

**Thurston Conservation District  
Consent Calendar Decision Sheet  
June 25, 2020 Board Meeting**



A. May 14<sup>th</sup>, 2020 Special Meeting Minutes

Proposed action: accept without amendment and approve.

Action taken:

Passed    Moved for discussion during meeting    Tabled to future meeting

B. May 28<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

C. May Financial Report

Proposed action: accept without amendment and approve.

Action taken:

Passed    Moved for discussion during meeting    Tabled to future meeting

D. SKOOKUMCHUCK Planting Addendum (WSCC)

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 June 25, 2020 AND EFFECTIVE IMMEDIATELY

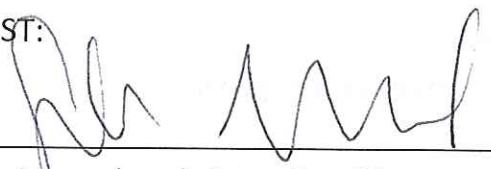
SIGNED:

TJ Johnson, Board Chair

Betsie DeWreede, Vice Chair

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

  
\_\_\_\_\_  
David Lyall, Board Auditor

ATTEST:  
  
\_\_\_\_\_  
Sarah Moorehead, Executive Director

Thurston Conservation District Board of Supervisors  
June 25<sup>th</sup>, 2020  
Regular Meeting Minutes – Virtual GoToMeeting  
(5:30-7:28pm)  
Originally scheduled: (5:30pm – 8:00pm)



1 **Meeting: 5:30pm – 8:00pm**

**Present at Meeting:**

TJ Johnson, TCD Board Chair	Sarah Moorehead, TCD Executive Director
Betsie DeWreede, TCD Vice Chair	Jean Fike, WSCC
David Iyall, TCD Board Auditor	Alena Reynolds, DOE
Doug Rushton, TCD Board Supervisor	Anne Baxter, DOE
Ben Cushman, TCD Attorney	Helen Wheatley, TCD Board Candidate
Leah Kellogg, TCD Staff	

2  
3 **Summary of Action Items:**

- 4 • **ACTION ITEM:** Executive director and Supervisor Rushton will work on a Return to  
5 Work Protocol for the public and volunteers (including board members) for review at the  
6 July 14<sup>th</sup> Work Session.
- 7 • **ACTION ITEM:** Staff should compile a list or survey of “wants and needs” for a new  
8 facility. This would help direct the Board and Project Manager with potential sites and  
9 amenities. Supervisor Rushton noted the district has gone through the “wants and needs”  
10 analysis a couple of times which documentation may jump start this new effort.
- 11 • **ACTION ITEM:** Staff presentations will resume at the August 11<sup>th</sup> Work Session. The Staff  
12 Presentations will be recorded and added to the website as a community educational tool.
- 13 • **ACTION ITEM:** TCD Board and Staff will report on the Deschutes Watershed Survey  
14 results at a future Work Session.
- 15 • **ACTION ITEM:** TCD Board and Staff will develop ways to induce 3 smaller towns  
16 (Rochester, Tenino, Rainier) to become part of Thurston CD to be discussed at a future  
17 Work Session. The first step will be contacting these town’s city councils, to be done by our  
18 executive director.

19  
20 **Summary of Motions Passed:**

- 21 • *Supervisor Rushton moved to adopt the Revised Agenda. Supervisor DeWreede seconded.*  
22 *Motion passed unanimously, (3-0).*
- 23 • *Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor DeWreede*  
24 *seconded. Motion passed unanimously, (3-0).*
- 25 • *Supervisor Rushton moved to approve the Staff TCD Return to Work Protocol as amended.*  
26 *Supervisor DeWreede seconded. Motion passed unanimously, (3-0).*
- 27 • *Supervisor DeWreede moved to approve the Zangler Cove Bulkhead Removal Project,*  
28 *Resolution 2020-07. Supervisor Rushton seconded. Motion passed unanimously, (3-0).*
- 29 • *Supervisor Rushton moved to appoint Helen Wheatley as the Supervisor to fill the term for*  
30 *the vacant position on the TCD Board of Supervisors. Supervisor DeWreede seconded.*  
31 *Motion passed unanimously, (3-0).*

- 32 • *Supervisor DeWreede moved to adjourn. Supervisor Rushton seconded. Motion passed*  
33 *unanimously, (3-0).*  
34  
35

36 **Full Version of the Minutes**  
37

---

38 **Welcome & Introductions**

39 5:30 pm TCD Board Chair TJ Johnson called the June 25, 2020 Regular Board Meeting to order  
40 via an online forum *Go To Meeting*. Thurston CD Board, Staff, and partners were introduced by  
41 the Board Chair verbally. Supervisor Iyall was excused and not in attendance. Chair Johnson  
42 will name out Supervisors on each vote and announced that the meeting is audio recorded.

