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Official Minutes of the May 12, 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
Adam Reichenberger, Associate Supervisor

District Personnel:

Selena Corwin, Sr. Finance & Administration Director, Acting Director
Allan Warren, Communications & Development Director
Mehgan Nishiyama, Administrative Assistant
Paul Borne, KGI Watershed Farm Resource Specialist
Alison Nichols, Crop Farm Specialist
Rene' Skaggs, Farm Planning and Agricultural Assistance Program Director
Nicole Warren, Puyallup-White River Farm Program Specialist

Other Attendees:

Alan Chapman, Washington Association of Conservation Districts Area Representative
Jean Fike, Washington State Conservation Commission
Alena Reynolds, Department of Ecology
Tom Salzer, WACD Executive Director

The May 12, 2021 meeting of the Pierce Conservation District was called to order at 5:04 pm. The meeting was held via Zoom video conference.

Introductions:

All attendees introduced themselves. This will be Scott's last meeting as a Board Member.
There were changes made to the agenda:

- Removing Audit Exit Interview – the audit report is not finalized and has been tabled for the June meeting.
- Adding AmeriCorp Contract Approval – the contract was received at the end the day, today. Approval needed as the contract amount is greater than \$30,000 and is due by June 1st.
- Adding the approval of shifting WSCC Shellfish BMP funds of \$15,000 from the Compost Facility to Fence and \$12,000 from the Compost Facility to Surface Draining BMPs on the condition that WSCC has approved the shift of funds.

Consent Agenda:

- a) Minutes of the April 14th Board Meeting
- b) Minutes of the April 28th Special Board Meeting
- c) Approval of the Annual Plan of Work

Please see Exhibit A: <S:\Board of Supervisors\Board Notes\2021\Approved Notes\4-14-2021 Approved Notes.pdf>

Please see Exhibit B: <S:\Board of Supervisors\Board Notes\2021\Approved Notes\4-28-2021 Special Meeting Approved Notes.pdf>

Please see Exhibit C: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\2c PCD Draft Annual Plan of Work FY 2022.pdf>

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

April 30, 2021 Treasurer's Report:

Selena presented the financial activities for the month of April 2021. She provided an overview of revenues and expenses, highlighting specific items.

Items of note:

- Under Income, the Miscellaneous amount from the previous year was the insurance payment for the vehicle that was stolen.
- Under Deposit Detail, it shows federal grants since they are done quarterly.
- There were missing checks that were voided because Selena accidentally printed checks to L&I, Employment Security and Department of Revenue, but those payments were made online. She suggested that her and John would discuss and review it when he is in the office to sign checks.

Scott asked why the Tree Sale expense was so high last year in comparison to this year. Selena explained that all the expenses do not come in when the tree sale happens, they start in September and run through the months afterwards, which creates a trickle effect of expenses. This makes it harder to anticipate what month those expenses will show up. Scott asked if there were any notable increases in expense this year due to the pandemic. Selena stated that there were no notable increases, the reason being that the number of orders were limited to 500.

Please see Exhibit D: <S:\Board of Supervisors\Board Meeting Financials\2021\April 14.pdf>

John moved to approve the April 30, 2021 Treasurer's Report as presented. Mark seconded the motion. The motion passed unanimously.

2021-2022 AmeriCorps Member Placement Contract:

Selena briefed the Board on the 2021-2022 AmeriCorps Contract that was received this evening, before the Board meeting. She also detailed the difference in this contract in comparison to previous ones, which was the Tier 2 stipend for each AmeriCorps member. The cost per member for their term would be \$15,200, which totals to \$91,200 for the placement contract. The reason it is being brought before the Board tonight is that the contract is due to the State by June 1st.

John asked Selena to elaborate on what Tier 2 means. Tier 1 was only \$9,000/member for their placement, which was below the federal minimum wage. The AmeriCorps members were having a hard time making ends meet without outside help from family or friends during their term. Years ago, the District brought up the possibility of an increase in stipend. Washington Service Corps is also working on or may already have a Tier 3 option, but due to the budget, the District felt comfortable going with the Tier 2 option.

Allan added that WSC is allowing host organizations to pay more, but they are not increasing their level of contribution. He stated that there is still an interest in pressing them to increase their contribution. During exit interviews with AmeriCorps members, this matter has been highly mentioned and becomes an equity issue. Only those that can afford to make that low of a stipend can participate in AmeriCorps. The District would like it to be open to those who normally would not be able to participate.

Please see Exhibit E: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\WSC AmeriCorps Members 2021-2022.pdf>

John moved to approve the 2021-2022 AmeriCorps Member Placement contract with Washington State Employment Security Department, not to exceed \$91,200. Acting Executive Director is authorized to sign this contract. Cindy seconded the motion. The motion passed unanimously.

