

Thurston Conservation District Consent Agenda Decision Sheet October 28, 2021 Board Meeting



- A. September 14, 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 Livestock TA Addendum
 - a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. Passed Moved for discussion during meeting Tabled to future meeting

- C. WSCC NRI Cost Share Contract #17977
 - a. Proposed action: accept without amendment and approve.
 - b. Action taken:
 - c. Passed Moved for discussion during meeting Tabled to future meeting

- D. RCO Agreement 20-1517R: Zangle Cove Bulkhead Removal
 - 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
October 28, 2021 AND EFFECTIVE IMMEDIATELY

SIGNED:

DocuSigned by:

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TJ Johnson, Board Chair

DocuSigned by:

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Helen Wheatley, Vice-Chair

DocuSigned by:

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Doug Rushton, Board Member

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David Iyall, Board Auditor

ATTEST:

DocuSigned by:

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Sarah Moorehead, Executive Director

DocuSigned by:

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Betsie DeWreede, Board Member

Thurston Conservation District Board of Supervisors

Regular Board Meeting Minutes

October 28, 2021



Virtual GoToMeeting

Meeting Time: 5:30pm – pm

Originally scheduled: 5:30pm – 7:55pm

Present at Meeting:

TJ Johnson, TCD Chair

Helen Wheatley, TCD Vice-Chair

Betsie DeWreede, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

Chris Sterns, TCD Associate Supervisor

Ben Cushman, TCD Attorney

Sarah Moorehead, TCD Executive Director

Leah Kellogg, TCD Staff

Yan Dong, TCD Staff

Alena Reynolds, Department of Ecology

Robin Buckingham, Natural Resources

Conservation Services

Stephan Bramwell, WSU Extension

Tina Sharp, Thurston Economic Development

Council (EDC)

Aslan Meade, Thurston EDC

Summary of Action Items

- 1 • **ACTION ITEM: Staff will update the Proposed 2022 Unrestricted Budget with increased**
- 2 **amounts for the Supervisor Conference and Training and the Supervisor Travel**
- 3 **budgets.**
- 4 • **ACTION ITEM: Staff and Counsel will draft a policy that will give Executive Director**
- 5 **Moorehead additional authorities to manage expenditures within the Budget.**
- 6 • **ACTION ITEM: Staff will publish and post required documentation for the board**
- 7 **quorums that form at the various sessions of the WACD Annual Meeting.**

Summary of Motions Passed

- 9 • ***Supervisor Iyall moved to adopt the revised Agenda. Supervisor Wheatley seconded. Motion passed unanimously, (5-0).***
- 10 • ***Supervisor Wheatley moved to approve the revised Consent Agenda. Supervisor***
- 11 ***DeWreede seconded. Motion passed unanimously, (5-0).***
- 12 • ***Supervisor Iyall moved to approve the September 23, 2021 Board Meeting Minutes.***
- 13 ***Supervisor Rushton seconded. Motion passed, (4-0). Supervisor Johnson abstained.***
- 14 • ***Supervisor DeWreede moved to approve the October 2021 Financial Report. Supervisor***
- 15 ***Wheatley seconded. Motion passed unanimously, (5-0).***
- 16 • ***Supervisor Rushton moved to authorize the use of \$1,000 from the Supervisor***
- 17 ***Conference Fees and Supervisor Travel budgets for Supervisor Johnson to travel to***
- 18 ***Spokane County and attend the Food and Farm Symposium on November 5, 2021.***
- 19 ***Supervisor Iyall seconded. Motion passed, (4-0). Supervisor Johnson abstained.***
- 20

- 21 • ***Supervisor DeWreede moved to adjourn. Supervisor Iyall seconded. Motion passed***
22 ***unanimously, (5-0).***

Full Version of the Minutes

Welcome & Introductions

24 At 5:30pm TCD Board Chair TJ Johnson called the October 28, 2021 Regular Board Meeting to
25 order via the online forum, *Zoom*. Thurston CD Board and Staff were introduced by the Board
26 Chair. For each vote, TCD Chair Johnson called out Supervisors by name. He announced the
27 meeting was being video recorded.

Agenda Review

- 29 • Item 13, *Executive Session: To Discuss Performance of the Executive Director* was given
30 an additional 5 minutes of allotted time.
- 31 • Item 3B, *September 23, 2021 Board Meeting Minutes* was removed from the Consent
32 Agenda and moved to Item 4
- 33 • Item 3C, *October 2021 Financial Report* was removed from the Consent Agenda and
34 moved to Item 5.

