

Thurston Conservation District Board of Supervisors Work Session Minutes

August 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. – 6:10p.m.



Present at Work Session:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

Marianne Tompkins, Board Supervisor

Sarah Moorehead, TCD Executive Director

Yan Dong, TCD Staff

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

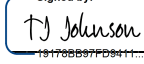
TJ Jenkins, TCD Staff

Gary Slater, Ecostudies Institute

Dr. Sarah Hamman, Ecostudies Institute

- 1 1. Topic List Review, *All*
- 2 2. Staff Presentation: TCD Restoration Crew Showcase, *TJ Jenkins*
- 3 3. Community Partner Presentation: Ecostudies Institute, *Gary Slater & Sarah Hamman*
- 4 4. Housing and Rual Lands, *Marianne Tompkins*
- 5 5. TCD Policy 6.1.9 Electronic Funds Transfer, *All*
- 6 6. TCD's Tilley Court Location Update, *Sarah Moorehead*
- 7 7. Thurston County Fair Debrief, *All*
- 8 8. Riverbend Ranch Project Update, *Sarah Moorehead*
- 9 9. Conservation and Education Center (CEC) Development, *All*

Respectfully,

Signed by:


TJ Johnson, TCD Board Chair

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

August 27, 2024

Hybrid: In-Person and Virtual on Zoom

Originally Scheduled: 6:30 p.m. – 7:45 p.m.

Actual Meeting Time: 6:30 pm – 7:50 p.m.



Present at Meeting:

TJ Johnson, TCD Board Chair

Yan Dong, TCD Staff

Betsie DeWreede, TCD Board Vice Chair

Sophia Barashkoff, TCD Staff

Doug Rushton, TCD Board Supervisor

Ben Cushman, TCD Legal Counsel

Marianne Tompkins, Board Supervisor

Josh Giuntoli, Washington State

Sarah Moorehead, TCD Executive Director

Conservation Commission (WSCC)

Summary of Action Items

Summary of Motions Passed

- 1
- 2 ***Supervisor Tompkins moved to approve the amended Agenda. Supervisor DeWreede***
- 3 ***seconded. Motion passed unanimously, (4-0).***
- 4 ***Supervisor Rushton moved to approve the amended Consent Agenda. Supervisor Tompkins***
- 5 ***seconded. Motion passed unanimously, (4-0).***
- 6 ***Supervisor DeWreede moved to approve the August financial report. Supervisor Tompkins***
- 7 ***seconded. Motion passed unanimously, (4-0).***
- 8 ***Supervisor DeWreede moved to approve TCD policy 6.1.9 Electronic Funds Transfer.***
- 9 ***Supervisor Tompkins seconded. Motion passed unanimously, (4-0).***
- 10 ***Supervisor Tompkins moved to adjourn the August 27, 2024 TCD Board Meeting. Supervisor***
- 11 ***Rushton seconded. Motion passed unanimously, (4-0).***

Full Version of the Minutes

Welcome & Introductions

12 At 6:30 p.m., TCD Board Chair TJ Johnson called the August 27, 2024 Regular Board Meeting to

13 order. TCD Board, Staff, members of the public, and Legal Counsel were introduced by the

14 Board Chair. For each vote, TCD Board Chair Johnson called out Supervisors by name. He

15 announced that the meeting was being video recorded. TCD Supervisors Johnson, Rushton and

16 Tompkins and Executive Director Moorehead attended the meeting in person at the TCD office.

17 Supervisor DeWreede attended the meeting virtually. Supervisor Iyall was not in attendance

18 and was excused.

19

20 **Agenda Review**

21 Supervisor DeWreede asked to remove the TCD Policy 6.1.9 Electronic Funds Transfer from the
22 Consent Agenda for discussion.

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

25 **Consent Agenda**

- 26 A. June 25, 2024, Board Work Session & Meeting Minutes
27 B. TCD Policy 4.6.1 Construction Change Order

28 ***Supervisor Rushton moved to approve the amended Consent Agenda. Supervisor Tompkins***
29 ***seconded. Motion passed unanimously, (4-0).***

30 **Public Comment**

31 No public members were present.

32 **Partner Reports**

- 33 A. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli
34 • Mr. Giuntoli gave an update.
35 • The Commission will announce the new director of the Office of Farmland
36 Preservation by September 1.
37 B. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor Doug
38 Rushton.
39 • Supervisor Rushton gave an update.
40 • A written update was provided to the board.
41 C. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD
42 Board Member Rushton
43 • Supervisor Rushton gave an update.
44 • A written update was provided to the board.

45 **Finance**

- 46 A. August 2024, Financial Report
47 • Because TCD is a government entity, it is not expected to show a net profit in its
48 Profit & Loss Statements.
49 • TCD uses the accrual accounting method. This means that the net income figures
50 in the Profit & Loss Statement are not directly related to cash flow. Negative net
51 income, over a long period of time, could be an indicator of cash flow issues.
52 • TCD's monthly financial reports show a snapshot (current year and month) of
53 TCD's net Profit or Loss, which doesn't show the big picture over multiple years.
54 So, in one year, TCD may show a negative net income; however, that doesn't
55 account for other years where TCD reported a positive net income. In TCD's case,

56 from January 2020 through July 2024, TCD has recorded a positive net income of
57 about \$350K.

