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Official Minutes of the April 14, 2021, Pierce Conservation District Board Meeting – *Via Zoom*:

Present:

Supervisors:

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

District Personnel:

Selena Corwin, Sr. Finance & Administration Director, Acting Director
Allan Warren, Communications & Development Director
Carly Canter, Administrative Assistant
Nicholas Cusick, Climate Resiliency Coordinator

Other Attendees:

Nate Lewis, South Sound Conservation Manager
Jean Fike, Washington State Conservation Commission
Alena Reynolds, Department of Ecology
Amy Moreno-Sills, Four Elements Farm

The April 14, 2021 meeting of the Pierce Conservation District was called to order at 5:06 pm. The meeting was held via Zoom video conference.

Introductions:

All attendees introduced themselves.

Consent Agenda:

- a) Minutes of the March 10th board meeting
- b) The Board approves the Resolution/Authorization form authorizing Selena Corwin, Jayme Gordon and Jeanette Dorner to be authorized signers for RCO Project #20-1095 (South Prairie Creek RM 4.0-4.5 Floodplain Planting)
- c) The Board approves the proposed amendment to the South Prairie Creek Preserve contract with Snohomish Conservation District.
- d) The Board approves the Interlocal Agreement with the City of Orting as presented.

Please see Exhibit A: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Draft Notes\3-10-2021 Draft Notes.pdf>

Please see Exhibit B: \\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\2b RCOApplicantAuthorizationResolution_PCD_Updated.pdf

Please see Exhibit C: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\2c Memo Snohomish CD SPSSEG Caucus ILA Amendment.pdf>

Please see Exhibit D: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\D - 2c Snohomish CD ILA Appendix C Amendment 1.pdf>

Please see Exhibit E: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\2d Memo Orting ILA.pdf>

Please see Exhibit F: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\2d PCD Orting ILA final draft.pdf>

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

March 31, 2021 Treasurer's Report:

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

Items of note:

- The District Legal Fees are higher than normal due to the review of City Forest Credits
- The Professional Services Expense amount is attributed to Floodplains by Design consultant, CaravanLabs who created a video at South Prairie Creek and contacting with WSU for Seed Drill contacts.
- The District Advertising is a combination of District Election and the RFP to fill Executive Director role.
- Training and travel expenses continue to be low due to pandemic restrictions.
- The District Machinery & Equipment is related to the purchase of a new trailer for the tractor at South Prairie Creek.

- Tree Sale Revenue this year was around \$42,000. There was a profit of about \$9,800 to put towards plants next year. There were about 38,540 plants sold to 512 customers this year.
- There are many deposits labelled; NPDES. This is for the Rain Barrel Workshop that Melissa put on. This is the difference reimbursed from the County.
Please see Exhibit G: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Meeting Financials\2021\Mar 10.pdf>

John moved to approve the March 31, 2021 Treasurer's Report as presented. Cindy seconded the motion. The motion passed unanimously.

Washington Farmland Trust Presentation

Allan introduced Nate Lewis from Washington Farmland Trust. Nate presented to the Board an opportunity to have third party enforcement entity and be named as such in the agricultural conservation easement to be placed on the Tel Farm.

- Mark asked, "What are the monitoring requirements?". Nate responded that as long as Washington Farmland Trust is the grantee, there would be none. There is no obligation to monitor being a third party right of enforcement.
- Hannah asked, "Was legal council consulted on this? Also, if we are named as third party, do we have ability to negotiate the contract?".
 - Allan explained that Ryan, Selena, and himself looked into this and decided that legal is not necessary.
 - Nate responded that Pierce CD would have full right to negotiate the contract.

Please see Exhibit H: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\H - 4 Tel Property Memo.pdf>

Please see Exhibit I: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\I - 4 Tel Farm PCD Board Presentation.pdf>

Cindy moved for Pierce Conservation District to accept the role as the 3rd party right of enforcement entity in the agricultural conservation easement to be placed on Tel Farm. John seconded the motion. The motion passed unanimously.

Climate Program Presentation

Nick presented to the Board updates to the Climate Resiliency Program. Nick answered general questions regarding program delivery.

Please see Exhibit J: \\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\J - ClimateResiliency BoardPresentation_04142021.pptx

2020 Strategic Plan Targets & Measures

Allan presented the 2020 Strategic Plan Targets and Measures updates to the Board.

- Even with the final year of the plan dealing with COVID, the District still met majority of their targets.
- Gallons of Stormwater infiltrated is more than triple the original goal.
- HPC team increased participation by almost 10 times their baseline.
- Average annual volunteers of 2,553 represents an 81% increase over the baseline.
- Average annual youth reached of 3,690, represents a 248% Increase over the baseline.

Please see Exhibit K: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\K - 6 Strategic Plan Tracking Final - USE THIS ONE 9.11.19.pdf>

Floodplains by Design #4 Contract Approval

Allan presented the Floodplains by Design Round 4 Contract with emphasis to elevate the importance of agricultural priorities in the Floodplains for the Future collaborative approach to floodplain management and accelerate the on-the-ground work that gets done to benefit farms, fish, and flood management.

