

# Thurston Conservation District Consent Calendar Decision Sheet March 26, 2020 Board Meeting



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## A. February 27<sup>th</sup>, 2020 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

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

## B. March Financial Report

Proposed action: accept without amendment and approve.

Action taken:

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

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT,  
WASHINGTON ON JANUARY 30<sup>TH</sup>, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

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TJ Johnson, Board Chair

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Betsie DeWreede, Vice Chair

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Doug Rushton, Board Member

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David Iyall, Board Auditor

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Paul Pickett Board Member

ATTEST:

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Sarah Moorehead, Executive Director



**Thurston Conservation District Board of Supervisors**  
**Regular Meeting Agenda**  
**March 26<sup>th</sup>, 2020 (5:30pm - 7:00pm)**

Please join the meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/305091677>

You can also dial in using your phone.

United States: +1 (571) 317-3112

Access Code: 305-091-677

Physical Meeting Location:

2918 Ferguson St SW, Suite A

Tumwater, WA 98512

- 1. Welcome, Introductions, Audio Recording Announcement** **5:30 PM**  
*5 minutes*
- 2. Agenda Review** **5:35 PM**  
*5 minutes*
- 3. Consent Agenda – Action Item** **5:45 PM**  
*5 minutes*
  - A. February 27<sup>th</sup>, 2020 Board Meeting Minutes
  - B. February Financial Report
- 4. Public Comment** **5:50 PM**  
\*Three minutes per person *15 minutes*
- 5. Continuity of Operations During COVID-19, All** **6:05 PM**  
*30 minutes*
  - A. Review Delegations of Authority
  - B. Operating hours
  - C. TCD Services – Equipment Rental & Soil Testing
  - D. Board Response to COVID-19 –**Action Item**
  - E. TCD Resolution 2020-03: Emergency Spending, *Sarah Moorehead* –**Action Item**
- 6. Financial Report, All** **6:35 PM**  
*5 minutes*
  - A. Updates and Questions
- 7. Governance** **6:40 PM**  
*15 minutes*
  - A. TCD Travel Policy for Employees, Staff, and Volunteers, *All* –**Action Item**
  - B. TCD Resolution 2020-04: Executive Director Evaluation Process, *All* –**Action Item**
  - C. April Work Session Topic List

**Adjourn**

**6:55 PM**

Time Allotment: 1hr 5min

## **Important Dates**

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### **April**

9 <sup>th</sup>	April Work Session: 3-5pm	TCD Office
21 <sup>st</sup>	WACD Board meeting	Ellensburg
23 <sup>rd</sup>	April Board Meeting: 5:30-8pm	TCD Office
23 <sup>rd</sup>	Final Strategic Plan Draft due	TCD Office

### **May**

8 <sup>th</sup>	Close Strategic Plan Attendees Feedback	Web
14 <sup>th</sup>	May Work Session: 3-5pm	TCD Office
18-20 <sup>th</sup>	WSCC Meeting – Lincoln County	Spokane
28 <sup>th</sup>	May Board Meeting: 5:30-8pm	TCD Office
28 <sup>th</sup>	Sign Final Strategic Plan	TCD Office

# Item

# 3



**Meeting: 5:30pm – 8:30pm**

**Present at Meeting:**

TJ Johnson, TCD Board Chair  
Betsie DeWreede, TCD Vice Chair  
David Iyall, TCD Board Auditor  
Paul Pickett, TCD Board Supervisor  
Doug Rushton, TCD Board Supervisor

Ben Cushman, TCD Attorney  
Leah Kellogg, TCD Staff  
Sarah Moorehead, TCD ED  
Sheila Marcoe, Dept. of Ecology  
Chris Stearns, Associate Board Supervisor

**Summary of Action Items:**

1. **ACTION ITEM-** All Action Items in the Governance section of Board agendas will be listed first.
2. **ACTION ITEM-** Staff will research alternatives to Wells Fargo Bank for our credit card account that more closely align with TCD goals for the March Work Session.
3. **ACTION ITEM-** The final version of the Collective Bargaining Contract needs to be added to the Supervisor Manuals and the TCD website.
4. **ACTION ITEM-** Staff will reach out to Tom Salzer to arrange a possible presentation at the June Board meeting on the process of planning a new facility.
5. **ACTION ITEM-** Staff will add a draft number and date to help keep track of the most up-to-date version of documents.
6. **ACTION-** Counsel will have draft and policy concepts for Landowner Code of Conduct.

