

Thurston Conservation District Board of Supervisors
Regular Meeting Agenda - FINAL
July 25th, 2019 (5:30pm - 8:00pm)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588



1. **Welcome, Introductions, Audio Recording Announcement** **5:30 PM**
5 minutes
2. **Agenda Review** **5:35 PM**
5 minutes
3. **Consent Agenda - Action Item** **5:40 PM** A/S: 92
5 minutes
 - A. June Financial Report
 - B. May 30th, 2019 Board Meeting Minutes
 - C. TCD Policy 1.6.2: Meeting Minutes Procedures
 - D. TCD Policy 1.2.1: Board Supervisor Remote Attendance
 - E. TCD Policy 4.7: Public Records & Disclosure
 - F. Interdistrict Agreement for Professional Engineering Services
 - G. WSCC Master Contract Addendums (NRI, Implementation, CREP)
4. **Public Comment** **5:45 PM**
15 minutes

**Three minutes per person*
5. **Partner Reports** **6:00 PM**
15 minutes
 - A. Washington State Conservation Commission (WSCC), *Jean Fike/Alison Halpern*
 - B. Natural Resources Conservation Service (NRCS), *Jeff Swotek*
 - C. Washington Association of Conservation Districts (WACD), *Doug Rushton*
 - D. National Association of Conservation Districts (NACD), *Doug Rushton*
6. **Financial Report** **6:15 PM** A/S: 92
45 minutes
 - A. 2019 Mid-Year Budget Revision, *Susan Shelton* - **Action Item**
 - B. Rates and Charges Renewal Update, *Sarah Moorehead*
 - C. Resolution #2019-13: 2019-21 WSCC Cost Share Rate - **Action Item**
 - D. Resolution #2019-14: Cooperator Labor Rate - **Action Item**
7. **Governance, All** **7:00 PM** A/S: 92
20 minutes
 - A. Governance Review Timeline
 - B. Executive Director Recruitment Update, *TJ Johnson*
 - i. Hiring Committee Status Report
 - ii. Executive Director Hiring Timeline
 - iii. ED Contract Position Discussion
 - C. TCD Policy 8.2 Organization Mobile Phone and Similar Devices - **Action Item**
 - D. Associate Supervisor and Citizen's Advisory Committee Discussion
 - E. August work session topic list
8. **Executive Session: To discuss pending litigation with legal counsel.** **7:20 PM**
10 minutes

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.
9. **Executive Session Report Out - Action Item** **7:30 PM**
5 minutes
10. **Authorization of Payment for West Case Judgement - Action Item** **7:35 PM**

5 minutes

11. **Other Reports**

7:40 PM

A. Board of Supervisor Reports

5 minutes

B. Interim Executive Director Report

C. Correspondence

Adjourn

7:45 PM

Total Time Allotment: 2 hr 30 min

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

Important Dates

July

22nd Thurston BOCC Rates & Charges Briefing: 1pm - 2pm

TC Courthouse

August

8th TCD Board Work Session: 3pm - 5pm

TCD Office

21st All Districts Elections Meeting (WSCC)

Ellensburg, WA

22nd Regular Monthly Board Meeting: 5:30pm - 8pm

TCD Office

September

12th TCD Board Work Session: 3pm - 5pm

TCD Office

26th Regular Monthly Board Meeting: 5:30pm - 8pm

TCD Office

Item

3

Thurston Conservation District Consent Agenda Decision Sheet July 25th, 2019



Consent Agenda - *Action Items*

- A. June Financial Report
 - B. May 30th, 2019 Board Meeting Minutes
 - C. TCD Policy 1.6.2: Meeting Minutes Procedures
 - D. TCD Policy 1.2.1: Board Supervisor Remote Attendance
 - E. TCD Policy 4.7: Public Records & Disclosure
 - F. Interdistrict Agreement for Professional Engineering Services
 - G. WSCC Master Contract Addendums (NRI, Implementation, CREP)
-

A. June 2019 Financial Report

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

B. May 30th, 2019 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

C. TCD Policy 1.6.2: Meeting Minutes Procedures

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

**Thurston Conservation District
Consent Agenda Decision Sheet
July 25th, 2019**



D. TCD Policy 1.2.1: Board Supervisor Remote Attendance

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

E. TCD Policy 4.7: Public Records & Disclosure

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

F. Interdistrict Agreement for Professional Engineering Services

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

G. WSCC Master Contract Addendums (NRI, Implementation, CREP)

Proposed action: accept without amendment and approve.

Action taken:

- ☐ Passed
- ☐ Moved for discussion during meeting
- ☐ Tabled to future meeting

**Thurston Conservation District
Consent Agenda Decision Sheet
July 25th, 2019**



ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT,
WASHINGTON ON JULY 2ND, 2019 AND EFFECTIVE IMMEDIATELY.

SIGNED:

Paul Pickett, Board Chair

TJ Johnson, Vice Chair

David Iyall, Board Auditor

Doug Rushton, Board Member

Betsie DeWreede, Board Member

ATTEST:

Sarah Moorehead, Interim Executive Director



MEMO

To: TCD Board of Supervisors

From: Sarah Moorehead, *Interim Executive Director*

Date: July 25, 2019

Subject: Monthly Financial Report

This information will be provided electronically on Monday, July 22nd, 2019, and in hard copy at the July 25th, 2019 Board Meeting.

Thurston Conservation District Board of Supervisors
May 30th, 2019
Regular Meeting Minutes
(2:00pm – 5:00pm)



Work Session: 12:00pm – 2:00pm

1. ***Review May Board Meeting Materials, All***
A. 2019 Annual Plan Discussion

Meeting: 2:00pm – 5:00pm

Present at Meeting:

Paul Pickett, TCD Board Supervisor	Sarah Moorehead, Interim Executive Director (IED)
Doug Rushton, TCD Board Supervisor	Ben Cushman, TCD Attorney
David Iyall, TCD Board Supervisor	Alison Halpern, WSCC
TJ Johnson, TCD Board Supervisor	Nora White, TCD Staff
Betsie De Wreede, TCD Board Supervisor	Tony Wilson, Public
Tara Donohoe, NRCS	Jeff Swotek, NRCS
Joel Hansen, Public	Lisa Ceazan, Public
Madeline Bishop, Public	Melinda Holman, Public
Matt Zuvich, WFSE	Mark Hamilton, WFSE
Deston Denniston, VETS Café	

Action Items:

1. IED Moorehead will post all required notice of Rates and Charges Public Hearing to be held June 20, 2019 from 6 – 8pm at the Thurston Conservation District Offices
2. AI: IED Moorehead will schedule a second briefing with Thurston BOCC in July 2019
3. IED Moorehead will share letter stating that we are in CAPP compliance as a part of the Rates and Charges packet to Thurston BOCC
4. Staff will move Policy Review and Revision and Governance Review Timeline to the June Work Session agenda
5. IED Moorehead will collect and present priorities of policy changes from Board Members, TCD Staff, and Enduris to be shared with Supervisors at next work session
6. Staff will advertise change of June Board Meeting to July 2nd from 5:30 – 8pm
7. Board of Supervisors will send ED Job Description track changes to IED Moorehead

Motions Passed:

1. Revised Agenda for May 30th, 2019 Meeting - ***Approved***
2. Consent Agenda including: May 2019 Financial Report, and 2019 Annual Plan - ***Approved***
3. April 30th, 2019 Meeting Minutes – ***Approved***
4. Public Hearing for Rates and Charges to be held June 20th, 2019 from 6-8pm; IED Moorehead to serve as the Hearing Officer – ***Approved***
5. Updated 2019 Staffing Plan – ***Approved***
6. Board Officer Elections – Paul Pickett, Board Chair; TJ Johnson, Vice Chair; David Iyall, Auditor – ***Approved***
7. Collective Bargaining Team Membership – Supervisor DeWreede added to team – ***Approved***

- 43 **8. Rescheduling of regular work session and Board Meeting times – Work sessions to be**
44 **held 2nd Thursdays of the month from 3-5pm; regular Board Meetings to be held 4th**
45 **Thursdays of the month from 5:30-8pm – *Approved***
46 **9. Rescheduling of regular June Board Meeting – rescheduled for July 2nd from 5:30- 8pm**
47 **– *Approved***
48 **10. Resolution #2019 – 09: Settlement and Disclosure - *Approved***
49

