

Thurston Conservation District Board of Supervisors
July 2nd, 2019
Regular Meeting Minutes
(5:30pm – 8:30pm)



Meeting: 5:30pm – 8:30pm

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	Jean Fike, SCC
TJ Johnson, TCD Board Supervisor	Leah Kellogg, TCD Administrative Assistant
Betsie De Wreede, TCD Board Supervisor	Tony Wilson, Public
Jeff Swotok, NRCS	Ron Holtcamp, Public

Action Items:

1. Consent Agenda
2. Consent Agenda Revision
3. Financial Reports
4. WSCC Authorized Signatures Form
5. Rates and Charges Renewal Update
6. Supervisors wanted the documents for resolution 2019-12 before passing the motion.
7. Executive Director Job Description and Hiring Process
8. Supervisor Pickett moves to add a line to the Committee Outline stating that if the Committee cannot come to a consensus; the Supervisors can elevate the decision process to the Board and it will be discussed by calling a special meeting. No second. Motion dies.
9. Ad Hoc Executive Director Search Committee
10. #2019-12 Establishing a Process for Landowners to Appeals of Rates and Charges.
11. Authorization, approval, and signature for Natural Resource Technician Nicole Warren to attend a certified Planning Course
12. Executive Session: Performance and evaluation discussion of Interim Executive Director
13. Adjourn, All

Motions Passed:

1. Supervisor Johnson moved to approve Agenda. Supervisor DeWreede Seconds. Motion passed unanimously.
2. Supervisor Rushton moved to remove D, E, and F from Consent Agenda. Supervisor Iyall seconded. Motion passed unanimously.
3. Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor Johnson seconded. Motion passed unanimously.
4. Supervisor Johnson moved to accept and approve the Monthly Financial report. Supervisor Iyall seconded. Motion passed unanimously.
5. Supervisor Johnson moved to approve WSCC Authorization Signature Form. Supervisor Iyall seconded. Motion passed unanimously, Resolution 2019-10.

- 42 6. *Supervisor DeWreede moved that we adopt the Resolution 2019-11 and 2019-12.*
43 *Supervisor Johnson seconded. Discussion points:*
44 7. *Supervisor DeWreede amends the motion of resolution 2019-11 and omit (temporarily*
45 *table) 2019-12. Supervisor Johnson seconded. Discussion, Supervisor Rushton calls for*
46 *a point of order regarding the order of the motion made. Motion Passed unanimously.*
47 8. *Supervisor Johnson moved to adopt the Executive Director Position Description as*
48 *amended with our conversation. Supervisor Rushton Seconded. Staff agrees and the*
49 *Motion Passed unanimously.*
50 9. *Motion Died*
51 10. *Supervisor Johnson moved to adopt the Ad Hoc Executive Director Search Committee*
52 *description as written. Supervisor Rushton seconded. Motion passed unanimously.*
53 11. *Supervisor Rushton moved pass Resolution 2019-12 establishing a Process for*
54 *Landowners to Appeals of Rates and Charges. Supervisor Iyall seconded. Motion*
55 *passed unanimously*
56 12. *Supervisor Rushton moved pass Authorization, approval and signature for NRCS*
57 *Certification for Nicole Warren. Supervisor De Wreede seconded. Motion passed*
58 *unanimously.*
59 13. *Supervisor Johnson moved to extend the executive director job description (that was*
60 *just approved) to also cover our Interim Executive Director and that we compensate*
61 *our Interim Executive Director at the same rate the Executive Director would be*
62 *compensated at \$84,294.96 prorated effective immediately, which was established in*
63 *the Budget. Supervisor Rushton seconded. Motion passed unanimously.*
64 14. *Supervisor Johnson moved to adjourn the meeting at 8:30 pm. Supervisor Iyall*
65 *seconded. Motion passed unanimously.*

66
67 **Regular Monthly Meeting: 5:30 pm – 8:00 pm**

68 1. **Welcome & Introductions**

69 Supervisor Pickett called the meeting to order at 5:32 pm. Thurston CD Board, Staff,
70 partners, and public introduced themselves. This meeting is being audio recorded.

