Official Minutes of the January 8, 2020, Pierce Conservation District Board Meeting:

Present:

Supervisors:
Jeanette Dorner, Chair
Scott Gruber, Vice Chair
John Hopkins, Auditor
Cindy Haverkamp, Member
Don Gourlie, Associate Supervisor
Hannah Febach, Associate Supervisor

District Personnel:
Ryan Mello, Executive Director
Rene Skaggs, Farm Planning and Agricultural Assistance Program Director
Mary Krauszer, Shorelines Program Manager
Cynthia Ross, Finance Coordinator
Mehgan Nishiyama, Administrative Assistant

Other Attendees:
Sheila Marcoe, Department of Ecology
Jean Fike, Washington State Conservation Commission

The January 8, 2020 meeting of the Pierce Conservation District was called to order at 5:08 pm. The meeting was held at the District office.

Introductions:
Board and staff introduced themselves.

Please see Exhibit A: \Attachments\January\A - Sign-in Sheet.pdf

Consent Agenda:
1. Approve Minutes of the December 11, 2019 Meeting. 
   Please see Exhibit B: ..\2019\Approved Notes\12-11-2019 Approved Notes.pdf

2. Approving the submittal of an Urban Agriculture Grant to the National Association of Conservation Districts. 
   Please see Exhibit C: ..\Attachments\January\C - Exhibit A to Resolution 12-01-02.docx
   Please see Exhibit D: ..\Attachments\January\D - Resolution No. 2020-01-02 Signed.pdf

John moved to approve the consent agenda. Scott seconded the motion. The motion passed unanimously.

December 31, 2019 Treasurer’s Report:

Cynthia presented the financial activities for the month of December 2019. She reviewed the Profit and Loss statement, highlighting several items in the Income and Expense section. The District Office and Operational Supplies increased due to new and replaced equipment. The District Professional Services Expense decreased because year-end projects were not as big as the year before. The Office Lease reduced by half due to the landlord having been out of the country the year before, so the check was cut early.

Cynthia reviewed the Balance Sheet, Deposits, Missing Checks, and Treasurer’s Report in detail with the Board and there were no questions/comments.

John suggested for a simpler document to follow along and interpret. Cynthia will meet with John to discuss ideas.

Cindy moved to approve the December 31, 2019 Treasurer’s Report. John seconded the motion. The motion passed unanimously.

   Please see Exhibit E: ..\..\..\Board Meeting Financials\2019\Dec 2019.xlsx

Rescinding Resolution 2019-12-01 & setting the 2020 Board of Supervisors election date for Thursday, March 25, 2020 (Resolution 2020-01-01):

Ryan explained why rescinding Resolution 2019-12-01 was necessary. No changes were made to any of the election deadlines. This resolution sets the 2020 Board of Supervisors election date to coincide with our 2020 Conservation Celebration.

John moved to rescind Resolution 2019-12-01 and approve Resolution 2020-01-01. Scott seconded the motion. The motion passed unanimously.

   Please see Exhibit F: ..\Attachments\January\F - Resolution No. 2020-01-01 Signed.pdf

Farm Financial Assistance Program Survey Results Discussion:

Rene presented the Board with the Farm Financial Assistance Program Overview and facilitated a conversation with the Board. They analyzed the results of the survey, and on the FA Program
in general, to aide the Board in updating the Farm Cost Share Policy and procedures. Key points made during the discussion:

- The Board does not want the human factor to be a top priority but may be a secondary benefit and may receive more points They understand the potential of farmland conversion.
- When at all possible, target natural resources according to the identified problems within the focused sub watersheds.
- Applying the same BMP twice is okay, if it's part of sequence in implementing a farm plan. Put emphasis on kick starter practices, let landowners know this is an incentive program. Once a practice has reached its lifetime limit, the Board does not want to pay for it to be redone.
- The scoring sheet will be adjusted for new farmers and historically underserved.

Rene and Ryan proposed there be a subcommittee of Board members to meet with the farm team to work on the scoring criteria worksheet, policy, and future financial assistance requests. Scott and Cindy volunteered.

Please see Exhibit G: ..\Attachments\January\G - FA Program All Data Summarized.pdf
Please see Exhibit H: ..\Attachments\January\H - Farm Financial Assistance PPT.pdf
Please see Exhibit I: ..\Attachments\January\I - FA Program All Data By Individual.pdf
Please see Exhibit J: ..\Attachments\January\J - 2017 Farm Assistance Program.pdf

Financial Assistance Programs Policies & Procedures:
Mary presented the proposal for the overarching Financial Assistance Program policies and procedures. Mary asked for Board feedback and direction on next steps with the hope to bring it back for consideration at the February Board meeting.

Please see Exhibit K: ..\Attachments\January\K - Proposal_Financial Assistance Program Policy.pdf

Executive Director 2020 Goals:
Ryan presented the Board with major goals for his time during the year. He will report back periodically throughout the year on progress regarding these goals.

Please see Exhibit L: ..\Attachments\January\L - 2020 Executive Director Goals.pdf

Board Calendar & Work Plan Review:
Ryan introduced the 2020 Board Calendar with topics or initiatives to work on this year. Jeanette questioned why the program updates weren't more stretched out throughout the year. Ryan explained that the end of the year Board meetings tends to get full of other agenda items.

Please See Exhibit M: ..\Attachments\January\M - 2020 Board Calendar.pdf

Chair Report:
• WACD Legislative Days – Tuesday, January 21 and Wednesday, January 22. Ryan, Jeanette, and John will attend the appointments.

**Update from NRCS:**
There was no update from NRCS.

**Update from Department of Ecology:**
Sheila Marcoe, with the Department of Ecology, discussed nonpoint activity updates and program updates, including the New Director of Ecology, Laura Watson.

*Please See Exhibit N: ..\Attachments\January\N - 2020 January - Ecology Monthly Nonpoint Summary.pdf*

**WA State Conservation Commission Update:**
Jean informed the Board that Josh Giuntoli will be joining the Regional Management Team on February 3rd.

**Executive Director’s Report:**
• Grant/New Revenues Update - Ryan read the report, pointing out the EPA national Estuary Program grant that was awarded.
  *Please see Exhibit O: ..\Attachments\January\O - January 2020 Grant Report.docx*
• Strategic Planning in 2020 – a consultant will be selected soon.

**Board Member Comments & Open Discussion**
Cindy suggested giving opportunities for Board members to volunteer to work the PCD booth at the WA State Spring Fair in April 2020.

Hannah will be out of the country, therefore will not be attending the February Board meeting.

**Executive Session**
*Jeanette motioned to enter an Executive Session to review the performance of the Executive Director for a period not to exceed 10 minutes at 7:55 pm. Cindy moved the motion. John seconded the motion. The motion passed unanimously.*

Jeanette moved to extend the Executive Session by 5 minutes at 8:05 pm.

An Executive Session officially ended at 8:10 pm.

There being no further business, the Pierce Conservation District Board Meeting was adjourned at 8:11 pm.
SUMMARY OF MOTIONS:

1. John moved to approve the consent agenda. Scott seconded the motion. The motion passed unanimously.

2. Cindy moved to approve the December 31, 2019 Treasurer’s Report. John seconded the motion. The motion passed unanimously.


Respectfully submitted,
Mehgan Nishiyama, Administrative Assistant

Reviewed by,
Cynthia Ross, Finance Coordinator

Accepted: [Signature] Chairman.