50 **Regular Monthly Meeting: 2:00pm – 5:00pm**

51 **1. Welcome & Introductions**

52 Supervisor Pickett called the meeting to order at 2:06pm. Thurston CD Board, Staff,
53 partners, and public introduced themselves. This meeting is being audio recorded.
54

55 **2. Agenda Review**

56 Supervisor Pickett added monthly financial report to consent agenda and 2019 Annual
57 Plan to the consent agenda.

58 IED Moorehead requested adding an updated staffing plan to be put under tab 6
59

60 ***Supervisor Johnson moved to adopt the revised agenda. Supervisor Rushton seconded.***
61 ***Motion passed unanimously.***
62

63 **3. Consent Agenda**

64 **A. April Check register, May Financial Report, & 2019 Annual Plan –*Action Item***
65

66 ***Supervisor Iyall moved to adopt the Consent. Supervisor Rushton seconded. Motion***
67 ***passed unanimously.***
68

69 **4. Public Comment**

70 **Three minutes per person*

71 Madeline Bishop, Public

72 Melinda Holman, Public

73 Tony Wilson, Public

74 Mark Hamilton, WFSE Labor Advocate

75 Lisa Ceazan, Public
76

77 **5. Board Meeting Minutes Review, All – *Action Item***

78 **A. April 30th, 2019 Meeting Minutes**

79 ***Supervisor Rushton moved to adopt minutes for April 30, 2019 Board Meeting.***

80 ***Supervisor Iyall seconded. Supervisors Johnson and DeWreede abstained. Motion***
81 ***passed.***
82

83 **6. Partner Reports**

84 **A. Washington State Conservation Commission (WSCC), *Alison Halpern***

85 **) Update on WSCC leadership changes- Dr. Carol Smith as the new Executive**
86 **Director**

- 87) New Puget Sound Regional Manager, Jean Fike, has begun.
- 88) End of fiscal year wrapping up
- 89) CTA funds from the Session will be divided between districts. That money is
- 90 earmarked for salmon and orca recovery work
- 91) Update on Ron Schultz's health and work at WSCC
- 92) Shana Joy is now Regional Manager Coordinator as Ray Legerwood has retired.
- 93) We are in CAPP compliance and our funds have been released
- 94 B. Natural Resource Conservation Service (NRCS), *Jeff Swotek*
- 95) Jeff passed out a packet of general information about NRCS to all Supervisors
- 96) Presented the Board with a NRCS Partner Sign
- 97) Staffing updates
- 98) EQIP is in round three of funding. July 1 funds will be obligated.
- 99 C. Washington Association of Conservation Districts (WACD), *Doug Rushton*
- 100 Report provided with Board Packet materials.
- 101 D. National Association of Conservation Districts (NACD), *Doug Rushton*
- 102 Report provided with Board Packet materials.

104 7. Financial Report, *Susan Shelton*

- 105 A. Monthly Financial Report
- 106 Passed via the consent agenda
- 107 B. Rates and Charges Renewal Timeline, *Sarah Moorhead*
- 108) Passed Resolutions that were utilized to move forward with Rates and Charges
- 109 shared with Board of Supervisors. Resolutions for establishing the Rates and
- 110 adopting an appeals process will be on the agenda for the June Board Meeting.
- 111) Briefing scheduled with Board of County Commissioners June 27th at 9am
- 112) Discussion by Board & IED Moorehead to choose a date for Public Hearing in
- 113 June 2019 and the contents of that Hearing and proposal to the public.
- 114 ***Supervisor Johnson moved to schedule a Public Hearing for Rates and Charges on June***
- 115 ***20th, 2019 from 6-8pm and IED Moorehead will serve as the Hearing Officer. Supervisor***
- 116 ***Rushton seconded. Motion passed unanimously.***

- 117) Discussion of briefing sessions with BOCC for June and July.
- 118 **AI: IED Moorehead will post all required notice of Rates and Charges Public**
- 119 **Hearing to be held June 20, 2019 from 6 – 8pm at the Thurston Conservation**
- 120 **District Offices**
- 121 **AI: IED Moorehead will schedule a second briefing with Thurston BOCC in July**
- 122 C. Updated Staffing Plan, *Sarah Moorehead*
- 123) Summary and update of hiring process that occurred – timeline and funding
- 124 changes allow for the inclusion of an additional Resource Technician in the
- 125 Staffing Plan. This will also allow our staff to meet the existing deliverables we
- 126 have through grant contracts and upcoming grant contracts.
- 127) Discussion of staffing steps and processes in function- more information will be
- 128 included in Financing 101 training
- 129) Discussion of hiring delegation to IED Moorehead

130 *Supervisor Rushton moved to adopt the updated Staffing Plan. Supervisor Iyall*
131 *seconded. Motion passed unanimously.*
132

133 **8. 2019 Annual Plan, All – Action Item**

134 Moved to consent agenda
135

136 **9. Board Officer Elections, All – Action Item**

137) Discussion of position descriptions and nominations entertained.

138 *Supervisor DeWreede moved to nominate Supervisor Paul Pickett as the Board Chair.*
139 *Supervisor Iyall seconded. Motion passed. Supervisor Pickett abstained.*
140

141 *Supervisor Pickett moved to nominate Supervisor TJ Johnson as the Board Vice Chair.*
142 *Supervisor Rushton seconded. Motion passed. Supervisor Johnson abstained.*
143

144 *Supervisor Rushton moved to nominate Supervisor David Iyall as the Board Auditor.*
145 *Supervisor DeWreede seconded. Motion passed unanimously.*
146

147 Meeting takes a break at 3:26 pm.

148 Meeting resumed at 3:37 pm.
149

150 **10. Governance, All**

151 **A. 2018 and 2019 CAPP Review**

152) We are in compliance with 2019 CAPP. This information has been shared with
153 Enduris. IED Moorehead shared with Enduris that we are interested in re-
154 addressing our premiums now that we are in compliance.

155 **AI: IED Moorehead will share letter that we are in CAPP compliance as a part of**
156 **the Rates and Charges packet to BOCC**

157 **B. Collective Bargaining and Contract Negotiations**

158 **i. Employer Bargaining Team Addition – Action Item**

159 Ñ Review of if there is another Board Supervisor who is interested in
160 participating in the Bargaining Team. Supervisor Pickett will
161 continue his participation.

162 Ñ Review from Mark Hamilton about scheduling

163 *Supervisor Rushton moved to nominate Supervisor DeWreede as an additional*
164 *Bargaining Team Member. Supervisor Iyall seconded. Motion passed unanimously.*
165

166 **C. Policy Review and Revision**

167 **i. Supervisor Preparation Policy**

168 **ii. Remote Participation Policy**

169 iii. District Mobile Phone Policy

170 D. Governance Review Timeline

- 171) Discussion of moving Policy Review/Revision and Governance Review
172 Timeline to next work session. Comments about structure, timing etc. can be
173 sent to IED Moorehead.

174 **AI: Policy Review and Revision and Governance Review Timeline will be moved**
175 **to the next Work Session agenda**

176 **AI: IED Moorehead will collect and present priorities of Policy changes from**
177 **Board Members, TCD Staff, and Enduris to share with Supervisors at next work**
178 **session**

179 E. Regular Monthly Meeting Date and Time – **Action Item**

- 180) Idea is to have a work session earlier in the month and then a meeting later
181 in the month. Have the general meeting in the evening so that more public
182 could participate and the work session during the day so that staff could
183 participate if needed.
184) Thursdays are a good day for both Supervisor attendance and Staff
185 preparation
186) Keeping regular board meeting at the end of the month allows for accurate
187 accounting records
188) Schedule for preparation needs to be moved up so that Supervisors can get
189 their packet a full week prior to the meeting. This pushes out the preparation
190 and agenda approval schedule. Agenda setting could happen electronically or
191 in the work session earlier in the month.
192) A two week separation between work session and Board Meeting is advised
193 so that staff have time to prepare and create products asked for by
194 Supervisors.
195) Second Thursday from 3-5pm as standing work session where we set the
196 agenda. Set regular monthly meeting on the fourth Thursday of the month
197 from 5:30-8pm.

