

Thurston Conservation District Consent Agenda Decision Sheet September 23, 2021 Board Meeting



- A. August 26, 2021 Board Meeting Minutes
 - a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. Passed Moved for discussion during meeting Tabled to future meeting

- B. September 2021 Financial Report
 - a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. Passed Moved for discussion during meeting Tabled to future meeting

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

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

- E. WSCC Cost Share Contract - Mills
 - 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
SEPTEMBER 23, 2021 AND EFFECTIVE IMMEDIATELY

SIGNED:

DocuSigned by:
TJ Johnson
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TJ Johnson, Board Chair

DocuSigned by:
Helen Wheatley
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Helen Wheatley, Vice-Chair

DocuSigned by:
Doug Rushton
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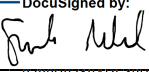
Doug Rushton, Board Member

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David Iyall
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David Iyall, Board Auditor

ATTEST:

DocuSigned by:



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Sarah Moorehead, Executive Director

DocuSigned by:



Betsie DeWreede, Board Member

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

September 23, 2021



Virtual GoToMeeting

Meeting Time: 5:30pm – 7:18pm

Originally scheduled: 5:30pm – 7:35pm

Present at Meeting:

- | | |
|---|---|
| Helen Wheatley, TCD Vice-Chair | Sam Heinz, Public Sector Personnel Consulting |
| Betsie DeWreede, TCD Board Supervisor | Charlotte Persons, Private Citizen |
| David Iyall, TCD Board Supervisor | Ariane Takano, Washington Federation State Employees |
| Doug Rushton, TCD Board Supervisor | Heather McCoy, Whidbey Island Conservation District Manager |
| Chris Stearns, TCD Associate Supervisor | Dave Edwards, Whidbey Island Conservation District Supervisor |
| Ben Cushman, TCD Attorney | Mark Sytsma, Whidbey Island Conservation District Supervisor |
| Sarah Moorehead, TCD Executive Director | |
| Leah Kellogg, TCD Staff | |
| Alena Reynolds, Department of Ecology | |
| Jean Fike, WA State Conservation Commission | |

Summary of Action Items

- 1 • **ACTION ITEM:** Supervisor Rushton will send out the *WACD Resolution: Establishing a*
2 *WACD Sustainable Funding Committee* to southwest area conservation district directors
3 for consideration.

Summary of Motions Passed

- 4
- 5 • **Supervisor Rushton moved to adopt the revised Agenda. Supervisor Iyall seconded.**
6 *Motion passed unanimously, (4-0).*
- 7 • **Supervisor Iyall moved to approve the revised Consent Agenda. Supervisor DeWreede**
8 *seconded. Motion passed unanimously, (4-0).*
- 9 • **Supervisor Rushton moved to approve the TCD Resolution #2021-06: Authorizing Use**
10 *of Cash Operating Reserve Fund. Supervisor DeWreede seconded. Motion passed*
11 *unanimously, (4-0).*
- 12 • **Supervisor Rushton moved to approve the WACD Resolution: Establishing a WACD**
13 *Sustainable Funding Committee. Supervisor Iyall seconded. Motion passed*
14 *unanimously, (4-0).*
- 15 • **Supervisor Iyall moved to approve Year-End Budget Adjustment Amendment.**
16 *Supervisor DeWreede seconded. Motion passed unanimously, (4-0).*
- 17 • **Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed**
18 *unanimously, (4-0).*

Full Version of the Minutes

19 **Welcome & Introductions**

20 At 5:30pm TCD Board Vice-Chair Wheatley called the September 23, 2021 Regular Board
21 Meeting to order via the online forum, *Zoom*. Thurston CD Board and Staff were introduced by
22 the Board Vice-Chair. For each vote, Vice-Chair Wheatley called out Supervisors by name. She
23 announced the meeting was being video recorded. Supervisor Johnson was not present and
24 was excused from this meeting.

25 **Agenda Review**

- 26 • Three WSCC Cost Share Contracts (Ginter, Swardz, and Mills) were added to the
27 September 23, 2021 Consent Agenda.
- 28 • Item 4 (*Public Comment*) was moved to after Item 2 (*Agenda Review*) and before Item 3
29 (*Consent Agenda*).
- 30 • Item 5 (*Salary Study Presentation*) was moved to after the new Item 3 (*Public Comment*)
31 and before the new Item 4 (*Consent Agenda*).

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

34 **Public Comment**

35 Charlotte Persons gave a comment.

36 **Salary Study Presentation**

37 Sam Heinz, from Public Sector Personnel Consulting, presented the methodology, findings and
38 recommendations from the TCD Salary Study.

39 **Consent Agenda**

- 40 • August 26, 2021 Board Meeting Minutes
- 41 • September 2021 Financial Report
- 42 • WSCC Cost Share Contracts (Gunter, Swartz, and Mills)

43 ***Supervisor Iyall moved to approve the revised Consent Agenda. Supervisor DeWreede***
44 ***seconded. Motion passed unanimously, (4-0).***

45 **Partner Reports**

- 46 A. Natural Resources Conservation Service (NRCS), *Robin Buckingham*
47 • Robin was not present.
48 • A written update was provided in the Board Packet.
- 49 B. Department of Ecology (DOE), *Alena Reynolds*
50 • A written update was provided in the Board Packet.
51 • The DOE's Water Quality Grant applications are due on October 12, 2021.
- 52 C. Washington State Conservation Commission (WSCC) Update, *Jean Fike*

53 • At its meeting on September 16, the WSCC adopted the recommendations of the
54 Joint Committee on conservation district elections. These recommendations will
55 require legislative action; and will therefore not impact the District’s 2022
56 election.

