



Board of Supervisors
Regular Board Meeting Minutes
Tuesday, October 30, 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
Paul Pickett, TCD Board Supervisor	Doug Rushton, TCD Board Supervisor
Linda Powell, TCD Board Vice-Chair	Ben Cushman, Deschutes Law Group PLLC
Alison Halpern, WSCC	Chris Stearns, Associate Board Supervisor
Tom Salzer, NCDEA	Susan Shelton, TCD Staff
Susan Simon Bredensteiner, Public	Melinda Holman, Public
Pam Pride, Public	Mike Holly, Public
Barbara Anderson, Public	Noll Steinweg, WDFW
Ben Peterson, WFSE	Bryson Bristol, SAO
Tim Thorp, WFSE	Jeff Swotek, NRCS
Elena Guilfoil, WFSE	Matt Zuviln, WFSE
Patricia Harrigan, Public	

Action Items:

1. Ben Cushman and Paul Pickett will review minutes templates and discuss policy and report back with findings and recommendations at next Board meeting
2. Eric to sign all approved minutes before November 29 and to provide a signing statement for any that he does not sign
3. Staff to provide a report at November meeting on how to minimize the effect of reduced funds to the District's staff, finances, function, and products
4. Staff to send signed and approved letter to Office of the Washington State Auditor to commence 2018 audit; Sarah to notify Supervisors a minimum of seven (7) days ahead of audit so that they can attend
5. Staff to send approved letter and a letter of funding appeal from Ben Cushman to WSCC Commissioners
6. Staff to send approved letter with Linda's signature to WFSE Union

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

- Eric Johnson called the meeting to order at 2:07pm. There was a quorum.
- Welcome, Introductions, & Pledge of Allegiance conducted
- Chair announced meeting is audio recorded

2. Public Comment (3 minutes per person)

- Persons who provided public comment:
 - Nora White
 - Stephanie Bishop
 - Nicole Warren
 - Tom Salzer
 - Patricia Harrigan
 - Greg Devereux
 - Lee Riser
 - Paula Holroyde
 - Representative Laurie Dolan
 - Jeanne Janecki

- 54 3. **Agenda Review**, All
55 ▪ Reschedule November and December Board meetings – #7D
56 ▪ Discussion of TCD Letter of Support for WSCC budget request to Governor's office – #7C
57 ▪ Discuss June and July minutes – #4E
58 ▪ After #5G – Third Party Auditor discussion – discuss #8A (Update on Rates and Charges) and
59 #10A (Resolution #2018-04: TCD Governance Study)
60 ▪ After #10, have #11 be discussion of Paul Pickett authorizations and community outreach
61
62 4. **Board Meeting Minutes Review**, All
63 A. August 20, 2018 meeting minutes; September 25, 2018 meeting and work session minutes
64
65 **Doug motioned to approve all three minutes with edits as discussed in Work Session.**
66 **Linda seconded. Unanimous approval.**
67
68 C. **Review of new minutes template and policy**
69 • Attorney Ben Cushman and Paul Pickett will review minutes templates and discuss
70 policy and report back with findings and recommendations at next Board meeting
71 • Potential Process: Discuss minutes during Work Session; AED edits and prints revised
72 minutes to be approved during Board meeting
73 D. **Discussion of past Board meeting minutes**
74 • Ben Cushman recommended that Eric sign all approved minutes before November 29; if
75 Eric has a problem with any of the minutes, he should provide a signing statement
76 • A folder of approved minutes that have not been signed were given to Eric during
77 meeting
78 E. **Rescheduling of November and December meetings**
79 • Board rescheduled November 27th Board meeting to November 15th
80 • The rescheduling of December meeting to be discussed during November meeting
81
82 **AI – Ben Cushman and Paul Pickett will review minutes templates and discuss policy and**
83 **report back with findings and recommendations at next Board meeting**
84 **AI – Eric to sign all approved minutes before November 29 and to provide a signing**
85 **statement for any that he does not sign**
86
87 5. **Financial Report**, *Sarah Moorehead*
88 A. **Monthly Financial Report**
89 • Sarah introduced the new TCD accounting manager, Susan Shelton
90 B. **October Check Register**
91 **Doug moved to approve checks 19762-19783 totaling \$59,966.49 with no voided checks.**
92 **Paul seconded. Unanimous approval.**
93
94 C. **Year End Budget Strategy**
95 • Susan discussed actions undertaken to remain within budget given WSCC's cessation of
96 funding as of October 11 including: Return of State vehicles by Nov. 1; General
97 suspension of equipment and soil testing programs with exceptions; limiting AED's time
98 with administrative duties; reduced IT support from WSU extension service; delaying
99 fulfillment of PDR requests until 2019; allocating accounting and admin staff time to
100 grants rather than unrestricted funds
101 • Susan made presentation regarding status of budget through early 2019. Bank balance
102 is \$59,000 as of November 1. TCD will have sufficient funds through March 2019.
103 Three budget scenarios were shown with the assumption that Rates and Charges are
104 approved and WSCC funding restored.
105
106 D. **Reduction in Force (RIF) Motion**

107 Richard introduced a motion proposing a Reduction in Force (handout), specifically
108 calling for an elimination of the position of Deputy Director and a potential placement of
109 remaining staff into lower rated positions. Linda seconded.
110

111 Paul proposed a friendly amendment stating that the TCD Board's intent is to eliminate
112 the title of Deputy Director and to have a report in the November meeting on how to
113 minimize the effect to the District's staff, finances, function, and products. Doug
114 seconded. Unanimous approval.
115

