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3 **Work Session: 12:00pm – 2:00pm**

4 1. **Review April Board Meeting Materials, All**

5 A. *TCD Board and Staff reviewed and revised the draft 2019 budget.*
6

7 **Present at Meeting:**

8 Paul Pickett, TCD Board Chair	Sarah Moorehead, Interim Executive Director (IED)
9 Doug Rushton, TCD Board Auditor	Susan Shelton, TCD Accountant
10 David Iyall, Board Member	Tony Wilson, Public
11 Stu Trefry, WSCC	Esther Kronenberg, Public
12 Jeff Swotek, NRCS	Joe Hanna, Public

13
14 **Action Items:**

- 15 1. Staff will include the February 26th Work Session minutes will be included for
16 approval at the April 30th meeting.
- 17 2. IED Moorhead will find the final passed version of Resolution 2018-04 for Chair
18 Pickett to sign.
- 19 3. Staff will work with the Board over the coming months and an improved monthly
20 financial report format.
- 21 4. Staff will send the State Auditor's Office handout to the Board.
- 22 5. IED Moorehead will schedule a joint meeting between the BOCC and the TCD
23 Board following the May Board meeting to discuss the CAPP, Annual Budget,
24 funding, R&CH, etc.
- 25 6. IED Moorehead will draft a letter requesting the WSCC re-evaluate TCD's CAPP
26 compliance once the meeting minutes have been posted for signature by the
27 Board Chair.
- 28 7. IED Moorehead will present the Rates and Charges renewal timeline at the April
29 30th Board Meeting.
- 30 8. IED Moorehead and Supervisor Rushton will contact Enduris to resolve any
31 outstanding issues and follow up with a letter in writing from the Board.
- 32 9. IED Moorehead will draft the letter to Enduris based on the outcome of
33 communications with Enduris to address a reduction in premiums.
- 34 10. AI: IED Moorehead will schedule a work session for the end of May/beginning of
35 June for Tom Salzer's presentation.
- 36 11. IED Moorehead will invite Ryan Mello (Pierce CD Executive Director) to participate
37 in a work session after Tom Salzer's presentation in early June.
- 38 12. IED Moorehead will include both the Supervisor Elect and Appointed applicant in
39 scheduling these opportunities.
- 40 13. IED Moorehead to assess schedules of potential supervisors for potential May
41 30th regular meeting date.
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44 **Monthly Meeting: 2:00pm – 5:00pm**

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

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Supervisor Pickett called the meeting to order at 2:04pm and announced the meeting is being audio recorded. Thurston CD Board and Staff introduced themselves. The Pledge of Allegiance was done.

2. Agenda Review

The Board of Supervisors reviewed the April 8th Board Meeting agenda.

Supervisor Rushton moved to approve the April 8th, 2019 Board Meeting Agenda. Supervisor Iyall seconded.

Discussion: Doug will update on NACD under partner reports. The October 20th, 2018 work session minutes were added to item #5 of the agenda.

Motion passed unanimously.

3. Public Comment

**Three minutes per person*

Tony Wilson

Esther Kronenberg

4. Partner Reports

A. Washington State Conservation Commission (WSCC), Stu Trefry

Stu Trefry will be the point of contact for the District until the hiring of the permanent Puget Sound Regional Manager position is complete. WSCC appointed Dr. Carol Smith as the new Executive Director, starting May 1st, 2019. Stu reviewed legislative priorities and recent actions. Stu noted that he looks forward to updating TCD's long range (5-year) plan later this year and offered to facilitate the updating process. Sarah and Stu have scheduled New Supervisor Orientation with Supervisor Iyall for Monday, April 22nd, 2019.