**Summary of Motions Passed:**

- ) Supervisor Rushton moved to adopt the Revised Agenda. Supervisor DeWreede seconded. Motion passed unanimously.*
- ) Supervisor Iyall moved to adopt the revised Consent Agenda. Supervisor Rushton seconded. Motion passed unanimously.*
- ) Supervisor DeWreede moved to adopt the Whitlock Limited Partnership Commercial Lease Agreement, with the removal of the first two sentences of the second paragraph in Item 2. Supervisor Rushton seconded. Motion passed unanimously.*
- ) Supervisor Rushton moved to adopt the TCD Resolution 2020-02: Executive Director Benefits. Supervisor DeWreede seconded. Motion passed unanimously.*
- ) Supervisor DeWreede moved to approve the letter of support for Thurston County Agricultural Land Review and send it to Thurston County BOC. Supervisor Pickett seconded. Motion passed unanimously.*
- ) Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed unanimously.*

## Full Version of the Minutes

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### **Welcome & Introductions**

5:30pm TCD Board Chair TJ Johnson called the February 27th, 2020 TCD Regular Board Meeting to order. Supervisor Pickett had not arrived yet. Thurston CD Board, Staff, and partners introduced themselves. TCD Board Chair Johnson announced that the meeting is audio recorded.

### **Agenda Review - Action Item**

- ) Executive Session to be changed from twenty minutes to ten minutes.
- ) Add item to discuss date change for the March Board Meeting after item 9 and before item 10.
- ) Discussion of the VSP update will be added to the Supervisor Report.
- ) Move Action Items (7-D, 7-F, and 7-G) in Governance to the top of the list.
- ) The March Work Session Topic List will be moved to the end of Governance.

**ACTION ITEM- All Action Items in the Governance section of Board agendas will be listed first.**

*Supervisor Rushton moved to adopt the Revised Agenda. Supervisor DeWreede seconded. Motion passed unanimously (4-0).*

### **Consent Agenda – Action Item**

- A. January 30<sup>th</sup>, 2020 Board Meeting Minutes
- B. January Financial Report
- C. Shellfish NTA
- D. NACD Urban Agriculture Grant

*Supervisor Iyall moved to adopt the revised Consent Agenda. Supervisor Rushton seconded. Motion passed unanimously (4-0).*

**Public Comment** \*Three minutes per person  
No members of the public were present.

### **Partner Reports**

- A. Washington State Conservation Commission (WSCC)
  - ) Jean Fike was not present to give an update.
- B. Department of Ecology (DOE), *Sheila Marcoe*

71 ) Ms. Marcoe gave an update on DOE programs.

72  
73 [Supervisor Pickett arrived during Ms. Marcoe's presentation]

74  
75 **C. Washington Association of Conservation Districts (WACD), Doug Rushton**

76 ) A written WACD report was provided.

77 ) The Commission will hold a Budget Meeting on 14/15<sup>th</sup> of April. WSCC will cover up to  
78 \$500 of the cost of travel to Ellensburg.

79 ) Executive Director of the WACD, Tom Salzer would like to be added to the TCD mailing  
80 list.

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

82 ) Written NACD report was provided.

83 ) Supervisor Rushton represented WACD at the NACD national meeting in Las Vegas NV  
84

85 **Financial Report**

86 **A. Financial Report Update, Sarah Moorehead**

87 ) February Financial Report overview.  
88

89 **ACTION ITEM- Staff will research alternatives to Wells Fargo Bank for our credit card**  
90 **account that more closely align with TCD goals for the March Work Session.**

91  
92 **Governance**

93 **A. Whitlock Limited Partnership Commercial Lease Agreement, All -Action Item**

94 ) Under Item 2, in the second paragraph there are two sentences that use language  
95 regarding subletting. They are from the original lease template and irrelevant. These  
96 two sentences will be stricken from the final Agreement

97 *Supervisor DeWreede moved to adopt the Whitlock Limited Partnership Commercial Lease*  
98 *Agreement, with the removal of the first two sentences of the second paragraph in Item 2.*  
99 *Supervisor Rushton seconded. Motion passed unanimously (5-0).*  
100

101 **B. TCD Resolution 2020-02: Executive Director Benefits, All- Action Item**

102 **ACTION ITEM- The final version of the Collective Bargaining Contract needs to be added**  
103 **to the Supervisor Manuals and the TCD website.**  
104

105 District Counsel Cushman noted that the Resolution for Executive Director Benefits could be  
106 amended later if new needs are identified.  
107

108 *Supervisor Rushton moved to adopt the TCD Resolution 2020-02: Executive Director Benefits.*  
109 *Supervisor DeWreede seconded. Motion passed unanimously (5-0).*  
110

111 **C. Letter of support for Thurston County Agricultural Land Study, All -Action Item**

- 112 ) Loretta Seppanen, Chair of the Community Farm Land Trust contacted TCD to help  
113 gain community support for including the review of agricultural lands on the  
114 Thurston BOC Final Official Docket for 2020/2021, including CPA-8 and CPA-16  
115 ) The letter was drafted by staff and needs to be submitted by March 4, 2020.