116 AI – Staff to provide a report at November meeting on how to minimize the effect of
117 reduced funds to the District's staff, finances, function, and products
118

119 *Break at 4:25pm. Meeting resumed at 4:37pm.*
120

121 **E. Equipment Rental & Soil Testing Programs**

- 122 • Eric would like programs to be reinstated
- 123 • Sarah noted these programs are covered by specific grants and Rates and Charges and
124 are thus limited at this time.
125

126 **F. VSP MOU Update**

127 Doug motioned to have the VSP work agreement between Grays Harbor CD and Thurston
128 CD approved. Linda seconded. Unanimous approval.
129

130 **G. 2018 Audit Engagement Letter**

131 Doug motioned to approve the letter to the Office of the Washington State Auditor and
132 directed the Acting Executive Director to notify the Board in no less than seven (7) days
133 from when the audit will take place so that Supervisors can attend. The TCD Board
134 approved \$5,700 for the cost of the audit. WSCC will pay the balance up to \$10,000.
135 Linda seconded. Vote: Doug, Linda, Paul, and Eric approved; Richard opposed. Motion
136 passed.
137

138 AI – Staff to send signed and approved letter to Office of the Washington State Auditor to
139 commence 2018 audit; Sarah to notify Supervisors a minimum of seven (7) days ahead of
140 audit so that they can attend
141

142 **H. Update on Rates and Charges**

- 143 • Thurston County BoCC meeting will be on Tuesday, November 6th, 10am-11am, to
144 further discuss Rates and Charges.
145

146 **I. Third Party Auditor Discussion**

- 147 • A resolution to accept the donated time and expertise of an auditor/forensic accountant,
148 Edgar Ooms, was written up by Ben Cushman (handout) and presented by Linda
- 149 • Sarah recommended reviewing State accountability audit upon completion and then
150 potentially have a third party delve in deeper on certain issues; Sarah recommends
151 having a thorough contract if a third party auditor such as Mr. Ooms is contracted to do
152 this work
- 153 • Attorney Ben Cushman will get Mr. Ooms' CV; Ben noted there is a difference between
154 a forensic and a governance auditor; Mr. Ooms is a forensic auditor
155

156 **J. Review of TCD Governance Action Plan, All**

157 **A. Resolution #2018-04; TCD Governance Study**

- 158 • Paul: Approval of this resolution would show intent to WSCC that if Thurston CD
159 gets this money, TCD will do everything it can to provide accountability

160 Paul motioned to approve Resolution #2018-04 with revisions as discussed in meeting.
161 Doug seconded. Unanimous approval.
162
163

164 Enduris raised their rate to \$14,000 and wanted payment by October 31. Ben Cushman
165 recommended paying for insurance and shopping around in the meantime.
166

167 **6. Discussion of Public Employee Sarah Moorehead, Eric Johnson**

- 168 • Ben Cushman recommended that the letter of reprimand in the Board packet be
169 presented as a proposed letter to be fully considered at next Board meeting followed by
170 a formal response from Sarah
- 171 • Ben stated there needs to be a process in place before formal disciplinary action is
172 taken; TCD should develop formal disciplinary procedure for management in future
173

174 **7. Review of Conservation Accountability and Performance Program (CAPP), Eric Johnson**

175 **A. Adoption of CAPP Action Plan, All**

176 Paul motioned to have the Conservation Accountability and Performance Program
177 (CAPP) Action Plan approved with amendments including potential training with
178 collective bargaining and Robert's Rules of Order. Linda seconded. Unanimous
179 approval.
180

181 Doug motioned to have approved minutes posted without public comments by November
182 29 but all meeting materials and communications will be preserved as public record and
183 retained by TCD. Linda seconded. Unanimous approval.
184

185 **B. Discussion of WSCC Funding Appeal**

186 Paul motioned to have letter to WSCC Commissioners approved as well as a letter of
187 funding appeal from Ben Cushman. Linda seconded. Unanimous approval.
188

189 **AI – Staff to send approved letter and a letter of funding appeal from Ben Cushman to**
190 **WSCC Commissioners**

191 **8. 2019 District Funding**

192 **A. Discussion of Grant: Dept. of Health (revised)**

- 193 • Eric has issues with FarmLink in grant
194

195 Paul motioned to have Department of Health grant approved. Doug seconded. Vote:
196 Doug and Paul approved. Richard, Eric, and Linda opposed. Motion did not pass.
197

198 **B. Discussion of Grant: Department of Ecology**

199
200 Doug motioned to have Department of Ecology grant approved. Paul seconded. Vote:
201 Doug approved. Richard and Eric opposed. Linda and Paul abstained. Motion did not
202 pass.
203

204 *Eric left meeting at 7:48pm. TCD Board Vice-Chair Linda Powell assumed Chair duties.*
205

206 **9. Letter to WFSE Union re: Negotiations Request**

207
208 Doug motioned to approve letter with amendments and Linda's name replacing Eric's
209 name. Paul seconded. Vote: Linda, Richard, and Doug approved. Paul abstained.
210 Motion passed.
211

212 **AI – Staff to send approved letter with Linda's signature to WFSE Union**

213

214 **10. Adjourn, All**

215 **Richard moved to adjourn. Linda seconded at 7:58pm. Unanimous.**

216

217 Respectfully Submitted,

218

219

220

221 
Eric Johnson, Board Chair

Paul Pickett

