

**Thurston Conservation District
Consent Calendar Decision Sheet
May 28, 2020 Board Meeting**



A. April 23rd, 2020 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

B. May 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 May 28, 2020 AND EFFECTIVE IMMEDIATELY

SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Vice Chair

Doug Rushton, Board Member

David Iyall, Board Auditor

ATTEST:

Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors
May 28th, 2020
Regular Meeting Minutes – Virtual GoToMeeting
5:30pm – 7:49pm
Originally scheduled: 5:30pm – 8:00pm



1 Meeting: 5:30pm – 7:00pm

Present at Meeting:

| | |
|------------------------------------|-----------------------------------------|
| TJ Johnson, TCD Board Chair | Leah Kellogg, TCD Staff |
| Betsie DeWreede, TCD Vice Chair | Sarah Moorehead, TCD Executive Director |
| David Iyall, TCD Board Auditor | Jean Fike, WSCC |
| Doug Rushton, TCD Board Supervisor | Sheila Marcoe, Dept. of Ecology |
| Ben Cushman, TCD Attorney | |

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Summary of Action Items:

- **ACTION ITEM:** Staff will draft the TCD Return to Work Plan/ Proposal for the Board to review at the June 9th Special Session.
- **ACTION ITEM:** Staff will update the change to the Board Meeting date to the proper outlets.
- **ACTION ITEM:** Ben will write a work session level memorandum of the Code of Conduct Policy for the Board to discuss at the June 9th Special Meeting.

Summary of Motions Passed:

- *Supervisor Rushton moved to adopt the Revised Agenda. Supervisor DeWreede seconded. Motion passed, (4-0).*
- *Supervisor Iyall moved to adopt the revised Consent Agenda. Supervisor Rushton seconded. Motion passed unanimously, (4-0).*
- *Supervisor Rushton moved to approve the 2020-2025 TCD Strategic Plan. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*
- *Supervisor Iyall moved to approve the 4.6 Procurement Bid Policy Procedures. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*
- *Supervisor Rushton moved to approve the 2020-05 Resolution for Small Works Roster for Awarding Public Jobs. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*
- *Supervisor Rushton moved to change the July Board Meeting to July 30th. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*
- *Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed with Supervisor Pickett Abstained (4-0).*

Full Version of the Minutes

29 **Welcome & Introductions**

30 5:30 pm TCD Board Chair TJ Johnson called the May 28th, 2020 Regular Board Meeting to
31 order via an online forum Go To Meeting. Thurston CD Board, Staff, and partners were

32 introduced by the Board Chair verbally. Chair Johnson will name out Supervisors on each vote,
33 and announced the meeting is audio recorded.

34 **Agenda Review - Action Item**

- 35 • Add Resolution 2020-05 Establishing the Small Work Roster as Item 7-D, -*Action Item*
- 36 • Add consideration of rescheduling the July Board Meeting date from 7-23-20 to 7-30-20
- 37 as Item 8 after Governance and before ED and Board Reports.
- 38 • Add Item 9 June Special Meeting Agenda Items.
- 39 • Add Item 10 Partner Reports

40

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

43

44 **Consent Agenda – Action Item**

- 45 A. April 23rd, 2020 Board Meeting Minutes
- 46 B. April 2020 Financial Report

47

48 Note: The Board has discussed and with consensus agreed to remove Financial Reports from the
49 Agenda as an Item.

50

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

53

54 **Public Comment** *Three minutes per person

55 Two members of the public attended via *Go to Meeting*. No one chose to speak and no written
56 comments were submitted. One chose not to identify themselves.

57

58 **Continuity of Operations during COVID-19, All**

59 **A. TCD Staff and Operation Update**

- 60 • Washington State Board of Health cleared TCD to enter phase 2 of the
- 61 Governor’s 4 Phase Plan, but government agencies are encouraged to continue to
- 62 telework through June 2020.
- 63 • The WSCC has sent out a Return to Work Plan. A draft of this plan that will be
- 64 adapted to fit TCD will be available for the Board to review at the June 9th Work
- 65 Session to be tentatively implemented by July 1, 2020.
- 66 • There will be a draft of a proposal of how to reopen public meetings alongside the
- 67 Return to Work Plan presented at the June 9th Special Meeting.

68

69 **ACTION ITEM: Staff will draft the TCD Return to Work Plan/ Proposal for the Board to**
70 **review at the June 9th Special Session.**

71

72 **Financial Report**

- 73 A. Financial Report Update, Sarah Moorehead

- 74 • No April 2020 Financial Report overview was required as it was moved to
75 Consent Agenda. Future questions and comments should be addressed prior to
76 meeting
77

78 **Governance**

79 **A. 2020-2025 Strategic Plan, All- Action Item**

- 80 • There were multiple opportunities for the Public to be involved in drafting this plan, namely
81 listening sessions for the public to provide public comment and providing the public with the
82 final plan and a survey so they could provide feedback to the Board.
83 • The final draft of the 2020-2025 TCD Strategic Plan is complete and ready for review with minor
84 changes.
85

86 *Supervisor Rushton moved to approve the 2020-2025 TCD Strategic Plan. Supervisor*
87 *DeWreede seconded. Motion passed unanimously, (4-0).*
88

89 **B. 2020 Annual Plan, All- Action Item**

- 90 • The plan has identified clear measurable metrics for staff to track over the next year.
91 • The simple format was created for the public to easily access.
92 • The 2020 Annual Work Plan links directly through content and format of the 2020-2025
93 Strategic Plan and aligns with the adopted TCD Annual Budget.

