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**Official Minutes of the February 8, 2023, Pierce Conservation District Board Meeting – Via Zoom AND In-Person:**

**Present:**

***Supervisors:***

Jeanette Dorner, Chair  
Cindy Haverkamp, Vice-Chair  
John Hopkins, Auditor  
Amy Moreno-Sills, Member  
Mark Mauren, Member  
Stu Trefry, Associate Supervisor

***District Personnel:***

Dana Coggon, Executive Director  
Cynthia Ross, Finance Manager  
Kristine Lewis, Grants & Contracts Manager  
René Skaggs, Farm Planning & Agricultural Assistance Program Director  
Heather Green, Habitat Improvement Program Director  
Mary Krauszer, Shorelines Program Manager  
Ryan Bird, Habitat Restoration Manager  
Glenn Johnson, Riparian Stewardship Manager  
Melissa Tatro, Public Communications Officer

***Other Attendees:***

Casey Vaughn, Department of Ecology  
Alan Chapman, Washington Association of Conservation Districts  
Jim Grob, Citizen of Bonney Lake  
David Hymes, Citizen of Eatonville

**The February 8, 2023, meeting of the Pierce Conservation District was called to order at 5:05 pm. The meeting was held via Zoom video conference and in-person.**

**Land Acknowledgement:**

*“We recognize that we are gathered on the traditional and current homelands of the Coast Salish Tribes. We acknowledge their Sovereign governments that have stewarded the lands, Water, and air throughout time immemorial.”*

**Introductions:**

All attendees introduced themselves.

**Public Comment:**

Jim asked about how the District is organized and funded. Jeanette let Jim know that she would be happy to discuss this offline. Dana gave a brief explanation of how the District is organized and funded. Jeanette added to Dana's explanation.

**Consent Agenda:**

- a) Approval of January 2023 Board Meeting Minutes

**Please see Exhibit A:** <..\Attachments\2 February\A - 2023.01.11 Draft board meeting notes.pdf>

*Cindy moved to approve the consent agenda. Mark seconded the motion. The motion passed unanimously.*

**Program Update: Habitat Team**

Heather presented the Board with an update on the Habitat Improvement Program.

**Please see Exhibit B:** [..\Attachments\2 February\B - FINAL\\_Habitat Improvement Program Update Feb 2023.pptx](..\Attachments\2 February\B - FINAL_Habitat Improvement Program Update Feb 2023.pptx)

**Treasurer's Report – January 2023:**

Cynthia presented the financial activities for the month of January 2023. She provided an overview of revenues and expenses, highlighting specific items. There were no missing checks.

Items to note:

- Grant Reimbursement: numbers are large because of end-of-year billings
- District Employee Salary Expenses: higher because of salary and medical increases

John asked about the District supplies expense. Cynthia explained that most of the expenses are for the plants, Tet Festival, and for a Cost Share.

Mark asked why the revenue is down and he questioned the expenses. Dana explained that it's not uncommon to see fluctuation in January because it depends on when households are paying taxes. Dana also explained that the expenses are higher because of employee turnover and payouts. Cynthia explained that the payouts are a one-time thing.

Cindy asked about District Office and Operation Supplies. Cynthia explained that the District is transitioning the server to the cloud.

Cindy also asked about the \$1,200 per employee. Dana explained that was part of the package part of the of bargaining agreement.

Mark asked if the interests from CDs are included in the report. Cynthia explained that the interest included in this report is only from Columbia Bank.

**Please see Exhibit C:** <..\Attachments\2 February\C - Feb 8 Treasurer's Report.pdf>

*John moved to approve the January 31<sup>st</sup>, 2023 Treasurer's Report as presented. Cindy seconded the motion. The motion passed unanimously.*

### **Sustainable Farms and Fields Funding:**

René briefed the Board on the Sustainable Farms and Fields funding. She explained that with the special cover crop program, which the Board originally approved on February 7, 2020, and has been approved annually since then, staff is recommending that the Board deviate from the farm financial assistance policy and grant the Farm Team blanket permission to distribute Sustainable Farms and Fields funding to producers without them going through the formal cost share application process and also without the producers having to have a farm management plan. She further explained the guidelines that would apply.

After much discussion, the Board agreed to the amended suggested motion.