71
72 2. **Agenda Review**

- 73
74 • Creating a Work Session Topic List, for upcoming Work Session. Topic List to be added to
75 section Governance as 7/D.
76 • We will post a proposed topic list for all future work sessions.
77 • No work session tonight, incorrect heading on agenda page.
78 • Adding an approval for our natural resource technician conservation planning training
79 #2 to move to section 7/ E in Governance.
80 • Proposed tabling Consent agenda items D; Shellfish NTA Grant MOU with Thurston
81 County, E; Riparian Program NTA MOU with Thurston County, F; 2020/21 VSP MOU with

Thurston County because contracts are being reviewed by county, will be ready for view by July board meeting

Supervisor Johnson moved to approve Agenda. Supervisor DeWreede Seconded. Motion passed unanimously.

3. Consent Agenda-Action Item

Supervisor Rushton moved to remove D, E, and F from Consent Agenda. Supervisor Iyall seconded. Motion passed unanimously.

- In future board meeting a cover sheet for consent agenda packet will be included
- Moved May Check Register and to Financial Report to section 6/A

Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor Johnson seconded. Motion passed unanimously.

4. Public Comment

**Three minutes per person*

Tony Wilson, Public

Ron Holtcamp, Public

5. Partner Reports

A. Washington State Conservation Commission (WSCC), Jean Fike

- Change of biennium is happening and WSCC is closing out vouchers. Funding for the upcoming financial year will be made available.
- Commission meeting Moses Lake Aug 18, 2019
- All district meeting in Ellensburg Aug. 21, 2019 on the subject of district elections geared toward Supervisors and District Executives.
- Supervisor Pickett and Rushton will be meeting with members' of the 22nd district to discuss CD elections. Meet with Ron Pence and Mary Hall to discuss what our CD election reform might look like.
- Annual report page due in August 26, 2019.
 1. Projects to highlight and accomplishments to flag ship the district in the past year. Goals moving forward will be created by Ms. Moorehead and she will send a draft to the Board.
- Awards for Natural Resource Project Initiative, Thurston Conservation District.
 1. The Army Project, Irrigation Pipeline Sprinkler Systems and Stout Roof/Covers Runoff and Waste Storage Facility. These two projects were awarded funding. These projects are Natural Resources Investment (NRI) that is high priority within CD.
 2. Two separate farms won awards.

125 3. Sarah will bring funding award addendums for NRI projects that
126 will need approval in July before proceeding.

127 **B. Natural Resource Conservation Service (NRCS), *Jeff Swotek***

- 128 • Announcing that NRCS has finished final round of obligation for
129 Environmental Incentive Program and are taking applications 2020
130 program cycle through Oct. 2019
- 131 • NRCS closed large Wetlands Reserve Easement (WRE) In Thurston
132 County, 50 acers planning on Implementation of Restoration Easement,
133 available from 2020 onward.
- 134 • Evaluating the timeline for the Programmatic Biological Assessment and
135 opinion finished by second or third quarter of 2020. They will be taking
136 individual assessments until program is implemented into 2020 timeline,
137 which will affect TCD. In the event of TCD working in partnership with
138 other agencies the assessment will not apply.

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

- 140 • WACD Executive Directors last day was June 28, 2019. They are looking
141 for candidates.
- 142 • Meetings are being posted for September in Clark Conservation District in
143 Vancouver. Supervisors are encouraged to attend.
- 144 • Resolutions should be added to the Work Session Topic List for July, to
145 give Supervisors a chance to review before August Work Session, when
146 the resolutions will need to be submitted.

147 **D. National Association of Conservation Districts (NACD), *Doug Rushton***

- 148 • 2019 Urban Agriculture Conservation Grants and Assistance Grants, there
149 are 4 Grants available in Washington State: Ruse Rock Lake in South East,
150 Okanagan North Central, Spokane Native Tribes, and in Grant County.
- 151 • NACD summer meeting is in Santa Fe, New Mexico August 3-7, 2019
- 152 • NACD Forestry Resource Policy Group met in San Juan, Puerto Rico on
153 June 16-21, 2019.

154
155 **6. Financial Reports, *David Iyall***

156 **A. Monthly Financial Report**

- 157 • Discussed the board reviewing the check register and the Monthly
158 Financial Report. In addition a monthly expense report, electronic funds,
159 and credit card payments have been added to the board packet to ensure
160 all available information regarding forecast and budgets is available.
- 161 • There was some discussion regarding the legal requirement of certifying
162 the amount spent. The format for monthly financial reports has been
163 established with the Board and the Auditor and will continue to be
164 implemented.

