

# Thurston Conservation District Consent Agenda Decision Sheet June 24, 2021 Board Meeting



A. May 13, 2021 Work Session Minutes

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c.  Passed    Moved for discussion during meeting    Tabled to future meeting

B. WSCC Master Contract

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c.  Passed    Moved for discussion during meeting    Tabled to future meeting

C. Zangle Cover Bulkhead Removal Project

- a. Proposed action: accept without amendment and approve.
- b. Action taken:
- c.  Passed    Moved for discussion during meeting    Tabled to future meeting

ADOPTED BY THE BOARD OF THE THURSTON CONSERVATION DISTRICT, WASHINGTON ON JUNE 24, 2021 AND EFFECTIVE IMMEDIATELY

SIGNED:

DocuSigned by:  
*TJ Johnson*  
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TJ Johnson, Board Chair

DocuSigned by:  
*Betsie DeWreede*  
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Betsie DeWreede, Vice Chair

DocuSigned by:  
*Doug Rushton*  
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Doug Rushton, Board Member

DocuSigned by:  
*David Iyall*  
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David Iyall, Board Auditor

ATTEST: DocuSigned by:  
*Sarah Moorehead*  
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Sarah Moorehead, Executive Director

DocuSigned by:  
*Helen Wheatley*  
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Helen Wheatley, Board Member

# Thurston Conservation District Board of Supervisors

## Regular Board Meeting Minutes

June 24, 2021



Virtual GoToMeeting

Meeting Time: 5:30pm - 7:36pm

Originally scheduled: 5:30pm – 6:55pm

### Present at Meeting:

Betsie DeWreede, TCD Vice-Chair

Sarah Moorehead, TCD Executive Director

David Iyall, TCD Board Supervisor

Leah Kellogg, TCD Staff

Doug Rushton, TCD Board Supervisor

Susan Shelton, TCD Staff

Helen Wheatley, TCD Board Supervisor

Robin Buckingham, Natural Resource-

Ben Cushman, TCD Attorney

Conservation Service

### Summary of Action Items

- 1 • **ACTION ITEM: Staff will ask Ms. Fike to provide a written report via email.**
- 2 • **ACTION ITEM: ED Moorehead will follow-up with Robin Buckingham to schedule a**
- 3 **NRCS Overview presentation for a future TCD Board Work Session.**
- 4 • **ACTION ITEM: The CEC Board Sub-Committee will meet in the upcoming week.**
- 5 • **ACTION ITEM: ED Moorehead will prepare a letter of support to the Thurston County**
- 6 **Board of Commissioners on behalf of the TCD Board for the use of American Rescue**
- 7 **Plan Act funds for the Agricultural Market Reset to support COVID-19 relief and**
- 8 **recovery for agricultural businesses.**

### Summary of Motions Passed

- 9 • ***Supervisor Wheatley moved to adopt the revised Agenda. Supervisor DeWreede***
- 10 ***seconded. Motion passed unanimously, (4-0). Supervisor Iyall was not present.***
- 11 • ***Supervisor DeWreede moved to approve the Revised Consent Agenda. Supervisor***
- 12 ***Wheatley seconded. Motion passed unanimously, (4-0). Supervisor Iyall was not***
- 13 ***present.***
- 14 • ***Supervisor DeWreede moved to approve the May 24, 2021 Board Meeting Minutes.***
- 15 ***Supervisor Wheatley seconded. Motion passed unanimously, (3-0). Supervisor Johnson***
- 16 ***abstained; and Supervisor Iyall was not present.***
- 17 • ***Supervisor DeWreede moved to approve the June 2021 Financial Report. Supervisor***
- 18 ***Rushton seconded. Motion passed unanimously, (5-0).***
- 19 • ***Supervisor DeWreede moved to approve the 2021 TCD In-Person Protocol. Supervisor***
- 20 ***Iyall seconded. Motion passed unanimously, (5-0).***
- 21 • ***Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed***
- 22 ***unanimously, (5-0).***

## Full Version of the Minutes

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### 23 **Welcome & Introductions**

24 At 5:30pm TCD Board Chair called the June 24, 2021 Regular Board Meeting to order via the  
25 online forum, *GoToMeeting*. Thurston CD Board and Staff were introduced by the Board Chair.  
26 For each vote, Chair Johnson called out Supervisors by name. He announced that the meeting is  
27 video recorded. TCD Board Supervisor Iyall was not present, but joined later in the meeting.

### 28 **Agenda Review-1:36**

- 29 • Items 3A - *May 27, 2021 Board Meeting Minutes* and 3C- *June 2021 Financial Report* will
- 30 be removed from the consent agenda and discussed after the consent agenda vote.
- 31 • Item 7 - *Executive Session: To discuss the performance of the Executive Director*, will be
- 32 moved to the last item of the Board Meeting after the Executive Report.

