

**Thurston Conservation District
Consent Agenda Decision Sheet
January 30th, 2020**



Consent Agenda - Action Item

- A. December 12th, 2019 Board Meeting Minutes
- B. January 9th, 2020 Special Board Meeting Minutes
- C. Citizens Advisory Council Policy
- D. Cash Reserve Policy

A. December 12th, 2019 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

B. January 9th, 2020 Special Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

C. Citizens Advisory Council Policy

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

D. Cash Reserve Policy

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 30TH, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:



TJ Johnson, Board Chair

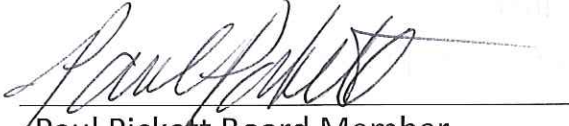
Betsie DeWreede, Vice Chair



Doug Rushton, Board Member

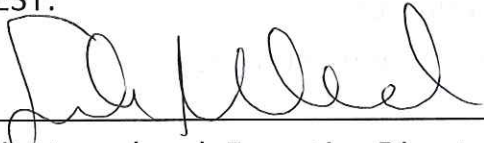


David Iyall, Board Auditor



Paul Pickett Board Member

ATTEST:



Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors
January 9th, 2020
Special Closed Session Minutes
(5pm – 5:30pm)



Meeting: 5pm – 5:30pm

Present at Meeting:

TJ Johnson, TCD Board Chair
Betsie DeWreede, TCD Board Vice-Chair
David Iyall, TCD Board Auditor

Paul Pickett, TCD Board Supervisor
Doug Rushton, TCD Board Supervisor
Ben Cushman, TCD Attorney

Summary of Action Items:

1. **Mark Hamilton from the Washington Federation of State Employees (WFSE) will send a final copy of the Collective Bargaining Agreement.**

Summary of Motions Passed:

- *Supervisor DeWreede Moved to Approve the Collective Bargaining Agreement (CBA) agreement and the supplemental MOU clarifying Article 32. Supervisor Pickett Seconded. Motion Passed unanimously.*
- *Supervisor DeWreede moved to adjourn. Supervisor Pickett seconded. Motion passed unanimously*

Full Version of the Minutes

Welcome & Introductions

5:03pm TCD Board Chair TJ Johnson called the January 9th, 2020 TCD Regular Special Board Meeting to order. Supervisor Johnson announced that the meeting is audio recorded and would go into immediate Closed Session to discuss the Collective Bargaining Agreement with TCD Council Ben Cushman.

Closed Session: *To discuss collective bargaining agreement*

In attendance: Supervisors Pickett, DeWreede, Johnson, Iyall, Rushton, and Legal Counsel Ben Cushman.

RCW

42.30.140

This session is closed and excluded from application of the OPMA by: Collective bargaining sessions with employee organizations, including contract negotiations, grievance meetings, and discussions relating to the interpretation or application of a labor agreement; or (b) that portion of a meeting during which the governing body is planning or adopting the strategy or position to be taken by the governing body during the course of any collective bargaining, professional negotiations, or grievance or mediation proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

33

34 *Closed Session opened 5:04pm for 12 minutes, ended at 5:16*

35

36 **Closed Session Report Out**

37

38 *Supervisor DeWreede Moved to Approve the Collective Bargaining Agreement and the*
39 *supplemental Memorandum of Understanding clarifying Article 32. Supervisor Pickett*
40 *Seconded. Motion Passed unanimously.*

41

42 **Action item: Mark Hamilton from the Washington Federation of State Employees (WFSE)**
43 **will send a final copy of the Collective Bargaining Agreement.**

44

45 *Supervisor DeWreede moved to adjourn. Supervisor Pickett seconded. Motion passed*
46 *unanimously*

47

48 **Adjourn 5:21pm**

49

50 Respectfully,

X

TJ Johnson
TCD Board Chair

51



1 **Meeting: 5:30pm – 8:30pm**

Present at Meeting:

TJ Johnson, TCD Board 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
Stephanie Bishop, TCD Staff
Susan Shelton, TCD Staff
Shawn Ultican, Dept. of Ecology

1
2

3 **Summary of Action Items:**

- 4 1. ACTION ITEM- Staff will present a report on unspent funds that can be allocated
5 for discussion at the February Board Meeting.
6 2. ACTION ITEM- Staff will add a Budget update in the Newsletter noting our
7 financial accomplishments in 2019. Supervisor Johnson suggested “Financially
8 Strong and Increasingly Secure” as a proposed title.
9 3. ACTION ITEM- Board and Staff will bring concerns about the 2020 lease
10 agreement and possible building repairs to the February Board Meeting.
11 4. ACTION ITEM- ED will bring suggestions on how to structure the conversation
12 about ED roles and responsibilities.
13 5. ACTION ITEM- Supervisor Rushton and ED will present staff member Nora White
14 with a token of appreciation for the amazing job she did facilitating the election,
15 which will be presented to her at the first Strategic Plan meeting.
16 6. ACTION ITEM- Staff will create a proposed timeline for the Strategic Plan process.
17 7. ACTION ITEM- Staff will look into possibility of engaging a financial consultant to
18 help define how much the Conservation and Education Center would cost and build
19 a concept that we can add to midyear budget review.
20 8. ACTION ITEM- Board would like to have a staff potluck before the first Strategic
21 Plan meeting.
22 9. ACTION ITEM- ED will work with Counsel Cushman on a draft of ED’s benefit
23 package.
24 10. ACTION ITEM- Staff will find out who the next regional NRCS contact is.
25

26 **Summary of Motions Passed:**

- 27 • *Supervisor Iyall moved to adopt the Revised Agenda. Supervisor Rushton seconded.*
28 *Motion passed unanimously.*
29 • *Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor Pickett*
30 *seconded. Motion passed unanimously.*

- 31 • *Supervisor Pickett moved to designate Supervisor Iyall as the main contact and TCD*
32 *representative for the Thurston Regional Planning Council and Supervisor Johnson as*
33 *an alternate TCD representative. Supervisor Rushton seconded. Motion passed*
34 *unanimously.*

35 36 37 **Full Version of the Minutes** 38

39 **Welcome & Introductions**

40 5:32pm TCD Board Chair TJ Johnson called the January 30th, 2020 TCD Regular Board
41 Meeting to order. Thurston CD Board, Staff, and partners introduced themselves. TCD Board
42 Chair Johnson announced that the meeting is audio recorded.

43 Supervisor DeWreede was absent due to illness and was excused.

44 **Agenda Review - Action Item**

- 45 • Executive Session to be added at the end of item 7 to discuss ongoing litigation.
- 46 • A final draft of Cash Reserve Policy was added to Consent Agenda as item D.
- 47 • 7-E Employee Travel Policy moved to February Work Session.
- 48 • There is no set resolution on extending benefits of CBA to ED so Governance - Item F
- 49 under Governance will be brief discussion to guide the ED in preparing one for the
- 50 February Work session.
- 51 • 8-A Board Supervisor Reports will include a discussion about recognizing Stu Trefry,
- 52 Regional Manager, and Jeff Swotek, NRCS, regarding their retirement.

53
54 *Supervisor Iyall moved to adopt the Revised Agenda. Supervisor Rushton seconded. Motion*
55 *passed unanimously.*

56 57 **Consent Agenda – Action Item**

- 58 A. December 12th, 2019 Board Meeting Minutes
- 59 B. January 9th, 2020 Special Meeting Minutes
- 60 C. Citizens Advisory Council Policy
- 61 D. Cash Reserve Policy

62
63 *Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor Pickett seconded.*
64 *Motion passed unanimously.*

