

**Thurston Conservation District
Consent Calendar Decision Sheet
April 23, 2020 Board Meeting**



A. March 26th, 2020 Board Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

Passed Moved for discussion during meeting Tabled to future meeting

B. April 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 March 26TH, 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

Thurston Conservation District Board of Supervisors
April 23, 2020
Regular Meeting Minutes
(5:30pm – 7:00pm)
Originally scheduled: (5:30pm – 8:00pm)



1 **Meeting: 5:30pm – 7:00pm**

Present at Meeting:

TJ Johnson, TCD Board Chair	Ben Cushman, TCD Attorney
Betsie DeWreede, TCD Vice Chair	Leah Kellogg, 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	

2
3 **Summary of Action Items:**

- 4 • **ACTION ITEM - Staff and Supervisor Rushton are devising a way to include proposed**
5 **funding for the Family First Corona Relief Act. This funding would be reflected in future**
6 **budgets.**
- 7 • **ACTION ITEM: Staff will look into how the Board can sign resolutions and other official**
8 **forms electronically. WSCC has some insight into the process.**
- 9 • **ACTION ITEM: Staff will upload all resolutions and resolution drafts to the file sharing**
10 **site so the Board has live access to it.**

11
12 **Summary of Motions Passed:**

- 13 • *Supervisor Rushton moved to adopt the Revised Agenda. Supervisor Iyall seconded. Motion*
14 *passed, (3-0).*
- 15 • *Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor Iyall seconded.*
16 *Motion passed unanimously (4-0).*
- 17 • *Supervisor Rushton moved to amend the agenda to include the Emergency Spending*
18 *Resolution 2020-05 as 5-C. Supervisor DeWreede seconded. Motion passed unanimously (5-0)*
- 19 • *Supervisor DeWreede moved to approve TCD Resolution 2020-05: Emergency Spending.*
20 *Supervisor Pickett seconded. Motion passed unanimously (5-0).*
- 21 • *Supervisor Rushton moved to add 7-E Partner Reports to the Agenda, including WSCC,*
22 *WACD, and NACD. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*
- 23 • *Supervisor DeWreede moved to add a Special Meeting to the May 14th Work Session 5-6pm*
24 *after the Work Session to review the application for the mid-term elected seat vacancy.*
25 *Supervisor Rushton seconded.*
- 26 • *Supervisor DeWreede moved to adopt a friendly amendment to the motion to change the May*
27 *14th Work Session to a Special Meeting from 3-6pm to review applications for the mid-term*
28 *elected seat vacancy. Supervisor Rushton seconded the amendment. Motion passed, with*
29 *Supervisor Pickett abstaining (4-0).*
- 30 • *Supervisor Pickett moved to adjourn. Supervisor DeWreede seconded. Motion passed with*
31 *Supervisor Pickett Abstained (4-0).*
- 32

33 **Full Version of the Minutes**
34

35 **Welcome & Introductions**

36 5:30pm TCD Board Chair TJ Johnson called the April 23, 2020 Regular Board Meeting to order
37 via an online forum *Go To Meeting*. Thurston CD Board, Staff, and partners were introduced by
38 the Board Chair verbally. Supervisors DeWreede and Pickett were not present for the beginning
39 of the meeting. TCD Board Chair Johnson will name out Supervisors on each vote, and
40 announced that the meeting is audio recorded.

41 **Agenda Review - Action Item**

- 42 • Add item 7-D to discuss conflicts with the Work Sessions schedule.
43

44 *Supervisor Rushton moved to adopt the Revised Agenda. Supervisor Iyall seconded. Motion*
45 *passed, (3-0).*
46

47 **Consent Agenda – Action Item**

- 48 A. March 26th, 2020 Board Meeting Minutes
49 B. March 2020 Financial Report
50

51 Supervisor Pickett joined the meeting 5:37pm
52

53 *Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor Iyall seconded.*
54 *Motion passed unanimously (4-0).*
55

56 **Public Comment** *Three minutes per person

57 No members of the public were present via *Go to Meeting*. No written or verbal comments were
58 submitted.
59

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

61 **A. TCD Services- Equipment Rental and Soil Testing**

- 62 • Equipment and Soil Programs are ready to open with new procedures in place to
63 minimize contact with the public.
64 • The rental process is web based and transfer of equipment will be renter to renter
65 contact only. This process holds each renter responsible for the sanitation and
66 cleaning of the equipment when receiving and passing the equipment on to the
67 next renter.
68 • If equipment is not in a sanitary or functional state, the new renter can decline to
69 take the equipment and TCD staff will step in to ensure the current renter has
70 cleaned, disinfected, and maintained the equipment.
71 • All equipment comes with sanitizing tools (bucket, brush, bleach test strips, spray
72 bottles and 5 gallon bucket), binders with biosafety checklist, along with a
73 damage report sheet.

- 74 • TCD has been able to share the new process with other CD's and their equipment
75 programs across the state.

76

77 Supervisor DeWreede joined the meeting at 5:50pm

78

79 **B. TCD Staff and Operation Update**

- 80 • The Farmers Basket Buyers Guide on our website has been a huge success. There
81 have been over 7,500 hits and multiple growers are represented. Some farmers are
82 expanding their Community Supported Agriculture programs by offering
83 additional CSA shares.
- 84 • Local media has been advertising the Farmers Basket. Additionally, it has
85 received national recognition through NACD.
- 86 • Staff and Legal Counsel have developed a letter to identify the essential activities,
87 safety measures, and social distancing protocols TCD staff are utilizing and how
88 these activities fit into the governor's essential work guidelines.