B. Natural Resources Conservation Service (NRCS), Jeff Swotek

- I. NRCS staff met with CD staff and plans to resume quarterly coordination meetings with TCD technical staff.
- II. The Environmental Quality Incentives Program (EQIP) is accepting applications through April 19th, 2019. Currently, NRCS has received 45 applications in Thurston County and is beginning to make funding obligations.
- III. The Wetland Reserve Easement Program (WREP) covers 100% of the cost of restoration, while allowing the reservation grazing rights. This has been approved for WA State by state's technical advisory committee, as well as at the national level. In areas where Oregon Spotted Frog habitat exists, there are opportunities to continue grazing or haying for benefit of species. This program has continuous sign up, with permanent and 30 year easement options.
- IV. WA NRCS has finished the Section 7 programmatic consultation for Salmon under the Endangered Species Act. The Section 7 programmatic consultation should be finished for Thurston prairie species (covering Pierce and Grays Harbor counties too) by March 2020. Jeff encouraged TCD to look at ESA and don't delay beginning ESA consultation processes.

TCD and NRCS are collaborating to put on a landowner program showcase, highlight all of the technical and incentive programs both entities offer.

C. Washington Association of Conservation Districts (WACD), Doug Rushton

97 The next WACD Board meeting is June 25th, 2019 at WACD's Plant Materials Center in
98 Bow, WA. The legislature is still in session and WACD continues to support the WSCC
99 budget request. Supervisor Rushton noted the importance of Senate Bill 5996 on fire
100 suppression activities. Clark CD will be hosting the 2019 SW Area Meeting this Fall.

101
102 **D. National Association of Conservation Districts (WACD), Doug Rushton**

103 NACD held a "fly-in" March 12th - 14th - talk to members of Congress about priorities
104 and thank our congressional delegation and federal agency personnel on 2018 Farm bill
105 programs benefitting CDs. NACD 2019 Summer meeting August 2nd - 6th in Santa Fe,
106 NM. Supervisor Rushton encouraged supervisors to subscribe to the NACD newsletter
107 list.

108
109 **5. Board Meeting Minutes Review, All - Action Item**

110 There are several meeting minutes included for approval that only one or no current
111 Supervisors present at this meeting attended. Ben Cushman stated that there is a legal
112 requirement for Thurston CD to have approved and publicly available meeting minutes.
113 Mr. Cushman has reviewed them and feels it is appropriate to pass them with a notation
114 in the record today of the circumstances under which they were passed.

115
116 Supervisor Rushton went through all minutes and he had no substantive changes or
117 comments.

118
119 ***Supervisor Rushton moved to approve the minutes in yellow. Motion died for lack***
120 ***of second.***

121
122 **AI: Staff will include the February 26th Work Session minutes will be included for**
123 **approval at the April 30th meeting.**

124
125 Supervisor Pickett noted that the version of Resolution 2018-04: Governance Study in
126 the packet was not the final version passed after amendments. IED Moorehead will find
127 the final version and Supervisor Pickett will sign the Resolution, along with minutes from
128 October 30th, 2018 Board Meeting.

129
130 **A. February 26th, 2019 Regular Meeting Minutes**

131 The Board provided the following amendments:

- 132 • Include formal titles and full names throughout the minutes
- 133 • Clarify that the IED sent the Chair signed letter to Kirk Robinson
- 134 • Line 66 - 69, Ms. White gave briefing on election and handouts. Ms. White
135 was present at the meeting - include as attendee.
- 136 • Line 135 - Ms. Shelton
- 137 • Line 154 - board concerned about staffing impacts of state audit
- 138 • Take highlight of off executive session
- 139 • Line 244 - to enter negotiations to reach a settlement with West
- 140 • Line 274 - Supervisor Rushton noted that the Salzer governance presentation
141 at 2018 WADE conference, which could help TCD in this issue

142
143 ***Supervisor Rushton moved to approve the amended February 26th, 2019***
144 ***Regular Meeting Minutes. Supervisor Iyall seconded. Discussion: Supervisor***
145 ***Pickett will review a clean copy of the amended minutes for accuracy prior to***
146 ***signature.***

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Motion Passed unanimously.

- B. September 26th, 2017 Regular Meeting Minutes & Work Session Minutes
Supervisor Rushton moved to approve the September 26th, 2017 Regular Meeting Minutes & Work Session Minutes, noting that he is the only Supervisor present that attended this Board meeting. Supervisor Iyall seconded. Motion Passed unanimously.

