

# Thurston Conservation District Board of Supervisors

## Work Session Minutes

February 27, 2024

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 5:00 p.m. – 6:00 p.m.

Actual Meeting Time: 5:00 p.m. – 6:18 p.m.



### Present at Work Session:

TJ Johnson, TCD Board Chair

Helen Wheatley, TCD Board Supervisor

Betsie DeWreede, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Stephanie Bishop, TCD Staff

Ben Cushman, TCD Legal Counsel

- 1        **1.** Topic List Review, *All*
- 2        **2.** Staff Presentation: Forest Health and Wildlife Preparedness, *Stephanie Bishop*
- 3        **3.** Rates and Charges, *Sarah Moorehead*
- 4        **4.** Conservation and Education Center (CEC) Development, *All*
- 5        **5.** New Office Update, *Sarah Moorehead*
- 6        **6.** Legislative Day Update, *All*
- 7        **7.** Important Updates & Announcements
- 8            a. Board of Supervisors, *All*
- 9            b. Executive Director, *Sarah Moorehead*

Respectfully,

DocuSigned by:  
  
19178BB97FD9411...

TJ Johnson, TCD Board Chair

**Thurston Conservation District Board of Supervisors  
Regular Board Meeting Minutes**

February 27, 2024

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 8:00 p.m.

Actual Meeting Time: 6:30 pm – 7:37 p.m.



**Present at Meeting:**

TJ Johnson, TCD Board Chair

Helen Wheatley, TCD Board Supervisor

Betsie DeWreede, TCD Board Supervisor

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Emily Davis, Department of Ecology

Molly Paige, Department of Ecology (ECY)

Gab Rasso, Department of Ecology (ECY)

Jean Fike, Washington State Conservation

Commission (WSCC)

**Summary of Action Items**

- 1                   • None.

**Summary of Motions Passed**

2  
3 ***Supervisor Rushton moved to approve the Agenda. Supervisor Iyall seconded. Motion passed***  
4 ***unanimously, (5-0).***

5 ***Supervisor Iyall moved to approve the Consent Agenda. Supervisor Rushton seconded. Motion***  
6 ***passed unanimously, (5-0).***

7 ***Supervisor DeWreede moved that the board formally oppose the EATS Act (S.2019, H.R. 4417)***  
8 ***and to communicate their opposition to TCD's local congressional delegation and to NACD***  
9 ***and WACD. Supervisor Rushton seconded. Motion passed unanimously, (5-0).***

10 ***Supervisor Iyall moved to adjourn the February 27, 2024 TCD Board Meeting. Supervisor***  
11 ***Wheatley seconded. Motion passed unanimously, (5-0).***

## Full Version of the Minutes

---

### 12 **Welcome & Introductions**

13 At 6:30 p.m., TCD Board Chair TJ Johnson called the February 27, 2024 Regular Board Meeting  
14 to order. TCD Board, Staff, members of the public, and Legal Counsel were introduced by the  
15 Board Chair. For each vote, TCD Board Chair Johnson called out Supervisors by name. He  
16 announced that the meeting was being video recorded. TCD Supervisors Johnson, Iyall, Rushton  
17 and Executive Director Moorehead attended the meeting in person at the TCD office.  
18 Supervisors Wheatley and DeWreede attended the meeting virtually.

### 19 **Agenda Review**

20 ***Supervisor Rushton moved to approve the Agenda. Supervisor Iyall seconded. Motion passed***  
21 ***unanimously, (5-0).***

### 22 **Consent Agenda**

- 23 A. January 23, 2024, Board Work Session & Meeting Minutes  
24 B. February 2024 Financial Report  
25 C. South Sound Habitat Strategic Initiative Lead (HSIL) Outreach Recreation and  
26 Conservation Office (RCO) Applicant Authorization  
27 D. Shore Friendly South Sound (SFSS) Collaborative RCO Applicant Authorization  
28 E. Garden-Raised Bounty (GRuB) Vendor Agreement  
29 F. Young Men’s Christian Association (YMCA) Vendor Agreement  
30 G. Pierce County Shellfish NTA 3.0 Funding Agreement  
31 H. WSCC Community Engagement Funding Agreement  
32 I. TCD Equipment Rental Policy & Procedure Update

33 ***Supervisor Iyall moved to approve the Consent Agenda. Supervisor Rushton seconded. Motion***  
34 ***passed unanimously, (5-0).***

### 35 **Public Comment**

36 No public members commented.

### 37 **Partner Reports**

- 38 A. Natural Resources Conservation Service (NRCS), Lynn Khuat  
39
  - Ms. Khuat was not present.  
40 B. Department of Ecology (ECY) Update, Emily Davis  
41
  - Emily Davis, Molly Paige, and Gabe Raso provide updates.
  - A written update was provided in the Board Packet.  
42  
43

- 44 C. Washington State Conservation Commission (WSCC) Update, Jean Fike  
45 • Ms. Fike gave an update.  
46 • WSCC gave TCD high marks on its annual Conservation Accountability  
47 Performance Program (CAPP) review. CAPP is WSCC’s annual legal and policy  
48 review of WA State conservation districts.
- 49 D. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor Doug  
50 Rushton  
51 • Supervisor Rushton provided an update.  
52 • WACD’s Spring meeting is scheduled for May 29-30 in Ellensburg.
- 53 E. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD  
54 Board Member Rushton  
55 • Supervisor Rushton provided an update.  
56 • The NACD Resolution Committee unanimously passed all 5 WA State resolutions.