**Please see Exhibit D:** <..\Attachments\2 February\D - Board Memo SFF Program Spending Proposal 2 2023.pdf>

**Please see Exhibit E:** <..\Attachments\2 February\E - SFF Funding Presentation to PCD Board.pptx>

**Please see Exhibit F:** <..\Attachments\2 February\F - Background Info SFF materials program Farm Program Financial Assistance Attachment Approved 2-9-2022.pdf>

**Please see Exhibit G:** <..\Attachments\2 February\G - Background Info SFF Programmatic Guidelines May2022.pdf>

**Please see Exhibit H:** <..\Attachments\2 February\H - Background SFF Board Approved CONTRACT AGREEMENT POLICY 2020.03.11.pdf>

*John moved to authorize staff to approve projects funded up to \$30,000 maximum per landowner per year under the SCC Sustainable Farms and Fields funding based on the SCC's SFF's criteria to be completed prior to the end of the state fiscal calendar year (June 30, 2024) per the approved process adopted at the February 9, 2022 Board meeting. Mark seconded the motion. The motion passed unanimously. Amy abstained from voting for potential conflict of interest.*

### **2023 Election Update:**

Kristine briefed the Board on the number of voters on the District mailing list. Currently, there are 1,134 voters on the District voter mailing list. Thirteen of those are new voters. There is only one candidate submission.

Jeanette asked what the deadline is for candidates to file. Kristine explained that the deadline is February 10, 2023 by 4:30 pm.

### **Approval of 2022 Conservation Awards:**

Melissa T. gave a brief background on the community awards. Melissa offered clarification on the nominees that were included in the Board packet.

*Cindy moved to accept the award winners as presented and authorized PCD staff to inform the winners and invite them to the Annual Meeting. Mark seconded the motion. The motion passed unanimously.*

**Please see Exhibit I:** [..\Attachments\2 February\I - Board Memo 2022 Conservation Award Winners.pdf](#)

### **Legislative Update:**

Dana presented the Legislative update to the Board; there were many bills discussed.

### **Department of Ecology Update:**

Casey briefed the Board on the Ecology Nonpoint Summary Update.

**Please see Exhibit J:** [..\Attachments\2 February\J - 2023 February- Ecology Monthly Nonpoint Summary \(1\).pdf](#)

### **Washington State Conservation Commission Update:**

No update from the Washington State Conservation Commission.

### **Washington Association of Conservation Districts Update:**

Alan briefed the Board on the finance report and related activities.

### **Chair's Report:**

Jeanette stated that she does not have anything to report.

### **Executive Director's Report:**

- Annual Report is in process of being digitally sent out. There will be some printed copies available. QR code linking to the annual report will be on postcards and newsletter.
- Annual Meeting will be on March 15 at the Pioneer Park Pavilion.
- Dana and Melissa joined the Puyallup-Sumner Chamber and have signed up to host an event on March 30<sup>th</sup>. A calendar invite will be sent to Board members.

Cindy asked about the quarterly newsletter. Jeanette explained that staff decided to move away from printed newsletters and towards electronic. Jeanette voiced her concern that moving away from printed newsletters will reduce the District visibility in the community. Cindy agreed with Jeanette. Jeanette suggested doing an annual report and a mid-year newsletter.

Stu asked about Annual Meeting event times. Melissa explained that the actual event is from 5-8pm. Dana said that a calendar invite will go out to the Board members.

### **Board Member Comments:**

Cindy announced that she will not be running for re-election.

Stu reminded the Board that he will be leaving Friday for the NACD annual meeting.

Jeanette reminder the Board to get the word out about the election.

**There being no further business, the Pierce Conservation District Board Meeting was adjourned at 7:47 PM.**

**SUMMARY OF MOTIONS:**

1. *Cindy moved to approve the consent agenda. Mark seconded the motion. The motion passed unanimously.*
2. *John moved to approve the January 31<sup>st</sup>, 2023 Treasurer’s Report as presented. Cindy seconded the motion. The motion passed unanimously.*
3. *John moved to authorize staff to approve projects funded up to \$30,000 maximum per landowner per year under the SCC Sustainable Farms and Fields funding based on the SCC’s SFF’s criteria to be completed prior to the end of the state fiscal calendar year (June 30, 2024) per the approved process adopted at the February 9, 2022 Board meeting. Mark seconded the motion. The motion passed unanimously. Amy abstained from voting for potential conflict of interest.*
4. *Cindy moved to accept the award winners as presented and authorized PCD staff to inform the winners and invite them to the Annual Meeting. Mark seconded the motion. The motion passed unanimously.*

Respectfully submitted,  
Kristine Lewis, Grants & Contracts Manager

Reviewed by,  
Dana Coggon, Executive Director

Accepted:           *Jeanette Darner*           Chairperson.