116 ***Supervisor DeWreede moved to approve the letter of support for Thurston County Agricultural***  
117 ***Land Review and send it to Thurston County BOC. Supervisor Pickett seconded. Motion***  
118 ***passed unanimously (5-0).***  
119

120 **D. TCD Strategic Plan Dates and Update/Discussion, All**

- 121 ) Staff will update the timeline for the strategic plan development with the addition of  
122 community comment and feedback.  
123 ) Staff will meet with Stu Trefry to help flesh out the agendas for the March 10<sup>th</sup>, 13<sup>th</sup>, and 20<sup>th</sup>  
124 Staff and Board Strategic Planning meetings.  
125 ) Board wants to make sure that the Strategic Plan includes elements of social justice, food  
126 waste, homelessness, and other community concerns in addition to internal goals.  
127 ) The Board would like to explore solar energy as part of developing plans for a Conservation  
128 and Education Center.  
129

130 **E. Conservation and Education Center Update/Discussion, All**

- 131 ) The Board would like to put further planning on hold until the June Board Meeting.

132 **ACTION ITEM-Staff will reach out to Tom Salzer to arrange a possible presentation at the**  
133 **June Board meeting on the process of planning for a new facility.**  
134

135 **F. Travel Policy discussion (Separate sections for staff, volunteers, supervisors), All**

- 136 ) The Board will discuss the three sections of the policy with all comments and edits at the  
137 March Work Session.  
138 ) The Board wanted to ensure that the policies note the use the state rates for reimbursement.  
139 ) The Board committed to put the Travel Policy on the agenda for action at the March Board  
140 Meeting.  
141

142 **ACTION ITEM- Staff will add a draft number and date to help keep track of the most up-**  
143 **to-date version of documents.**  
144

145 **F. March Work Session Topic List, All**

- 146 ) Draft approval of the February Board meeting minutes.  
147 ) Remove monthly, routine Conservation and Education Center update.  
148 ) Add Advisory Committee Recruitment development.  
149 ) Remove Strategic Plan Timeline review.  
150 ) Add new bank and credit card options and process.  
151 ) March Board Meeting Agenda added to the end.  
152

153 **ACTION- Counsel will have draft and policy concepts for Landowner Code of Conduct.**



**Executive Session:** *To discuss potential litigation with legal counsel. No action will be taken.*

In attendance: Supervisors Pickett, Iyall, Johnson, Rushton, DeWreede; Legal Counsel Ben Cushman; and Executive Director Sarah Moorehead

*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.*

***Executive Meeting opened at 6:50pm for 10 minutes, was extended another 10 minutes, ending at 7:10pm.***

***Regular meeting opened at 7:10pm.***

**Executive Session Report Out**

- ) The Board provided direction to TCD Executive Director and Counsel pertaining to the subjects discussed in Executive Session.

**Other Reports**

**A. Board of Supervisor Reports**

- ) Supervisor Johnson met with the City of Olympia Staff and Parks Director regarding the Zahn/Spooner Farm. They have expressed no plan to conserve farmland by preserving any part of the parcel for farming. TCD's goal was to encourage the city to live up to and honor the No Net Farmland Loss initiative.
- ) Supervisor Pickett asked about the response to the TCD Letter of Support. Supervisor Johnson stated that many of the City Council Members were not present when the plans were adopted, nor was the Parks Director. It is now on the Council's radar.
- ) Supervisor Johnson will hear back from the Parks Director and will bring the information to the next Board Meeting.

**C. Executive Director Report**

- ) The RCPP is the Regional Conservation Partnership Program with the USDA that provides grants for projects, with matching money from the grant recipient. TCD doesn't have a RCPP Planning Grant yet, but it is a possibility in the future. There is a Fall 2020 grant submission deadline that TCD and community partners don't believe is possible to meet. This may be a goal for 2021.
- ) An update on the VSP Report was covered in Executive Session.

**D. Correspondence**

- ) Associate Supervisor Chris Stearns gave an update on Cascadia Grange Conference covering winter barley program.

***Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed unanimously.***

195

196 **Adjourn 7:40pm**

197 Respectfully,

X

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T.J. Johnson  
TCD Board Chair

198

An Electronic Version  
of TCD March  
Financial Report

An updated Board  
Packet will be available  
by 3-23-2020

Item

5



# Thurston Conservation District **RESOLUTION**

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**Resolution #2020-03**

**Subject: Emergency Spending**

**A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT,  
TO ESTABLISH AN EMERGENCY SPENDING AUTHORITY TO THE EXECUTIVE  
DIRECTOR DURING THE COVID-19 HEALTH CRISIS**

WHEREAS, the Board of Supervisors of the Thurston Conservation District ("District") operates under the laws of the State of Washington applicable to conservation districts; and,

WHEREAS, the District is governed by a five-member board, as set out in Chapter 89.08 RCW; and,

WHEREAS, the Executive Director is responsible for implementing the 2020 Annual Budget, as approved by the TCD Board, per TCD Policy 1.3; and,

THEREFORE, the TCD Board of Supervisors authorizes the Executive Director to spend up to \$5,000.00 on unforeseen and unbudgeted expenses to maintain organization continuity during the COVID-19 health crisis.

**ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON  
CONSERVATION DISTRICT ON MARCH 26<sup>TH</sup>, 2020.**

\_\_\_\_\_  
TJ Johnson, Board Chair

\_\_\_\_\_  
Paul Pickett, Board Member

\_\_\_\_\_  
Betsie DeWreede, Vice Chair

\_\_\_\_\_  
Doug Rushton, Board Member

\_\_\_\_\_  
David Iyall, Board Auditor

ATTEST:

\_\_\_\_\_  
Sarah Moorehead, Executive Director

**To: TCD Board of Supervisors**  
**From: Sarah Moorehead (Executive Director)**  
**Date: March 26<sup>th</sup>, 2020**  
**Subject: COVID-19 Health Crisis Organizational Continuity**



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## **COVID-19 Health Crisis Organizational Continuity Plan**

### **Recommendations**

Thurston Conservation District is taking extra precautions regarding the spread of COVID-19.

TCD has taken the following additional precautions:

- ) Executive Director will be participated in the MRSC webinar ‘Managing the Impact of COVID-19 on Your Agency’ to continue to ensure public health and safety, along with organizational continuity.
- ) Cross training was provided for critical employee functions and a chain of command has been established for critical employee functions at TCD:
  - o Executive Director – 1<sup>st</sup> SSG Program Manager, 2<sup>nd</sup> Education & Outreach Specialist
  - o Accountant – 1<sup>st</sup> Conservation Program Manager, 2<sup>nd</sup> Habitat Specialist
- ) Organization-wide remote access capabilities are functioning and all staff are teleworking according to approved telework plans.
- ) All public events (workshops, community meetings, work parties, etc.) have been cancelled or postponed through April 30<sup>th</sup>, 2020. We will reassess the safety of holding public events after that date in the coming weeks. Cancelled events include:
  - o Thurston Waterway Community Meetings on March 17<sup>th</sup>, March 26<sup>th</sup>, and April 2<sup>nd</sup>. These events will be rescheduled.
  - o Earth Day Work Party on April 18<sup>th</sup>. This event will be rescheduled.
  - o South Puget Sound Regional Envirothon on April 23<sup>rd</sup>.
- ) Critical site visits are continuing according to proper social distancing guidelines to meeting project implementation and permitting schedules, along with landowner cost share reimbursement, as approved. Non-essential site visits are being rescheduled to ensure cooperator and employee health and safety.
- ) TCD soil and equipment rental services have been temporarily suspended through March 31<sup>st</sup>, 2020, pending discussion by the TCD Board at the March 26<sup>th</sup>, 2020 Board Meeting.

Circumstances are rapidly changing and the above precautions and guidance are subject to change at any time. Thurston Conservation District is committed to the health and safety of everyone at TCD and in our community, and will be following local and state health department guidance.

The following are recommended priorities for the TCD Board to consider when addressing the COVID-19 health crisis:

1. Health and safety of community members, board and staff.

2. Critical administrative and financial functions: approvals, payroll, accounts payable (landowner reimbursements for project implementation if applicable during this time) and accounts receivable.
3. Adherence to landowner construction, project implementation and permitting timelines.
4. Continuity of TCD equipment rental and soil testing services.
5. Technical assistance site visits and planning services.
6. Educational events and workshops.

# Item

# 7



## Section 5: Financial Policies: Travel

### 5.1A Travel Policy -- Employees

Adopted: January 1, 2001

Updated: March 26, 2020

**Purpose:** To minimize costs to the District and to establish basic guidelines governing the reimbursement of District-related travel and business expenses incurred by District employees.

**Policy:** **Collective Bargaining Agreement**

This policy implements provision of the Collective Bargaining Agreement between the District and Washington Federation of State Employees, and its provisions will be interpreted in a way consistent with the Collective Bargaining Agreement.

#### **Travel Reimbursement**

The District will reimburse District employees for expenses that are reasonable and necessary to conduct TCD business. U.S. General Services Administration or GSA rates for lodging, subsistence and mileage will be used (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Actual expenses will be reimbursed for all other eligible expenses. Expenses that exceed GSA travel rates may be reimbursed for events when employees are required to stay and/or dine at the event or where lodging and sustenance are not available at the State rate.