198 ***Supervisor Johnson moved to schedule second Thursdays from 3-5pm as a standing***
199 ***work session and Regular Board Meetings on the fourth Thursdays of the month from***
200 ***5:30 – 8pm. Supervisor DeWreede seconded. Motion passed unanimously.***
201

202 F. Reschedule June 26th Board Meeting – **Action Item**

203 **AI: June meeting re-scheduled to July 2nd from 5:30 – 8pm.**

Supervisor Johnson moved to re-schedule the June Regular Meeting for July 2nd from 5:30 – 8pm. Supervisor DeWreede seconded. Motion passed unanimously.

G. Review of Draft Executive Director Job Description

AI: Send track changes to IED Moorehead to be compiled and discussed further

11. Executive Session: Performance evaluation and discussion of Interim Executive Director

Board went into Executive Session at 4:30pm

Extended Executive Session by 5 minutes at 4:40pm

Extended Executive Session by 10 minutes at 4:45pm

Executive Session ended at 4:55pm

12. Executive Session Report Out – Action Item

Discussion of potential changes to compensation for the IED. Further discussions will be had. No decisions were made.

Legal counsel announced that since this Executive Session was not related to disciplinary action initiated by the Board, IED Moorehead allowed for that to be held privately.

13. Executive Session: To discuss pending litigation with legal counsel.

Board went into Executive Session at 4:58pm for 30 minutes returning at 5:28pm.

Executive Session extended for 5 minutes at 5:28pm.

Executive Session ended at 5:33

14. Executive Session Report Out – Action Item

To discuss pending litigation

Directed counsel to move forward with addressing

Resolution for the settlement of lawsuit

Supervisor Johnson moved to pass Resolution #2019-09 – Settlement and Disclosure.

Supervisor DeWreede seconded. Motion passed. Supervisors Rushton and Pickett abstained.

15. Other Reports

A. Board of Supervisor Reports

B. Interim Executive Director Report

C. Correspondence

241) Discussion of District Representation on local committees- IED Moorehead
242 compiled a draft list of which committees and meetings Staff regularly attend
243 and represent TCD. Discussion about which meetings need to have a Board
244 Appointed delegate and which meetings IED Moorehead can send a staff person
245 to.
246) Discussion of Th. Co. Ag. Committee specifically – Supervisor Johnson will be
247 contacting Stephen Bramwell to get more information about that committee and
248 what the current work of the Ag. Committee is.
249) E-mail from Richard Mankamyer to TCD Board of Supervisors requesting the
250 appointment of someone to attend Ag. Committee meetings.
251) Discussion of how this connects to budget for travel and reimbursement
252

253 **Next Board Meeting is July 2nd, 2019 from 5:30-8m. Work Session on June 13th from 3-5pm.**

254
255 **Adjourn, All**

256
257 ***Supervisor Johnson moved to adjourn the meeting at 5:47pm. Supervisor Iyall***
258 ***seconded. Motion passed unanimously.***

259

260 Respectfully,

261

262 _____
263 Paul Pickett, TCD Chair

1.6.2 Meeting Minutes Procedures

Established: 7.25.2019

Purpose: To describe procedures for meeting minutes for the efficiency of Board meetings, transparency of District decision-making, and accountability to the Conservation Commission and the Public..

Policy:

1. Meeting minutes will be in a simple format, consistent with *Robert's Rules of Order*. Minimum content will include:
 - A list of attendees
 - Times of the meeting's beginning, ending and breaks
 - A brief summary of proceedings for each agenda item
 - Documentation of all actions the District Board takes, such as:
 - All main motions (except those that were withdrawn) and points of order and appeals, whether sustained or lost
 - All other motions that were not lost or withdrawn
 - Decisions made by consensus
 - The names of Supervisors moving, seconding , and voting aye, nay, or abstain
 - A summary of action items requiring Board or staff follow-up.
2. Public comment will be noted by the name of the speaker only. If a recording of public comments is made, it will be maintained in the Board records.
3. Written comment from the public to the Board provided before or during a meeting will be shared with all Supervisors and maintained in a Correspondence file following appropriate records retention policies.
4. Discussion will usually not be documented. However, at the request of a Supervisor a statement by the Supervisor may be included.
5. If the Supervisor wished to include correspondence or other documentation from a third party, the name, date, and subject of the correspondence or document will be noted in the minutes and the correspondence or document included in the Correspondence File.
6. Correspondence or other documents from anonymous sources will be included in the District Correspondence file and noted as such. If a supervisor presents anonymous information in a public meeting, it should be noted as anonymous in the minutes and treated the same as other correspondence or documents entered into the record.
7. The Board will assign the drafting of meeting minutes to a Clerk of the Board, who typically will be District staff assigned by the Executive Director.
8. Meetings will be recorded and the recording posted on the District website. Final meeting agendas and signed minutes will be posted on the District website

9. The Board will review draft meeting minutes at a Board work session and approve the minutes at a official Board Meeting. The minutes may be on the consent calendar if they are in a form consistent with the consensus of the Board.
10. A majority vote of the Board shall determine the final content of the minutes.
11. In the final version of the minutes passed and signed, copies of all motions or resolutions passed will be included in the text or as an attachment.
12. The Chair will review the final version of minutes as passed by the Board before signing them, and if necessary refer them back to staff for correction, or to the Board to resolve disagreements of the content.
13. The District sets a goal of reviewing, approving, signing, and publically posting minutes within two months of the meeting that is the subject of the minutes. The Board may authorize a delay in publication for exceptional extenuating circumstances, which shall be documented in the minutes of the subsequent meeting when the Board approves the delay in publication.
14. Posting of minutes and meeting recordings on the website, and maintenance of printed and electronic copies of meeting information will be retained according to record retention schedules of the District, in accordance with State laws and regulation.
15. District work sessions or other District events that are not business meetings where a quorum of Supervisors is present will be noted in the minutes of the next regular Board meeting with a brief summary of the purpose of the meeting and topics addressed.
16. Minutes are not required for meetings attended by a quorum of Supervisors if the sponsoring organization provides minutes separately for that meeting. The Board shall provide a reference to these minutes in the minutes of the next District regular Board meeting.

**THURSTON CONSERVATION DISTRICT
POLICIES AND PROCEDURES**

8.2 Organization Mobile Phone and Similar Devices

Proposed: July 25, 2019

PURPOSE:

This policy outlines the uses and procedures of organization assigned mobile phones or similar devices for the Thurston Conservation District (TCD).

The effective management of information technology improves the quality of service provided by TCD. Information needs have increased and these devices have become increasingly important tools. They improve the ability of TCD to respond quickly to customer needs and allow timely communication with others. TCD is committed to providing a safe and healthy work environment for employees. These tools enable staff better management of time and efficient use of resources. They also offer security and safety for those employees who are in the field or in travel status by providing fast, convenient access to help and information in an emergency.

POLICY & PROCEDURE:

The Executive Director approves TCD employee requests for the use of these devices. Safety, staff efficiency, and cost effectiveness will be key considerations for approval.

Mobile phones and/or similar devices and services acquired by TCD are intended to be used only for business purposes with the following exceptions.

-) May be used to obtain emergency services, report accidents, and otherwise protect the health, safety and welfare of the employee and the general public.
-) Notify family members, day care providers, or schools, in the event of:
 -) Emergencies
 -) Work-related changes in travel plans
 -) Safe arrival at destination
 -) Provide contact information
 -) Checking home voicemail while in travel status

EMPLOYEE MOBILE PHONE OR SIMILAR DEVICE AGREEMENT

To utilize a TCD mobile phone, or similar device, the employee must complete and sign the Mobile Phone and Similar Devices Use Agreement and return to the organization for approval from the Executive Director.

EMPLOYEE RESPONSIBILITY

-) An employee who is assigned an organization mobile phone or similar device is the authorized user and shall be responsible for all calls/emails made and received.
-) Personal calls are discouraged. Repeat use of a CD phone for personal calls outside of the exemptions listed in this policy will be addressed through the corrective actions outlined in

THURSTON CONSERVATION DISTRICT POLICIES AND PROCEDURES

~~TCD Policy #3.1.9 Performance Improvement. In the event personal calls made or received using an assigned agency cell phone, or similar device shall be documented by the authorized user and noted on the monthly statement. The employee will initial the statement and return to the organization on a monthly basis. The authorized user shall reimburse the agency for all personal calls made or received. When there is not a valid business purpose and participants cannot be identified by the authorized user, a call will be considered personal. In that instance, the employee will be required to reimburse the agency for those costs.~~

) The employee shall be responsible for the security and care of the assigned devices. Loss, damage, or theft of the phone and related accessories must be reported to the agency immediately. The employee will be required to reimburse the organization for any loss or damage to the devices caused by negligence. The cost of unauthorized phone calls made after the employee has reported the loss of theft of the device to TCD shall be the responsibility of the organization. Precautions should be taken to restrict access to these devices. They should not be left in a vehicle as this invites vandalism and theft.

