

Thurston Conservation District Board of Supervisors Work Session Minutes

July 23, 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. – 6:03 p.m.



Present at Work Session:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Marianne Tompkins, Board Supervisor

Sarah Moorehead, TCD Executive Director

Sophia Barashkoff, TCD Staff

Ben Cushman, TCD Legal Counsel

Sam Nadell, TCD Staff

Bruce McDonald, Lewis Conservation
District Board Member

Rachel Friedman, Chair Community
Farmland Trust

Pat Labine, Clerk Community Farmland
Trust

- 1 1. Topic List Review, *All*
- 2 2. Staff Presentation: South Sound Green 2023-24 Overview & Successes, *Sam Nadell*
- 3 3. Community Partner Presentation: Community Farmland Trust, *Rachel Friedman (Board*
- 4 *Co-Chair)*
- 5 4. TCD Policy 4.6.1 Construction Change Order, *All*
- 6 5. WSCC Conservation Tour Debrief, *Sarah Moorehead and Doug Rushton*
- 7 6. Conservation and Education Center (CEC) Development, *All*
- 8 7. Riverbend Ranch Project Update, *Sarah Moorehead*
- 9 8. Important Updates & Announcements
- 10 a. Board of Supervisors, *All*
- 11 b. Executive Director, *Sarah Moorehead*

Respectfully,

Signed by:


191768897FD9411...

TJ Johnson, TCD Board Chair

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

July 23, 2024

Hybrid: In-Person and Virtual on Zoom

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

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



Present at Meeting:

TJ Johnson, TCD Board Chair

Betsie DeWreede, TCD Board Vice Chair

Doug Rushton, TCD Board Supervisor

David Iyall, TCD Board Supervisor

Marianne Tompkins, Board Supervisor

Sarah Moorehead, TCD Executive Director

Ben Cushman, TCD Legal Counsel

Sophia Barashkoff, TCD Staff

Bruce McDonald, Lewis Conservation

District Board Supervisor

Summary of Action Items

- 1 ***Executive Director Moorehead will work with board members and legal counsel to complete***
- 2 ***the TCD Policy 4.6.1 Construction Change Order.***

Summary of Motions Passed

- 3
- 4 ***Supervisor DeWreede moved to approve the Agenda. Supervisor Iyall seconded. Motion***
- 5 ***passed unanimously, (5-0).***
- 6 ***Supervisor Iyall moved to approve the Consent Agenda. Supervisor DeWreede seconded.***
- 7 ***Motion passed unanimously, (5-0).***
- 8 ***Supervisor Iyall moved to provisionally approve the TCD Policy 4.6.1 Construction Change***
- 9 ***Order applicable only to the Riverbend Ranch Project until there is a standing policy in place.***
- 10 ***Supervisor DeWreede seconded. Motion passed unanimously, (5-0).***
- 11 ***Supervisor Iyall moved to approve Bruce McDonald as the WACD Southwest Area Director.***
- 12 ***Supervisor DeWreede seconded. Motion passed unanimously, (5-0).***
- 13 ***Supervisor DeWreede moved to approve the proposed Mid-Year Unrestricted Budget.***
- 14 ***Supervisor Tompkins seconded. Motion passed unanimously, (5-0).***
- 15 ***Supervisor Rushton moved to approve TCD Board of Supervisor’s support of the WSCC FY25-27***
- 16 ***Budget. Supervisor Iyall seconded. Motion passed unanimously, (5-0).***
- 17 ***Supervisor Iyall moved to adjourn the July 23, 2024 TCD Board Meeting. Supervisor DeWreede***
- 18 ***seconded. Motion passed unanimously, (5-0).***

Full Version of the Minutes

19 **Welcome & Introductions**

20 At 6:30 p.m., TCD Board Chair TJ Johnson called the July 23, 2024 Regular Board Meeting to
21 order. TCD Board, Staff, members of the public, and Legal Counsel were introduced by the
22 Board Chair. For each vote, TCD Board Chair Johnson called out Supervisors by name. He
23 announced that the meeting was being video recorded. TCD Supervisors Johnson, Iyall,
24 DeWreede and Tompkins and Executive Director Moorehead attended the meeting in person at
25 the TCD office. Supervisor Rushton attended the meeting remotely via Zoom.

26 **Agenda Review**

27 ***Supervisor DeWreede moved to approve the Agenda. Supervisor Iyall seconded. Motion***
28 ***passed unanimously, (5-0).***

29 **Consent Agenda**

- 30 A. June 25, 2024, Board Work Session & Meeting Minutes
31 B. July 2024 Financial Report
32 C. FY24 TCD WSCC Implementation Addendum

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

35 **Provisional TCD Policy 4.6.1 Construction Change Order**

36 Legal counsel recommended that the TCD Board of Supervisors provisionally approve TCD
37 Policy 4.6.1 Construction Change Order policy applicable only for the Riverbend Project. Later
38 the board can amend the policy and approve it for all TCD projects.

