

**Thurston Conservation District Board of Supervisors  
Regular Meeting & Work Session Agenda - Final Draft  
May 30th, 2019 (2:00pm - 5:00pm)**

*Work Session begins at 12:00pm*

**2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588**



No.	Item	Time Allotted	Tab #	Plan
<b>Work Session: 12:00pm – 2:00pm</b>				
1.	<b>Review May Board Meeting Materials, All</b>	120 minutes	1	A/S: 92
	A. Discussion on Monthly Financial Report Format			A/S: 88
	B. April 30th Meeting Minutes			
	C. 2019 Annual Plan			
	D. Monthly Board Reports & Staff Presentations			
	E. Governance Review Timeline			
	F. Policy Development			
	G. Items for Consent Agenda			

**Work Session Time Allotment: 120 minutes (2 hr)**

**Monthly Meeting: 2:00pm – 5:00pm**

1.	<b>Welcome, Introductions, Audio Recording Announcement</b>	<b>2:00 PM</b> 5 minutes		
2.	<b>Agenda Review</b>	<b>2:05 PM</b> 5 minutes		
3.	<b>Consent Agenda</b>	<b>2:10 PM</b>		
	A. April Check Register & Financial Report - <b>Action Item</b>	5 minutes		
4.	<b>Public Comment</b>	<b>2:15 PM</b>		
	<i>*Three minutes per person</i>	15 minutes		
5.	<b>Partner Reports</b>	<b>2:30 PM</b>		
	A. Washington State Conservation Commission (WSCC), <i>Alison Halpern</i>	15 minutes	2	
	B. Natural Resources Conservation Service (NRCS), <i>Jeff Swotek</i>			
	C. Washington Association of Conservation Districts (WACD), <i>Doug Rushton</i>			
	D. National Association of Conservation Districts (WACD), <i>Doug Rushton</i>			
6.	<b>Financial Report, Susan Shelton</b>	<b>2:45 PM</b>	3	A/S: 92
	A. Monthly Financial Report	15 minutes		
	B. Rates and Charges Renewal Update, <i>Sarah Moorehead</i>			
7.	<b>2019 Annual Plan, All - Action Item</b>	<b>3:00 PM</b> 10 minutes	4	A/S: 92
8.	<b>Board Officer Elections, All - Action Item</b>	<b>3:10 PM</b> 10 minutes	5	
9.	<b>Governance, All</b>	<b>3:20 PM</b>	6	
	A. 2019 CAPP Review	30 minutes		
	B. Collective Bargaining and Contract Negotiations			
	i. Employer Bargaining Team Addition - <b>Action Item</b>			
	C. Policy Review and Revision			
	i. Supervisor Preparation Policy			
	ii. Remote Participation Policy			
	iii. District Mobile Phone Policy			
	D. Governance Review Timeline			

E. Regular Monthly Meeting Date and Time - **Action Item**

F. Reschedule June 26th Board Meeting - **Action Item**

G. Review of Draft Executive Director Job Description

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|-----|---|------------------------------|---|
| 10. | <b>Executive Session: Performance evaluation discussion of Interim Executive Director.</b><br><i>RCW 42.30.110 To review the performance of a public employee.</i>  | <b>3:50 PM</b><br>10 minutes |   |
| 11. | <b>Executive Session Report Out - Action Item</b>   | <b>4:00 PM</b><br>5 minutes  |   |
| 12. | <b>Executive Session: To discuss pending litigation with legal counsel.</b><br><i>RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.</i> | <b>4:05 PM</b><br>30 minutes |   |
| 13. | <b>Executive Session Report Out - Action Item</b>   | <b>4:35 PM</b><br>5 minutes  |   |
| 14. | <b>Other Reports</b><br>A. Board of Supervisor Reports<br>B. Interim Executive Director Report<br>C. Correspondence   | <b>4:40 PM</b><br>10 minutes | 7 |
|     | <b>Adjourn</b>  | <b>4:50 PM</b>               |   |

**Meeting Time Allotment: 170 minutes (2.8 hrs)**

**Total Time Allotment: 290 minutes (4.8 hrs)**

Key: GAP (Governance Action Plan), A/S (Annual & Strategic Plans)

## Important Dates

### May

15th - WSCC Meeting Election & Appointment Certification	Spokane, WA
30th - Thurston CD Board Meeting	Thurston CD Office
31st - State Auditor Reports Due (Staff)	

### June

3rd - Budget & Finance 101 Board Work Session	Thurston CD Office
5th - Board Governance Presentation by Tom Salzer	Thurston CD Office
10th - 12th WADE Conference	Leavenworth, WA
26th - WACD Board Meeting	Bow, WA (WACD PMC)

### July

17th - WSCC Meeting	Moses Lake, WA
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