- 58 • To cover large expenses without damaging TCD’s cashflow, TCD has the option to
59 request cash advances from funders.
- 60 • TCD’s current cash situation can be reviewed in the monthly Balance Sheet,
61 which shows TCD’s bank balances.

62 TCD expects to see fluctuations in its cash flow and between negative and positive net
63 income figures in its Profit & Loss Statements for the following reasons:

- 64 • TCD’s income is primarily based on expense reimbursement. However, some
65 funders (like NACD SLP) pay TCD in installments in advance. Sometimes the
66 dollar amount of the installments does not match the dollar amount of the
67 expenses within a particular time period. When the dollar amount of the
68 installment is higher than expenses in that period (unspent balance), TCD
69 records a net profit - like NACD SLP in 2023. When the dollar amount of the
70 installments is lower than expenses in that period, TCD records a net loss -like
71 NACD SLP in 2024.
- 72 • Unrestricted income comes in installments. However, unrestricted expenses (like
73 administrative salaries & rent) are incurred throughout the year.
 - 74 ○ TCD receives its Rates & Charges payment (\$550K) in two installments –
75 one in May and one in November.
 - 76 ○ TCD only began earning income from WSCC Implementation funding
77 (\$204K) in July.
- 78 • Some funders require TCD to submit invoices on a quarterly basis. This means
79 that, while expenses are incurred throughout the quarter, income for those
80 grants is not recorded until the last month of the quarter.

81 ***Supervisor DeWreede moved to approve the August Financial Report. Supervisor Tompkins***
82 ***seconded. Motion passed unanimously, (4-0).***

83 ***Supervisor DeWreede moved to approve TCD Policy 6.1.9 Electronic Funds Transfer.***
84 ***Supervisor Rushton seconded. Motion passed unanimously, (4-0).***

85 **WACD Southwest Area Meeting & Resolution Development**

86 Executive Director Moorehead described the WACD Area Meeting event details and draft
87 agenda. The meeting is scheduled for October 10. The board agreed that they will not put
88 forward any resolutions for this year’s Southwest Area Meeting.

89 **Important Updates & Announcements**

- 90 A. Board Supervisors
- 91 B. Executive Director

92 **Governance**

93 A. September 24, 2024 Work Session Topic List & Meeting Agenda Development

94 **Work Session**

- 95 • Topic List Review, *All*
- 96 • Staff Presentation: Introduction to Deschutes Preserve Restoration, *Karin*
- 97 *Streliaoff*
- 98 • Community Partner Presentation: TBD
- 99 • District Resolutions, *All*
- 100 • Riverbend Ranch Project Update, *Sarah Moorehead*
- 101 • Conservation & Education Center (CEC) Development, *All*
- 102 • Important Updates & Announcements
- 103 ○ Board of Supervisors, *All*
- 104 ○ Executive Director, *Sarah Moorehead*

105 **Board Meeting Agenda**


- 106 • Welcome, Introductions, Audio Recording Announcement
- 107 • Agenda Review
- 108 • Consent Agenda
- 109 ○ August 27, 2024 Board Work Session & Meeting Minutes
- 110 ○ September 2024 Financial Report
- 111 • Public Comment
- 112 • Partner Reports (if present)
- 113 ○ Washington State Conservation Commission
- 114 ○ Washington Association of Conservation Districts
- 115 ○ National Association of Conservation Districts
- 116 • Governance, *All*
- 117 ○ October 22, 2024 Work Session Topic List & Meeting Agenda Development
- 118 • Executive Session: to consider the selection of a site or the acquisition of real
- 119 estate by lease or purchase when public knowledge regarding such consideration
- 120 would cause a likelihood of increased price.

121 ***Supervisor Tompkins moved to adjourn the August 27, 2024 TCD Board Meeting. Supervisor***

122 ***Ruston seconded. Motion passed unanimously, (4-0).***

123 **Adjourn 7:50 pm**

Respectfully,

Signed by:

181728857FD9411...

TJ Johnson, TCD Board Chair

Certificate Of Completion

Envelope Id: 78CA7ABEDBC84F6DAB86A6358B94F5F6	Status: Completed
Subject: Complete with DocuSign: 08-27-24 WS & BM Minutes.docx	
Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped 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: 50.190.7.201

Record Tracking

Status: Original	Holder: TCD Administration	Location: DocuSign
9/30/2024 10:55:44 AM	TCDAdmin@thurstoncd.com	

Signer Events

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

Signature

Signed by:

 191785B97FD9411...
 Signature Adoption: Pre-selected Style
 Using IP Address: 71.197.240.230

Timestamp

Sent: 9/30/2024 10:57:56 AM
 Viewed: 10/2/2024 6:07:31 AM
 Signed: 10/2/2024 6:07:45 AM

Electronic Record and Signature Disclosure:
 Accepted: 10/2/2024 6:07:31 AM
 ID: ee858baf-257f-47c2-8660-c8a5a8313ced

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	9/30/2024 10:57:56 AM
Certified Delivered	Security Checked	10/2/2024 6:07:31 AM
Signing Complete	Security Checked	10/2/2024 6:07:45 AM
Completed	Security Checked	10/2/2024 6:07:45 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

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.