



**Board of Supervisors  
Monthly Board Meeting Minutes  
Tuesday, May 29, 2018  
2:00pm**

**Present at Meeting:**

Eric Johnson, TCD Board Chair	Sarah Moorehead, TCD Interim Executive Director
Richard Mankamy, TCD Board Auditor	Heather Roskelley, TCD Staff
Doug Rushton, TCD Board Supervisor	Chris Stearns, TCD Associate Board Supervisor
Linda Powell, TCD Board Supervisor	Shana Joy, WSCC
Paul Pickett, TCD Board Supervisor	Joe Hanna, TCAAC
Tony Wilson, Public	Ronald J. Holtcamp, Public
Melinda Holman, Public	Paula Holroyde, Public
Esther Kronenberg, Public	Patricia Harrigan, Public
James Murray, Public	

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**Action Items:**

1. Staff to include Work Session agenda on Board Meeting agenda or as stand-alone agenda
2. Staff to include plan references on agenda – acronyms and legend
3. Staff to have Paul Pickett name tag created
4. Staff to provide action-oriented, easy minutes by Friday after Board Meeting
5. BOCC Briefing: Staff to ask for questions ahead of time, video, and questions from other CDs for presentation at BOCC on June 27<sup>th</sup> 9:30am – 10:00am and July 18<sup>th</sup> 2:30pm – 3:00pm
6. Staff to change Schedule 22 to Sarah's contact information and make official business interest changes
7. Staff to place officer elections on agenda next month
8. Staff to provide surety bond information, definition
9. Staff to send list of active agreements to Board
10. Staff to send feedback on elected and appointed official list
11. Staff to incorporate TCD Governance Action Plan items in Annual Plan or under District operations – add line that notes: implement District Governance Action Plan
12. Sarah to set up meeting with Josh Guintoli, landowner and Board for discussion
13. Sarah to send email to Board about WADE June 11-13 for registration
14. Budget reflection emailed 2 weeks before Board meeting
15. Staff to set up Work Session for legal counsel
16. Sarah to send to Board and WSCC notifications and information re: WFSE union notices - What are the things TCD Board must do to comply with labor union?
17. Sarah to send staff salary 1st quarter report to Eric
18. Staff to send Doodle Poll for Special Meeting: June 5, 6, or 7 – AM & PM

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**1. Welcome, Introductions, Audio Recording Announcement and Pledge of Allegiance**

- Eric Johnson called the meeting to order at 2:04pm. There was a quorum.
- Welcome, Introductions, & Pledge of Allegiance conducted
- Chair announced meeting being audio recorded

**2. Executive Session:** RCW 89.08.110 To receive and evaluate complaints or charges brought against a public officer or employee

*1<sup>st</sup> Executive Session began at 2:08pm and ended at 3:19pm*

**Report:** *Speaking to attorney re: TCD Governance Action Plan, refresher on events last year, work that will be done in public meeting, and HR needs*

3. **Executive Session:** RCW 89.08.110 To receive and evaluate complaints or charges brought against a public officer or employee  
*2nd Executive Session began at 3:21pm and ended at 3:51pm*  
**Report:** Review performance of public employee, developing set of expectations for Interim Executive Director

**Public Meeting resumed and called to order at 3:58pm**

4. **Public Comment** (3 minutes per person)
- Persons who provided public comment:
    - Ronald J. Holtcamp
5. **Agenda Review**, All
- Move Annual Plan #13 to after Agenda Review #5
  - After Partner Reports #7, provide update on Johnson v. WSU lawsuit and Human Rights Commission complaints
  - Move TCD Board Meeting & Work Session discussion #6 and Partner Reports #7 to after Annual Plan discussion
  - Move discussion on hiring TCD Executive Director to #10D under Conservation Projects
  - Include report back from Executive Session after Annual Plan
  - Discuss Associate Supervisor position last
  - Place officer elections on agenda next month

**Board Meeting Minutes Format**

Linda moved to adopt action-oriented minutes based on recommendations from MRSC and WSCC. Richard seconded. Unanimous approval. Easy, action-oriented minutes due by Friday.