) All State laws must be followed while driving. Penalties resulting in violation of state law are the sole responsibility of the employee.

ORGANIZATION RESPONSIBILITY

) The organization shall maintain a complete inventory of these devices and assignments.

) The Executive Director or designee, will periodically review usage and reassign as necessary to achieve maximum benefit to the agency.

) If at any time an employee is not complying with this policy, the Executive Director may initiate and take corrective action or actions he/she deems suitable.

) TCD will follow the recommendations of the Department of Enterprise Services to develop standards and issue guidelines for the acquisition of telecommunications goods and services by using the state mandated contracts when purchasing agency owned cellular phones, or similar devices. State Ethics Law, RCW 42.52 will also be applied to this policy.

1.2.1 Board Supervisor Remote Attendance

Established: 7.25.2019

Purpose: To establish a policy for remote attendance of a Board Supervisor at meetings.

Description: From time to time, it is not possible for a Board Supervisor to attend a Board of Supervisors meeting and, in limited instances, Thurston Conservation District would benefit from a Board Supervisor's participation by means of remote communication. Thurston Conservation District recognizes the benefits of fullest practicable attendance and participation by its members. Attendance from remote locations is intended to be an alternative and infrequently used method for participation by Supervisors.

Policy: Attendance by remote communication may occur as follows:

1. A Supervisor may attend a meeting via remote communication in limited instances when the Supervisor cannot attend in person. If a supervisor wishes to participate by remote communication more than three times per year, prior approval of the Chair of the Board of Supervisors shall be required for each such instance of participation after the third.
2. A Supervisor planning to attend via remote communication must provide notice to the Executive Director at least 24 hours prior to the scheduled meeting, or as soon as possible in emergent situations. The notice must advise of the Supervisor's intent to attend via remote communication and the reason(s) why the Supervisor cannot attend the meeting in person. If the Supervisor has participated remotely in three prior meetings during the calendar year, the Supervisor shall give the Executive Director and Chair of the Board of Supervisors one week notice of their request to participate by remote communication and shall participate remotely only if the request is approved. The Chair of the Board of Supervisors shall inform the Supervisor requesting remote participation of their decision to allow or disallow such participation at least 24 hours prior to the scheduled meeting.
3. A Supervisor may not attend remotely unless satisfactory equipment is available at the physical location of the meeting. Satisfactory equipment means any telephone or other communications device equipped with a speaker junction capable of broadcasting the Supervisor's voice attending clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Supervisor to pose and answer questions from time to time.
4. During any meeting that a Supervisor is attending via remote communication, the Chair or presiding officer shall state for the record that a particular Supervisor is attending via remote communication and the reasons for such attendance.
5. Supervisors attending via remote communication may participate and vote during the meeting as if they were physically present at the meeting.
6. Supervisors attending via remote communication shall comply with all rules and procedures as if they were physically present at the meeting.
7. In the case of executive sessions, the Board of Supervisors may permit participation from remote location(s) only when the Supervisor on a case-by-case basis considers such participation to be necessary and the Board of Supervisors is confident in the security of such remote communications.

4.7 Public Records & Disclosure

Established: February 25, 2003

Updated: July 25, 2019

Purpose: To establish the procedures for requesting public records and to identify Thurston Conservation District duties and procedures in managing public records and responding to disclosure requests.

Policy: The Thurston Conservation District, in accordance with Chapter 42.17 RCW, will make available for public inspection and copying all public records, unless the records fall within specific exemptions, such as those specified in Chapter 42.56 RCW.

Definitions: **Public Record**

Public record includes any written or electronic record containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics (Chapter 42.56.010(2) RCW).

Writing means handwriting, typewriting, printing, photo-stating, photographing, and every other means of recording any form of communication or representation including, but not limited to letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film, video recordings, magnetic or punched cards, disks, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated. (Chapter 42.56.010(3) RCW)

Electronic record means information recorded by a computer that is produced or received in the initiation, conduct or completion of an agency or individual activity. Examples include email messages, word processed documents, electronic spreadsheets, digital images and databases.

Identifiable Record

A record in existence at the time the records request is made and that Staff can locate after an objectively reasonable search.

Exempt Record

All agency records that are specifically exempted or prohibited from disclosure by state or federal law, either directly in Chapter 42.56 RCW or other statutes.

Record Retention

The District is responsible to provide full public access to public records, to protect public records from damage or disorganization and to prevent excessive interference with other essential functions of the District.

Disposition of Records

The District will follow the Local Government Common Records Retention Schedule (CORE) by the Washington State Archives. This records retention schedule authorizes the destruction and/or transfer of public records, along with other approved schedules that relate to specific functions of the agency. If a record or type of record has been lawfully disposed of or destroyed according to the CORE or another approved schedule, the District will keep a ledger of those records, the date of disposal and the Disposition Authorization Number (DAN) assigned to that record type by the State Archives. If a record is requested from this ledger, the District need only provide to the requestor that the record(s) has been disposed of according to the CORE schedule and the related DAN. If a record has been transferred to the State Archives for permanent storage, the District informs the records requestor of that and the requestor must submit a new records request to the State Archives Office.

Public Records Officer

The District's Executive Director (or designee) serves as the Public Records Officer. Other Staff may also process public records requests, as needs require.

Submission of Requests

All public disclosure requests must be submitted in writing, by letter or email. No particular form of request is required; however a request must include the following:

1. The requestor's name, mailing or email address, and contact phone number;
2. The date of the request;
3. The nature of the request, including a detailed description of the public record(s) adequate for the District staff to be able to locate the records;
4. A statement regarding whether the records are being requested for a commercial purpose (Chapter 42.56.090(9)); and
5. Whether the requestor is seeking physical copies, electronic copies, or to physically inspect the requested records.

No Statement of Reasons Is Necessary

No statement of reasoning for the public records request is required, except as noted under (4) above.

Specific Requests

Requests must specifically identify the information being requested. Only the information requested will be released. The District will not create documents in

order to respond to a request for certain information. Rather, the District will produce existing documents for review and copying.

Requests for public records that use terms such as “any and all documents related to” (or similar language) are not specific enough to provide an appropriate and helpful response. If the requestor is unable or unwilling to help narrow the scope of the documents being sought in order to expedite the District’s response and/or reduce the volume of potentially responsive documents, the Public Records Officer is allowed to err on the side of production more rather than fewer documents in response to such a broad, general request. Staff shall not be obligated to interpret such a broad, general request in order to decipher which specific documents may be of interest to the requestor and the Public Records Act does not allow a requestor to search through the District’s files for records which cannot be identified or described to the District.

Request Response

Staff will immediately forward any requests for records to the Public Records Officer (or designee) immediately upon receipt. If a Staff person is unclear whether or not the request falls under public disclosure they must immediately forward the request to the Public Records Officer for determination. The District will process requests in the most efficient manner as the Public Records Officer deems appropriate. The Public Records Officer may ask that a requestor prioritize the records he or she is requesting so that the most important records may be provided first.

Timely Response

The Public Records Officer or designee must respond to the requestor, in writing (letter or email) within five (5) business days. The response will:

1. Acknowledge receipt of the request and provide an estimate of the time needed to produce the records; or
2. Provide for inspection and /or copying of the records; or
3. Deny the request. If the request is denied, a statement of the specific exemption relied upon and a brief explanation of how the exemption applies to the record withheld will be provided.

If additional time is needed to respond to a request, beyond the five (5) days allotted, written notice of the new date must be sent and include the reason for the delay. This may be based on:

1. The need to clarify a request;
2. The need to locate or collect the record(s);
3. The need to redact confidential information;
4. The need to prepare a withholding index;

5. The need to contact a third party or agency affected by the request, and provide such parties/agencies with the opportunity to seek a court order preventing disclosure where appropriate; and/or
6. The need to determine whether certain information is covered by an exemption and should not be disclosed in whole or in part.