43 **Agenda Review - Action Item**

- 44 • The Zangle Cove Bulkhead Removal Project, Resolution 2020-07 will be added as item  
45 7-A under Governance - *Action Item*  
46

47 *Supervisor Rushton moved to adopt the Revised Agenda. Supervisor DeWreede seconded.*  
48 *Motion passed unanimously, (3-0).*  
49

50 **Consent Agenda – Action Item**

- 51 A. May 14, 2020 Board Special Meeting Minutes  
52 B. May 28, 2020 Board Meeting Minutes  
53 C. May 2020 Financial Report  
54 D. Skookumchuck Planting Addendum (WSCC)  
55

56 *Supervisor Rushton moved to adopt the revised Consent Agenda. Supervisor DeWreede*  
57 *seconded. Motion passed unanimously, (3-0).*  
58

59 **Public Comment** \*Three minutes per person

60 Two members of the public attended via *Go to Meeting*. A representative from DOE, Anne  
61 Baxter, introduced herself as a Non-point Group Watershed Resources Unit staff member. She  
62 looks forward to attending future TCD Board Meetings.  
63

64 **Partner Reports**

65 **A. WSCC Update, Jean Fike**

- 66 • The WSCC Operations Budget has been cut by 15% for the upcoming biennium  
67 years (2021-2022) and was able to do so without affecting Staff or District's  
68 funding.

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

- 70 • Written reports were provided in the Board Packet.  
71 • T WACD Board Meeting discussed and approved their Annual Budget. At the  
72 6/23 board meeting.

- A draft of the Mission, Values, and Priorities section of the WACD Strategic Plan was completed; further discussion with partners is encouraged.
- NACD virtual Board Meeting will be held on July 20<sup>th</sup>, 2020.
- NACD is conducting a poll to determine the logistics for the Pacific Region Meeting.
- WACD Forestry resource policy group webinar is scheduled for August 11<sup>th</sup>, 2020. This webinar will have a section on how “How conservation districts can support female forest landowners”, plus other topics. More information forthcoming.

**C. Department of Ecology Update, Alena Reynolds and Anne Baxter**

- No new complaints were filed in Thurston County regarding the DOE Watershed Resource Unit.

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

**A. Return to Work Protocol, Sarah Moorehead - Action Item**

- The draft included local information that Thurston County Health Department recommends implementing including multiple staff on site, social distancing, standards for vehicle use, and performing field work.
- This also included protocols for bio-security measures for staff while in the office.
- There are multiple hyperlinks throughout the document to site local and state resources for further explanation.
- The document was written in a way to be adaptable to the changing needs and requirements through different phases of the State’s plan.
- This document was written for Staff and does not specify how the Board or volunteers will interact with TCD.
- The Board asked to add reminders about disinfecting sun-visors, dashboard controls, and hood latches to the document.

*Supervisor Rushton moved to approve the Staff TCD Return to Work Protocol as amended.*

*Supervisor DeWreede seconded. Motion passed unanimously, (3-0).*

**ACTION ITEM: Executive director and Supervisor Rushton will work on a Return to Work Protocol for the public and volunteers (including board members) for review at the July 14<sup>th</sup> Work Session.**

**Governance**

**A. Zangler Cove Bulkhead Removal Project, Resolution 2020-07, All –Action Item**

- Resolution 2020-07 gives direction on how to work with partners in Zangler Cove, Washington State Recreation, and Conservation Offices.
- It stated that TCD will comply with the roles and responsibilities that are set forth within the Application Resolution Operation Authorization form.
- This authorized Sarah Moorehead and Karin Strelieff to submit the final grant application and administer day to day project protocol.

116 *Supervisor DeWreede moved to approve the Zangler Cove Bulkhead Removal Project,*  
117 *Resolution 2020-07. Supervisor Rushton seconded. Motion passed unanimously, (3-0).*  
118

119 **B. Debrief of Clackamas Farm and Conservation Resource Center Presentation , All**

- 120 • Tom Salzer, the Director of WACD gave a presentation on his experience  
121 overseeing the construction of the Clackamas Farm and Conservation Center at  
122 the June 9<sup>th</sup> Work Session.
- 123 • He provided good advice and practical caution regarding his experience.
- 124 • TCD Board members expressed a desire to keep the options of retro-fitting an  
125 existing building or sharing a communal property on the table vs building the  
126 center from the ground up.
- 127 • The Board recognized the importance of delegating a Project Manager who has  
128 experience with infrastructure and capital projects. This position would oversee  
129 the project and could be a Supervisor, Staff Member or an outside hire acting as a  
130 Project Development Specialist.
- 131 • TCD could find resources and finance structures from outside the District to help  
132 fund the project. Private citizens and organizations have offered to donate land,  
133 money, partnership, and/or services to help TCD achieve our goal.  
134