**AI – Staff to provide easy, action-oriented minutes by Friday**

6. **2018 Annual Plan**, All
- Paul moved to approve 2018 Action Plan as included in Board packet, with the addition of line in District Operations to implement District Operations – ongoing organizational activity. Doug seconded. Doug would like to see TCD Governance Action Plan items included. Unanimous approval.

7. **Partner Reports**

A. **NRCS**, Sarah Moorehead reported for Jeff Swotek

- EQIP done on June 1
- WRE easement signed in Thurston County
- Thank you to Kathleen Berger and Mara Healy on partnership with Fish Passage Project

B. **WSCC**, Shana Joy

- New Regional Manager, Alison Halpern, to start June 18<sup>th</sup>; both will be coming to June meeting; Alison was with Washington State Noxious Weed Board
- CAPP – annual plan done; Schedule 22 due May 30 @ 5pm, PDR unresolved #9
- Election certified, appointment still outstanding; will finish WSCC investigation before appointment; Doug will continue to serve until replaced
- Josh Guintoli – WSCC – OFP, easement meeting; AI – Sarah to set up meeting with Josh, landowner and Board for discussion
- No surplus WSCC funds this year
- \$90K/year in future in implementation/operations funding
- Draft results of investigation completed this week; once final report is presented to Mark, he will determine next steps; when final report is complete between now and mid-July, it becomes public

**AI – Sarah to set up meeting with Josh Guintoli, landowner and Board for discussion**

C. **WACD/NACD**, Doug Rushton

**WACD:**

- Recommends Supervisors attend WACD Board Meeting

**AI – Send Board email about WADE June 11-13 for registration**

**AI – Budget reflection emailed 2 weeks before Board meeting**

8. **Updates: Johnson v. WSU Ext. Energy Program and Human Rights Complaints**

**Johnson v. WSU Extension Energy Program**

- WSU Extension Energy Program will compile documents
- District was subpoenaed by Assistant State Attorney General; sensitive – Board Supervisors involved
- Does the Board want legal counsel?

**Human Rights Complaints**

- Two complaints filed with Washington State Human Rights Commission
- Board Supervisors have received notice that they're under investigation
- District staff are officially part of the WFSE labor union as of May 29; separate contract from broader State union; Sarah is not a member of labor union

**AI – Work session for legal counsel**

**AI – Send Board and WSCC notifications and information re: WFSE union notices - What are the things TCD Board must do to comply with labor union?**

9. **Financial Report**

A. **Monthly Financial Report**

B. **May Check Register**

- Postponed check register until either June Special or Monthly Board meeting
- Discussion about timing of Board Packet mailing and Regular Work Session meetings – proposed Board Packet mailing move up to two days; Schedule Regular Work Session one or two weeks prior to Monthly Board Meeting
- Question about \$10 credit card charge for New Mexico Driver's Abstract – necessary for AmeriCorps staff (from NM) to drive van for events

C. **Schedule 22**

Paul moved to adopt Schedule 22 as amended in Work Session (contact info, business list).  
Doug Seconded. Unanimous approval.

D. **WSCC 2018 Natural Resource Investment Cost Share Addendum**

Doug moved to approve. Paul seconded. Unanimous approval.

E. **Resolution #2018-03: Authorized Bank Signers**

Paul moved to approve with deletion of highlighted names and the spelling of Doug's name correctly. Doug seconded. Unanimous approval.

F. **Shellfish Fund: Nearshore 2018 Watershed Exploration and Enhancement ILA**

Doug moved for approval. Linda seconded. Unanimous approval.

**AI – Staff to provide information on surety bonds**

**AI – Send staff salary 1<sup>st</sup> quarter report to Eric**

10. **Rates & charges**

A. **May 10<sup>th</sup>, 2018 Public Hearing Debrief**

- Sarah reported that the hearing went really well. Public comments included in packet. 3 opposed and the rest were for. 9 individuals spoke at meeting – all in favor.
- Presentation session 1<sup>st</sup>, Q&A 2<sup>nd</sup>, 3<sup>rd</sup> hear public

B. **Resolution #2018-01: Adopting a System of Rates & charges**

Paul moved to approve. Richard seconded. Unanimous approval.