33 ***Supervisor Wheatley moved to adopt the revised Agenda. Supervisor DeWreede seconded.***  
34 ***Motion passed unanimously, (4-0). Supervisor Iyall was not present.***

### 35 **Consent Agenda**

- 36 • May 11, 2021 Work Session Minutes
- 37 • WSCC Master Contract
- 38 • Zangle Cover Bulkhead Removal Project

39 ***Supervisor DeWreede moved to approve the Revised Consent Agenda. Supervisor Wheatley***  
40 ***seconded. Motion passed unanimously, (4-0). Supervisor Iyall was not present.***

### 41 **May 24, 2021 Board Meeting Minutes**

- 42 • Supervisor Johnson will abstain from the vote to approve the May 24, 2021 Board
- 43 Meeting Minutes, because he was not present at that meeting.

44 ***Supervisor DeWreede moved to approve the May 24, 2021 Board Meeting Minutes.***  
45 ***Supervisor Wheatley seconded. Motion passed unanimously, (3-0). Supervisor Johnson***  
46 ***abstained; and Supervisor Iyall was not present.***

### 47 **June 2021 Financial Report**

- 48 • Staff was asked to clarify the \$40,754.36 loss reported in the June Monthly Profit & Loss
- 49 (P&L) Report of the Financial Report.
- 50 • Staff explained that most months the District operates at a loss; in other words, for most
- 51 months TCD's expenses exceed its revenue. However, overall for Fiscal Year 2021, the
- 52 District is operating at of surplus of \$68,579.
- 53 • The District's Rates and Charges payment schedule causes monthly fluctuations in TCD's
- 54 cash flow. The district receives large dollar amounts, from Rates and Charges, in the
- 55 months of November and May and much smaller sums in the other months. The
- 56 November and May payments carry the District through those months with losses.

57 Supervisor Iyall joined the meeting.

58 ***Supervisor DeWreede moved to approve the June 2021 Financial Report. Supervisor Rushton***  
59 ***seconded. Motion passed unanimously, (5-0).***

60 **Public Comment (Three minutes per person)**

61 No members of the public chose to comment.

62 **Partner Reports**

63 **A.** Department of Ecology (DOE), *Alena Reynolds*

64 

- Alena Reynolds was not present; a written report was provided.

65 **B.** Washington State Conservation Commission (WSCC) Update, *Jean Fike*

66 

- Jean Fike was not present.

67 **ACTION ITEM: Staff will ask Ms. Fike to provide a written report via email.**

68 **C.** Natural Resources Conservation Service (NRCS) Update, *Robin Buckingham*

69 

- Robin Buckingham announced the appointment of a new WA State NRCS Chief, Terry Cosby, and effective May 24, 2021.

70 

- US Fish and Wildlife will likely partner with NRCS to run a Programmatic Biological Assessment of threatened and endangered prairie species in the South Puget Sound Region. This assessment may offer the potential of new NRCS and TCD partnerships over the next five years.

71 

- There is a pending deadline for the Healthy Forest Reserve Program (HFRP). HFRP is in partnership with Southwest Washington Forestry, which is a Regional Conservation Partnership Program (RCPP). There are opportunities for forestry land owners who would like to have conservation easements on their properties. These projects will be overseen by both conservation districts and NRCS.

72 

- The NRCS Conservation Stewardship Program approved one application in Thurston County.

73 **ACTION ITEM: ED Moorehead will follow-up with Robin Buckingham to schedule a NRCS Overview presentation for a future TCD Board Work Session.**

74 **D.** Washington Association of Conservation Districts (WACD) Update, *Supervisor Rushton*

75 

- A written update was provided in the Board Packet.

76 

- WACD held a meeting on June 21, 2021, where they discussed the budget and the performance evaluation of the Executive Director (ED), Tom Salzer.

77 

- With its \$1.8 million reserve fund, WACD can lower the cost of its annual dues for conservation districts.

78 **E.** National Association of Conservation Districts (NACD) Update, *Supervisor Rushton*

79 

- A written update was provided in the Board Packet.

92 **Covid-19 Update, ED Moorehead**

- 93 • ED Moorhead presented the *2021 TCD In-Person Protocol* for reopening the office to the
- 94 public, Board, and staff.
- 95 • The protocol has been by reviewed by staff and TCD’s Legal Counsel.
- 96 • ED Moorhead will add the effective date of July 1, 2021 to the protocol once the Board
- 97 approves it.