Providing Records in Installments

When reasonably determined as practical, the District may respond to a request for a large number of records by providing records, or access for inspection and copying, in installments. If the requestor does not contact the Public Records Officer within thirty (30) working days to arrange for the review of the first installment, the District may deem the request abandoned and may stop fulfilling the remainder of the request. The District may prioritize record requests after commencing to fulfill the larger request.

Redacting of Exempt Materials

Documents that are not exempt but include material that is exempt under Chapter 42.56.230 (3)(a) RCW may be disclosed if the exempt material is deleted or otherwise obscured from the specific records requested and the resulting disclosure will not violate personal privacy, provide unfair competitive advantage or put at risk vital governmental interests. (Note: the statutes have been revised and this reference is the correct one now.)

No Liability for Good Faith Response

A good faith attempt to comply with state law in releasing a public record absolves the District and Staff from liability arising from the disclosure, which is determined by the Courts.

Third Party Action to Enjoin Disclosure

A third party named in a record, or to whom a record pertains may seek injunctive relief with Superior Court to enjoin disclosure of a record. The District shall notify third parties upon receipt of a public record request.

Facilities and Times Available for Copying and Inspection

Public records will be available for inspection and copying during TCD's customary office hours. Materials for inspection may not be removed from the District office. The copy machine will be available for making copies. Staff may make copies of public records and notify the party when the copies are ready.

Charges for Records

No fee will be charged for the inspection of public records and no fee will be charged for locating public documents and making them available for copying. The charges for records will follow the amounts allowed by RCW 42.56.120:

-) \$0.15 per page for photocopies or printed records (or for use of District equipment to copy).

-) \$0.10 per page for scanning records into electronic format (or for use of District equipment to scan).
-) \$0.05 per four (4) electronic files or attachments uploaded to email, cloud-based data storage or other electronic delivery.
-) \$0.10 per gigabyte for transmission of records in electronic format (or use of District equipment to send records).
-) Actual cost of any digital storage media or device provided by the District (flash drives, etc.).
-) Actual cost of containers or envelopes used to mail copies.
-) Actual cost of postage or delivery charge.

Payment of fees is required prior to release of records, unless other arrangements have been made.

Deposit

The District may require a deposit of up to ten percent (10%) of the estimated cost of copying records prior to copying any records for a requestor. The District may also require payment of the remainder of the cost before providing all records, or the payment of the costs of copying an installment before providing that installment (Chapter 42.56.120 RCW)

Closing Abandoned or Unpaid Requests

If the requestor withdraws the request, fails to fulfill his/her obligations to inspect the records within thirty (30) business days of notice that the records are available for inspection, or fails to pay the deposition, installment payment or final payment for the requested copies, the District will close the request. The Public Records Officer will document closure of the request and the conditions that led to the closure (Chapter 42.56.120 RCW)

Exemptions

Exemptions from the requirement to disclose are located in Chapter 42.56 RCW.

Procedures:

1. Notify the Executive Director immediately when a request for public records has been made and provide a copy of the request. Notify the Executive Director of the identity of the parties and agencies that will be affected by the request. The Executive Director will then determine if the request is specific enough to permit response and whether any requested materials may be exempt from disclosure or will require deleting certain exempt material or will require disclosure in ranges.
2. The Executive Director will respond in writing within five (5) working days to any public records disclosure request. The Executive Director will provide the material or set a date for when the materials will be available.

3. The Executive Director will notify, in writing, the affected parties/agencies that a public disclosure request has been made and advise them when he/she expects to respond to the request.
4. If the request is for a farm plan developed by the District, the landowner must be notified and given the opportunity to give written permission or deny permission to disclose any information contained in their farm plan.
5. The materials will be compiled, and an explanation provided regarding any information that has been redacted or exempted from disclosure.

The Executive Director will notify the requester and make the information available for inspection or copying, or make the copies and send them after receiving any required copying fees.

**INTERDISTRICT AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES**

THIS AGREEMENT is made and entered into by the MASON Conservation District, hereinafter referred to as the “administering district,” and the JEFFERSON Conservation District, KITSAP Conservation District, and THURSTON Conservation District, hereinafter referred to as the “partnering districts.”

THE PURPOSE OF THIS AGREEMENT IS TO PROVIDE the signatory conservation districts with fair and consistent access to professional engineering services.

THEREFORE, IT IS MUTUALLY AGREED THAT:

- 1. ADMINISTERING DISTRICT**—The administering district shall:
 - a. Enter into a grant contract with the Conservation Commission, the purpose of which is to hire and support a professional engineer or professional engineering services and if funds are available and workload is present, an engineer technician;
 - b. House or arrange for the housing of the professional engineer, and the engineer technician if necessary, and provide the necessary staff support for this position;
 - c. Ensure partnering districts are informed in advance of when engineering staff are performing any work within the partner district’s service area; and
 - d. Participate on the Board of Directors (see Appendix A).
- 2. PARTNERING DISTRICTS**—The partnering districts shall work cooperatively with the Administering District to form and participate on the Board of Directors. The partnering districts will also provide office space for the engineer technicians as needed.
- 3. PERIOD OF PERFORMANCE**—This agreement shall commence when it is signed by all the parties, and shall terminate on June 30, 2021, unless terminated sooner or extended as provided herein.
- 4. RECORDS MAINTENANCE**—The administering district shall maintain minutes of Board of Directors meetings and distribute them to the partnering districts and to the Conservation Commission. The administering district shall maintain other records as required in its grant contract with the Commission.
- 5. RIGHTS IN DATA**—Unless otherwise provided, data which originates from this agreement shall be a “work made for hire” as defined by Title 17, § 101 of the United States Code and shall be owned by the conservation district for whom the data are created under this agreement. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, computer files, films, tapes, and or sound reproductions. Ownership includes the right to reproduce, patent, register, license, and ability to transfer these rights.
- 6. INDEPENDENT CAPACITY**—The employees or agents of each party who are engaged in the performance of this agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of another party.

7. **AMENDMENTS**—This agreement may be amended by mutual agreement of the parties. Such amendment shall not be binding unless in writing and signed by all parties signatory to this agreement.
8. **TERMINATION**—Any of the parties may terminate their part of this agreement upon 30 days prior written notification to the other parties. If one of the partnering districts terminates its part, the remaining parties shall meet to determine the fair and consistent redistribution of professional engineering support.

If the administering district terminates its part, the remaining districts shall meet with their Commission Regional Manager and the Commission Financial Services Manager to determine which of the partnering districts shall become the administering district. This new administering district shall then enter into a grant contract with the Commission, the purpose of which is to hire and support a professional engineer.

9. **INDEMNIFICATION**—To the fullest extent permitted by law, the administering district and the partnering districts shall indemnify, defend, and hold harmless each other, their boards of supervisors, agents and employees, as well as the State of Washington, its officials, agents and employees from and against all claims for injuries or death arising out of or resulting from the performance of this agreement.
10. **DISPUTES**—In the event a dispute arises under this agreement, it shall be resolved by an ad hoc Dispute Board made up of the Board of Directors plus the Conservation Commission Regional Manager for that area, acting as advisor. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto, provided it is in accordance with the administering districts' grant contract, and applicable state and federal law.

In the event that the ad hoc Dispute Board is unable to make a determination, or the Board of Directors is unable to convene an ad hoc Dispute Board for any reason, the Commission may convene a statewide Dispute Board. The statewide Dispute Board shall include representation from at least two other regional Boards of Directors, one representative from the WACD Officers and Directors, an elected Conservation Commission member and a Commission Regional Manager appointed by the Commission's Executive Director. The elected Commission member shall act as chair of the statewide Dispute Board.

11. **GOVERNANCE**—This agreement is entered into pursuant to and under the authority granted conservation districts by RCW 89.08 (the Conservation Districts Law) and by RCW 39.34 (the Interlocal Cooperation Act). The provisions of this agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;

- b. The scope of work found in the administering district’s professional engineering services contract with the Commission; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

12. ALL WRITINGS CONTAINED HEREIN—This agreement contains all the terms and conditions agreed upon by the parties. No other understanding, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed the agreement.