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

- 58 • A written update was provided in the Board Packet.
59 • The Southwest Area WACD meeting will be hosted virtually by Grays Harbor
60 Conservation District on October 18, 2021.

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

- 62 • A written update was provided in the Board Packet.

63 **TCD Resolutions**

- 64 • *TCD Resolution #2021-06: Authorizing Use of Cash Operating Reserve Fund* was
65 presented to the Board.

66 TCD Staff is requesting approval to transfer up to \$120,000 from the Reserve Fund
67 account to the operating checking account. These funds will be used to cover District
68 operating expenses until the District receives its Rates and Charges payment from
69 Thurston County on November 10. At that time the funds will be transferred back to the
70 Reserve Fund account.

71 ***Supervisor Rushton moved to approve the TCD Resolution #2021-06: Authorizing Use of Cash***
72 ***Operating Reserve Fund. Supervisor DeWreede seconded. Motion passed unanimously, (4-0).***

- 73 • *WACD Resolution: Establishing a WACD Sustainable Funding Committee* was presented.
74 This resolution declares TCD’s support of the WACD’s intention to establish a committee
75 that would review and develop identified and new opportunities for consistent and
76 stable funding for Washington State conservation districts.

77 ***Supervisor Rushton moved to approve the WACD Resolution: Establishing a WACD***
78 ***Sustainable Funding Committee. Supervisor Iyall seconded. Motion passed unanimously, (4-***
79 ***0).***

80 **ACTION ITEM:** Supervisor Rushton will send out the *WACD Resolution: Establishing a WACD*
81 *Sustainable Funding Committee* to southwest area conservation district directors for
82 consideration.

83 **COVID-19 Update**

- 84 • Staff has added a safety measure, as directed by the Board. The front door will remain
85 locked during business hours. Staff has installed a doorbell and sign at the front door for
86 visitors.

87 **Governance**

88 A. Conservation and Education Center (CEC) Update

- 89 • Beckwith Consulting has scheduled two separate Zoom meetings, one with staff
- 90 and one with Supervisors, to “Kick Off” the planning phase of the CEC Feasibility
- 91 Study.
- 92 • The meeting with staff will discuss: needs for staff programs, clarification of
- 93 District services, and expansion expectations of the new facility.
- 94 • The Board has cancelled the October 14, 2021 Work Session and will instead
- 95 meet with Beckwith Consulting during that time.

96 B. Year-End Board Meetings Schedule

- 97 • The Board has condensed the remaining meetings of 2021 to accommodate the
- 98 Beckwith CEC Meeting and the holiday season.
- 99 • October 14, 2021 Work Session has been cancelled so that Supervisors can meet
- 100 with Beckwith Consulting from 3:00-5:00PM.
- 101 • The November Work Session and Board Meeting will be combined and held on
- 102 November 18, 2021 from 5:30-800PM.
- 103 • The December Work Session and Board Meeting will be combined and held on
- 104 December 16, 2021 from 5:30-800PM.

105 C. Year-End Budget Adjustment Proposal

- 106 • TCD’s Soil Health Program has had a 4-fold increase in participation this year; its
- 107 budget needs to be supplemented to support the program through the end of
- 108 the 2021 fiscal year.
- 109 • Staff proposes moving the funds budgeted for the Justice, Equity, Diversity, and
- 110 Inclusion Program (\$10,553) to cover the additional costs of running the Soil
- 111 Health Program.

112 ***Supervisor Iyall moved to approve Year-End Budget Adjustment Amendment. Supervisor***

113 ***DeWreede seconded. Motion passed unanimously, (4-0).***

114 D. October Board Meeting Agenda

- 115 • October 2021 Financial Report
- 116 • September 14, 2021 Work Session Minutes and September 23, 2021 Board Meeting
- 117 Minutes Review & Revision
- 118 • Partner Reports
- 119 • Rural Agriculture Development Presentation
- 120 • Staff Presentation: Board Dashboard
- 121 • 2022 Unrestricted Budget Development
- 122 ○ 2022 Unrestricted Budget Proposal
- 123 ○ TCD Reserve Funds Discussion
- 124 • Covid-19 Update
- 125 • Governance
- 126 ○ Conservation and Education Center Update
- 127 ○ Southwest Area WACD Meeting Debrief

- 128 ○ November 18, 2021 Board Meeting Agenda Development
- 129 ● Important Updates & Announcements
- 130 ● Executive Session: To Discuss Performance of the Executive Director.
- 131 ● Closed Session: To Discuss Collective Bargaining Negotiations.

132 **Other Reports**

133 A. Board of Supervisors Report

- 134 ● Supervisor Iyall met with the WACD Diversity, Equity and Inclusion Committee;
- 135 they have compiled a list of topics for the WACD to consider. Supervisor Iyall will
- 136 present the findings to the TCD Board at an upcoming meeting.

137 B. Executive Director Report

- 138 ● Supervisors are invited to provide public comment on the Thurston County
- 139 Habitat Conservation Plan Environmental Impact Statement. ED Moorehead
- 140 provided the links for public comment in an earlier email.
- 141 ● TCD and its partner groups, Washington State University Extension and Eco
- 142 Studies Institute, are developing a Thurston County Grazing Association. This
- 143 program will focus on the use of conservation grazing techniques and practices
- 144 to enhance the landscape and it will provide technical assistance, tools and
- 145 implementation funding to support a large population of prairie and pasture
- 146 owners.

147

148 ***Supervisor Iyall moved to adjourn. Supervisor DeWreede seconded. Motion passed***

149 ***unanimously, (4-0).***

Adjourn 7:18 pm

Respectfully,

X 

Helen Wheatley
TCD Board Vice-Chair