Farm Cost Share Program:

Abundis - 3 o'clock Ranch

Paul presented the Board with the 3 o'clock Ranch/Kathy and Doug Abundis Compost Facility BMP Project.

Don questioned the location and nature of the manure bin and whether there was an assessment done, especially from a water quality perspective. Are there any concerns about runoff still leaching down due to rain? Paul explained that the structure would have cement floors, walls, and a lip, along with a roof, so that any water that would get in through the sides, the concrete lip would prevent any leaching.

Allan asked what the actual cost would be. Paul has gotten bids from contractors and is working with Kitsap CD who has experience with these structures and the range is from \$25,000-\$30,000.

Scott asked for clarification on where the funding for this project was coming from. Paul said that 75% (\$30,000) from the Department of Health, 12.5% (\$5,000) from the landowners, and 12.5% (\$5,000) from PCD Rates. Scott also asked if the landowner match is in the form of money or labor. Paul said it would be a monetary contribution.

Please see Exhibit F: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\5a1 Abundis - CS Request Memo to Board May 2021.pdf>

Please see Exhibit G: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\5a2 Abundis - Criteria Worksheet.pdf>

Cindy moved to approve the Abundis/3 o'clock Ranch cost share as presented. Not to exceed PCD rates funding of \$5,000, and 75% cost share assistance reimbursement with NTA funding not to exceed \$30,000. John seconded the motion. The motion passed unanimously.

Claudia Frey – Frey Family Farm

Ali presented the Board with the Frey Family Farm BMP Project.

Jeanette asked if the Financial Assistance Committee had any input they would like to share. Bill mentioned that he really liked this cost share request and the story of the farm. Cindy said that the committee reviewed all of the cost share projects thoroughly and that the farm team is doing great work and extensive research.

Please see Exhibit H: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\5b1 Frey - Cost Share Request Memo to the Board.pdf>

Please see Exhibit I: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\5b2 Frey - Criteria Worksheet.pdf>

Scott moved to approve the Claudia Frey/Frey Family Farm cost share as presented. Not to exceed \$1,931. Cindy seconded the motion. The motion passed unanimously.

Micha & Andrew Ide – Bright Ide Acres

Nicole presented the Board with the Bright Ide Acres Irrigation Efficiencies Project.

Don mentioned that in the past, most projects have been water quality related, whereas the last few presented have been related to water quantity. He said there is a specific grant program for that through the SCC and Pierce County is one of the critical basins that could apply for that funding. He asked what the history behind PCD not being part of that program is and if it makes sense for the District to become involved in that program if we will have more water quantity related projects moving forward. Nicole said that program is something they have been exploring, but there are a lot of qualifications for it. She suggested that phase two of this specific project could possibly be funded by that in the future.

Rene shared that they had just met with Jon Culp at the SCC last week to discuss this program. One of the requirements is that the landowner must agree to sell a percentage to the Washington Water Trust. As for this project, the timing is right to move forward now, where it may be another year or so before being able to tap into the funding from the commission.

Cindy commented that she was impressed that these landowners are very willing to work with the District and allow us to do demonstrations on their property and this irrigation system would be one of those demonstrations that would be good for other people to see and learn about.

Rene stated that unless your project is really drawing on water from a stream, it may not even be eligible for the SCC grant. Nicole said it is primarily focused on people who have surface water rights that are pulling water right out of the stream versus ground water.

Please see Exhibit J: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\5c1 Ide Cost Share Memo May 2021.pdf>

Please see Exhibit K: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\5c2 Ide Criteria Worksheet May 2021.pdf>

Scott moved to approve the Micha & Andrew Ide/Bright Ide Acres cost share as presented. Not to exceed \$10,800. Cindy seconded the motion. The motion passed unanimously.

PCC Farmland Trust/WA Farmland Trust

Rene presented the Board with the PCC Farmland Trust dba WA Farmland Trust Center Pivot Irrigation Project.

Bill wanted clarification that Ryan, the dairy operator that is in a long-term lease to purchase agreement with the Trust, would be paying the 10%. Rene reassured him that was correct.

Jeanette asked the committee what their opinion was on this project. Bill said they did not make an official call on this. Rene explained that it was a late entry for review because they did not know it was a possibility for the Commission to switch funding for this.

Please see Exhibit L: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\5d1 WA FT Cost Share Request Memo.pdf>

Please see Exhibit M: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\5d2 WA Farmland Trust Criteria Worksheet.pdf>

Cindy moved to approve the PCC Farmland Trust/WA Farmland Trust cost share as presented. Not to exceed \$88,887.13. Mark seconded the motion. The motion passed unanimously.

Shifting WSCC Shellfish BMP funds:

Paul shared the progress of the Cost Share request for the Fitzgerald Farm from April 2020 to the Board. The proposal is to shift \$15,000 from the compost facility to the fencing and \$12,000 to the surface water diversion. The proposal is not asking for new funding, just to shift the approved funding into different BMPs.