Please see Exhibit L: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\3-March\L - 7 Floodplains by Design 4 Contract.pdf>

John moved to approve the proposed amendment to the Floodplains by Design 4 contact with Pierce County Surface Water Management and any associated subcontracts. Cindy seconded the motion. The motion passed unanimously.

Work from Home Reimbursement Policy

Selena presented to the Board updates on the draft policy. She ran the policy through the state auditor and our legal person. After seeing the results from a trial run with staff, we decided to incorporate our AmeriCorps team members as well to be fair and equitable.

Jeanette asked how staff feel about this approach. Selena replied that staff are very thankful for this opportunity.

Mark commented to remove the verbiage in the purpose instead of ‘To help alleviate the financial burden from working from home’ and use the approach of ‘‘We’ve asked our staff to work from home during this time and we are going to reimburse them for expenses’’.

Please see Exhibit M: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\M - 8 Home Office Exp Reim Memo.pdf>

Please see Exhibit N: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\N - 8 Home Office Expense Reimbursement Policy.pdf>

Please see Exhibit O: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\O - Home Office Reimbursement Summary.pdf>

John moved to approve the Home Office Reimbursement Policy as presented effective date of policy shall be March 11, 2020. Budgeted allocation of \$55,800.00 is approved. Mark seconded the motion. The motion passed unanimously.

Executive Search Firm RFP

Selena updated the Board on the Executive Search Firm RFP. Jeanette, John, Bill and Selena met to discuss the four submitted RFP's. Of those four, they narrowed it down to two. They felt it was not best to come to the Board with a recommendation yet, but instead to check references for each firm as well as interview each firm.

John said that there were great candidates. Bill added the top candidates were very equal. Jeanette agreed and emphasized that they will need a little more detail to make the final decisions.

Legislative Sessions Update

Allan briefed the Board on the 2021 State Legislative Priorities and the upcoming scheduled meetings.

Jeanette added that the Governor recently signed a bill to put a statue of Billie Frank Jr. in the Washington DC Capitol, in place of Whitman and be returned to the Whitman Mission in Walla Walla.

2021 Board Elections Update

Selena briefed the Board on the updates from the Board Elections. The unofficial winner is Jeanette Dorner. The State Conservation Commission will certify the election at their May meeting. Of the 1,098 mailed ballots, Jeanette received 492 eligible votes and Kurt received 100 eligible votes. There were 200 additional ballot requests this year.

Please see Exhibit P: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\P - 11 Election Update 4.7.2021.pdf>

Chair's Report:

Jeanette informed the Board that WACD has a joint committee regarding elections to look at conservation district elections and how the community recommends the elections process be more transparent and accessible. They meet every other Wednesday.

The association is also working to create a Diversity, Equity, and Inclusion Committee in response to the resolutions that were passed in December. Currently looking for a good facilitator for this committee and have interviewed a few candidates.

Update from Department of Ecology:

Alena briefed the Board on updates from the Department of Ecology.

Please see Exhibit Q: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\Q - 13 2021 April - Ecology Monthly Nonpoint Summary.pdf>

WA State Conservation Commission Update:

Jean informed the Board that the Natural Resources Development Funding program that is run by the Commission is in the process of making revisions. They want to make sure this program is more flexible. There are really great proposals out right now and they are looking for feedback by April 23rd.

Executive Director's Report:

A. Grant/New Revenues Report

Please see Exhibit R: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\R - 14a April 2021 Grant Report.pdf>

B. Washington Long Term Care Act Tax

Please see Exhibit S: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\4-April\S - 14b Long Term Care Trust Act Memo.pdf>

C. State Auditor Exit Conference

- We do not have a scheduled exit conference yet, but I have only heard good things about our audit.

D. COVID / Office Re-entry Updates

- The leadership team has sent out two separate surveys to all staff regarding everyone's feelings about coming back. We want to make sure everyone is comfortable and valued.

There being no further business, the Pierce Conservation District Board Meeting was adjourned at 8:14 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 31, 2021 Treasurer's Report as presented. Cindy seconded the motion. The motion passed unanimously.*
3. *Cindy moved for Pierce Conservation District to accept the role as the 3rd party right of enforcement entity in the agricultural conservation easement to be placed on Tel Farm. John seconded the motion. The motion passed unanimously.*
4. *John moved to approve the proposed amendment to the Floodplains by Design 4 contact with Pierce County Surface Water Management and any associated subcontracts. Cindy seconded the motion. The motion passed unanimously.*
5. *John moved to approve the Home Office Reimbursement Policy as presented effective date of policy shall be March 11, 2020. Budgeted allocation of \$55,800.00 is approved. Mark seconded the motion. The motion passed unanimously.*

Respectfully submitted,
Carly Canter, Administrative Assistant

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

Accepted: *Jeanette Darner* Chairperson.