89

90 *Supervisor Rushton moved to amend the agenda to include the Emergency Spending*

91 *Resolution 2020-05 as 5-C. Supervisor DeWreede seconded. Motion passed unanimously (5-0)*

92

- 93 • TCD is subject to compliance with the Family First Corona Relief Act which has
94 provisions available to employees during the pandemic.
- 95 • There is no additional federal funding for Districts to provide these services.

96

97 **ACTION ITEM - Staff and Supervisor Rushton are devising a way to include proposed**
98 **funding for the Family First Corona Relief Act. This funding would be reflected in future**
99 **budgets.**

100

101 **C. Resolution 2020-05: Emergency Spending update –Action Item**

- 102 • This resolution is modified from Resolution 2020-03: Emergency Spending that was
103 passed at the March 26th 2020 Board Meeting.
- 104 • The resolution authorizes the Executive Director Sarah Moorehead to spend up to
105 \$35,096.00 from the Reserve Fund to deal with necessary and regular expenses to
106 maintain organizational continuity.
- 107 • The spending will be paid back to the Reserve Fund once the next installment of
108 Rates and Charges funding is available.

109

110 *Supervisor DeWreede moved to approve TCD Resolution 2020-05: Emergency Spending.*

111 *Supervisor Pickett seconded. Motion passed unanimously (5-0).*

112

113 **ACTION ITEM: Staff will look into how the Board can sign resolutions and other official**
114 **forms electronically. WSCC has some insight into the process.**

115

116 **ACTION ITEM: Staff will upload all resolutions and resolution drafts to the file sharing**
117 **site so the Board has live access to it.**

118

119 **Financial Report**

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

- 121
 - March 2020 Financial Report overview.

122

123 *Supervisor Rushton moved to add 7-E Partner Reports to the Agenda, including WSCC,*
124 *WACD, and NACD. Supervisor DeWreede seconded. Motion passed unanimously (5-0).*

125

126 **Governance**

127 **A. Update on mid-term elected seat vacancy, All**

- 128
 - No applications have been received. The application period closes May 7, 2020.
 - Applications will be given to the Board for review at the May Work Session.
 - Interviews will be scheduled with the goal of approving someone to the position by the June Board Meeting.

132 **B. May Special Meeting Coordination**

- 133
 - A Special Meeting at the end of the May 14th Work Session will be added to review mid-term elected seat vacancy applications.

135

136 *Supervisor DeWreede moved to add a Special Meeting to the May 14th Work Session 5-6pm*
137 *after the Work Session to review the application for the mid-term elected seat vacancy.*

138 *Supervisor Rushton seconded.*

139

140 *Supervisor DeWreede moved to adopt a friendly amendment to the motion to change the May*
141 *14th Work Session to a Special Meeting from 3-6pm to review applications for the mid-term*
142 *elected seat vacancy. Supervisor Rushton seconded the amendment. Motion passed, with*
143 *Supervisor Pickett abstaining (4-0).*

144

- 145
 - Supervisors can call for a second round of applicants if a qualified replacement isn't selected by the June Board Meeting.

147

148 **C. May Special Meeting Agenda**

- 149
 1. Review April Board Meeting Minutes.
 - 150 2. Covid-19 updates.
 - 151 3. Discuss appointment of the TCD Board mid-term elected seat vacancy.
 - 152 4. Review community feedback on Strategic Plan draft.
 - 153 5. Review any issues with the Equipment Rental Program.
 - 154 6. Policy Development: Bid Policy
 - 155 7. Executive Director Update
 - 156 8. May Board Meeting Agenda development.
 - 157 9. Special Meeting for staff feedback on the applications.

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159

160 **D. Conflict with Work Sessions from June to September**

- 161 • One Supervisor has a conflict with scheduled Work Sessions on Thursdays June
162 through September..
163 • The Board will move Work Sessions to the second Tuesday 3-5pm from June until
164 September.

165
166 **E. Partner Reports**

- 167 • Jean Fike gave an update for WSCC.
168 • Doug Rushton gave an update on WACD and NACD.

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

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

172
173 *RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters*
174 *relating to agency enforcement actions, or to discuss with legal counsel representing the*
175 *agency litigation or potential litigation to which the agency, the governing body, or a*
176 *member acting in an official capacity is, or is likely to become, a party, when public*
177 *knowledge regarding the discussion is likely to result in an adverse legal or financial*
178 *consequence to the agency.*

179
180 *Executive Session opened at 6:42pm for 15 minutes with no action taken, ending at 6:55pm*

181 *Regular meeting opened at 6:55pm.*

182
183 **Executive Session Report Out**

184 The Board and Legal Counsel discussed pending litigation. No action was taken.

185
186 **Other Reports**

187 **A. Board of Supervisor Reports**

- 188 • Supervisor Pickett has sent a letter to the Board announcing his resignation as a TCD
189 Board Supervisor effective at the end of April, 2020.
190 • Supervisor Johnson gave a Zahn parcel update. Olympia Councilmember Madrone
191 said she cannot approve the proposed park master plan without full mitigation of the
192 42 acres of farmland lost. The TCD Board may have a joint meeting with City
193 Council Land Use and Environment Committee to discuss farmland preservation and
194 mitigation strategies.

195
196 **Executive Director**

- 197 • TCD Staff are demonstrating the staff's resiliency in the community through existing
198 programs and our adaptability to develop new programs in a time of crisis.
199 • Staff has completed the metrics for the 2019 Annual Report. Staff should have it
200 completed and ready to share by May 1.

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B. Media

- Food wastage on farms due to famrers farmers contracts for resteraunts are not being filled due to covid-19 constraints.
- TCD should have a prepared statement to address Food wastage.

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

Adjourn 7:05pm

Respectfully,

X 

T.J. Johnson
TCD Board Chair

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