#### **Travel Status**

The Executive Director or the employee's manager/supervisor will determine when an employee is in travel status. Generally travel status will be granted when an employee is required to travel outside of Thurston County beyond the time normally spent for their daily job duties.

#### **Travel Authorization**

For all out-of-state or overnight travel, employees will submit a request at least two business days in advance. The Executive Director or District Auditor shall approve these requests, and may also approve requests made on short notice if necessary for employee safety or unanticipated changes in schedule.

#### **Travel Advances**

An employee who wants a travel advance must obtain written approval from the Executive Director. An approved travel advance form must be submitted to accounting at least five (5) days before travel begins. Should employee's plans for travel change, the employee must reimburse the District for any travel advance received.

## **Travel Arrangements**

Travel arrangements should minimize costs to the District. Government discounts, economy vehicles, moderate accommodations and meals, and discount air fares must be used unless there is a bona fide reason for doing otherwise.

## **Transportation**

*Private Vehicles:* District vehicles are to be used whenever possible for official District business travels. Employees are not eligible for reimbursement for mileage for personal vehicles unless an appropriate district vehicle is unavailable and the Executive Director has provided prior approval. Use of private vehicles will be reimbursed at the current State of Washington authorized mileage rate. When multiple employees/board supervisors are traveling via motor vehicle to the same destination, every effort shall be made to travel together.

*Air Fare:* Air travel will not be reimbursed unless authorized. Maximum payment for air travel is “coach” or “Y” class fare.

Employees are encouraged to take advantage of reduced airfare programs that minimize travel costs to the District. This includes non-refundable discount fares, and travel over Saturday nights (if other per diem costs are less than the discounted fair). Where travel time is extended to use discount fares, the District will reimburse the additional meals and lodging if the total travel expense is less than had travel time not been extended.

## **Lodging**

The District will reimburse lodging at single occupancy. Employees are not required to share lodging. Request

The use of moderately priced lodging is required. Motel/Hotels that offer rooms at government rates must be used, wherever available. Employees attending a seminar or conference may use the host facility, with prior approval by the Executive Director if the rates are above government rates, with justification of the lack of nearby lodging at government rates or the business need to be present overnight at the venue. Lodging will only be reimbursed if it is located more than ~~two hours driving time 50 miles~~ from the employee’s residence or TCD office (whichever is closer), unless necessary for employee safety and approved by the Executive Director. The Executive Director/ Board Auditor has the discretion to make exceptions to accommodate early flight arrangements or attendance at a conference or seminar.

## **Subsistence**

Subsistence reimbursement will be made at the prevailing state per diem rate (U.S. General Services Administration rates <https://www.gsa.gov/travel/plan-book/per-diem-rates>). Employees will be eligible for meals as follows:

J For breakfast, if they are on travel status before 7 am

TCD Policy 5.1: Travel & Reimbursements  
Last Updated: 3/26/2020

**Comment [SW1]:** OFM State Administrative & Accounting Manual 10.30.30.b

- ) For lunch if they are on travel status between 11 am and 2 pm
- ) For dinner if they are on travel status after 6 pm

When complimentary meals are provided in conjunction with a meeting, conference or seminar, reimbursement will not be made for substitute (per diem) meals unless unusual circumstances are explained to and approved by the employee's supervisor in advance.

#### **Miscellaneous Expenses**

Costs associated with vehicles, such as parking fees and tolls, will be reimbursed if reasonable, necessary, and related to District business. The District will not reimburse parking citations or traffic infractions. Wherever possible, receipts should be provided with any requests for reimbursement.

Expenses for telephone, facsimile services, baggage handling, rental cars, and airport limousine services are reimbursable if necessary, reasonable, and related to District business.

Laundry and dry cleaning charges on trips of more than five (5) days are reimbursable. Cleaning charges for accidental clothing damage that occurs while traveling on District business is reimbursable.

Expenses directly related to international travel requirements, such as visas and inoculations, are reimbursable.

#### **Meetings**

Expenses incurred in conducting business meetings are reimbursable if properly documented. These include facility charges and meals. Documentation must include the date, business purpose, location of meeting, and names and business affiliations of those attending.

**Procedure:** The Executive Director and the District Accountant/Treasurer will review each expense reimbursement form and supporting documentation for reasonableness, compliance and approval in accordance with this policy. Additional explanations must be supplied for any item that is not self-explanatory or is unusual.

All reimbursement of business expenses will be requested through the District's Travel Expense Voucher. All employee and volunteer reimbursement requests must be submitted within two weeks of travel, or sooner, if tied to a grant that expires within that time period. All board members reimbursement requests must be submitted within 30 days of travel, unless otherwise arranged through the Executive Director.

