

Thurston Conservation District Board of Supervisors

Work Session Minutes

April 25, 2023

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 5:00 pm – 6:00 pm

Actual Meeting Time: 5:00 pm – 6:00 pm



Present at Work Session:

TJ Johnson, TCD Board Chair

Doug Rushton, TCD Board Supervisor

Helen Wheatley, TCD Board Vice Chair

Betsie DeWreede, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Sam Payne, Member of the Public

Kiana Sinner, TCD Staff

- 1 **1.** Topic List Review, *All*
- 2 **2.** Staff Presentation: 2023 Plant Sale, *Kiana Sinner*
- 3 **3.** Minutes Review & Revision, *All*
- 4 a. March 28, 2023, Board Work Session & Meeting Minutes
- 5 **4.** Conservation and Education Center Development Update, *All*
- 6 **5.** WA State Ballot Initiative #2004 Right to Garden, *All*
- 7 **6.** Chehalis Basin Forestry Strategy, *Betsie DeWreede*
- 8 **7.** Legislative Update, *All*
- 9 **8.** Important Updates & Announcements
 - 10 a. Board of Supervisors, *All*
 - 11 b. Executive Director, *Sarah Moorehead (Executive Director)*
 - 12 i. TCD Office Building Update

Respectfully,

DocuSigned by:

19178BB97FD9411...

TJ Johnson, TCD Board Chair

Thurston Conservation District Board of Supervisors Regular Board Meeting Minutes

April 25, 2023

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 pm – 7:30 pm

Actual Meeting Time: 6:30 pm – 7:08 pm



Present at Meeting:

TJ Johnson, TCD Board Chair

Sarah Moorehead, TCD Executive Director

Helen Wheatley, TCD Board Vice Chair

Sophia Barashkoff, TCD Staff

Betsie DeWreede, TCD Board Supervisor

Hannah Coe, Department of Ecology (DOE)

Doug Rushton, TCD Board Supervisor

Summary of Action Items

- 1 • None.

Summary of Motions Passed

- 2 *Supervisor Wheatley moved to approve the Agenda. Supervisor DeWreede seconded. Motion*
- 3 *passed unanimously, (4-0).*
- 4 *Supervisor DeWreede moved to approve the Consent Agenda. Supervisor Wheatley seconded.*
- 5 *Motion passed unanimously, (4-0).*
- 6 *Supervisor Rushton moved for TCD to approve Resolution #2023-02: Amend the 2023 Budget*
- 7 *to Fully Fund a CEC Feasibility Study. Supervisor DeWreede seconded. Motion passed*
- 8 *unanimously, (4-0).*
- 9 *Supervisor DeWreede moved to approve the Heartland Contract for the CEC Phase 2*
- 10 *Feasibility Study. Supervisor Rushton seconded. Motion passed unanimously, (4-0).*
- 11 *Supervisor DeWreede moved to adjourn the April 25, 2023 TCD Board Meeting. Supervisor*
- 12 *Wheatley seconded. Motion passed unanimously, (4-0).*
- 13

Full Version of the Minutes

Welcome & Introductions

14 At 6:30 pm, TCD Board Chair TJ Johnson called the April 25, 2023 Regular Board Meeting to
15 order via the Zoom online forum. TCD Board and Staff were introduced by the Board Chair. For
16 each vote, TCD Board Chair Johnson called out Supervisors by name. He announced that the
17 meeting was being video recorded. TCD Supervisors Johnson, DeWreede, and Wheatley
18 attended the meeting virtually. Supervisors Rushton and Executive Director Moorehead
19 attended the meeting in person at the TCD office. Supervisor Iyall was not in attendance.
20

Agenda Review

21 No changes to the agenda.
22

23 ***Supervisor Wheatley moved to approve the Agenda. Supervisor DeWreede seconded. Motion***
24 ***passed unanimously, (4-0).***

25 **Consent Agenda**

- 26 A. March 28, 2023, Board Work Session & Meeting Minutes
27 B. April 2023 Financial Report
28 C. WA State Ballot Initiative #2004 Right to Garden Endorsement

29 ***Supervisor DeWreede moved to approve the Consent Agenda. Supervisor Wheatley seconded.***
30 ***Motion passed unanimously, (4-0).***

31 **Public Comment**

32 No public members were present.

33 **Partner Reports**

- 34 A. Natural Resources Conservation Service (NRCS) Update, TBD
35 • NRCS has not yet hired the new local field office staff member.
36 B. Department of Ecology (DOE) Update, Hannah Coe
37 • Ms. Coe provided an update.
38 C. Washington State Conservation Commission (WSCC) Update, Jean Fike
39 • Ms. Fike was not present. No report was provided.
40 D. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor and
41 WACD Board Member Rushton
42 • Supervisor Rushton provided an update.
43 F. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD
44 Board Member Rushton
45 • Supervisor Rushton attended and provided an update.