- C. November 1st, 2017 Regular Meeting Minutes
Supervisor Rushton moved to approve the November 1st, 2017 Regular Meeting Minutes & Work Session Minutes, noting that none of the Supervisors that are present attended this Board meeting. Supervisor Iyall seconded. Motion Passed unanimously.

- D. January 9th, 2018 Special Meeting Minutes & Work Session Minutes
Supervisor Rushton moved to approve the January 9th, 2018 Special Meeting Minutes & Work Session Minutes, noting that he is the only Supervisor present that attended this Board meeting. Supervisor Iyall seconded. Discussion: Supervisor Rushton noted that this set of minutes did not include enough detail. Motion Passed unanimously.

- E. March 5th, 2018 Special Meeting Minutes & Work Session Minutes
Supervisor Rushton moved to approve the March 5th, 2018 Special Meeting Minutes & Work Session Minutes, noting that he is the only Supervisor present that attended this Board meeting. Supervisor Iyall seconded. Motion Passed unanimously.

- F. June 7th, 2018 Regular Meeting Minutes & Work Session Minutes
Supervisor Rushton moved to approve the June 27th, 2018 Regular Meeting Minutes & Work Session Minutes, noting that Supervisor Pickett and himself are the only Supervisors present that attended this Board meeting. Supervisor Iyall seconded. Motion Passed unanimously.

- G. June 19th, 2018 Subcommittee Meeting Minutes
Supervisor Rushton moved to approve the June 19th, 2018 HR and Legal Subcommittee Meeting Minutes, noting that he is the only Supervisor present that attended this subcommittee meeting. Supervisor Iyall seconded. Motion Passed unanimously.

- H. June 26th, 2018 Regular Meeting Minutes & Work Session Minutes
Supervisor Rushton moved to approve the September 26th, 2018 Regular Meeting Minutes & Work Session Minutes, noting that Supervisor Pickett is the only Supervisor present that attended this Board meeting. Supervisor Iyall seconded. Motion Passed unanimously.

- I. July 24th, 2018 Special Meeting Minutes & Work Session Minutes
Supervisor Rushton moved to approve the July 24th, 2018 Special Meeting Minutes & Work Session Minutes, noting that Supervisor Pickett and himself are the only Supervisors present that attended this Board meeting. Supervisor Iyall seconded. Motion Passed unanimously.

- 198 J. October 30th, 2018 Special Meeting Minutes & Work Session Minutes
199 **Supervisor Rushton moved to approve the amended October 30th, 2018 Special**
200 **Meeting Minutes & Work Session Minutes to include that the Board viewed the**
201 **Attorney General's Office OPMA training video during the work session and**
202 **changing the signature line on the minutes to Supervisor Pickett, noting that**
203 **Supervisor Pickett and himself are the only Supervisors present that attended**
204 **this Board meeting. Supervisor Iyall seconded. Motion Passed unanimously.**
205
- 206 K. March 12th, 2019 Regular Meeting Minutes & Work Session Minutes
207 **Supervisor Rushton moved to approve the amended March 12th, 2019 Regular**
208 **Meeting Minutes. Supervisor Iyall seconded. Motion Passed unanimously.**
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211 **6. Financial Report, Susan Shelton (TCD Accountant)**

212 **A. Monthly Financial Report**

213 Ms. Shelton explained the Timberland Bank electronic system conversion
214 resulting in a split bank statement for February checking account and combined
215 February and March bank statements for both the regular and shellfish savings
216 accounts. There were 5 voided checks in February due to the need to pay bills
217 on time during the Board Supervisor transition. The grant balances report
218 reconciles to the restricted budget. Anticipated grants are still being added to this
219 report.
220

221 **B. March Check Register - Action Item**

222 Supervisor Rushton inquired about some items on the March Check Register,
223 staff additional provided information on those expenses. Supervisor Pickett noted
224 that he'd like the District to work on developing a simpler and clearer monthly
225 financial report, and to use the work sessions to review finances. He referenced
226 a monthly variance report used by Thurston PUD that was a helpful component
227 of the monthly financial report. Ms. Shelton referenced how other CDs present
228 their monthly financial report. The TCD Board and staff agreed that they would
229 like to see concise and useful financial reports with less detail. This will be a
230 project to work on over the coming months.
231