Receipts must support all expenses not included in the U.S. General Administration Services (GSA) travel rates (<https://www.gsa.gov/travel/plan->

TCD Policy 5.1: Travel & Reimbursements  
Last Updated: 3/26/2020

book/per-diem-rates). Incidental expenses (including parking lot or parking meter fees) without a receipt or lost receipts may be reimbursed at the discretion of the supervisor.

Employees, board members, and volunteers attending the same meeting will generally submit separate claims. Items for which reimbursement is sought must be itemized by date and expense, i.e. meals, phone, facilities, etc. and include the purpose of the trip.

Acceptable documentation includes cash requester receipt or credit card receipt. Detailed billing information provided by the credit card company may be substituted for cash register receipts. Meals that are covered under per diem rates do not submittal of receipts.

**5.1B Travel Policy -- Supervisors**  
**Adopted: March 26, 2020**

**Purpose:** To minimize costs to the District and to establish basic guidelines governing the reimbursement of District-related travel and business expenses incurred by District Supervisors (Board Members).

**Policy:** **Travel Reimbursement**

The District will reimburse Board Members for expenses that are directly and reasonably related to their role as a Supervisor. U.S. General Administration Services (GSA) travel rates for lodging, subsistence and mileage will be used (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Actual expenses will be reimbursed for all other eligible expenses. Expenses that exceed the Washington State travel rates may be reimbursed for events when employees or Board members are required to stay and/or dine at the event or where lodging and sustenance are not available at the State rate.

**Travel Status and Approval**

Travel is authorized for Supervisors attending regular meetings of the Board or other meetings scheduled by Board action. Other than under these circumstances, prior to travel for which a Supervisor plans to request reimbursement, the Supervisor must inform the Board of the planned travel. Such travel shall not be disallowed if it is reasonably related to the Supervisor's role as a Supervisor and if there is money remaining in the approved travel budget. If the cost of travel is likely to exceed the travel budget, then the travel must be approved by motion at a Board meeting prior to the travel for the Supervisor to be entitled to reimbursement hereunder. Travel status is based on travel from the Supervisor's residence.

**Travel Arrangements**

Travel arrangements should minimize costs to the District. Government discounts, economy vehicles, moderate accommodations and meals, and discount air fares must be used unless there is a bona fide reason for doing otherwise.

**Air Transportation**

*Air Fare:* Air travel will not be reimbursed unless authorized. Maximum payment for air travel is "coach" or "Y" class fare. Supervisors are encouraged to take advantage of reduced airfare programs that minimize travel costs to the District. This includes non-refundable discount fares, and travel over Saturday nights (if other per diem costs are less than the discounted fair). Where travel time is extended to use discount fares, the District will reimburse the additional meals and lodging if the total travel expense is less than had travel time not been extended

194  
195 **Lodging**

196 The District will reimburse lodging at single occupancy. Supervisors are not  
197 required to share lodging.  
198

199 The use of moderately priced lodging is required. Motel/Hotels that offer rooms  
200 at government rates must be used, wherever available. Supervisors attending a  
201 seminar or conference may use the host facility. Lodging that is located less than  
202 ~~two hours driving time~~ 50 miles from the Supervisor's residence or TCD office  
203 (whichever is closer) will not be reimbursed. The Board Auditor has the  
204 discretion to make exceptions to accommodate early flight arrangements or  
205 attendance at a conference or seminar.  
206

207 **Subsistence**

208  
209 Subsistence reimbursement will be made at the prevailing state per diem rate.  
210 Supervisors will be eligible for meals as follows:

- 211 ) For breakfast, if they are on travel status before 7 am  
212 ) For lunch if they are on travel status between 11 am and 2 pm  
213 ) For dinner if they are on travel status after 6 pm  
214

215 The District will not reimburse discretionary expenditures such as video rentals or  
216 hospitality bar charges. Alcoholic beverages will not be reimbursed. When  
217 complimentary meals are provided in conjunction with a meeting, conference or  
218 seminar, reimbursement will not be made for substitute (per diem) meals unless  
219 unusual circumstances are explained to and approved by Board in advance.  
220

221  
222 **Miscellaneous Expenses**

223 Costs associated with vehicles, such as parking fees and tolls, will be reimbursed  
224 if reasonably and necessarily incurred by a Supervisor traveling under this  
225 Section. The District will not reimburse parking citations or traffic infractions.  
226 Wherever possible, receipts should be provided with any requests for  
227 reimbursement.

