

Thurston Conservation District Board of Supervisors  
May 14<sup>th</sup>, 2020  
Special Meeting Minutes: via GoToMeeting 3pm – 4:13pm  
Originally scheduled: 3pm- 5:30pm



1 Meeting: 3:00pm – 5:30pm

**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
Doug Rushton, TCD Board Supervisor	

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**Summary of Action Items:**

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- **ACTION ITEM:** move April Minutes to May 29<sup>th</sup> Consent Agenda.
- **ACTION ITEM:** Board has given the Executive Director direction to develop internal steps to prepare for Stage 4 and Staff returning to the office.
- **ACTION ITEM:** Staff will ensure hearing impaired access with social distancing amplification in place for proposed educational and work party events.
- **ACTION ITEM:** TCD's 5 year Strategic Plan will be added as an Action Item to the May Board Meeting Agenda.
- **ACTION ITEM:** Ben Cushman will revise a draft Bid Policy to adhere to the current laws. This document should be ready for Board review by the June Work Session.
- **ACTION ITEM:** Final Drafts of the 2019 TCD Report of Accomplishments and the 2020 Annual plan of Work will be completed and moved to action items on the May Board Meeting.

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**Summary of Motions Passed:**

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- *Supervisor DeWreede moved to adopt the Revised Agenda. Supervisor Iyall seconded. Motion passed, (4-0).*
- *Supervisor Rushton moved to add the April 23<sup>rd</sup> Minutes to the May 29<sup>th</sup> Consent Agenda. Supervisor DeWreede seconded. Motion passed, (4-0).*
- *Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed, (4-0).*

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**Full Version of the Minutes**

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**Welcome & Introductions**

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3:00pm TCD Board Chair TJ Johnson called the May 14<sup>th</sup>, 2020 Special Board Meeting to order via an online forum *Go To Meeting*. Thurston Conservation District Board, Staff, and partners were introduced by the Board Chair verbally. TCD Board Chair Johnson will name out Supervisors on each vote and announced that the meeting is audio recorded.

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33 **Agenda Review - Action Item**

- 34 • Move item 5 Discuss the Midterm Appointment for elected position to item 11 after the  
35 Executive Session.

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37 *Supervisor DeWreede moved to adopt the Revised Agenda. Supervisor Iyall seconded. Motion*  
38 *passed, (4-0).*

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41 **April 23<sup>rd</sup> 2020 Minutes Review and Revision, All -Action Item**

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43 *Supervisor Rushton moved to add the April 23<sup>rd</sup> Minutes to the May 28<sup>th</sup> Consent Agenda.*  
44 *Supervisor DeWreede seconded. Motion passed, (4-0).*

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47 **ACTION ITEM: move April Minutes to May 28<sup>th</sup> Consent Agenda.**

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

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

- 51 • TCD has been encouraged to telework until stage 4 of the Governor's Phased  
52 approach to re-opening Washington State.  
53 • WSCC has issued a return to work protocol that TCD wants to adopt once the  
54 Governor has cleared Thurston County for Stage 4.  
55 • The Staff has been asked to extend their telework agreements through the end of  
56 June 2020.  
57 • TCD is looking into education events and work party guidelines to ensure safe  
58 practices.  
59 • TCD needs to have protocol for interacting with vendors and clients.

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61 **ACTION ITEM: Board has given the Executive Director direction to develop internal steps**  
62 **to prepare for Stage 4 and Staff returning to the office.**

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64 **ACTION ITEM: Staff will ensure hearing impaired access with social distancing**  
65 **amplification in place for proposed educational and work party events.**

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68 **Review of the Strategic Plan Community Feedback, All**

- 69 • The Public feedback does not warrant edits to the existing document.  
70 • The TCD Strategic Plan has moved into the final editing phase.

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72 **ACTION ITEM: TCD's 5 year Strategic Plan will be added as an Action Item to the May**  
73 **Board Meeting Agenda.**

76 **Equipment Rental and Soil Testing Services update, All**

- 77 • The programs are up and running with community participation and support.
- 78 • Equipment Rental and Soil Program updates will be removed as a standing item
- 79 on future agendas and topic lists.

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81 **Policy Development, All**

- 82 • The District has identified different ways it procures projects, goods, and services.
- 83 • MRSC guidance policy is the framework TCD will use to draft a comprehensive
- 84 Bid Policy.
- 85 • There are three different kinds of bids that will be addressed in the Policy:
  - 86 i. Large construction projects.
  - 87 ii. Contracting professional services.
  - 88 iii. Procuring other types of goods and services.
- 89 • Once the Board approves the policy, Staff will generate a checklist to ensure TCD
- 90 is moving through a systematic process and obtaining proper documents for future
- 91 bids.

92 **ACTION ITEM: Ben Cushman will revise a draft Bid Policy to adhere to the current laws.**

93 **This document should be ready for Board review by the June Work Session.**

94 **Executive Director and Board Updates and Announcements, All**

95 **A. Board of Supervisor Reports**

- 96 • Spooner Farm Parcel and No Farmland Loss updates.
  - 97 ○ Supervisor Johnson is working with Olympia City Council Member Dani
  - 98 Madrone to help facilitate an action plan.
  - 99 ○ City Councilwomen Madrone along with Members of the City of Olympia
  - 100 Land Use Committee are interested in developing a City of Olympia
  - 101 Mitigation Policy for Farmland.
  - 102 ○ A meeting with City officials, president of the Community Farmland Trust,
  - 103 Sarah Moorehead and Supervisor Johnson will be scheduled to consider
  - 104 mitigation policies from other communities.
  - 105 ○ NACD and WACD will be notified. TCD has asked for support and resources
  - 106 during this process.

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108 **B. Executive Director Report**

- 109 • Schedule 22 Financial Report has been submitted to the State Auditor's Office.
- 110 • The final draft of the 2019 TCD Report of Accomplishments is complete and is ready
- 111 to be sent to the Board of Supervisors for approval at the May Board Meeting.
- 112 • The 2019 TCD Report of Accomplishments will be included in the 2020 Annual plan
- 113 of Work, which will be submitted to WSCC.

115 **ACTION ITEM: Final Drafts of the 2019 TCD Report of Accomplishments and the 2020**  
116 **Annual plan of Work will be completed and moved to action items on the May Board**  
117 **Meeting.**

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120 **Executive Session**, to discuss the midterm appointment vacancy. 3:45pm-4:08pm

121 In attendance: TCD Board Supervisors, Executive Director Sarah Moorehead, and Legal  
122 Counsel Ben Cushman. The web meeting was moved to separate meeting room via Go to  
123 Meeting and will return to the public meeting room when finished.

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

126 *Started at 3:45pm for 30 minutes and ended early at 4:08pm. No action was taken.*

127 **11. Executive Session Report out, All- Action Item**

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- The application period is extended to the end of May. Board has asked Staff to use additional outreach to recruit diversity into the existing Board.
  - All applications will be considered after the application period has ended.
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131 **May Board Meeting Agenda Development, tentative items:**

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- April 23<sup>rd</sup> minutes and Financial Reports on the Consent Calendar
  - Update on the Covid-19 response
  - The Strategic Plan, consider for adoption - *action item*
  - 2020 TCD Annual Plan - *action item*
  - Ecology update (if available)
  - WSCC update
  - WACD and NACD updates
  - Midterm Appointment for vacant elected Position update in the Executive Director Report.
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142 *Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed, (4-0).*

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144 **Adjourn 4:13pm**

145 Respectfully,

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T.J. Johnson  
TCD Board Chair

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