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Official Minutes of the February 10, 2021, Pierce Conservation District Board Meeting – *Via Zoom*:

Present:

Supervisors:

Jeanette Dorner, Chair
Cindy Haverkamp, Vice Chair
John Hopkins, Auditor
Scott Gruber, Member
Mark Mauren, Member
Bill Schiller, Associate Supervisor
Don Gourlie, Associate Supervisor
Stu Trefry, Associate Supervisor
Adam Reichenberger, Associate Supervisor
Hannah Febach, Associate supervisor

District Personnel:

Ryan Mello, Executive Director
Selena Corwin, Sr. Finance & Administration Director
Allan Warren, Communications & Development Director
Kristine Swanner, Grant & Contract Coordinator
Carly Canter, Administrative Assistant
Mary Krauszer, Shorelines Program Manager

Other Attendees:

Jean Fike, Washington State Conservation Commission

The February 10, 2021 meeting of the Pierce Conservation District was called to order at 5:08 pm. The meeting was held via Zoom video conference.

Introductions:

All attendees introduced themselves.

Consent Agenda:

- a. Minutes of the January 13, 2021 Board Meeting
- b. Authorizing the Executive or His Designee to Enter into a Professional service Agreement with Blue Coast Engineering to Complete a Feasibility Study, Alternatives Analysis, and Initial Cultural Resources Review for Bulkhead Removal and Nearshore Restoration at the Tacoma DeMolay Sandpit Nature Preserve in an Amount Not to Exceed \$50,000.

Please see Exhibit B: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Draft Notes\1-13-2021 Draft Notes.pdf>

Please see Exhibit C: S:\Board of Supervisors\Board Notes\2021\Attachments\2-February\Memo_BlueCoastEngineering_DeMolayFeasibilityandAlternativesAnalysis.pdf

Please see Exhibit D: \\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\2-February\PSA_BlueCoastEngineering_DeMolayFeasibilityandAlternativesAnalysis_Feb2021.pdf

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

January 31, 2020 Treasurer's Report:

Selena presented the financial activities for the month of January 2021. She provided an overview of revenues and expenses, highlighting specific items. There are no missing or voided checks.

Items of note:

- The subscriptions and memberships expense is higher because of Board Effects software. More details about the use and training of this software coming soon.
- The fixed assets still needs to be updated; the Vine property has not been added. Selena is working on this item and will be updated by the next Board meeting.

Please see Exhibit E: <S:\Board of Supervisors\Board Meeting Financials\2021\Feb10.pdf>

John moved to approve the January 31, 2020 Treasurer's Report as presented. Scott seconded the motion. The motion passed unanimously.

Work from Home Stipends:

Selena briefed the board on the complications of implementing the December decision of a 1.5% across-the-board merit pay increase for all staff. After consultation with several advisors, senior management has another option for work from home stipends.

- Mark questioned if we are the only agency struggling with this and if any other agencies are offering COVID relief. Selena explained that she has not heard of any other agencies offering this to their staff.

- Mark questioned about what can or cannot be reimbursed for. Ryan explained that we will work on an official policy and bring this to the Board next month working with the \$37,000.00 merit budget. Also, that this is only during COVID times.
- Ryan added that not only is this approach possible, but it is the most equitable to all staff. There will be a ‘must not exceed amount’. As well as there is allocated funds available that could be used if necessary.
- Mark suggested to develop a work from home policy not including COVID. Ryan clarified that the Interim Telecommute Policy was created last year and that it has no items regarding reimbursement. However, it is in the work plan to create a policy for long term use.

2021 Board Elections

Allan briefed the board on the progress of managing the 2021 election and efforts to date to increase awareness through paid advertising and marketing efforts. Kristine spoke on the deadlines for elected candidates, ballot request, and when to mail ballots.

- Deadline to file for elected candidacy – February 19th, 2021 @ 4:30 PM.
- Deadline for ballot requests – March 3rd, 2021 @ 4:30 PM.
- Ballots mailed out by – March 10th, 2021.
- Deadline to postmark ballots – March 24th, 2021.
- Drop box available outside District office between March 10th – March 24th, 2021.

Please see Exhibit F: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\2-February\Election Update 2.1.2021.pdf>

Please see Exhibit G: <\\server1\Company\Board of Supervisors\Board Notes\2021\Attachments\2-February\2021 Election Advertising Plan.pdf>

Please see Exhibit H: <\\server1\Company\Board of Supervisors\Board Notes\2021\Attachments\2-February\Election Flyer v.4.pdf>

Appointing Members to the District’s Financial Assistance Program Review Committee

Ryan briefed the board about the current members apart of the Financial Assistance Program Review Committee. Scott Gruber and Cindy Haverkamp want to step off this committee and open it to new members.