46 **Governance**

- 47 A. TCD Resolution #2023-02: Amend the 2023 Budget to Fully Fund a CEC Feasibility Study

48 ***Supervisor Rushton moved to approve TCD Resolution #2023-02: Amend the 2023 Budget to***
49 ***Fully Fund a CEC Feasibility Study. Supervisor DeWreede seconded. Motion passed***
50 ***unanimously, (4-0).***

- 51 B. Heartland Contract: CEC Phase 2 Feasibility Study

52 ***Supervisor DeWreede moved to approve the Heartland Contract for the CEC Phase 2***
53 ***Feasibility Study. Supervisor Rushton seconded. Motion passed unanimously, (4-0).***

- 54 C. May 23, 2023 Work Session Topic List & Meeting Agenda Development

55 **Work Session**

- 56 • Topic List Review, *All*
57 • Staff Presentation: TBD

- 58 • Minutes Review & Revision, *All*
- 59 ○ April 25, 2023 Board Work Session & Meeting Minutes
- 60 • Conservation and Education Center Development, *All*
- 61 • WA Growth Management Act (GMA) Updates & Climate Change, Helen Wheatley
- 62 • Legislative Update, *All*
- 63 • Important Updates & Announcements
- 64 ○ Board of Supervisors, *All*
- 65 ○ Executive Director, *Sarah Moorehead (Executive Director)*

66 **Board Meeting Agenda**

- 67 • Welcome, Introductions, Audio Recording Announcement
- 68 • Agenda Review
- 69 • Consent Agenda
- 70 ○ April 25, 2023 Board Work Session & Meeting Minutes
- 71 ○ May Financial Report
- 72 • Public Comment
- 73 • Partner Reports (if present)
- 74 ○ Natural Resources Conservation Service
- 75 ○ Washington State Department of Ecology
- 76 ○ Washington State Conservation Commission
- 77 ○ Washington Association of Conservation Districts
- 78 ○ National Association of Conservation Districts
- 79 • Governance, *All*
- 80 ○ May 23, 2023 Work Session Topic List & Meeting Agenda Development
- 81 • Executive Session: To discuss potential litigation with legal counsel.

82 **Executive Session:** To discuss potential litigation with legal counsel.

83 In attendance: TCD Board Members Johnson, DeWreede, Rushton, and Wheatley; TCD Legal
84 Counsel Ben Cushman; and Executive Director Moorehead.

85 *RCW 42.30.110 (1d) To review negotiations on the performance of a publicly bid contract.*

86 Executive Session opened at 6:50 pm to last no more than 15 minutes and concluded at
87 7:05 pm.

88 **Executive Session Report Out:**

89 No action was taken.

90 ***Supervisor DeWreede moved to adjourn the April 25, 2023 TCD Board Meeting. Supervisor***
91 ***Wheatley seconded. Motion passed unanimously, (4-0).***

92 **Adjourn 7:08 pm**

Respectfully,

DocuSigned by:

TJ Johnson

19178BB97FD9411...

TJ Johnson, TCD Chair

Certificate Of Completion

Envelope Id: 731F03DDF94E45B68CB5D6C7335F79B8	Status: Completed
Subject: Complete with DocuSign: 04-25-23 WS & BM Minutes Draft.docx	
Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	TCD Administration
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	2918 Ferguson St SW Suite A
	A
	Tumwater, WA 98512-6187
	TCDadmin@thurstoncd.com
	IP Address: 50.197.93.149

Record Tracking

Status: Original	Holder: TCD Administration	Location: DocuSign
5/25/2023 9:54:17 AM	TCDadmin@thurstoncd.com	

Signer Events

TJ Johnson
 olyurbanagrarian@gmail.com
 Chair, Board of Supervisors
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 191785B97FD9411...
 Signature Adoption: Pre-selected Style
 Using IP Address: 73.109.101.90

Timestamp

Sent: 5/25/2023 9:57:06 AM
 Viewed: 5/25/2023 6:07:50 PM
 Signed: 5/25/2023 6:08:27 PM

Electronic Record and Signature Disclosure:

Accepted: 5/25/2023 6:07:50 PM
 ID: dffaf729-dcfb-4273-93b0-5be213d667c2

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	5/25/2023 9:57:06 AM
Certified Delivered	Security Checked	5/25/2023 6:07:50 PM
Signing Complete	Security Checked	5/25/2023 6:08:27 PM
Completed	Security Checked	5/25/2023 6:08:27 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Thurston Conservation District (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Thurston Conservation District:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: TCDadmin@thurstoncd.com

To advise Thurston Conservation District of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at TCDadmin@thurstoncd.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Thurston Conservation District

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to TCDadmin@thurstoncd.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Thurston Conservation District

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to TCDadmin@thurstoncd.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Thurston Conservation District as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Thurston Conservation District during the course of your relationship with Thurston Conservation District.