232 **Supervisor Rushton moved to approve the check register dated 2/29/2019**
233 **for check number 19893 - 19914 totaling \$41,357.57 with voided checks:**
234 **19897, 19898, 19907, 19910, 19911. Supervisor Iyall seconded. Motion**
235 **passed unanimously.**
236

237 **C. State Audit Update and Entrance Conference, Doug Rushton**

238 Doug, Sarah and Susan met with State Auditor's Office (SAO) staff (Katie Gravitt
239 and Bryson Bristol). The SAO anticipates their final report to be done by mid-
240 May. Mrs. Moorehead noted that there have been no red flags reported at this
241 time. The SAO will provide a set of recommendations to TCD Board and Staff to
242 update current policies and procedures according to their best practices. Staff
243 have already begun to implement some of these recommendations and draft
244 policies for Board review.
245

246 **AI: Staff will send the State Auditor's Office handout to the Board.**
247

248 **7. 2019 Annual Budget, All - Action Item**

249 Thurston CD staff presented the staff recommended 2019 Annual Budget, which was
250 prepared to remove the deficit from the prior working draft budget based on reasonable
251 assumptions for capacity in 2019. Supervisor Pickett expressed a concern that the
252 budget shows the District spending all of its income in 2019, when it will need some of
253 those funds to roll over into 2020, assuming the burst of Rates and Charges income in
254 November must last until a renewed Rates and Charges provides the next burst of
255 income in May 2020. The Board discussed priorities and shared concerns about
256 ensuring adequate funding moving into 2020.

257
258 Ms. Shelton will extend the current cash flow analysis through May 2020, to demonstrate
259 the cash flow projects for the first quarter of 2020. Increasing staffing capacity, beginning
260 in May 2019 will begin to increase grant revenue (including overhead) and the WSCC
261 implementation grant (and other funds) will begin with the next state fiscal year on July
262 1st annually. An important thing to take into consideration is our open financial position
263 as of March 1st, 2019 (\$76,459). This cash flow has significant implications for the timing
264 of filling the Executive Director position.

265
266 Supervisor Iyall would like to see the annual budget passed at this meeting and staffing
267 capacity begin to increase.

268
269 IED Moorehead noted that the 2019 Annual Plan is due to WSCC on May 31st 2019. In
270 order to develop this annual plan, TCD will need an approved budget to direct the plan.

271
272 **Supervisor Rushton moved to approve the staff recommended 2019 Budget and**
273 **staffing plan. Supervisor Iyall seconded. Discussion: The Board will review the**
274 **extended cash flow analysis and revisit the 2019 Annual Budget if needed, at April 30th**
275 **meeting. Motion passed unanimous.**

276
277 **Supervisor Rushton moved to authorize the Interim Executive Director to**
278 **implement the approved staffing plan, inclusive of hiring processes and step**
279 **increases. Supervisor Iyall seconded. Motion passed unanimous.**

280
281 Supervisor Rushton would like to see various reserve levels for cash flow of 2020 so that
282 the Board can make any necessary budget revisions at the April 30th Board Meeting.

283
284 **AI: IED Moorehead will schedule a joint meeting between the Thurston BOCC and**
285 **the Thurston CD Board following the May Board meeting to discuss the CAPP,**
286 **Annual Budget, funding, R&C, etc.**

287
288 **8. Contracts and Agreements, All - Action Item**

289 **A. Rates and Charges Interlocal Agreement**

290 IED Moorehead presented the final draft Interlocal Agreement (ILA) with
291 Thurston County for the 2019 System of Rates and Charges. Supervisor Rushton
292 asked that a date be included on decision recommendation sheets and to include
293 'consider for approval'. Mr. Cushman noted that he saw no legal issues with the
294 ILA.