Please see Exhibit N: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\Fitzgerald Project CS Request - May 2021.xlsx>

Cindy moved to approve shifting WSCC Shellfish BMP funds of \$15,000 from the Compost Facility to Fence and \$12,000 from the Compost Facility to Surface Draining BMPs on the condition that WSCC has approved the shift of funds. John seconded the motion. The motion passed unanimously.

Mobile Meat Unit Quarterly Report:

Rene presented the Board with the Puget Sound Processing quarterly report for the Mobile Meat Unit.

Bill requested a tour of the equipment when the time is appropriate. Rene said she will let the Board know when that is set up.

Jeanette asked Rene if there was something regarding this topic with the legislative sessions. Tom said there was a bill, but it did not pass.

Please see Exhibit O: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\6 2021 Q1 Pugt Sound Processing Report.pdf>

Executive Search for new Executive Director Update:

Selena updated the Board with the progress from Solid Ground Consulting. Selena met with Cindy Winter and the first step is to create the search committee. Next steps would involve focus groups to brainstorm.

Chair's Report:

Jeanette reminded folks that this is Scott's last official meeting and wanted to recognize all the great work Scott has contributed to here at the District for the past eight years. Other Board members and District staff expressed their gratitude.

Update from Department of Ecology:

Alena explained that they are now in the Notice of Intent phase of applying for Dept. of Ecology grants. They were also able to contact the landowner at Ohop Creek regarding the fencing that was previously discussed. The Department is also in the process of hiring three Water Quality Specialists.

Please see Exhibit P: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\9 2021 May - Ecology Monthly Nonpoint Summary.pdf>

WACD Update:

Tom briefed the Board on the outcome of the legislative sessions. Conservation Technical Assistance was the number one priority. The Conservation Commission received \$2 million in CTA funding which should be added to their base budget. The Finance Committee has been meeting regularly as they work on the WACD budget, the resolution on a revolving loan fund and improving internal controls and reporting. The Joint Election Committee is also meeting regularly and trying to grapple the many options of Supervisor Elections. The DEI Committee is slowly moving forward. The WACD Annual Meeting is still on hold as far as how to hold it this year, whether it be virtual or in person. The WACD Board is now meeting monthly. There is a new, subscription only newsletter, "The Five Things" that people can subscribe to through the WACD website.

WA State Conservation Commission Update:

Jean brought up some agenda items to be discussed at the upcoming Commission Meeting. She encouraged the District to make comment on how you would like the Commission to arrange the budget moving forward. A committee of District staff discussed the natural resource investments programmatic guidelines/Cost Share Program has proposed changes to make to the program to become more flexible.

Executive Director's Report:

A. Grant/New Revenues Report

Please see Exhibit Q: <S:\Board of Supervisors\Board Notes\2021\Attachments\5-May\10a May 2021 Grant Report.pdf>

B. Annual SAO Financial Report Update

C. COVID / Office Re-entry Updates

There being no further business, the Pierce Conservation District Board Meeting was adjourned at 7:10 PM.

Other Business:

No other business was conducted.

SUMMARY OF MOTIONS:

- 1. John moved to approve the consent agenda. Scott seconded the motion. The motion passed unanimously.*
- 2. John moved to approve the April 30, 2021 Treasurer's Report as presented. Mark seconded the motion. The motion passed unanimously.*
- 3. John moved to approve the 2021-2022 AmeriCorps Member Placement contract with Washington State Employment Security Department, not to exceed \$91,200. Acting*

Executive Director is authorized to sign this contract. Cindy seconded the motion. The motion passed unanimously.

- 4. Cindy moved to approve the Abundis/3 o'clock Ranch cost share as presented. Not to exceed PCD rates funding of \$5,000, and 75% cost share assistance reimbursement with NTA funding not to exceed \$30,000. John seconded the motion. The motion passed unanimously.*
- 5. Scott moved to approve the Claudia Frey/Frey Family Farm cost share as presented. Not to exceed \$1,931. Cindy seconded the motion. The motion passed unanimously.*
- 6. Scott moved to approve the Micha & Andrew Ide/Bright Ide Acres cost share as presented. Not to exceed \$10,800. Cindy seconded the motion. The motion passed unanimously.*
- 7. Cindy moved to approve the PCC Farmland Trust/WA Farmland Trust cost share as presented. Not to exceed \$88,887.13. Mark seconded the motion. The motion passed unanimously.*
- 8. Cindy moved to approve shifting WSCC Shellfish BMP funds of \$15,000 from the Compost Facility to Fence and \$12,000 from the Compost Facility to Surface Draining BMPs on the condition that WSCC has approved the shift of funds. John seconded the motion. The motion passed unanimously.*

Respectfully submitted,
Mehgan Nishiyama, Administrative Assistant

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

Accepted: *Jeanette Darner* Chairperson.