35 ***Supervisor Iyall moved to adopt the revised Agenda. Supervisor Wheatley seconded. Motion***
36 ***passed unanimously, (5-0).***

Consent Agenda

- 38 • September 14, 2021 Work Session Minutes
39 • WSCC Livestock TA Addendum
40 • WSCC NRI Cost Share Contract #17977
41 • RCO Agreement 20-1517R: Zangle Cove Bulkhead Removal

42 ***Supervisor Wheatley moved to approve the revised Consent Agenda. Supervisor DeWreede***
43 ***seconded. Motion passed unanimously, (5-0).***

September 23, 2021 Board Meeting Minutes

45 ***Supervisor Iyall moved to approve the September 23, 2021 Board Meeting Minutes.***
46 ***Supervisor Rushton seconded. Motion passed, (4-0). Supervisor Johnson abstained.***

October 2021 Financial Report

48 ***Supervisor DeWreede moved to approve the October 2021 Financial Report. Supervisor***
49 ***Wheatley seconded. Motion passed unanimously, (5-0).***

Public Comment

51 No members of the public gave comment.

52 **Partner Reports**

53 A. Natural Resources Conservation Service (NRCS), *Robin Buckingham*

- 54 • Robin Buckingham gave an update and will summarize the update in an email
55 after the meeting.
56 • For FY2021, the NRCS was allocated \$41,000,000 for Washington State
57 programs.
58 • NRCS has discussed the use of National Association of Conservation Districts
59 (NACD) Technical Assistance (TA) grants as a tool to enhance NRCS and
60 Conservation District (CD) collaboration.

61 B. Department of Ecology (DOE), *Alena Reynolds*

- 62 • Alena Reynolds was not present.

63 C. Washington State Conservation Commission (WSCC) Update, *Jean Fike*

- 64 • Jean Fike was not present.
65 • The WSCC presentation on the Supplemental Budget Request, which was
66 presented at the WACD Area 6 Meeting, was included in the packet.

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

- 68 • A written update was provided in the Board Packet.
69 • The last of WACD's six Area Meetings was held on October 27, 2021. The WACD
70 received about 30 resolutions from CDs. Each of the six Area Groups submitted a
71 resolution, similar to TCD's resolution, which outlined the need for the
72 establishment of a Sustainable Funding Committee for Washington State CDs.

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

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

75 **Rural Agricultural Development Presentation, *Stephen Bramwell (WSU Extension), Tina Sharp***
76 ***(Thurston EDC) & Aslan Meade, Thurston EDC***

77 **Staff Presentation: Board Dashboard, *Yan Dong***

78 **2022 Unrestricted Budget Development,**

- 79 • Supervisor Johnson proposed an increase to the 2022 Supervisor Conference and
80 Training budgets. This increase would allow all five of the Supervisors to travel to and
81 attend relevant conferences and trainings.

82 **ACTION ITEM: Staff will update the Proposed 2022 Unrestricted Budget with increased**
83 **amounts for the Supervisor Conference and Training and the Supervisor Travel budgets.**

- 84 • For 2022, Executive Director Moorehead asked for additional authority to manage
85 District expenditures at the higher Category level rather than at the more detailed
86 Account level. The Monthly Financial Report will continue to report expenditure actuals
87 at the detailed Account level.

88 **ACTION ITEM: Staff and Counsel will draft a policy that will give Executive Director**
89 **Moorehead additional authorities to manage expenditures within the Budget.**

- 90 • Another draft of the Proposed 2022 Unrestricted Budget as well as the Proposed 2022
91 Restricted Budget will be presented to the Board at the November 18, 2021 Board
92 Meeting. The final Proposed 2022 Unrestricted, Restricted and Consolidated Budgets
93 will be presented for approval to the Board at the December 16, 2021 Board Meeting.
- 94 • The new policy describing the Executive Director’s authorities to manage expenditures
95 within the budget will also be presented for approval at the December 16, 2021 Board
96 Meeting.

97 **COVID-19 Update**

- 98 • TCD Staff is following the established Covid-19 protocols and guidelines.

99 **Governance**

100 A. Conservation and Education Center (CEC) Update

- 101 • A draft 1-page document summarizing the Board’s vision for the CEC was
102 provided in the Board Meeting Packet. Once final, this document will be used as
103 a community outreach tool when discussing the CEC with the public.
- 104 • The next steps for the CEC Feasibility Study include:
 - 105 – Prioritization of facility spatial requirements;
 - 106 – Development of the property Request for Quote (RFQ);
 - 107 – Development of a list potential partners and stakeholder groups;
 - 108 – Development of stakeholder interview questions;
 - 109 – Finalization of the Communications 1-Pager.

110 B. 2022 TCD Elections Discussion

- 111 • In 2022, Supervisor Johnson’s seat is up for election and Supervisor DeWreede’s
112 seat is up for a WSCC appointment.
- 113 • Staff created and shared a proposed draft resolution for the 2022 Election. This
114 draft outlines the dates and mechanisms for the TCD 2022 Election.
- 115 • A revised version of the Election Resolution will be presented for approval at the
116 November 18, 2021 Board Meeting.

117 C. WACD Southwest Area Meeting Debrief

- 118 • The meeting summary was included in the Board Meeting Packet.