MASON Conservation District

KITSAP Conservation District

Signature Date

Signature Date

JEFFERSON Conservation District

THURSTON Conservation District

Signature Date

Signature Date

Washington State Conservation Commission

FORM 4: ADDENDUM

Jul 16, 2019 5:20 PM

Conservation District: Thurston

GRANT PROGRAM: Natural Resource Investments

Overhead Rate: 25%

Submitted By: Sarah Moorehead

Email: smoorehead@thurstoncd.com

Total Grant Award: 95750.00

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 95750.00

Intermediate Outcome #1: 34125.00

(11306) Cost Share Award \$27,300

Practice(s) Awarded

- o Irrigation Pipeline \$15,300
- o Sprinkler System \$12,000

Technical Assistance Award \$6,825

Intermediate Outcome #2: 61625.00

(7632) Cost Share Award \$49,300

Practice(s) Awarded

- o Roof Runoff Structure \$6,800
- o Roods and Covers \$17,000
- o Waste Storage Facility \$25,500

Technical Assistance Award \$12,325

Total of Intermediate Outcomes: 95750.00

Washington State Conservation Commission

FORM 4: ADDENDUM

Jul 16, 2019 4:47 PM

Conservation District: Thurston

GRANT PROGRAM: Implementation (Must account for Basic Allocation Request below)

Overhead Rate: 25%

Submitted By: Sarah Moorehead

Email: smoorehead@thurstoncd.com

Total Grant Award: 95600.00

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 95600.00

Intermediate Outcome #1: 84489.00

District Operations - Internal district operations and administrative staff expenses.

Intermediate Outcome #2: 11111.00

CTA for Orca/Salmon Recovery - Orca Day Participation, Farm Plans and updates to existing plans addressing Orca or salmon recovery related activities, and workshops/outreach activities focused on: Toxic reduction, Sediment reduction, Water supply and drought related issues, or Salmon habitat restoration. Coordination and engagement with local Tribal partners on Orca/Salmon Recovery efforts.

Total of Intermediate Outcomes: 95600.00

Washington State Conservation Commission

FORM 4: ADDENDUM

Jul 16, 2019 5:14 PM

Conservation District: Thurston

GRANT PROGRAM: CREP

Overhead Rate: 25%

Submitted By: Sarah Moorehead

Email: smoorehead@thurstoncd.com

Total Grant Award: 3900.00

Basic Allocation Award (if applicable):

Total to be obligated under this Addendum: 3900.00

Intermediate Outcome #1: 3900.00

CREP - July Only Funds - Existing CREP contract maintenance and coordination of new contracts for subsequent funding round.

Total of Intermediate Outcomes: 3900.00

Item

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MEMO

To: TCD Board of Supervisors

From: Sarah Moorehead, *Interim Executive Director*

Date: July 25, 2019

Subject: DRAFT Mid-Year Budget

This information will be provided electronically on Tuesday, July 23rd, 2019, and in hard copy at the July 25th, 2019 Board Meeting.



Thurston Conservation District

RESOLUTION

Resolution #2019-13

Subject: Cost Share Assistance – Rate of Reimbursement for Washington State Conservation Commission funds

A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, SETTING THE RATE OF REIMBURSEMENT FOR COST SHARE ASSISTANCE

WHEREAS, the Thurston Conservation District maintains and follows its District Policies & Procedures in accordance with all applicable rules and laws set forth by the State of Washington; and,

WHEREAS, the Washington State Legislature authorizes the entering into agreements... "to furnish financial or other aid... to any occupier of lands within the district in carrying on of preventative and control measures and works of improvement for the conservation of renewable natural resources", RCW 89.08.220; and

WHEREAS, the Washington State Conservation Commission Policy, #13-05 Cost Share Assistance Policy, authorizes local conservation district board to establish annual cost share ratios and landowner labor rates within policy parameters; and,

WHEREAS, the Thurston Conservation District Board of Supervisors determines entering into such agreements will likely increase participation of land occupiers to implement USDA NRCS approved management practices which will benefit natural resources and the public;

WHEREAS, the Washington State Conservation Commission (WSCC), beginning July 1, 2019, and biennially thereafter, requires all conservation districts submit an approved board resolution stating the rate of reimbursement for all allowable practices paid by WSCC funds not exceed 100%.

NOW THEREFORE,

BE IT RESOLVED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, AS FOLLOWS:

We hereby authorize the establishment of the following cost share rates for the 2019 – 2021 biennium:

Cost Share Assistance Rate of Reimbursement

- a) Implementation of ordinary and customary USDA NRCS approved management practices at 85% of eligible expenses with additive cost share from all sources not to exceed 100% of total project eligible expenses.
- b) Implementation of demonstration, education and pilot projects/practices at 90% of eligible expenses, not to exceed 100% of the total project costs.

**PASSED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON
JULY 25TH, 2019 AND EFFECTIVE IMMEDIATELY.**

SIGNED:

Paul Pickett, Board Chair

TJ Johnson, Vice Chair

David Iyall, Board Auditor

Betsie DeWreede, Board Member

Doug Rushton, Board Member

ATTEST:

Sarah Moorehead, Interim Executive Director



Thurston Conservation District

RESOLUTION

Resolution #2019-14

Subject: Cooperator Labor Rate

A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT, SETTING COOPERATOR LABOR RATES

WHEREAS, the Thurston Conservation District maintains and follows its District Policies & Procedures in accordance with all applicable rules and laws set forth by the State of Washington; and,

WHEREAS, the Washington State Conservation Commission, beginning July 1, 2019, and biennially thereafter, requires each conservation district to submit an approved board resolution setting the cooperator labor rate.

NOW THEREFORE,

BE IT RESOLVED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, AS FOLLOWS:

As of July 1, 2019, the District's cooperator labor rate is set at \$22.00 per hour. The landowners minor, 17 years of age and younger, shall be consistent with Washington's established minimum wage.

**PASSED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON
JULY 25TH, 2019 AND EFFECTIVE IMMEDIATELY.**

SIGNED:

Paul Pickett, Board Chair

TJ Johnson, Vice Chair

David Iyall, Board Auditor

Betsie DeWreede, Board Member

Doug Rushton, Board Member

ATTEST:

Sarah Moorehead, Interim Executive Director

Item

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Category	Item
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[illegible]



Executive Director

1 FTE, full-time permanent

\$80,000 – \$90,000 DOQ -

and competitive benefit package

Application Deadline: August 2, 2019

The Thurston Conservation District seeks to hire a full-time Executive Director. The Executive Director provides the leadership and vision to implement the mission and values of the District as defined by the Board of Supervisors and coordinates all aspects of the District's work. The successful applicant must have excellent communication and interpersonal skills, which incorporate a collaborative style, in order to manage the organization and advocate and promote sustainable conservation interests in our community. A high level of integrity, honesty, and professionalism are critical core values required in this role.

POSITION DESCRIPTION:

The [Thurston Conservation District](http://www.thurstoncd.com) seeks to hire a full-time Executive Director. The Executive Director provides the leadership and vision to implement the mission and values of the District as defined by the Board of Supervisors and coordinates all aspects of the District's work. Excellent communication and interpersonal skills, which incorporate a collaborative style, are essential for managing the organization and advocating and promoting sustainable conservation interests. A keen awareness of organizational, community and political dynamics will also be necessary in this role. Equally important will be sensitivity and empathy for all stakeholders, both large and small, who have a vested interest in the goals of the District. Solid administration and management skills are necessary to ensure smooth operational continuity within this small, diversified organization. A high level of integrity, honesty, and professionalism are critical core values required in this role.

The ideal candidate will have a strong working knowledge of conservation districts, conservation practices and regional environmental issues, particularly within the Puget Sound area. A strong understanding of budgets, finance, grant procurement and program administration, and experience in sustaining and engaging regional partners are absolute requirements, as well as an ability to oversee day-to-day operations. This position requires a proven track record of successfully working with a Board of Supervisors and other elected and/or appointed officials, in addition to cultivating a team of professionals to excel in program delivery is required. This includes working with the Thurston County Board of County Commissioners and staff. The Executive Director will have a record of previous results demonstrating the ability to adhere to the mission of the District while leading the Thurston Conservation District into the future.

The Executive Director (ED) is the chief executive of Thurston Conservation District (District) acting under the direction of the Board of Supervisors (Board).