295
296 **Supervisor Rushton moved to approve the Interlocal Agreement between**
297 **Thurston County and Thurston Conservation District for the 2019 Rates**
298 **and Charges. Supervisor Iyall seconded. Motion passed unanimously.**

299

300 B. Dept. of Ecology Grant

301 IED Moorehead gave an overview of the scope of work and budget handout for
302 the Dept. of Ecology Grant. This grant will be ready for Board approval at a
303 subsequent TCD Board meeting.
304

305 C. TCEH Shellfish NTA Grant

306 IED Moorehead gave an overview of the scope of work and budget handout for
307 the Dept. of Ecology Grant. This grant will be ready for Board approval at a
308 subsequent TCD Board meeting.
309
310

311 9. **Public Comment**

312 **Three minutes per person*

313 Joe Hanna

314 Tony Wilson

315 Barbara Craven
316

317 10. **Governance, All**

318 A. 2018 and 2019 CAPP Review

319 The Thurston CD Board and Staff discussed updating the governance action
320 plan and posting the outstanding meeting minutes that were approved at this
321 meeting. Minutes will be signed and posted before April 15th, 2019. Stu Trefry
322 (WSCC) noted that he doesn't see any red flags and that TCD is making
323 appropriate progress. IED Moorehead and supervisor Rushton attended the
324 March 21, 2019 WSCC board meeting. Rushton presented the current status and
325 proposed actions for CAPP compliance. The WSCC agreed their Interim
326 Executive Director can make the decision releasing withheld funding, pending
327 Thurston CD's progress.
328

329 **AI: IED Moorehead will draft a letter requesting the WSCC re-evaluate**
330 **TCD's CAPP compliance once the meeting minutes have been posted for**
331 **signature by the Board Chair.**
332

333 **AI: IED Moorehead will present the Rates and Charges renewal timeline at**
334 **the April 30th Board Meeting.**
335

336 B. Collective Bargaining and Contract Negotiations

337 ***Supervisor Rushton moved to appoint Supervisor Pickett, IED Moorehead***
338 ***and up to one additional Supervisor to represent TCD on the employer***
339 ***collective bargaining team. Supervisor Iyall seconded. Motion passed***
340 ***unanimously.***
341

342 Stu Trefry recommended contacting Enduris. There was discussion by the Board
343 about WSCC participating in the collective bargaining training or negotiations
344 process.
345

346 **AI: IED Moorehead and Supervisor Rushton will contact Enduris to resolve**
347 **any outstanding issues and follow up with a letter in writing from the**
348 **Board.**
349

350 **AI: IED Moorehead will draft the letter to Enduris based on the outcome of**

351 **communications with Enduris to address a reduction in premiums.**

352
353 Complaints against Thurston CD filed with the Human Rights Commission are in
354 the process of closing.

355
356 Mr. Cushman considers the complaints specific to actions of past supervisors
357 and that drafting new policies for new supervisors that prohibit that behavior
358 would be appropriate. Mr. Cushman recommended that TCD adopt an anti-
359 stalking policy.

360
361 **C. Review of Transition Issues**

362 Supervisor Pickett revised the Transition Issues document to remove completed
363 items and revise the priority level of specific items. This item will be used
364 throughout the year to assess and accomplish priorities. Feedback from Enduris
365 will be incorporated into this document.

366
367 With regards to the development of a minutes policy, Mr. Cushman recommends
368 not include public comment in the meeting minutes, but keep it in the official
369 meeting record. Minutes are part of the record, not the whole record, and other
370 materials are currently retained as official record of the meeting. In addition, Mr.
371 Cushman recommends not including direct quotes in the record.

372
373 Collective Bargaining Training will take place on Friday, April 12th at the Thurston
374 CD Office with the Public Employee Relations Commission.

375
376 **D. Follow up on Aspen Group Training, Sarah Moorehead (IED)**

377 IED Moorehead shared that Tom Salzer would be available for a no-cost
378 presentation on Board governance.

379
380 **AI: IED Moorehead will schedule a work session for the end of**
381 **May/beginning of June for Tom Salzer's presentation.**

382
383 The Board would like other CDs who have good policy and governance culture
384 examples be invited to attend a work session and discussion on governance.