C. **Resolution #2018-02: Establishing a Process for Landowner – Appeals of Rates & Charges**

Richard moved. Linda seconded. Unanimous approval.

**D. Scheduling Board of County Commissioners Briefing**

- Best dates and times for meeting with Board of County Commissioners to discuss Rates and Charges are June 27<sup>th</sup> 9:30am – 10:00am and July 18<sup>th</sup> 2:30pm – 3:00pm

**AI – BOCC Briefing: Staff to ask for questions ahead of time, video, questions from other CDs for presentation at BOCC on June 27<sup>th</sup> 9:30am – 10:00am and July 18<sup>th</sup> 2:30pm – 3:00pm**

**11. Conservation Projects, All**

**A. East Fork McLane Creek Bridge Installation Construction Contract**

Linda moved to approve. Doug seconded. Unanimous approval.

**B. Water Quality Improvement Project Cost Share Agreement**

Paul moved to approve. Linda seconded. Unanimous approval.

**C. Fish Passage Project Cost Share Agreement**

Paul moved to approve. Doug seconded. Unanimous approval.

**D. To include on Special Meeting, Work Session Agenda:**

**Hiring an HR Manager and Executive Director**

- Linda moved that we begin process of searching for HR options for creating an HR contract with the District and determine how we pay for it. Paul seconded. Unanimous approval.
- Should be SHERM-certified, possibly 20 hours a month; Look at DES – Dept. of Enterprise Services
- Schedule June 5, 6, or 7 for meeting to have HR and ED discussion

*To include on Special Meeting, Executive Session Agenda:*

**Interim Executive Director**

- Discussion about removing Interim Executive Director based on Human Rights Commission complaint filing

**AI – Research HR firms and options for service**

**AI – Doodle Poll for Special Meeting: June 5, 6, or 7 – AM & PM**

**Discussion about changing June Monthly Board Meeting**

- No change – June 26 will be Monthly Board Meeting in June

**12. Board Meeting Minutes Review, All**

**A. April 24, 2018 Regular Meeting & Work Session minutes**

Will be reviewed during June Work Session

**B. November 21, 2017 Regular Meeting & Work Session minutes**

Paul moved to approve as amended. Linda seconded. Unanimous approval.

- Lines 20-31: A quorum occurred at 1pm. Discussion centered around cancelling meeting. A vote was conducted regarding holding the meeting. The Board decided to hold the meeting.
- Remove public comment from minutes. Include: A summary of public comment in addendum with statement re: “see public comment addendum.”
- Line 185-188: On the record, stating Samantha is opposed to how proposed policies were distributed. Strike remainder of comment.

**C. December 20, 2017 Regular Meeting & Work Session minutes**

Paul moved to approve as amended. Linda seconded. Unanimous approval.

- Line 86 – Note that Doug provided written report
- Line 26 – Change name to Ron Holtcamp
- Line 36 – Add Tom Salzer in attendance as NADE Pacific Region Representative
- Attach public comment

Discussion re: BOCC and Thurston County Planning Department public comment on buffer between public parks and preserves and mining on mineral lands. Change from 1,000' buffer to 50' buffer.

**13. Review of TCD Governance Action Plan, All**

Board reflected on Action Plan

**14. Policies & Procedures, All**

Discussed check-signing policy

**15. Associate Supervisor Discussion**

Eric moved to discontinue Joel Hansen as an Associate Supervisor for lack of participation prior to January 2018 and for not upholding TCD policies or acting appropriately to represent the Conservation District in a good light. Linda seconded. Eric, Richard, Linda approved. Paul, Doug opposed. Motion passed.

**16. Adjourn, All**

Linda moved to adjourn. Richard seconded at 7:00pm. Unanimous approval.

Respectfully Submitted,

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Eric Johnson, Board Chair