

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



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

C. WSCC Shellfish Cost Share #17666

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 March 26<sup>TH</sup>, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Vice Chair

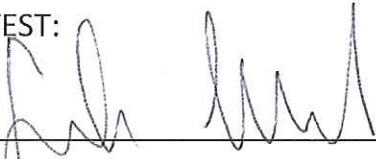
Doug Rushton, Board Member

David Iyall, Board Auditor

N/A

Paul Pickett Board Member

ATTEST:



Sarah Moorehead, Executive Director





1 **Meeting: 5:30pm – 7:00pm**

**Present at Meeting:**

|                                    |   |
|------------------------------------|---|
| TJ Johnson, TCD Board Chair        | Leah Kellogg, TCD Staff                   |
| Betsie DeWreede, TCD Vice Chair    | Marguerite Abplanalp, TCD Staff           |
| David Iyall, TCD Board Auditor     | Sarah Moorehead, TCD Executive Director   |
| Paul Pickett, TCD Board Supervisor | Jean Fike, WSCC                           |
| Doug Rushton, TCD Board Supervisor | Chris Stearns, Associate Board Supervisor |
| Ben Cushman, TCD Attorney          |   |

2 **Summary of Action Items:**

- 3 1. **ACTION ITEM- Executive Director (ED) will fill out the form provided by the Governor's**  
4 **Office to clarify if TCD is an essential service under the Governor's Proclamation 20-25**  
5 **STAY HOME – STAY HEALTHY.**
- 6 2. **ACTION ITEM- Staff contact info will be posted on our front door along with office closure**  
7 **information. Staff is still available to the public.**
- 8 3. **ACTION ITEM- Staff will pursue the purchase of two trailers to house the Poultry**  
9 **Processing Equipment for transportation from user to user's property. ED will explore safe**  
10 **practice procedures so that users can safely clean and exchange equipment and will make**  
11 **this information available to the public before implementation.**
- 12 4. **ACTION ITEM- ED will contact the county to assess the impact of the current emergency**  
13 **and its potential to affect Rates and Charges funding.**
- 14 5. **ACTION ITEM- ED will post the current version of the Collective Bargaining Agreement**  
15 **on the file sharing site for Board access.**

16 **Summary of Motions Passed:**

- 17 ) *Supervisor DeWreede moved to adopt the Revised Agenda. Supervisor Iyall seconded.*  
18 *Motion passed unanimously (5-0).*
- 19 ) *Supervisor Pickett moved to adopt the revised Consent Agenda. Supervisor DeWreede*  
20 *seconded. Motion passed unanimously (5-0).*
- 21 ) *Supervisor DeWreede moved to direct ED to move forward with the purchase of two trailers*  
22 *for housing Poultry Processing Equipment at a cost of up to \$5,000. Before implementation*  
23 *Staff will establish clear protocols based on expert and legal advice to ensure safe practices*  
24 *when transporting equipment from user to user and when utilizing the Soil Testing Program.*  
25 *Supervisor Rushton seconded. Motion passed unanimously (5-0). Supervisor Johnson had*  
26 *reservations regarding the cleaning processes when transporting equipment from user to user.*
- 27 ) *Supervisor Rushton moved to accept the COVID-19 Health Crisis Organizational Continuity*  
28 *Plan Recommendations presented by ED Moorehead. Supervisor DeWreede seconded. Motion*  
29 *passed unanimously (5-0).*

- 30 ) *Supervisor Pickett moved to approve TCD Resolution 2020-3 which allocates \$15,000 to be*  
31 *used for emergency spending during COVID-19. Supervisor Iyall seconded. Motion passed*  
32 *unanimously (5-0).*
- 33 ) *Supervisor Pickett moved to adopt the Travel Policy that was drafted in the March 2020 Work*  
34 *Session. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*
- 35 ) *Supervisor Rushton moved to approve TCD Resolution 2020-4: Executive Director Evaluation*  
36 *Process. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*
- 37 ) *Supervisor Iyall moved to adjourn. Supervisor Pickett seconded. Motion passed unanimously*  
38 *(5-0).*

## Full Version of the Minutes

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### Welcome & Introductions

43 5:30pm TCD Board Chair TJ Johnson called the March 26, 2020 TCD Regular Board Meeting to  
44 order via an online forum *Go To Meeting*. Thurston CD Board, Staff, and partners were  
45 introduced by the Board Chair verbally. TCD Board Chair Johnson will name out Supervisors on  
46 each vote, and announced that the meeting is audio recorded.