119 D. Confirm WACD Annual Meeting Registration

- 120 • Executive Director Moorehead will submit the District’s registration for those
121 Supervisors who want to attend any of the various sessions at the WACD Annual
122 Meeting, including the in-person business meeting.

123 **ACTION ITEM: Staff will publish and post required documentation for the board quorums that**
124 **form at the various sessions of the WACD Annual Meeting.**

125 E. Board Travel Authorization

- 126 • Supervisor Johnson asked the Board for authorization to spend \$1,000 from the
- 127 Supervisor Travel and Conference Fee budgets to attend the Food and Farm
- 128 Symposium in Spokane County on November 5, 2021. The funds will cover
- 129 registration, travel, per diem, and lodging costs. He will give an update on the
- 130 Symposium at the November 18, 2021 Board Meeting.

131 ***Supervisor Rushton moved to authorize the use of \$1,000 from the Supervisor Conference Fees***
132 ***and Supervisor Travel budgets for Supervisor Johnson to travel to Spokane County and attend***
133 ***the Food and Farm Symposium on November 5, 2021. Supervisor Iyall seconded. Motion***
134 ***passed, (4-0). Supervisor Johnson abstained.***

135 F. November 18, 2021 Board Meeting Agenda Development

- 136 • October 28, 2021 Board Meeting Minutes
- 137 • November 2021 Financial Report
- 138 • Shore Friendly South Sound - Interlocal Agreement 21-23 Amendment
- 139 • Staff Presentation: TBD
- 140 • TCD Resolution #2021-xx: To Establish the 2022 Election Date, Time, Location &
- 141 Method
- 142 • 2022 Unrestricted Budget Development
 - 143 ○ 2022 Unrestricted Budget Proposal
 - 144 ○ Updated 2022 Unrestricted Budget Proposal
- 145 • COVID-19 Update
- 146 • Governance
 - 147 ○ Conservation and Education Center Update
 - 148 ○ December 16, 2021 Board Meeting Agenda Development
- 149 • Board of Supervisor Reports
- 150 • Executive Director Report
- 151 • Closed Session: To Discuss Collective Bargaining Negotiations

152
153 **Executive Session: To Discuss Performance of the Executive Director**

154 In attendance: TCD Board Members

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

157 Executive Session opened at 7:32pm to last no more than 15 minutes, and it concluded at
158 7:42pm.

159 **Executive Session Report Out**

160 No action was taken.

161 **Closed Session: To Discuss Collective Bargaining Negotiations**

162 In attendance: TCD Board Members, Executive Director Moorehead, and TCD Legal Counsel Ben
163 Cushman

164 *RCW 42.30.140(4)(a) Collective bargaining sessions with employee organizations, including*
165 *contract negotiations, grievance meetings, and discussions relating to the interpretation or*
166 *application of a labor agreement; or (b) that portion of a meeting during which the governing*
167 *body is planning or adopting the strategy or position to be taken by the governing body during*
168 *the course of any collective bargaining, professional negotiations, or grievance or mediation*
169 *proceedings, or reviewing the proposals made in the negotiations or proceedings while in*
170 *progress.*

171 Closed Session opened at 7:45pm to last no more than 15 minutes, and it concluded at 7:58pm.

172 **Closed Session Report Out**

173 No action was taken. The Board will revisit this topic at the November 18, 2021 Board Meeting.

174 **Other Reports**

175 A. Board of Supervisors Report

- 176 • Supervisor Wheatley discussed the agenda topics for the November 5, 2021
177 Thurston Regional Planning Council (TRPC) Agenda.
- 178 • Supervisor Iyall reported on the discussions from the WACD Diversity, Equity and
179 Inclusion (DEI) Committee.
- 180 • Supervisor Johnson described his conversations with two community members
181 who approached him regarding bio-char and the role the District could play in
182 the production of bio-char. The community members described bio-char as a
183 technology that can improve soil quality and sequester carbons in soils.
184 Supervisor Johnson invited the community members to present the idea to the
185 Board at a future board meeting. He plans to meet with the community
186 members and learn more about bio-char and its production.

187 **ACTION ITEM: Staff was asked to research the feasibility of expanding our equipment rental**
188 **program, specifically purchasing and renting out a wood chipper.**

189 B. Executive Director Report

- 190 • TCD and Washington State University Extension (WSU Extension) received
191 funding to develop a “Grazing Association” within Thurston County. TCD will
192 support this group of producers and livestock grazers to develop conservation
193 practices that support: healthy habitats, endangered species, and long-term land
194 management.

195 • Executive Director Moorehead gave a presentation to the WACD Executive
196 Committee on TCD. The presentation included an overview of TCD's: programs,
197 services, staff members, the Board, and the District's accomplishments.

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

Adjourn 8:14 pm

Respectfully,

DocuSigned by:
TJ Johnson
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TJ Johnson
TCD Board Chair