98 ***Supervisor DeWreede moved to approve the 2021 TCD In-Person Protocol. Supervisor Iyall***

99 ***seconded. Motion passed unanimously, (5-0).***

100 **TCD Citizens Advisory Committee (CAC)**

- 101 • Staff received one application for the CAC. Staff and Board will continue to do outreach
- 102 for this position until the closing date for applications on June 30, 2021.
- 103 • The Board will discuss the applications received, and possible closing date extensions, at
- 104 the July 13, 2021 Work Session.

105 **TCD Conservation and Education Center (CEC)**

106 **A. Contract Discussion**

- 107 • ED Moorehead met with Tom Beckwith of Beckwith Consulting Group to discuss
- 108 the various elements of the CEC proposal in order to ensure that the final budget
- 109 and project plan meets the Board’s requirements.
- 110 • The Board delegated its CEC sub-committee to refine the scope and budget of the
- 111 Beckwith proposal and to present their suggested changes to the Board, for
- 112 discussion, at the July 13, 2021 Work Session.

113 **ACTION ITEM: The CEC Board Sub-Committee will meet in the upcoming week.**

114 **B. Identify Stakeholder and Criteria**

- 115 • The Board created lists of potential CEC partners; site ideas; Board and staff
- 116 building requirements; possible stakeholder outreach methods; and engagement
- 117 methods like focus groups. The Sub-Committee will refine these lists to be
- 118 included in the project plan.

119 **Governance, All**

120 **A. July 13, 2021 draft Topic List**

- 121 • Staff Presentation: 2019-21 Completed Cost Share Projects, Marguerite Abplanalp,
- 122 Natural Resource Specialist
- 123 • June 24, 2021 and June 8, 2021 Minutes Review & Revision
- 124 • Discussion of Resolution #2021-04: WSCC Cost Share Rate and Resolution #2021-05:
- 125 Cooperator Labor Rate
- 126 • TCD 2021 Mid-Year Budget Review
- 127 • TCD Citizen’s Advisory Committee

- 128 • Conservation and Education Center
- 129 • Salary Study Update
- 130 • Community Awards Program
- 131 • WACD Resolutions
- 132 • Covid-19 Health Update
- 133 • Important Updates & Announcements
- 134 • July 23, 2021 Board Meeting Agenda Development

135 **Other Reports**

136 A. Board of Supervisors Report, *All*

- 137 • Supervisor Johnson reported that the Olympia Farmland Loss Committee will
- 138 meet for the final time on July 5, 2021. At that meeting, they will discuss
- 139 recommendations, which they will present to the City of Olympia’s Land Use
- 140 Committee at its July 15, 2021 meeting.

141 B. Executive Director Report, *ED Moorehead*

- 142 • Staff is on track to complete the FY19-21 projects and deliverables by the end of
- 143 the State’s Biennium on June 30, 2021.
- 144 • The WA State Department of Agriculture and the WSCC are working together to
- 145 create a grant program for conservation districts and other organizations. These
- 146 grants address agricultural infrastructure needs – like livestock slaughter and
- 147 processing facilities. The Thurston County Agricultural Advisory Committee and
- 148 TCD have an opportunity to provide input on the resource allocation for farmers.
- 149 • The Thurston County Board of Commissioners is considering ways to allocate
- 150 their Economic Relief and Community Support funding for those groups who
- 151 have been negatively impacted by the Covid-19 pandemic. TCD Staff has drafted
- 152 a letter proposing to allocate \$2 million of the relief funds to farmers for local
- 153 food security and production.

154 **ACTION ITEM: ED Moorehead will prepare a letter of support to the Thurston County Board of**  
155 **Commissioners on behalf of the TCD Board for the use of American Rescue Plan Act funds for**  
156 **the Agricultural Market Reset to support COVID-19 relief and recovery for agricultural**  
157 **businesses.**

158 **Executive Session: To discuss the performance of the Executive Director.**

159 In attendance: TCD Supervisors; Johnson, Wheatley, Iyall, Rushton, and DeWreede, and TCD  
160 Staff Susan Shelton.

161 *RCW 42.30.110 (g) To evaluate the qualifications of an applicant for public employment or*  
162 *to review the performance of a public employee.*

163 *Executive Session opened at 7:16pm for 20 minutes with no action taken, ending at 7:34pm*  
164 ***Regular meeting opened at 7:35pm.***

165 **Executive Session Report Out**

- 166 • No actions were taken.

167 ***Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed***  
168 ***unanimously, (5-0).***

**Adjourn 7:36pm**

Respectfully,

X  DocuSigned by:  
TJ Johnson  
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TJ Johnson  
TCD Board Chair