ESSENTIAL FUNCTIONS AND KNOWLEDGE, SKILLS, AND ABILITIES:

- Utilize administrative, personal, technical, and analytical skills to act independently in directing District operations.
- Seek and secure funding, consistent with annual and strategic plans, from both public and private sources.
- Meet deadlines and attend meetings.
- Provide timely, complete, and accurate information to Board.
- Demonstrate skill in mediation, negotiation, team-building and public relations.

- Demonstrate ability to delegate to, and mentor, other employees.
- Demonstrate effective communication skills (both written and oral), including public speaking.
- Maintain cooperative relationships and partnerships while working with staff, clients, partners, the public, and the Board.
- Demonstrate proficiency with computer programs (including, but not limited to, MS Word, Excel, PowerPoint, Outlook).

PRIMARY RESPONSIBILITIES:

1. Planning, Policy, and Procedures

- Propose District policies or procedures to the Board of Supervisors and implement those procedures and policies upon adoption by the Board of Supervisors
- Coordinate Annual and Strategic Plan updates. Monitor and report progress throughout the year.
- Draft annual plan for Board approval by the established District schedule.
- Work with the Board to prepare a five (5) year strategic plan for Board approval at a time established by the Board.
- Organize and implement staff and resources in alignment with the District budget and annual and strategic plans.
- Continuously seek and research potential new directions, efforts and programs for possible inclusion in District's annual and strategic plan.
- Establish and implement short term plans consistent with the long term plans and policies set by the Board.
- Schedule and propose updates and revisions for District policies, based on the priorities in an update plan, or on case-by-case needs based on urgency (for example, a policy that needs immediate attention due to unforeseen circumstances or a specific situation that needs to be dealt with quickly).

2. Financial

- Control internal operations and budgeted activities and keeps Board apprised of the District's financial status and emerging issues. In absence of financial staff, ED is able to fulfill that function.
- Prepare annual budget, consistent with annual plan, for the Board's review and adoption at least once per year, or as they direct.
- Seek, research, write and apply for grants and contracts (public and private) for existing and potential programs.
- Design and implements appropriate procedures to maintain control over all fiscal matters of the District.
- Implement the Collective Bargaining Agreement (CBA) as representative of management.
- In the absence of a CBA, sets salary levels (in consultation with and upon approval by the Board), determine merit/step pay changes, and implements these decisions in an orderly manner consistent with maintaining employee morale and retaining competent staff to conduct District operations.
- Consistent with the CBA and with Board input, set benefit levels and select benefits providers and systems that are consistent with maintaining employee morale and retaining competent staff to conduct District operations.
- Hire consultants, including legal advisors, financial advisors, public relations advisors, engineers, and other professional advisors as approved by the Board, subject to appropriate procurement procedures.

- Negotiate and oversee implementation of contracts with funding agencies and partners. Keep Board updated regularly on the status of grants.

3. Representation/Coordination/Outreach with clients, partners and others

- Represent District at meetings and other events with local, state, Tribal, federal and private and professional organizations. Supports District and Washington Association of Conservation Districts' legislative efforts. Coordinate events for Legislative Day and Conservation tour(s).
- Issue official District statements for the media and public, in consultation with the Board.
- Participate as appropriate in the Washington Association of District Employees (WADE).
- Coordinate requests for services from individuals, governmental agencies and other entities using agreements and Memoranda of Understanding.
- Coordinate and communicates with Thurston County staff and Commissioner in anticipation of or as part of inter-agency agreements.
- In collaboration with Outreach & Education staff, implement targeted outreach using print, meetings, webpage, and social media, as warranted, and consistent with annual and strategic plans.

4. Management/Supervision/Personnel

- Provide staff direction, motivation, and mentoring via frequent interactions, communications and staff meetings.
- Recommend a staffing plan and salary schedule to the Board in the proposed annual plan or as needed.
- Hire, promote, or retain employees as needed to meet the approved staffing level.
- Conduct annual performance reviews of employees.
- Ensure employees receive appropriate training, counseling, and other tools needed to carry out the mission of the District and maintain consistency with laws and regulations, and professional certifications required of their position.
- Coordinate all disciplinary measures as needed, following management principles and requirements of the CBA.
- In consultation with the Board, assign employees to positions of responsibility based on District needs.
- Design, implement, change, or suspend routine management practices as needed.
- Design and implement procedures for public meetings to ensure compliance with all laws, rules, and regulations.
- Serve as the management representative in negotiating and implementing any Collective Bargaining Agreement (CBA).

5. Board Coordination

- Provide timely advice to the Board on challenges and opportunities.
- Provide regular activity updates for the Board, at monthly meetings or as needed.
- Provide oversight to the Board of Supervisors Annual Election, in compliance with State laws and regulations, Washington State Conservation Commission guidance, and District policies and resolutions.
- Solicit Board members to participate with groups for various events during the year, as appropriate to advance the District's mission and annual/strategic plans.

This general outline of job duties and responsibilities is not intended to be comprehensive in nature. The Executive Director is responsible for implementing these responsibilities with the oversight and concurrence of the Board. The ED is authorized to act independently with professional judgment in response to urgent emerging situations, particularly when direction from the Board is not possible because of severe time constraints, and will report to the Board promptly regarding these situations.

REQUIRED QUALIFICATIONS:

1. A minimum of a bachelor's degree in public administration, business administration, communications, agriculture, natural resources, or closely allied field; and
2. At least three (3) years of supervisory and program management experience.

Experience as the chief executive officer of a natural resources management organization may be substituted year-for-year for the education requirement.

Eligibility for this position is contingent upon meeting the minimum requirements and the individual's demonstrated ability to perform the essential functions with or without reasonable accommodations.

DESIRABLE QUALIFICATIONS:

1. Experience working in a Soil and Water Conservation District or equivalent entity.
2. Demonstrated ability to successfully manage multiple, diverse, potentially controversial issues.
3. A proven commitment to support agriculture, natural resource conservation, land stewardship, and public service.
4. Demonstrated skills in clear, concise and timely communication, both written and verbal.
5. Demonstrated skills in building relationships and teams.

WORKING CONDITIONS:

Working conditions may include office and outdoor environments, occasional travel to a variety of locations to conduct work and may include exposure to typical hazards encountered at such work sites. Applicant must be able to use office equipment and computer software. This is a full-time position consisting of 40 hours/week. Position will require some work on weekends or after regularly scheduled work hours.

COMPENSATION AND BENEFITS:

\$80,000 - \$90,000 DOQ

The Thurston Conservation District observes eleven (11) paid holidays (including one personal holiday). Employees also accrue sick and vacation leave. Thurston CD employees participate in [Public Employees Retirement System \(PERS\)](#). Staff also has access to an additional voluntary retirement savings programs within the State of Washington's Department of Retirement Systems – [Deferred Compensation Program \(DCP\)](#). The district offers medical, dental, vision and life insurance coverage at no cost to full time employees. Additional voluntary supplemental insurance opportunities are also available. Regular professional development opportunities are strongly encouraged and supported.

TO APPLY:

Applications are due by 4:30pm on Friday, August 2, 2019.

Please submit:

1. Resume- no more than three (3) pages
2. Cover letter-no more than two (2) pages
3. Three (3) professional references

Be sure to describe your interest and unique qualifications for the position and the skills that you would bring to the Executive Director position. Your cover letter is not to exceed two pages. Letters of recommendation may be included. Applications will be evaluated and ranked immediately; Initial interviews will be held in mid-August

Thurston Conservation District is an Equal Opportunity Employer. Please let us know if you need any accommodation to participate in the application process.

Send electronically (*please no paper copies*) to: ***job-applications@thurstoncd.com***

Please include: **Executive Director – YOUR NAME** in the subject line.

We sincerely thank you for your interest in joining the work we do at Thurston Conservation District!