### Agenda Review - Action Item

- 47 ) Add item C under *Consent Agenda*: WSCC Shellfish Cost Share #17666
- 48 ) Supervisor DeWreede suggested discussing Supervisor Pickett's resignation and  
49 replacement. The Board decided to postpone discussion until the April Work Session.
- 50 ) Add item D under *Governance*: Update on the Collective Bargaining Agreement.

51 )

52 )

53 *Supervisor DeWreede moved to adopt the Revised Agenda. Supervisor Iyall seconded. Motion*  
54 *passed unanimously (5-0).*

55  
56

### Consent Agenda – Action Item

- 58 A. February 27<sup>th</sup>, 2020 Board Meeting Minutes
- 59 B. February Financial Report
- 60 C. WSCC Shellfish Cost Share #17666

61

62 *Supervisor Pickett moved to adopt the revised Consent Agenda. Supervisor DeWreede*  
63 *seconded. Motion passed unanimously (5-0).*

64

### Public Comment \*Three minutes per person

66 No members of the public were present via *Go to Meeting*. No written or verbal comments were  
67 submitted.

68

### Continuity of Operations during COVID-19, All

- 70 A. Review Delegations of Authority

- 71 ) Additional duties and authority have been delegated to Executive Director Sarah  
72 Moorehead and Accountant Susan Shelton.  
73 ) Jean Fike with WSCC spoke about the interpretation of the Governor’s  
74 Proclamation regarding essential services. At present the Proclamation is up for  
75 interpretation due to the WSCC lack of authority.  
76 ) Ben Cushman stated that TCD staff are covered on essential workers list, under  
77 agricultural support and government payments. A process to get clarification from  
78 the Governor’s Office exists on the Governor’s website.  
79

80 **ACTION ITEM- ED will fill out the form provided by the Governor’s Office to clarify if**  
81 **TCD is an essential service under the Governor’s Proclamation 20-28 STAY HOME –**  
82 **STAY HEALTHY.**  
83

- 84 ) Due to program and operational task requirements the ED may call on essential  
85 staff to perform necessary tasks at the office in a safe environment. All other staff  
86 are directed to work remotely until the District reopens.

87 **B. Operating hours**

- 88 ) As of March 18, 2020 the TCD office is closed to the public and TCD Staff is  
89 working remotely.  
90 ) Staff can check their voicemails remotely and the staff is available via their work  
91 phones.  
92

93 **ACTION ITEM- Staff contact info will be posted on our front door along with office**  
94 **closure information. Staff is still available to the public.**  
95

- 96 ) The office will remain closed until the Governor lifts the Proclamation 20-28  
97 STAY HOME-STAY SAFE Proclamation.  
98

99 **C. TCD Services – Equipment Rental & Soil Testing**

- 100 ) The programs will be reopened soon and the process is moved to a web-based  
101 electronic format that can be accessed through our website. This includes online  
102 payment and remote pickup procedures to ensure Staff’s safety.  
103 ) Current procedures for cleaning and accessing equipment will be updated using  
104 the USDA bio-safety protocols. These procedures will be reviewed by counsel  
105 and posted online.  
106 ) The equipment will be passed from user to user who will clean before and after  
107 use. Any damage must be reported to the District immediately.  
108 ) The Soil Tests Program will reopen. The physical soil samples will be mailed  
109 directly to the lab independently and the results will be sent to Staff for  
110 explanation and amendment recommendations.