165 ***Supervisor Johnson moved to accept and approve the Monthly Financial report. Supervisor***
166 ***Iyall seconded. Motion passed unanimously.***
167

168 **B. WSCC Authorized Signatures Form, Sarah Moorehead Action Item**

- 169 • Draft based on prior biennium authorization forms and the combination
170 of board and staff member's roles. This format is used to approve which
171 board members are authorized to sign for the Executive Director's
172 paperwork. This is an internal delegated position however any Supervisor
173 can legally sign. The Commission would like delegated Supervisors on file.
174

175
176 ***Supervisor Johnson moved to approve WSCC Authorization Signature Form. Supervisor***
177 ***lyall seconded. Motion passed unanimously, Resolution 2019-10.***
178

179 **Meeting breaks at 6:34 pm, IED Moorehead passed out forms to sign.**

180 **Meeting resumes at 6:43 pm.**
181

182 **C. Rates and Charges Renewal Update, Sarah Moorehead**

- 183 • A public hearing was held on June 20, 2019 and a time period of three
184 week prior and two weeks after the meeting TCD accepted written
185 comments. We received 18 responses from testimony at the hearing and
186 in written comments. 18/18 people were in favored of our rates and
187 charges, none in opposition. 5/18 comments articulated that they were
188 interested in a duration of 5 years, 9/18 comments articulated being
189 interested in 10 years, and 4 comments did not reference any stipulated
190 timeline.
191 • The package submitted to the County Commissioners Office needs to be
192 drafted prior to the briefing which is scheduled on July 22, 2019 at 1 pm.
193 TCD will be submitting the resolution #2019-11 Adopting a System of
194 Rates and Charges, and #2019-12 Establishing a Process for Landowners
195 to Appeals of Rates and Charges. The package is due to the County before
196 August 1, 2019 and needs to be adopted beforehand.
197

198 ***Supervisor DeWreede moved that we adopt the Resolution 2019-11 and 2019-12.***

199 ***Supervisor Johnson seconded. Discussion points:***
200

- 201 • The duration of the Rates and Charges was debated between Supervisors. The
202 duration of 5 or 10 years was discussed.
203 • Supervisors wanted the documents for resolution 2019-12 before passing the
204 motion.
205

206 ***Supervisor DeWreede amends the motion of resolution 2019-11 and omit (temporarily***
207 ***table) 2019-12. Supervisor Johnson seconded. Discussion, Supervisor Rushton calls for***
208 ***a point of order regarding the order of the motion made. Motion Passed unanimously.***
209 ***Supervisors will revisit resolution 2019-12 by the end of the meeting.***
210

211 **7. Governance, All Action Item**

Supervisor Pickett suggests skipping to 7/C, in case they run out of time

- Executive Director Job Description and Hiring Process
 - The Supervisors discussed the roles and duties of the Executive Director. They Changed line 82 of the job description to read “Works with the board to prepare a 5 year plan”. The spoke to the verbiage and word smithing of the description. They discussed if the position would be at will employment or use employment contract. The title of Executive Director is common terminology used in our area and partner districts.

Supervisor Johnson moved to adopt the Executive Director Position Description as amended with our conversation. Supervisor Rushton Seconded. Staff agrees and the Motion Passed unanimously.

- Supervisor Johnson reads aloud Second Proposal regarding an Ad Hoc Executive Director Search Committee for the Purpose of Advertising the position, recruiting candidates, reviewing applications, screening candidates, checking references, ad selecting finalist to be interviewed by the Board of Supervisors, which will make the final hiring position.
- The Committee shall be composed of 2 Supervisors selected by the Board and 1 Staff Representative to be selected by the Staff. The Committee will be chaired by one Supervisor Representative.
- The Staff representative will coordinate the distribution and applications, and serve as a liaison between the applicants and the other members of the Committee.
- The Committee will strive to reach a consensus on its decisions, but when unable to reach consensus will make the decisions based on the direction of the majority, with each if the three Committee Members having equal voice and voting power.
- The goal of the Search Committee is to provide a list of finalist for the position of Executive Director to the Board of Supervisors prior to the August 2019 board’s business meeting.

Supervisor Pickett handed the gavel to Supervisor Johnson and stepped down as chair to make a motion.

Supervisor Pickett moves to add a line to the Committee Outline stating that if the Committee cannot come to a consensus; the Supervisors can elevate the decision process to the Board and will be discussed by calling a special meeting. Motion dies for lack of a second.