94 *Noted in minutes:* the Staff and Board want to develop and practice inclusive recruitment
95 strategies, (groups such as veterans) as a part of TCD's desire to work on engaging under
96 represented groups in the community.
97

98 *Supervisor Iyall moved to approve the 2020 TCD Annual Plan. Supervisor DeWreede*
99 *seconded. Motion passed unanimously, (4-0).*
100

101 **C. 4.6 Procurement Bid Policy Procedures, All –Action Item**

- 102 • Clarifies the different types of procurement the district may or may not engage
103 such as: goods and services.
104 • The Policy follows directly with MRSC guidelines.
105 • Clear definitions and processes for Staff to follow.
106 • Conduct and dispute resolution is addressed by documentation, with bidders and
107 contractors on rosters (see D, following)..
108

109 *Supervisor Iyall moved to approve the 4.6 Procurement Bid Policy Procedures. Supervisor*
110 *DeWreede seconded. Motion passed unanimously, (4-0).*
111

112 **D. Resolution 2020-05 Small Works Roster for Awarding Public Jobs, All –Action Item**

- 113 • No comments or questions were discussed.
114

115 *Supervisor Rushton moved to approve the 2020-05 Resolution for Small Works Roster for*
116 *Awarding Public Jobs. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*
117

118 **Consideration of moving the July Board Meeting Date, All- Action Item**

- 119 • The Thursday July 23rd Board Meeting will be moved to Thursday July 30th to
120 accommodate Staff preparation time.

121 **ACTION ITEM: Staff will update the change to the Board Meeting date to the proper**
122 **outlets.**

123 *Supervisor Rushton moved to change the July Board Meeting to July 30th. Supervisor*
124 *DeWreede seconded. Motion passed unanimously, (4-0).*

126 **June 9, 2020 Special Meeting Agenda List, All**

- 127 • Review and edit May 28th Board Meeting Minutes.
128 • Reassess Covid-19 Health Crisis.
129 • Discuss building the new Education and Conservation Center with Tom Salzer.
130 • An Executive Session to discuss Mid-Term supervisor vacancy.- *Action Item*
131 • Consider Code of Conduct Policy. – *Action Item*
132 • Consider June 25th Board Meeting Agenda Items.

134 **ACTION ITEM: Ben will write a work session level memorandum of the Code of Conduct**
135 **Policy for the Board to discuss at the June 9th Special Meeting.**

136
137 **Other Reports**

138 **A. Department of Ecology Update, *Sheila Marcoe***

- 139 • Several staff changes have occurred. Ms. Marcoe is the new Supervisor of the
140 Non-point Source Pollution unit and the Construction Storm Water and Municipal
141 Storm Water unit.
142 • Alena Reynolds was introduced and is the new Water Quality Non-Point Source
143 Specialist for the Puget Sound Watershed.
144 • Karin Strelieff has been meeting with Thurston County Environmental Health and
145 Code Enforcement quarterly to identify and report complaints and concerns
146 identified as sites of concern in the community.

147 **B. WACD and NACD Update, *Supervisor Doug Rushton***

- 148 • Written reports were provided in the board packet.

149
150 **C. WSCC Update, *Jean Fike***

- 151 • WSCC has updated the Operating Fund Allocation from 2 months to 6 months
152 based on what their budget looks like moving forward.
153 • Registration is open for the virtual WADE event.

154 **D. Board of Supervisor Report, *All***

- 155 • Supervisor DeWreede suggests a more robust and comprehensive approach to editing
156 and proofing documents. Staff is attending Government Document Proofreading and
157 Editing virtual classes to accommodate this request.
158 • Supervisor Johnson participated in a phone call regarding the Spooner Farms Parcel
159 that was attended by Supervisor Johnson, Sarah Moorehead, Councilwoman

160 Madrone, and Patrick Rofe/Marcie Cleaver from the Community Farmland Trust. The
161 call concerned The City of Olympia establishing a No Farmland Loss Mitigation
162 Taskforce. Councilwoman Madrone has expressed support for drafting a Mitigation
163 Policy Act.

- 164 • Supervisor Rushton suggested TCD should send the Whidbey Island Conservation
165 District a thank you note for allowing TCD to use their Strategic Plan as a template
166 for our own. Executive Director will act on this.

167 **E. Executive Director Report, Sarah Moorehead**

- 168 • We are officially in Phase 2 of the Governor's Re-opening Plan.
- 169 • Workshops and event guidelines will be referenced in the Re-Opening Plan.
- 170 • The Affordable Gardening Webinar has been very successful and will help
171 transition into virtual setting for workshops and educational events. These can be
172 posted on the website as well.
- 173 • Puget Sound NRCS Local Working Group meeting identified priority for NRCS
174 Local Working Group funding. The funds can be paired or leveraged into current
175 TCD funding.
- 176 • TCD has received funding for new projects: The Salmon Recovery Project in
177 Chehalis Basin and The Protection and Restoration Project funded by the Wild
178 Fish Conservancy.
- 179 • Staff has integrated Smart Sheet Software into district operations.
- 180 • Staff is pulling together new grants for the 2020 Mid-Year Budget Review using
181 Smart Sheets for Board to revise and add to the July Work Session discussion and
182 consider for passage in the July Board Meeting.

183

184 *Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed with*
185 *Supervisor Pickett Abstained (4-0).*

186

187 **Adjourn 7:49pm**

188 Respectfully,



T.J. Johnson
TCD Board Chair

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