65 66 **Public Comment** *Three minutes per person

67 No members of the public were present.

68 69 **Partner Reports**

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

- 71 • Stu Trefry will be retiring at the end of June 2020. He is stepping down as Regional
72 Manager to start working on a special project.
- 73 • Josh Guintoli will be stepping into the role of Regional WSCC Manager.
- 74 • Supervisor Iyall and Johnson were given their official Conservation Supervisor
75 Certificates.
- 76 **B. Washington Association of Conservation Districts (WACD), Doug Rushton**
- 77 • January 21st was WACD Legislative day. Thirty districts from across the state
78 attended to share their thoughts on several pieces of legislation including HB 2415
79 (elections) and HB2588 (accountability and transparency).
- 80 **C. National Association of Conservation Districts (NACD), Doug Rushton**
- 81 • Supervisor Rushton provided NACD report for distribution to the Board.
- 82 • Supervisor Rushton is set to attend the annual NACD meeting in Las Vegas.
- 83 • Many older resolutions are being proposed to be retired in a sunset clause. There is
84 pushback to keep many of the relevant resolutions intact.
- 85 **D. Department of Ecology (DOE), Shawn Ultican**
- 86 • DOE has a new Director
- 87 • The Terry Hussman grants will be closing Feb. 4th.
- 88 • There will be a briefing on the Budd Inlet TLDM and Deschutes IRL at a future
89 Board Meeting.

90

91 **Financial Report**

92 **A. Financial Report Update, Susan Shelton**

- 93 • January Financial Report which is also the 2019 year-end report.
- 94 • Update: unrestricted budget vs. actual budget has late invoices for legal fees that
95 caused TCD to go over budget.
- 96 • Unspent 2019 funding would be presented to the Board at the February Board
97 Meeting for discussion on allocation.
- 98 • Board would like to ensure that there is enough set aside for travel and
99 accommodations for future meetings.

100

101 **ACTION ITEM- Staff will present report on unspent funds that can be allocated for**
102 **discussion at the February Board Meeting.**

103

104 **ACTION ITEM- Staff will add a Budget update in the Newsletter noting our financial**
105 **accomplishments in 2019. Supervisor Johnson Suggested “Financially Strong and**
106 **Increasingly Secure” as a proposed title.**

107

108 **ACTION ITEM- Board and Staff will bring concerns about the 2020 lease agreement and**
109 **possible building repairs to the building at the February Board Meeting.**

110

111 **Governance**

112 **A. February 13th Work Session Topic List, All**

- 113 • Draft Employee Travel Policy discussion
114 • January Minutes
115 • Initial discussion of the Executive Directors roles and responsibilities, review process,
116 CBA coverage, and benefits.

117 **ACTION ITEM- ED will bring suggestions on how to structure the conversation about ED**
118 **roles and responsibilities.**

119 **B. TCD Strategic Plan Dates and Discussion, *ED Sarah Moorehead***

- 120 • Three dates selected to discuss Strategic Planning with Board and Staff:
121 • 3/10/20 4pm, the Board and Staff will work together to develop a plan. Working
122 on fluid ideas and open conversation.
123 • 3/13/20 1-4pm, the Board to discuss priorities and focus of plan, working on what
124 the Board wants to accomplish and the structure of the document.
125 • 3/20/20 1-4pm, Staff to review the priorities the Board suggested and bring up
126 any issues the staff recognizes with ways to work through them, working on how
127 implementation can be accomplished.

128 **ACTION ITEM- Staff will create a proposed timeline for the Strategic Plan process.**

129 **ACTION ITEM- Staff will look into possibility of engaging a financial consultant to help**
130 **define how much the Conservation and Education Center would cost and build a concept**
131 **that we can add to midyear budget review.**

132 **ACTION ITEM- Board would like to have a staff potluck before the first Strategic Plan**
133 **meeting.**

134 **C. 2020 Elections Update, *Stephanie Bishop***

- 135 • 370 total eligible mail-in ballots were collected.
136 • 31 people came to vote at our pole site.
137 • The May WSCC Board Meeting will have the winner certified as a TCD Supervisor.