228 Expenses for telephone, facsimile services, baggage handling, rental cars, and  
229 airport shuttle services are reimbursable if reasonably and necessarily incurred by  
230 a Supervisor traveling under this Section. Reimbursement for rental cars or shuttle  
231 services must be approved by the Board.

232 Laundry and dry cleaning charges on trips of more than five (5) days are  
233 reimbursable if reasonably and necessarily incurred by a Supervisor traveling  
234 under this Section.

235 Expenses directly related to international travel requirements, such as visas and  
236 inoculations, are reimbursable if reasonably and necessarily incurred by a  
237 Supervisor traveling under this Section.

238 **5.1C Travel Policy -- Volunteers**

239 **Adopted: March 26, 2020**

240  
241 **Purpose:** To minimize costs to the District and to establish basic guidelines governing the  
242 reimbursement of District-related travel and business expenses incurred by  
243 District volunteers.  
244

245 **Policy:** District Volunteers shall follow Policy 5.1A, the Employee Travel Policy,  
246 unless their travel was approved by special motion of the Board of Supervisors, in  
247 which case they shall follow Policy 5.1B, the Supervisor Travel Policy.



# Thurston Conservation District **RESOLUTION**

**Resolution #2020-04**

**Subject: Executive Director Evaluation Process**

**A RESOLUTION OF THE THURSTON CONSERVATION DISTRICT,  
TO ESTABLISH AN ANNUAL EVALUATION PROCESS AND TIMELINE FOR THE  
EXECUTIVE DIRECTOR**

WHEREAS, the Board of Supervisors of the Thurston Conservation District ("District") operates under the laws of the State of Washington applicable to conservation districts; and,

WHEREAS, the District is governed by a five-member board, as set out in Chapter 89.08 RCW; and,

WHEREAS, the Board of Supervisors is responsible for annually evaluating the Executive Director per TCD Policy 1.3; and,

THEREFORE, the following annual evaluation process and timeline are established:

Evaluation Process:

1. TCD Board will review evaluation process and identify partners to obtain feedback from on Executive Director performance.
2. Executive Director will complete a self-evaluation.
3. Board Chair or designee will collect feedback from TCD Staff and partners (ex. WSCC regional manager, TC, WACD, WSU, other CDs, NRCS, etc.) via web-form.
4. TCD Board and Executive Director will meet to discuss self-evaluation, including: accomplishments, challenges, professional development, organizational goals, annual calendar and board performance feedback.
5. In executive session, TCD Board will discuss Executive Director performance and review self-evaluation and staff/partner feedback, then develop performance evaluation.
6. Board Chair and Executive Director will meet to discuss performance evaluation.

Timeline:

**November**

1. TCD Board will review evaluation process and identify partners to obtain feedback from on Executive Director performance.



2. Executive Director will submit written self-evaluation to the Board two weeks prior to the December Board meeting.

#### **December**

3. Board Chair or designee will collect feedback from TCD Staff and partners (ex. WSCC regional manager, TC, WACD, WSU, other CDs, NRCS, etc.) via web-form.
4. TCD Board and Executive Director will meet to discuss self-evaluation, including: accomplishments, challenges, professional development, organizational goals, annual calendar and board performance feedback.

#### **January**

5. In executive session, TCD Board will discuss Executive Director performance and review self-evaluation and staff/partner feedback, then develop performance evaluation.
6. Board Chair and Executive Director will meet to discuss performance evaluation.
7. Self-evaluation and Annual Performance Evaluation from Board will be included Executive Director's personnel file.

#### **June**

8. TCD Board and Executive Director will have a mid-year performance check-in at the June Board meeting in Executive Session

**ADOPTED AT A REGULAR BOARD MEETING BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT ON MARCH 26<sup>TH</sup>, 2020.**

\_\_\_\_\_  
TJ Johnson, Board Chair

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Paul Pickett, Board Member

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Betsie DeWreede, Vice Chair

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Doug Rushton, Board Member

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David Iyall, Board Auditor

ATTEST:

\_\_\_\_\_  
Sarah Moorehead, Executive Director



**TCD Board of  
Supervisors  
Monthly Work  
Session**

**Thursday, April 9, 2020 (3:00-5:30pm)  
2918 Ferguson St SW, Suite A, Tumwater, WA 98512,  
360.754.3588**

No.	Item
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1. **Topic List Review, *All***
2. **Staff Presentation: *N/A***
3. **March 26<sup>th</sup>, 2020 Minutes Review & Revision, *All***
4. **Re-asses Covid-19 Health Crisis, *All***
5. **Review Draft of Strategic Plan, *All***
6. **April Board Meeting Agenda Development, *All***
7. **Policy Development, *All***
8. **Executive Director Evaluation Process and Timeline, *All***

