bank Signers**

144 Paul moved to approve with deletion of highlighted names and the spelling of Doug's name  
145 correctly. Doug seconded. Unanimous approval.

146 **F. Shellfish Fund: Nearshore 2018 Watershed Exploration and Enhancement ILA**

147 Doug moved for approval. Linda seconded. Unanimous approval.

148 **AI – Staff to provide information on surety bonds**

149 **AI – Send staff salary 1<sup>st</sup> quarter report to Eric and rest of Board**

150

151 **10. Rates & Charges**

152 **A. May 10<sup>th</sup>, 2018 Public Hearing Debrief**

- 153     ▪ Sarah reported that the hearing went really well. Public comments included in packet. 3  
154     opposed and the rest were for. 9 individuals spoke at meeting – all in favor.  
155     ▪ Presentation session 1<sup>st</sup>, Q&A 2<sup>nd</sup>, 3<sup>rd</sup> hear public

156 **B. Resolution #2018-01: Adopting a System of Rates & charges**

157 Paul moved to approve. Richard seconded. Unanimous approval.

158 **C. Resolution #2018-02: Establishing a Process for Landowner – Appeals of Rates &**  
159 **Charges**

- 160 Richard moved. Linda seconded. Unanimous approval.  
161 **D. Scheduling Board of County Commissioners Briefing**  
162 ▪ Best dates and times for meeting with Board of County Commissioners to discuss Rates and  
163 Charges are June 27<sup>th</sup> 9:30am – 10:00am and July 18<sup>th</sup> 2:30pm – 3:00pm  
164 **AI – BoCC Briefing: Staff to ask for questions from BoCC ahead of time, video,**  
165 **questions from other CDs for presentation at BoCC on June 27<sup>th</sup> 9:30am – 10:00am and**  
166 **July 18<sup>th</sup> 2:30pm – 3:00pm**  
167

168 **11. Conservation Projects, All**

- 169 **A. East Fork McLane Creek Bridge Installation Construction Contract**  
170 Linda moved to approve. Doug seconded. Unanimous approval.  
171 **B. Water Quality Improvement Project Cost Share Agreement**  
172 Paul moved to approve. Linda seconded. Unanimous approval.  
173 **C. Fish Passage Project Cost Share Agreement**  
174 Paul moved to approve. Doug seconded. Unanimous approval.  
175 **D. To include on Special Meeting, Work Session Agenda:**  
176 **Discussion of legal RFP would be included in subcommittee meeting scope of work**  
177 **Hiring an HR Manager and Executive Director**  
178 ▪ Linda moved that we begin process of searching for HR options for creating an HR  
179 contract with the District and determine how we pay for it. Paul seconded. Unanimous  
180 approval.  
181 ▪ Should be SHERM-certified, possibly 20 hours a month; Look at DES – Dept. of Enterprise  
182 Services  
183 ▪ Schedule June 5, 6, or 7 for meeting to have HR, legal, and ED discussion  
184 **AI – Research HR consulting firms and employment law firms and options for service**  
185 **AI – Doodle Poll for Special Meeting: June 5, 6, or 7 – AM & PM**  
186

187 **Discussion about changing June Monthly Board Meeting**

- 188 ▪ No change – June 26 will be Monthly Board Meeting in June; Doug will be at the WACD  
189 Board Meeting  
190

191 **12. Board Meeting Minutes Review, All**

- 192 **A. April 24, 2018 Regular Meeting & Work Session minutes**  
193 Will be reviewed during June Work Session  
194 **B. November 21, 2017 Regular Meeting & Work Session minutes**  
195 Paul moved to approve as amended. Linda seconded. Unanimous approval.  
196 ▪ Lines 20-31: A quorum occurred at 1pm. Discussion centered around cancelling meeting.  
197 A vote was conducted regarding holding the meeting. The Board decided to hold the  
198 meeting.  
199 ▪ Remove public comment from minutes. Include: A summary of public comment in  
200 addendum with statement re: “see public comment addendum.”  
201 ▪ Line 185-188: On the record, stating Samantha is opposed to how proposed policies were  
202 distributed. Strike remainder of comment.  
203 **C. December 20, 2017 Regular Meeting & Work Session minutes**  
204 Paul moved to approve as amended. Linda seconded. Unanimous approval.  
205 ▪ Line 86 – Note that Doug provided written report  
206 ▪ Line 26 – Change name to Ron Holtcamp  
207 ▪ Line 36 – Add Tom Salzer in attendance as National Conservation District Employees  
208 Association Pacific Region Representative  
209 ▪ Attach public comment  
210

211 Discussion re: BOCC and Thurston County Planning Department public comment on buffer  
212 between public parks and preserves and mining on mineral lands. Change from 1,000' buffer to  
213 50' buffer.  
214

215 **13. Review of TCD Governance Action Plan, All**

216 Board reflected on Action Plan and it will be included in the Annual Plan  
217

218  
219 **14. Policies & Procedures, All**

220 Discussed check-signing policy  
221

222 **15. Associate Supervisor Discussion**

223 Eric moved to discontinue Joel Hansen as an Associate Supervisor for lack of participation prior to  
224 January 2018 and for not upholding TCD policies or acting appropriately to represent the  
225 Conservation District in a good light. Doug noted Mr. Hansen's name is included as attendee at  
226 11/21/17 Board meeting. Linda seconded. Eric, Richard, Linda approved. Paul, Doug opposed.  
227 Motion passed.  
228

229 **16. Adjourn, All**

230 Linda moved to adjourn. Richard seconded at 7:00pm. Unanimous approval.  
231

232 Respectfully Submitted,  
233

234 

235 Eric Johnson, Board Chair  
236 Paul Pickett