385
386 **AI: IED Moorehead will invite Ryan Mello (Pierce CD Executive Director) to**
387 **participate in a work session after Tom Salzer's presentation in early June.**

388
389 The Board would like to include the supervisor elect and appointed applicant in
390 these trainings and others to orient them prior to their potential terms.

391
392 **AI: IED Moorehead will include both the Supervisor Elect and Appointed**
393 **applicant in scheduling these opportunities.**

394
395 **11. TCD Policy Review and Revision**

396 **A. Consent Agenda Policy Development**

397 Supervisor Pickett distributed and reviewed his proposed draft consent agenda
398 policy and shared how to implement a consent agenda in future board meetings.
399 Mr. Cushman provided feedback on the proposed consent agenda policy.

400
401 The Board will review the draft policy, and provide comments to Paul by April

402 15th, 2019 for consideration of approval at the April 30th, 2019 Board meeting.
403

404 The Board expressed interest in including an avenue for staff feedback on policy
405 development, including policy areas that have been unclear or posed challenges
406 in execution.
407

408 **12. Board of Supervisors Reports**

- 409 • Supervisor Rushton - The June 25th TCD Board meeting conflicts with the
410 WACD Board meeting. Supervisor Rushton would like to reschedule the June
411 TCD Board meeting. The NACD Forestry Committee meeting will be held in
412 Puerto Rico this year.
- 413 • Supervisor Pickett - Would like to discuss a new meeting schedule once the full
414 Board is constituted. The May Board meeting will be rescheduled to May 30th at
415 2pm (pending schedules of potential supervisors and staff).
- 416 • Supervisor Iyall - Met with IED Moorehead and Ms. Shelton prior to April 8th
417 Board meeting to come up to speed on budget and meeting packet items.
418

419 **AI: IED Moorehead to assess schedules of potential supervisors for potential May**
420 **30th regular meeting date.**
421

422 **13. Executive Session: Performance evaluation discussion of Interim Executive**

423 **Director.** *RCW 42.30.110 To review the performance of a public employee.*
424

425
426 Mr. Cushman noted that since this executive session was requested by the interim
427 executive director, it TCD remains in compliance with IED Moorehead's prior request for
428 personnel matters to addressed in an open public meeting under RCW 42.30.110.
429

430 The Thurston CD Board and IED Moorehead entered into executive session at 6:21pm
431 for 15 minutes. Thurston CD Supervisors returned to the open public meeting at 6:36pm.
432 The Thurston CD Board and IED Moorehead resumed the executive session at 6:36pm
433 for 10 minutes. Thurston CD Supervisors returned to the open public meeting at 6:46pm.
434 Thurston CD Board and IED Moorehead resumed the executive session at 6:47pm for
435 seven minutes. Thurston CD Supervisors returned to the open public meeting at 6:54pm.
436

- 437 **14. Executive Session: To discuss pending litigation with legal counsel.** *RCW 42.30.110*
438 *(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or*
439 *to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the*
440 *governing body, or a member acting in an official capacity is, or is likely to become, a party, when public*
441 *knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the*
442 *agency.*
443

444 The Thurston CD Board and Ben Cushman entered into executive session at 6:56 for 15
445 minutes. Thurston CD Supervisors returned to the open public meeting at 7:11pm. The
446 Thurston CD Board and Ben Cushman resumed the executive session at 7:12pm for five
447 minutes. Thurston CD Supervisors returned to the open public meeting at 7:17pm. The
448 Thurston CD Board and Ben Cushman resumed the executive session at 7:18m for five
449 minutes. Thurston CD Supervisors returned to the open public meeting at 7:23pm.
450

451 **Adjourn, All**

452 ***Supervisor Rushton moved to adjourn the meeting. Supervisor Iyall seconded. Motion passed***
453 ***unanimously.***

454

455 Respectfully,

456

457

458



Paul Pickett, TCD Chair