**TCD Board of Supervisors
Monthly Work Session
Thursday, August 8, 2019 (3:00 pm)
2918 Ferguson St SW, Suite A, Tumwater, WA 98512, 360.754.3588**

No.	Item
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1. **Topic List Review**
2. **Minutes Review & Revision:**
 - a. July 2nd, 2019
 - b. July 25th, 2019
3. **WACD Resolutions:**
 - a. Review draft WACD Resolutions
4. **Associate Supervisors Discussion:**
 - a. Review of Other CD Associate Supervisor Policy Examples
 - b. Recruitment Strategy
5. **Policy Development:**
 - a. Merit-based Bonuses Policy
 - b. Associate Supervisor Policy
6. **Citizen's Advisory Committee Discussion**
7. **Working Lands Preservation Discussion:**
 - a. 0 Net Loss of Farmland – Zahn Parcel
 - b. Working Lands Preservation Staff Update - Sarah
8. **Staff Presentation: Voluntary Stewardship Program, Marguerite Abplanalp (Natural Resource Technician)**
9. **August Board Meeting Agenda Development**
10. **IED Important Updates & Announcements (*if needed*)**

Item

11

To: TCD Board of Supervisors
From: Sarah Moorehead (*Interim Executive Director*)
Date: July 25th, 2019
Subject: Interim Executive Director's Report



Priority Initiative Updates

Rates and Charges

Thurston CD Rates and Charges proposal has been submitted to Thurston County before the August 1st deadline.

Briefing to review proposal: Monday, July 22nd @ 1pm

Thurston CD has completed all statutory requirements to pursue a System of Rates and Charges for 2020-2024. Thurston CD will continue to support Thurston County as they proceed with their statutory requirements pertaining to Rates and Charges.

Staff are currently working on the 2019 Rates and Charges mid-year progress report.

Working Lands Preservation

At the July 11th work session, I was given direction to re-engage in our efforts to develop and strengthen TCD's working lands preservation program. I am currently in the process of scheduling meetings with area land trusts, WSCC, WSU extension, Port of Olympia, Thurston County and other key partners to discuss development of an RCPP in 2020.

Cost Share

Thurston CD has received two cost share awards from WSCC recently through the Natural Resources Investment fund. Staff will be working to complete two projects this year in the Chehalis Basin (manure storage structure and irrigation line efficiencies).

District Operations

July 2nd, 2019 Action Items:

- 1. IED Moorehead will send draft topic list for upcoming July 11th, 2019 Board Work Session.**
Completed.
- 2. Staff will remove 'work session' from Board meeting agenda template.**
Completed.
- 3. Staff will updated TCD website with Rates & Charges timeline.**
Completed.
- 4. Susan Shelton will follow up with TCD Supervisor re: question about legal expenses on profit and loss statement.**
Completed.

Grant Funding

WSSC funding addenda for CREP (July only), Implementation, and Natural Resources Investment Cost Share are included in the consent agenda for the July 25th, 2019 Board Meeting. Additional addenda are expected from WSSC in the coming months for: Livestock Technical Assistance, Shellfish Cost Share, and CREP (after July).

The Thurston Shellfish NTA is in the final stages of contract development at Thurston County. This grant is to identify and remediate pollution associated with agricultural activities in Shellfish Growing Area watersheds by implementing pre-approved best management practices and excluding livestock from surface waters, primarily through technical and financial assistance. A final draft MOU will be sent to Supervisors for review in early August – for consideration of approval at the Regular August Board Meeting.

2018 Accountability Audit (2015-2017)

Thurston CD's 2018 Accountability Audit is still on track to conclude by the end of July, when a final report will be published by the State Auditor's Office (SAO). Again, TCD did not receive any findings. We continue to work with the SAO's helpful recommendations to strengthen our internal controls and financial procedures.

WSSC Deadlines

TCD is on track to meet all WSSC end of fiscal year/beginning of fiscal year deadlines. Final vouchers were submitted by July 10th, along with WSSC Master Contract.

July Staff Report

Progress on Annual Plan

Goals Worked On	Work Done
1	<ul style="list-style-type: none"> Met with 8 Beachcrest homeowners for veg management consultations NRCS Cultural Resources Training - 40 hours Mud Management for Livestock 6/16
2	<ul style="list-style-type: none"> Secured funding for 1 year (30K) AgLearn - 16 hours
7	<ul style="list-style-type: none"> 36%
9	<ul style="list-style-type: none"> Integrated Ecology's Water Resources database of water rights into TCD geodatabase.
12	<ul style="list-style-type: none"> 12 soil test reports
13	<ul style="list-style-type: none"> 150 Soil Tests
14	<ul style="list-style-type: none"> Continued facilitation of ASRP Early Action Reach restoration project, including Conservation Easement development and developing potential future reaches
15	<ul style="list-style-type: none"> Completed 1 Planting plan, Continued development of 4 CREP plans
19	<ul style="list-style-type: none"> Participated in VSP Work Group meeting. Received past ISP work from Anthony Waldrop of GHCD and began to compile.
22	<ul style="list-style-type: none"> Provided TA to 12 landowners, including planned and coordinated summer 2019 workshops- held two educational events (see #25) 100 Producers Site Visits
25	<ul style="list-style-type: none"> Mud Management workshop 6/22 and soil testing presentation at Oly Farmers market 6/29 Teaching
26	<ul style="list-style-type: none"> Purchasing a manure spreader and trailer to accommodate cooperators by providing a manure spreader with a larger loading capacity. The new equipment increases of the loading capacity by more than 38% of what the previous spreader could hold.
27	<ul style="list-style-type: none"> given producer support by determining additional equipment needs
28	<ul style="list-style-type: none"> Completed 1 Planting plan, Continued development of 4 CREP plans
29	<ul style="list-style-type: none"> Recommended BMPs
30	<ul style="list-style-type: none"> Implemented BMPs
32	<ul style="list-style-type: none"> Held 2 workshops/presentations
41	<ul style="list-style-type: none"> Planned and coordinated 2 summer tours of school and community gardens to provide resources & education
48	<ul style="list-style-type: none"> attended monthly FSN; STEDI cancelled for June
55	<ul style="list-style-type: none"> Planned workshop "Flexible Farming: Adapting to a Changing Climate" to be held 9/7/19 Climate Fellows Meeting; Summer Institute "Climate Change and Endangered Species"

57) Workshop from #55 is funded via REAP
58) 30 volunteers participated in SSG Nearshore
60) Revised 4 outreach documents and bought tabling supplies
71) Held Summer Institute for Teachers, June 2019. 45 teachers attended, 14 guest presenters; Assessment Retreat (18 teachers)
72) 313 students visited Nearshore
78) *won't have attendance numbers until June 30*) Institute: 45; CRF: 12, Assessment: 18
84) Acquired 1948 boundaries of Yelm, Tenino, and Rainier for Thurston GeoData. Created GIS layer of TCD boundaries for future reference.
86) Received NOAA B-WET grant (30K)
94) Maintained District social media

Staff Highlights

-) The Chehalis Basin Strategy aims to reduce flood damage and restore aquatic species in the Chehalis watershed. Part of the strategy is the Aquatic Species Restoration Plan (ASRP), which guides the restoration efforts needed in the basin, including the ASRP Early-Action Reach projects. The first ASRP Early-Action Reach project in Thurston County is in preliminary design, and this month we developed several potential reach-scale projects for the second round
-) I attended NRCS Cultural Resources training. Now have a better understanding of working effectively with Native Americans and having a cultural resource survey completed. This will help me be more efficient when going through cost share projects that involve this step of planning.
-) I wrapped up the remaining Nearshore field trips. A total of 622 students visited Puget Sound to learn about ocean acidification and marine science. On June 12th I presented a session at the Washington Association of District Employees titled "Promoting K-12 Climate Science Education throughout Washington State". June 24th-26th I co-hosted the annual Summer Institute for Teachers where 45 teachers attended and 14 presenters addressed the issue of "Climate Change and Endangered Species" including scientists from WDFW, DNR, NOAA and Audubon. Held annual Assessment Retreat for teachers June 11th (18 attended).
-) Facilitated a Mud Management workshop for horse owners on a landowner's property in the Henderson Watershed. Participants learned basic considerations when looking to control mud in heavy use areas, improve their pasture, and ensure their animal's health. We walked around and looked at the landowner's set up, shared options, and participants networked with each other. The majority of participants either have worked with TCD in the past or have recently begun working with the District at their own sites; relationships continued to be strengthened.
-) In June, the technical team completed a ranking to prioritize projects to submit for Natural Resource Investment from the WSCC. We submitted out top 2 priority projects to address water quality and water quantity concerns in priority areas. We successfully received funding to implement these projects in 2019 – 2021.