

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



1 **Work Session: 12:00pm – 2:00pm**

- 2 1. **Review May Board Meeting Materials, All**
3 **A. 2019 Annual Plan Discussion**
4

5 **Meeting: 2:00pm – 5:00pm**

6 **Present at Meeting:**

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

17
18 **Action Items:**

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

31 **Motions Passed:**

- 32 1. **Revised Agenda for May 30th, 2019 Meeting - *Approved***
33 2. **Consent Agenda including: May 2019 Financial Report, and 2019 Annual Plan -**
34 ***Approved***
35 3. **April 30th, 2019 Meeting Minutes – *Approved***
36 4. **Public Hearing for Rates and Charges to be held June 20th, 2019 from 6-8pm; IED**
37 **Moorehead to serve as the Hearing Officer – *Approved***
38 5. **Updated 2019 Staffing Plan – *Approved***
39 6. **Board Officer Elections – Paul Pickett, Board Chair; TJ Johnson, Vice Chair; David Iyall,**
40 **Auditor – *Approved***
41 7. **Collective Bargaining Team Membership – Supervisor DeWreede added to team –**
42 ***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.
- 103

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 • 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 • 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.**

204 *Supervisor Johnson moved to re-schedule the June Regular Meeting for July 2nd from*
205 *5:30 – 8pm. Supervisor DeWreede seconded. Motion passed unanimously.*
206

207 **G. Review of Draft Executive Director Job Description**

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

209
210 **11. Executive Session: Performance evaluation and discussion of Interim Executive**
211 **Director**

212 Board went into Executive Session at 4:30pm

213 Extended Executive Session by 5 minutes at 4:40pm

214 Extended Executive Session by 10 minutes at 4:45pm

215 Executive Session ended at 4:55pm
216

217 **12. Executive Session Report Out – Action Item**

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

220 Legal counsel announced that since this Executive Session was not related to disciplinary
221 action initiated by the Board, IED Moorehead allowed for that to be held privately.
222

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

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

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

226 Executive Session ended at 5:33
227

228 **14. Executive Session Report Out – Action Item**

229 To discuss pending litigation

230 Directed counsel to move forward with addressing
231

232 Resolution for the settlement of lawsuit
233

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

235 *Supervisor DeWreede seconded. Motion passed. Supervisors Rushton and Pickett*
236 *abstained.*

237 **15. Other Reports**

238 **A. Board of Supervisor Reports**

239 **B. Interim Executive Director Report**

240 **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