111 ) Protocols for ensuring clean equipment before and after use for each individual  
112 should accompany agreement.  
113

114 *Supervisor DeWreede moved to direct ED to move forward with the purchase of two trailers*  
115 *for housing Poultry Processing equipment at a cost of up to \$5,000. Before implementation*  
116 *Staff will establish clear protocols based on expert and legal advice to ensure safe practices*  
117 *when transporting equipment from user to user and when utilizing the Soil Testing Program.*  
118 *Supervisor Rushton seconded. Motion passed unanimously (5-0). Supervisor Johnson had*  
119 *reservations regarding the cleaning processes when transporting equipment from user to user.*  
120

121 **ACTION ITEM- Staff will pursue the purchase of two trailers to house the Poultry**  
122 **Processing equipment for transportation from user to user’s property. ED explore safe**  
123 **practice procedures so that users can safely clean and exchange equipment and will make**  
124 **this information available to the public before implementation.**  
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126 **D. Board Response to COVID-19 –Action Item**

127 Organizational Continuity 7 Step Hierarchy of Prioritization

- 128 1. Health and safety for Board, Staff, and Community Members.
- 129 2. Be consistent with all laws and regulations.
- 130 3. Critical administrative and financial function; approvals, payroll, (landowner  
131 reimbursement for project implantation if applicable during this time), accounts  
132 payable and accounts receivable.
- 133 4. Adherence to landowner construction project implementation and permitting  
134 timeline.
- 135 5. Continuity of TCD’s Equipment Rental and Soil Testing services.
- 136 6. Technical Assistant site visit and planning services.
- 137 7. Education events and workshops.  
138

139 *Supervisor Rushton moved to accept the COVID-19 Health Crisis Organizational Continuity*  
140 *Plan Recommendations presented by ED Moorehead, and the 7 Step Hierarchy of*  
141 *Prioritization. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*  
142

143 **E. TCD Resolution 2020-03: Emergency Spending, Sarah Moorehead –Action Item**

- 144 ) Resolution 2020-03 allows staff to use funds that haven’t been included in the  
145 Approved Budget but are necessary to run TCD while adapting to the COVID-19  
146 emergency. The resolution allows Staff and ED to use those funds in-between  
147 Board Meetings. The Board discussed adding additional funds to the amount in  
148 the draft resolution in the board packet.  
149

150 *Supervisor Pickett moved to approve TCD Resolution 2020-03, as revised, to allocate \$15,000*  
151 *to be used for emergency spending during COVID-19. Supervisor Iyall seconded. Motion*  
152 *passed unanimously (5-0).*

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**Financial Report**

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

) February Financial Report overview.

**ACTION ITEM- ED will contact the county to assess the impact of the current emergency its potential to affect Rates and Charges funding.**

**Governance**

**A. TCD Travel Policy for Employees, Staff, and Volunteers, All –Action Item**

*Supervisor Picket moved to adopt the Travel Policy that was drafted in the March 2020 Work Session. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*

**B. TCD Resolution 2020-04: Executive Director Evaluation Process, All –Action Item**

) ED Sarah Moorehead recommends the Board approve Resolution 2020-04  
) Change the verbiage of the title from “Resolution from the TCD to *establish* an annual evaluation” to “Resolution from the TCD *establishing* an annual evaluation.”

*Supervisor Rushton moved to approve TCD Resolution 2020-04: Executive Director Evaluation Process. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*

**C. April Work Session Topic List**

) Topic List Review  
) March 26<sup>th</sup>, 2020 Minutes Review & Revision  
) Reassess COVID-19 Health Crisis  
) Mid-term Elected Seat Appointment Process  
) Review Draft of Strategic Plan  
) Equipment Rental & Soil Testing Services Update  
) Mid-Year Executive Director Evaluation Process  
) Policy Development, Bid Policy  
) April Board Meeting Agenda Development

**D. Update on the Status of the Collective Bargaining Agreement, ED Moorehead**

) Both parties (Staff and Management) have agreed and signed the Collective Bargaining Agreement.  
) ED sent a physical and electronic copy of the document to the Union for signature by the Union Negotiator. TCD is waiting for the response.

**ACTION ITEM- ED will post the current version of the Collective Bargaining Agreement on the file sharing site for Board access.**

**Other Reports**

**A. Board of Supervisor Reports**

194            ) Supervisor Pickett has sent a letter to Board announcing his resignation as a TCD  
195            Board Supervisor effective at the end of April, 2020.

196       **B. Executive Director**

197            ) See written report.

198       **C. Correspondence**

199            ) Nothing to report.

200

201       *Supervisor Iyall moved to adjourn. Supervisor Pickett seconded. Motion passed unanimously*  
202       *(5-0).*

203

204       Adjourn 6:55pm

205       Respectfully,

X

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T.J. Johnson  
TCD Board Chair

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