



Official Minutes of the April 12, 2023, Pierce Conservation District Board Meeting – *Via Zoom AND In-Person:*

Present:

Supervisors:

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

District Personnel:

Dana Coggon, Executive Director
Janet Nazy, Sr. Director of Finance & Administration
Cynthia Ross, Finance Manager
Mehgan Nishiyama, Administrative Assistant
Kristine Lewis, Grants & Contracts Manager
Devon Kerr, Harvest Pierce County Program Coordinator

Other Attendees:

Casey Vaughn, Department of Ecology
Alan Chapman, Washington Association of Conservation Districts
Jim Grob, Citizen
Julie Ammann, Citizen
Layne Dent, Student
Marian, Citizen

The April 12, 2023, meeting of the Pierce Conservation District was called to order at 5:08 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:

N/A

Consent Agenda:

- a) Approval of March 2023 Board Meeting Minutes
- b) Stubbs Authorization

Please see Exhibit A: [March 8th board meeting minutes](#)

Please see Exhibit B: [Stubbs Authorization Memo](#)

Please see Exhibit C: [RCO Application Authorization](#)

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

2023 Native Plant Sale Update:

Devon briefed the Board on outcomes from the 2023 Native Plant Sale.

John said he would like to see the hard cost of the plant sale after everything is reconciled to see if it's worth continuing the sale in the coming years. Devon said the point of the sale wasn't necessarily for income, but something the District does for the community. Mark asked about the equity aspect of the sale. Devon mentioned there was a suggestion to have a sliding scale for next year.

Treasurer's Report – March 2023:

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

She also told John that the plant sale totals are still being worked on and will share that information when reconciliation is completed.

Items to note:

- Tree Sale Income: last year it was held in April.
- Supplies Expense: trees from a vendor; Annual Meeting purchases
- Office/Operation Supplies: annual QuickBooks fee
- Professional Services Expense: EarthCorps crew service, Shore Friendly Grant, 2023 election, Goss Farm installations, WA Farmland Trust – Hunter Farm
- Rental Expense: tent for plant sale

Dana noted that the Annual Meeting came in under budget.

John asked about back charges for the election since the mistake that was made was on the part of the accounting firm. Mark asked about the expense trend going up. Dana clarified that those trends mean we have increased the amount of grant money and are just waiting for those to be reimbursed.

Dana pointed out that the District is moving from our local server to a cloud service, so there will be a fee for AMS until the migration is completed.

Please see Exhibit D: [March 2023](#)

John moved to approve the March 31st, 2023, Treasurer's Report as presented. Mark seconded the motion. The motion passed unanimously.

Authorize Janet Nazy as Grant Signatory and to be added to bank accounts:

Dana presented the Board with the April 10, 2023 memo that requests changes to the PCD Signature Authority.

Jeanette asked if it was appropriate, for internal controls, to have the financial officer also have signatory authority. Stu said the accountability structure is built into the procedures that are already in place (Board Auditor). Having staff as signatory authorities does not create a conflict. Janet also mentioned that if Dana was unable to sign checks, there would need to be another staff member. Jeanette said she would like updates to the Board from the Board Auditor, John. Typically, the Auditor makes the motion to approve financials.

Please see Exhibit E: [\(See Board memo\)](#)

John moved to revise PCD signature authority per the memo from Dana Coggon dated April 10, 2023, as attached in the April 12, 2023, board meeting agenda. Mark seconded the motion. The motion passed unanimously.

Investment Subcommittee Report:

John briefed the Board on current PCD accounts and options for investments.

Stu asked if the committee met with the financial team to see if the \$480,000 was the maximum amount to invest, so that the District could still cover current obligations. John and Mark clarified that this money is from the legacy account (money from the sale of the old District property) that we do not use.

John moved to authorize PCD Staff to research and invest up to \$480,000 of the First Security funds following a final conference with the Finance Subcommittee. Mark seconded the motion. The motion passed unanimously.

2023 Elections Results:

Kristine presented the Board with the election results. Julie Ammann was the winner. The election will be certified at the May SCC meeting.

John asked if there was anyone challenging the results. Kristine said there was not. He also thought it was bizarre that your vote would be disqualified if you did not seal your security envelope. Kristine explained that the instructions for mail-in ballots were sent with the ballots and those guidelines were from the SCC.

Please see Exhibit F: [2023 Election Results](#)

Legislative Update:

Dana updated the Board on legislative funds.

2023 Q1 Farm Program Financial Assistance Project Status:

Dana presented the Board with the 2023 Quarter 1 Farm Financial Assistance status.

Please see Exhibit G: [2023 Q1 Farm Program Financial assistance Project Status](#)

Targets and Measures for 2021-2025:

Dana updated the Board on where the District is with goals from the 2021-2025 Strategic Plan. The plan was approved right before the pandemic happened, so some things have shifted.

Please see Exhibit H: [Targets and Measures for 2021-2025](#)

Please see Exhibit I: <https://www.pierccd.org/DocumentCenter/View/2662/Pierce-Conservation-District-2021-2025-Strategic-Plan>

Department of Ecology:

Casey briefed the Board on the Monthly Nonpoint Summary.

Please see Exhibit J: [monthly nonpoint summary](#)

SCC Update:

N/A

WACD Update:

Alan said the WACD is also looking into investment opportunities. He briefed the Board on the most recent meeting.

Stu also wanted to let the Board know that Albert Roberts, Board member at the Okanogan Conservation District, passed away very recently.

Executive Director's Report:

- Annual Meeting Report
- Salmon in the Classroom Report
- Chamber Event
- USDA-RD Visit Report
- PSP Update – Mobile Meat Unit was shut down. They have found a new location to move to and should be up and running within the next few weeks. Stu brought up offloading it. Dana said it will be researched and brought up at a future meeting.

Chair's Report:

Jeanette brought up the Board retreat and when that would happen. Dana would like Cindy to be part of it. John suggested no more than six hours. Mark suggested a team-building exercise.

Jeanette suggested discussing Board rules, responsibility, and policies. Jeanette also brought up quarterly meetings being in person.

Board Member Comments:

Stu will not be at next month's meeting. The sustainable funding meeting for WACD is next week.

Open Public Comment:

None

There being no further business, the Pierce Conservation District Board Meeting was adjourned at 7:58 PM

SUMMARY OF MOTIONS:

1. *John moved to approve the consent agenda. Mark seconded the motion. The motion passed unanimously.*
2. *John moved to approve the March 31st, 2023, Treasurer's Report as presented. Mark seconded the motion. The motion passed unanimously.*
3. *John moved to revise PCD signature authority per the memo from Dana Coggon dated April 10, 2023, as attached in the April 12, 2023, board meeting agenda. Mark seconded the motion. The motion passed unanimously.*
4. *John moved to authorize PCD Staff to research and invest up to \$480,000 of the First Security funds following a final conference with the Finance Subcommittee. Mark seconded the motion. The motion passed unanimously.*

Respectfully submitted,
Mehgan Nishiyama, Administrative Assistant

Reviewed by,
Dana Coggon, Executive Director

Accepted:  _____ Chairperson.