138 **ACTION ITEM- At the first Strategic Planning meeting Supervisor Rushton and ED will**
139 **present staff member Nora White with a token of appreciation for the amazing job she did**
140 **facilitating the election.**

141 **D. Draft Cash Operating Reserves Resolution discussion, *All***

- 142 • Moved to the Consent Agenda as discussed during Agenda Review.

143 **E. Draft Employee Travel Policy discussion, *All***

- 144 • Moved to February Work Session.

145 **F. Resolution to extend benefits Package, *All***

- 146 • A conversation to clarify what affects ED in the CBA in the resolution.
147 • A clear definition needs to be developed.
148 • Compensation, leave benefits, and accrual rates.

- 149 • This amount will be at least the equivalent to CBA benefits and compensation
150 provided to other staff.

151 **11. ACTION ITEM- ED will work with Counsel Cushman on a draft of ED's benefit**
152 **package.**

153 **Executive Session:** *To discuss potential litigation with legal counsel.*

154 In attendance: Supervisors Pickett, Iyall, Johnson, Rushton, Legal Counsel Ben Cushman, and
155 WACC Jean Fike, and Executive Director Sarah Moorehead

156
157 *RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters*
158 *relating to agency enforcement actions, or to discuss with legal counsel representing the*
159 *agency litigation or potential litigation to which the agency, the governing body, or a*
160 *member acting in an official capacity is, or is likely to become, a party, when public*
161 *knowledge regarding the discussion is likely to result in an adverse legal or financial*
162 *consequence to the agency.*

163
164 *Executive Meeting opened at 6:27pm for 20 minutes, was extended another 15 minutes, ending at*
165 *6:59pm*

166 *Regular meeting opened at 7:00pm.*

167

168 **Executive Session Report Out**

169 The Board gave direction to Counsel Cushman and Executive Director Moorehead to pursue the
170 topic of the Executive Session. No decisions were made.

171

172 **Other Reports**

173 **A. Board of Supervisor Reports**

- 174 • Suggestions of recognition mementos for Stu Trefry and Jeff Swotek.

175

176 **ACTION ITEM- Staff will find out who the next regional NRCS contact is**

177

178 *Supervisor Pickett moved to designate Supervisor Iyall as the main contact and TCD*
179 *representative for the Thurston Regional Planning Council and Supervisor Johnson as an*
180 *alternate TCD representative. Supervisor Rushton seconded. Motion passed unanimously.*

181

- 182 • Supervisor Johnson followed up with the Associate Supervisor applicants. He
183 explained TCD is putting the position on hold until the Citizens Advisory Committee
184 has been formed. They are welcome to apply again once the Associate Supervisor
185 position opens and encouraged to apply for the Citizens Advisory Committee as
186 representatives.
- 187 • Supervisor Johnson gave an update on the Spooner Farms letter. A meeting will be
188 held Tuesday, February 4th with TCD's ED, Supervisor Johnson, the Director of
189 Parks, the Park Planner, the Chair and Executive Director of the Community

190 Farmland Trust to discuss the city's policy of "No Net Loss of Farmland" and the
191 possibility of developing TCD's Conservation and Education Center on the parcel.

- 192 • Supervisor Johnson attended the Eco Farm conference in California in January.

193 **B. Executive Director Report**

- 194 • Sarah Moorehead has resumed the position of Executive Director part-time, working
195 up to full time by April.
196 • Stephanie Bishop was commended for her role as TCD's Acting Executive Director
197 in ED Moorehead's absence.

198 **C. Correspondence**

199

200 *Supervisor Iyall moved to adjourn. Supervisor Rushton seconded. Motion passed*
201 *unanimously.*

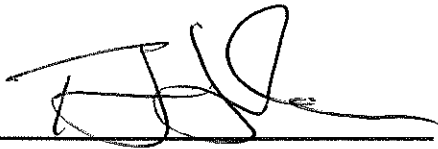
202

203 **Adjourn 7:11pm**

204

205 Respectfully,

X



T.J. Johnson
TCD Board Chair

206

207