# March 2020 Staff Report

## Progress on Annual Plan

Goals Worked On	Work Done
8	J Students participated in WQ testing this month...final numbers to come
11	J 9 BMPs recommended to a landowner in the Henderson Inlet Shellfish District
13	J 29 Soil Test
16	J • Submitted ASRP project development proposal that includes barrier removal design
17	J • Completed 3 site visits with landowners to help them restore habitat on their properties. Recommended 6+ BMPs
22	J Conducted 6 site visits J 23 Producers J 8 site visits with landowners (Goat, Christmas Trees, Horse, Cattle, Alpaca, Honey Bees & Homesteader) J
23	J 3 Individual Stewardship Plans (ISPs) signed and given to landowners
29	J 27 recommended BMPs J Completed 3 site visits with landowners to help them restore habitat on their properties. Recommended 6+ BMPs 25 BMPs recommended to landowners/operators
30	21 BMP's implemented
32	J Held 'Gardening with Native Plants' workshop on 2/21/2020 focused on water quality impacts from native plants/riparian plantings
33	J Orca Recovery Work Party- 45 volunteers, Partner event with City of Olympia, Invasive removal
37	J Attended both SSFSN and STEDI monthly meetings J Finalized NACD grant contract in preparation for outreach to urban households
39	J Exploring development of partnership with USFWS to offer cost-share funds to landowners with OSF habitat on their properties.
41	J Served 9 commercial operations and 15 backyard homestead gardens J 3 commercial operations and 5 homestead landowners
46	J 1 Community Garden
48	J Participated in SSFSN and STEDI

50	)	Expanding partnerships with Bounty for Families and the Nisqually Indian Tribe to reach more Thurston County residents
	)	Continued partnership with TCFB
58	)	8 New Volunteers
	)	Volunteers were engaged through WQ testing...final numbers to come
59	)	Shared TCD's mission and work with a number of businesses, organizations, and individuals through Annual Native Plant Festival
60	)	Assisted TCD staff in creating new outreach materials that match TCD branding
61	)	
	)	Outreach to local elected at monthly STEDI meeting and through monthly newsletter
69	)	Engaged new teacher from G. Bush Middle School (Tumwater School District) reaching 150 new students this month
71	)	Held winter Networking for OSD
78	)	40 attendees at 2/21/2020 workshop
	)	800+ attendees at 2/29/2020 Native Plant Festival
84	)	Submitted 3 funding proposals for the Chehalis Basin; supported one for Deschutes watershed; helped partners with applications in Eld Inlet drainage.
94	)	88 new Facebook page likes
	)	17,820 Facebook post reach
	)	28 new newsletter subscribers

### Staff Highlights

- ) In February, I presented to Thurston County Master Gardeners Association with over 50 attendees about analyzing soil tests, soil health practices, and water management aimed towards gardeners and small producers.
- ) Hosting the Orca Recovery Work Party as a follow-up event to Orca Recovery Day was very inspiring! I had fun seeing the communities continued involvement in protecting our southern resident orca whales through habitat restoration. A 5<sup>th</sup> grade leadership group participated in this event and it was exciting to see how much they cared and the quality of effort they put into the day. Helping facilitate the 2020 Annual Native Plant Festival & Sale was very exciting! I enjoyed seeing our community respond so wonderfully to a day committed to supporting planting native species. Speaking with members of the public about their plans for their native plants was inspiring. The event was extremely successful with over 800 in attendance.
- ) Habitat Program Funding Focus this spring: developed and submitted 2 ASRP restoration project development proposals with Mara (\$198,586). Collaborated on WRIA 13 LE salmon habitat restoration proposal submitted with Wild Fish Conservancy and Mara (~\$45,000). Developed and submitted WDFW budget for Skookumchuck Restoration Planting contract with Mara (~\$744,000– pending contract, may be revised.). Working

with Mara and USFWS on developing a funding partnership focused on Oregon Spotted Frog habitat. Supported organizational partners in 3 grant applications (Oly Ecosystems non-profit; Capitol Land Trust ASRP proposal; DNR Community Urban Forestry proposal with Thurston County Parks and community partners– awarded!). Attended 6 meetings including Chehalis Basin, Shellfish NTA workgroup, Thurston County/Ecology PIC and others. Met with Sustainability Coordinator at TESC to discuss organizational intersections/ opportunities to collaborate in the future

- ) I got to be a part of this year's Plant Festival and it was great!
- ) Coordinated water quality practice testing and water quality field lessons with students and teachers across Thurston County; led classroom-based stream bug labs; planning and coordination for Student GREEN Congress; assisted with Native Plant sale
- ) Had over 800 attendees at our Annual Native Plant Festival and sold out of nearly all the plants! Remaining plants were donated to NOVA Middle School and Marshall Middle School through our Healthy Habitat program.