39 ***Supervisor Iyall moved to provisionally approve the TCD Policy 4.6.1 Construction Change***
40 ***Order as applicable only to the Riverbend Ranch Project until there is a standing policy in***
41 ***place. Supervisor DeWreede seconded. Motion passed unanimously, (5-0).***

42 **Public Comment**

43 No public members were present.

44 **Partner Reports**

- 45 A. Washington State Conservation Commission (WSCC) Update, Josh Giuntoli
46
 - Mr. Giuntoli was not present.
 - Supervisor Rushton & Executive Director Moorehead gave an update.
47 B. Washington Association of Conservation Districts (WACD) Update, TCD Supervisor Doug
48 Rushton.
49
 - Supervisor Rushton gave an update.
 - WACD legal services fund is continuing this year and IT support is being added.
50
51

- 52 • Enduris is affiliating with Associated Industries to provide access to HR services
- 53 to members.
- 54 • WSCC board approved the annual plan of work and budget for funding year
- 55 2024-25 at their June board meeting.
- 56 • Planning for the 2024 annual conference is Progressing. The conference will be
- 57 held in Airway Heights, WA the week of December 2nd.
- 58 • A written update was provided to the board.
- 59 C. National Association of Conservation Districts (NACD) Update, TCD Supervisor and NACD
- 60 Board Member Rushton
- 61 • A written update was provided to the board.

62 **WACD Southwest Area Director Candidate Application**

63 Bruce McDonald, Lewis Conservation District Board Supervisor introduced himself. Supervisor

64 McDonald applied to be the interim WACD SW Area Director.

65 ***Supervisor Iyall moved to approve Bruce McDonald as the WACD Southwest Area Director.***

66 ***Supervisor DeWreede seconded. Motion passed unanimously, (5-0).***

67 **Mid-Year Unrestricted Budget Update Review**

68 Executive Director Moorehead described the Mid-Year Revised Unrestricted Budget updates.

69 ***Supervisor DeWreede moved to approve the proposed Mid-Year Revised Unrestricted Budget.***

70 ***Supervisor Tompkins seconded. Motion passed unanimously, (5-0).***

71 **WSCC FY25-27 Budget Letter of Support**

72 ***Supervisor Rushton moved to approve TCD Board of Supervisor's support of the WSCC FY25-27***

73 ***Budget. Supervisor Iyall seconded. Motion passed unanimously, (5-0).***

74 **Governance**

75 A. August 27, 2024 Work Session Topic List & Meeting Agenda Development

76 **Work Session**

- 77 • Topic List Review, *All*
- 78 • Staff Presentation: TCD Restoration Crew Showcase, *TJ Jenkins*
- 79 • Community Partner Presentation: TBD
- 80 • Housing and Rural Lands, *Marianne Tompkins*
- 81 • TCD's Tilley Court Location Update, *Sarah Moorehead*
- 82 • Thurston County Fair Debrief, *All*
- 83 • Riverbend Ranch Project Update, *Sarah Moorehead*
- 84 • Conservation & Education Center (CEC) Development, *All*
- 85 • Important Updates & Announcements
 - 86 ○ Board of Supervisors, *All*
 - 87 ○ Executive Director, *Sarah Moorehead*

88 **Board Meeting Agenda**

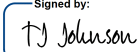
- 89 • Welcome, Introductions, Audio Recording Announcement
- 90 • Agenda Review
- 91 • Consent Agenda
 - 92 ○ July 23, 2024 Board Work Session & Meeting Minutes
 - 93 ○ August 2024 Financial Report
- 94 • Public Comment
- 95 • Partner Reports (if present)
 - 96 ○ Washington State Conservation Commission
 - 97 ○ Washington Association of Conservation Districts
 - 98 ○ National Association of Conservation Districts
- 99 • TCD Policy 4.6.1 Construction Change Order, *All*
- 100 • WACD Resolutions, *All*
- 101 • Governance, *All*
 - 102 ○ September 27, 2024 Work Session Topic List & Meeting Agenda
 - 103 Development
- 104 • Executive Session: to consider the selection of a site or the acquisition of real
- 105 estate by lease or purchase when public knowledge regarding such consideration
- 106 would cause a likelihood of increased price.

107 ***Supervisor Iyall moved to adjourn the July 23, 2024 TCD Board Meeting. Supervisor DeWreede***

108 ***seconded. Motion passed unanimously, (5-0).***

109 **Adjourn 7:00 pm**

Respectfully,

Signed by:

1047888027C00441

TJ Johnson, TCD Board Chair

Certificate Of Completion

Envelope Id: 8F671F84EBFE4095BE66022CBBB54215	Status: Completed
Subject: Complete with DocuSign: 07-23-24 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
8/30/2024 1:38:18 PM	TCDAdmin@thurstoncd.com	

Signer Events

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

Signature

Signed by:

 19178BB97FD9411...
 Signature Adoption: Pre-selected Style
 Using IP Address: 73.109.168.39

Timestamp

Sent: 8/30/2024 1:44:15 PM
 Viewed: 9/4/2024 8:27:22 AM
 Signed: 9/4/2024 8:27:33 AM

Electronic Record and Signature Disclosure:
 Accepted: 9/4/2024 8:27:22 AM
 ID: d75041cb-42b0-4cc1-828a-06864fa34a85

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	8/30/2024 1:44:15 PM
Certified Delivered	Security Checked	9/4/2024 8:27:22 AM
Signing Complete	Security Checked	9/4/2024 8:27:33 AM
Completed	Security Checked	9/4/2024 8:27:33 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.