57 **Legislative**

58 Ending Agricultural Trade Suppression (EATS) Act (S. 2019, H.R. 4417)

59 In the view of the TCD Board, the EATS act will further consolidate corporate control of the food  
60 system at the expense of local communities and family farms. This proposal is contrary to  
61 Thurston Conservation District’s commitment to support locally led and focused conservation.

62 ***Supervisor DeWreede moved that the board formally oppose the EATS Act (S.2019, H.R. 4417)***  
63 ***and to communicate their opposition to TCD's local congressional delegation and to NACD***  
64 ***and WACD. Supervisor Rushton seconded. Motion passed unanimously, (5-0).***

65 **Governance**

- 66 A. 2024 TCD Elections update  
67 B. 2024 Annual Plan Development  
68 C. March 26, 2024 Work Session Topic List & Meeting Agenda Development

69 **Work Session**

- 70 • Topic List Review, *All*  
71 • Staff Presentation: Shore Friendly/Bulkhead Projects, *Karin Strelloff*  
72 • Rates and Charges, *Sarah Moorehead*  
73 • Conservation & Education Center (CEC) Development, *All*  
74 • Legislative Wrap Up, *Sarah Moorehead*  
75 • Partner Report Review, *All*  
76 • Important Updates & Announcements  
77 ○ Board of Supervisors, *All*  
78 ○ Executive Director, *Sarah Moorehead*

79 **Board Meeting Agenda**

- 80 • Welcome, Introductions, Audio Recording Announcement
- 81 • Agenda Review
- 82 • Consent Agenda
  - 83 ○ February 27, 2024 Board Work Session & Meeting Minutes
  - 84 ○ March 2024 Financial Report
- 85 • Public Comment
- 86 • Partner Reports (if present)
  - 87 ○ Natural Resources Conservation Service
  - 88 ○ Washington State Department of Ecology
  - 89 ○ Washington State Conservation Commission
  - 90 ○ Washington Association of Conservation Districts
  - 91 ○ National Association of Conservation Districts
- 92 • Governance, *All*
  - 93 ○ 2024 Election Update
  - 94 ○ 2024 Annual Plan Review and Adoption
  - 95 ○ April 26, 2024 Work Session Topic List & Meeting Agenda Development
- 96 • Executive Session: To discuss potential legal action with counsel.

97 **Executive Session: To discuss with legal counsel representing the agency litigation or**  
98 **potential litigation**

99 *RCW 42.30.110 (1) To discuss with legal counsel representing the agency litigation or potential*  
100 *litigation.*

101 The Executive Session opened at 7:15 pm to last no more than 10 minutes and concluded at  
102 7:25 pm. In attendance: TCD Board Members Johnson, Wheatley, DeWreede, Rushton and Iyall;  
103 TCD Legal Counsel Ben Cushman; and Executive Director Moorehead.

104 **Executive Session Report Out**

105 No action was taken.

106 **Executive Session: To discuss with legal counsel representing the agency litigation or**  
107 **potential for litigation**

108 *RCW 42.30.110 (1) To discuss with legal counsel representing the agency litigation or potential*  
109 *litigation.*

110 The Executive Session opened at 7:27 pm to last no more than 10 minutes and concluded at  
111 7:37 pm. In attendance: TCD Board Members Johnson, Wheatley, DeWreede, Rushton and Iyall;  
112 TCD Legal Counsel Ben Cushman; and Executive Director Moorehead.


113 **Executive Session Report Out**

114 No action was taken.

115 ***Supervisor Iyall moved to adjourn the February 27, 2024 TCD Board Meeting. Supervisor***  
116 ***Wheatley seconded. Motion passed unanimously, (5-0).***

117 **Adjourn 7:37 pm**

Respectfully,

DocuSigned by:  
  
19178BB97FD9411...

---

TJ Johnson, TCD Board Chair

**Certificate Of Completion**

Envelope Id: 034E96432644436E8A68C2DDD219419C	Status: Completed
Subject: Complete with DocuSign: 02-27-24 WS & BM Minutes.docx	
Source Envelope:	
Document Pages: 6	Signatures: 2
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope 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: 73.35.227.169

**Record Tracking**

Status: Original	Holder: TCD Administration	Location: DocuSign
3/27/2024 2:52:12 PM	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: 71.197.240.83

**Timestamp**

Sent: 3/27/2024 2:58:14 PM  
 Viewed: 3/28/2024 8:12:46 AM  
 Signed: 3/28/2024 8:12:57 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/28/2024 8:12:46 AM  
 ID: 28368b1c-af8f-427b-ad63-24382c84800b

**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	3/27/2024 2:58:14 PM
Certified Delivered	Security Checked	3/28/2024 8:12:46 AM
Signing Complete	Security Checked	3/28/2024 8:12:57 AM
Completed	Security Checked	3/28/2024 8:12:57 AM

**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](mailto: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](mailto: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](mailto: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.