- Cindy changed her mind and requests to remain on this review committee. Jeanette agrees.
- Jeanette asked if anyone else was interesting in sitting in on this committee. Bill Schiller spoke up with interest.

Scott moved to appoint Board Members Cindy Haverkamp and Bill Schiller to the Financial Assistance Review Committee for terms to expire on May 31, 2022. John seconded the motion. The motion passed unanimously.

Setting the 2021 Goals for the Executive Director:

Ryan presented his priorities and goals for 2021. There was one item added to this plan.

- Support the Board in identifying clear outcomes for each strategy in the plan and moving the organization to an outcomes-based organization.

Please see Exhibit I: <S:\Board of Supervisors\Board Notes\2021\Attachments\2-February\2021 Executive Director Goals Final.pdf>

John motioned to approve the 2021 Goals of the Executive Director. Cindy seconded the motion. The motion passed unanimously.

Legislative Session Update

Ryan briefed the board on the progress of the 2021 legislative session, reminding the board about the upcoming WACD legislative week and some upcoming strategic issues to begin thinking about.

Chair's Report:

Jeanette spoke to the board about the 'Five Things to Know' email from Tom Salzer.

- In a recent survey Tom sent about these emails, there was interest in both versions of this. He has created a website for members only to see the extended content for the same details that are briefly shared on the emails.
- There were two committees that were created last year at the end of 2020. One created for Equity, Diversity, and Inclusion, and the other for District Elections.

Partner Updates:

Jean Fike spoke briefly about legislative update. There is not as much policy updates because the focus is on budget.

Please see Exhibit J: <S:\Board of Supervisors\Board Notes\2021\Attachments\2-February\2021 February Revised - Ecology Monthly Nonpoint Summary.pdf>

Executive Director's Report:**A. Grant/New Revenues Report**

- Ryan provided a brief overview of grants submitted, received, and contracted.

Please see Exhibit K: <S:\Board of Supervisors\Board Notes\2021\Attachments\2-February\February 2021 Grant Report.pdf>

B. Mobile Meat Quarterly Report

Please see Exhibit L: <S:\Board of Supervisors\Board Notes\2021\Attachments\2-February\2020 Q4 PSP - PCD Report.pdf>

Executive Session for the Purposes of Real Estate Negotiations Subject to RCW 42.30.110

Jeanette entertained a motion to enter into a Closed Session for the purposes of real estate negotiations subject to RCW 42.30.110 not to exceed 30 minutes. John made the motion. Mark seconded the motion. The motion passed unanimously.

Entered Executive Session at 6:52 PM (not recorded)

At 7:22 pm, the Executive Session was extended for an additional ten minutes.

The Executive Session officially ended at 7:32 pm.

Executive Session for the Purposes of Reviewing the Performance of the Executive Director Subject to RCW 42.30.110

Jeanette entertained a motion to enter into an Executive Session for the purposes of reviewing the performance of the Executive Director subject to RCW 42.30.110 not to exceed 20 minutes. John made the motion. Cindy seconded the motion. The motion passed unanimously.

Entered Executive Session at 7:35 PM (not recorded)

The Executive Session officially ended at 7:55 pm.

There being no further business, the Pierce Conservation District Board Meeting was adjourned at 7:55 PM.

Other Business:

No other business was conducted.

SUMMARY OF MOTIONS:

- 1. John moved to approve the consent agenda and Scott seconded the motion. The motion passed unanimously.*
- 2. John moved to approve the January 31, 2020 Treasurer's Report as presented. Scott seconded the motion. The motion passed unanimously.*

3. *Scott moved to appoint Board Members Cindy Haverkamp and Bill Schiller to the Financial Assistance Review Committee for terms to expire on May 31, 2022. John seconded the motion. The motion passed unanimously.*
4. *John motioned to approve the 2021 Goals of the Executive Director. Cindy seconded the motion. The motion passed unanimously.*
5. *Jeanette entertained a motion to enter into a Closed Session for the purposes of real estate negotiations subject to RCW 42.30.110 not to exceed 30 minutes. John made the motion. Mark seconded the motion. The motion passed unanimously.*
6. *Jeanette entertained a motion to enter into an Executive Session for the purposes of reviewing the performance of the Executive Director subject to RCW 42.30.110 not to exceed 20 minutes. John made the motion. Cindy seconded the motion. The motion passed unanimously.*

Respectfully submitted,
Carly Canter, Administrative Assistant

Reviewed by,
Selena Corwin, Senior Director of Finance & Administration

Accepted: *Jeanette Darner* Chairperson.