135 **ACTION ITEM: Staff should compile a list or survey of “wants and needs” for a new**  
136 **facility. This would help direct the Board and Project Manager with potential sites and**  
137 **amenities. Supervisor Rushton noted the district has gone through the “wants and needs”**  
138 **analysis a couple of times which documentation may jump start this new effort.**  
139

140 **C. July 14<sup>th</sup> Work Session Topic List, All**

- 141 • Edit and Review June 9<sup>th</sup> Special Meeting and June 25<sup>th</sup> Board Meeting Minutes.
- 142 • Covid-19 Health Update, including adding volunteers and the public to Continuity of  
143 Operations during COVID-19 DRAFT.
- 144 • Mid-year Annual Budget Review
  - 145 • Review 2020 Budget
  - 146 • Review and prioritize items for Action
  - 147 • Conservation and Education Center Funding
- 148 • Policy Development
  - 149 • TCD Code of Conduct
  - 150 • Policy Update schedule review and prioritization
- 151 • Updates and Announcements
  - 152 • Board of Supervisors
  - 153 • Executive Director
- 154 • July 30<sup>th</sup> Board Meeting agenda development  
155

156 **ACTION ITEM: Staff presentations will resume at the August 11<sup>th</sup> Work Session. The**  
157 **Staff Presentations will be recorded and added to the website as a community educational**  
158 **tool.**  
159

160 **Mid-Term Elected Seat Appointment Interview(s)**

- 161 • The Board interviewed Helen Wheatley for the vacant mid-term elected supervisor position.

162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205

**Executive Session:** *Evaluate qualifications of applicant to vacant Board position.*

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

*RCW 42.30.110 (h) To evaluate the qualifications of a candidate for appointment to elective office.*

Executive Session opened at 6:57pm for 15 minutes with no action taken, ending at 7:09pm

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

**Other Reports**

**A. Board of Supervisor Report, All**

- TCD Board and Staff submitted an entry to the Washington Conservation Society's Leaving a Legacy Book for former Supervisor Harry Peterson.
- The Olympia City Council has authorized the Land Use Committee to work with a group to develop a preservation or mitigation policy for the Spooner Farms site. The group includes TCD staff and supervisors, CFLT staff and board members. The group will meet on July 7<sup>th</sup>.
- WACD should be consulted to determine interest in TCD giving a presentation on the Spooner Farms Mitigation Policy at the WACD annual meeting in December.

**B. Executive Director Report, Sarah Moorehead**

- A staff member is going through Drone Pilot Certification training which will allow the staff member to use TCD's drone for future projects.
- TCD has completed a survey for landowners in the Deschutes Watershed to identify barriers in riparian restoration. The survey had a 12% response rate.
- TCD will focus attention on three smaller towns within Thurston County in order to better serve those communities.

**ACTION ITEM: TCD Board and Staff will report on the Deschutes Watershed Survey results at a future Work Session.**

**ACTION ITEM: TCD Board and Staff will develop ways to induce 3 smaller towns (Rochester, Tenino, Rainier) to become part of Thurston CD to be discussed at a future Work Session. The first step will be contacting these town's city councils, to be done by our executive director.**

**Executive Session Report Out, All – Action Item**

- The TCD Board of Supervisors discussed the qualifications and interview of candidate Helen Wheatley as a potential Supervisor to fill the term for the vacant position.

*Supervisor Rushton moved to appoint Helen Wheatley as the Supervisor to fill the term for the vacant position on the TCD Board of Supervisors. Supervisor DeWreede seconded. Motion passed unanimously, (3-0).*

206 • Supervisor Wheatley was informed of the Boards decision to appoint her to TCD's Board of  
207 Supervisors. She accepted the position and looks forward to working with the Board and Staff.

208

209 **ACTION ITEM: Executive Director Sarah Moorehead will contact Supervisor Wheatley to**  
210 **orientation and introductory information regarding TCD Board schedule, protocol, and**  
211 **responsibilities.**

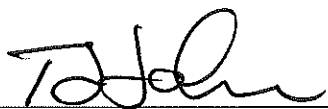
212

213 *Supervisor DeWreede moved to adjourn. Supervisor Rushton seconded. Motion passed*  
214 *unanimously, (3-0).*

215

216 **Adjourn 7:28pm**

217 Respectfully,

X 

---

T.J. Johnson  
TCD Board Chair

219