247 Supervisor Johnson gives the gavel back to Supervisor Pickett who resumes his duties
248 as Chair.

249 *Supervisor Johnson moved to adopt the Ad Hoc Executive Director Search Committee*
250 *description as written. Supervisor Rushton seconded. Motion passed unanimously.*

251

- Committee Supervisors are Doug Rushton and T.J. Johnson

252 **Due to Running behind Chair suggests tabling 7/A Policy Review and Revision and 7/B**
253 **Governance Review Timeline to the Work Secession.**

254 E. #2019-12 Establishing a Process for Landowners to Appeals of Rates and
255 Charges.

256 *Supervisor Rushton moved to pass Resolution 2019-12 establishing a Process for Landowners*
257 *to Appeals of Rates and Charges. Supervisor Iyall seconded. Motion passed unanimously.*

258

- Board authorization, approval, and signature for TCD's Natural Resource
259 Technician Nicole Warren to attend a Certified Planning Course this fall, she
260 has already taken the prerequisite for this course. This course allows our
261 Staff to certify their conservation plans that we produce. NRCS certification is
262 very important because it adds accountability and credibility. We are
263 currently using an out of house Certified Planners. Some of the cost of this
264 course is paid for by grants and some is budgeted for Staff training programs.

265 *Supervisor Rushton moved to pass Authorization, approval and signature for NRCS*
266 *Certification for Nicole Warren. Supervisor De Wreede seconded. Motion passed unanimously.*

267 8. Executive Session: Performance and evaluation discussion of Interim Executive
268 Director. —**Action Item.** Attending: Board, Counsel, and Interim Executive Director
269 present.

270

- Executive session Begins at 7:40 pm -10 mins in duration
- Executive session Ended at 7:56 PM

272 Reopening open meeting 7:57 pm

273 *Supervisor Johnson moved to extend the executive director job description (that was just*
274 *approved) to also cover our Interim Executive Director and that we compensate our Interim*
275 *Executive Director at the same rate the Executive Director would be compensated at*
276 *\$84,294.96 prorated effective immediately, which was established in the Budget. Supervisor*
277 *Rushton seconded. Motion passed unanimously.*

*For Public Record the Board believes they are correcting a historic flaw, because Mrs. Moorehead has been doing the job of Executive Director. It is only fair to be compensated as such.

9. Tabled Executive Session Report Out, until July Work Session.

10. Executive Session: Pending Litigation with Legal Counsel- *Action Item tabled till the next work secession.* Attending: *Board*, Counsel, and Interim Executive Director present.

- Executive session Begins at 8:00 pm -10 mins in duration
- Executive session Ended at 8:10 pm

Reopening open meeting 8:11 pm

11. Tabled Executive session Report Out, Until July Work Session- *Action Item tabled till the next work secession.*

12. Tabled Authorization of Payment for West Case Judgement, until July Work Session- *Action Item tabled till the next work secession.*

13. Other Reports/ Topics for the July Work Session List

- A. WCD resolutions or WCD and NACD and how they work together presentation for July Work Session. This is so they can prepare for the August resolutions to be submitted to the County Committee. Also discussion about being on the Advisory Committee.
- B. Associate Supervisors
- C. August Topics for Work Session
 - Commitment to the County to create an Advisory Committee
- D. The County Policy on No Net Loss of Farmland and what TCD role is in that Policy. TCD needs to address this in July because City of Olympia will implement this Policy in August.
- E. Reminder that there will be one Staff Presentation for every Work Session moving forward for the next 3 months. The July Presentation will be given By Nora White and T.J. Johnson.

7. Governance /Topics for the July Work Session List

- A. Policy review and Revision
 - Remote Participation Policy
 - District Mobil Phone Policy
 - Minuets Policy

314 **July Work Session, Thursday July 11, 2019 from 2-5 pm, Potluck at 1 pm**

315 **Next Board Meeting is August 22, 2019 from 5:30-8 pm**

316

317

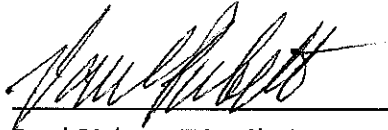
318 *Supervisor Johnson moved to adjourn the meeting at 8:30 pm. Supervisor Iyall*
319 *seconded. Motion passed unanimously.*

320 **Adjourn, All**

321

322 Respectfully,

323

324 
325 _____
326 Paul Pickett, TCD Chair

326

327

