
Official Minutes of the June 9, 2021, Pierce Conservation District Board Meeting – *Via Zoom*:

Present:

Supervisors:

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

District Personnel:

Selena Corwin, Sr. Finance & Administration Director, Acting Director
Allan Warren, Communications & Development Director
Carly Canter, Administrative Assistant
Paul Borne, KGI Watershed Farm Resource Specialist
Rene' Skaggs, Farm Planning and Agricultural Assistance Program Director
Madeleine Spencer, Program Coordinator, Harvest Pierce County

Other Attendees:

Alan Chapman, Washington Association of Conservation Districts Area Representative
Alena Reynolds, Department of Ecology
Saundra Groshong, State Auditor Manager
Gwendolyn Dain, State Auditor

The June 9, 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.

There were changes made to the agenda:

- Adding Approval of Envirothon ILA– 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 Fitzgerald Project – Re-allocation of funds approved at last board meeting not to exceed \$10,000 for drainage and \$7,250.00 for Heavy Use Protection area. Due to be done by June 30th.

Swearing in of Board Member

Amy Moreno-Sills was sworn in as an Official Board Member by Jeanette Dorner.

Board Officers Elections

John nominated Jeanette Dorner to continue as the Pierce Conservation District Chair. The motion passed unanimously.

John nominated Cindy Haverkamp to continue as the Pierce Conservation District Vice-Chair. The motion passed unanimously.

Cindy nominated John Hopkins to continue as the Pierce Conservation District Auditor. The motion passed unanimously.

Consent Agenda:

- a) Minutes of the May 12th Board Meeting
- b) Approval of Nissan Leaf Vehicle
- c) Approval of WSCC Master Contract
- d) Approval of Envirothon ILA

Please see Exhibit A: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Approved Notes\5-12-2021 Approved Notes.pdf>

Please see Exhibit B: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\6-June\2b LeafMemo-Updated.pdf>

Please see Exhibit C: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\6-June\2c Pierce CD Master Contract 21-10.pdf>

Please see Exhibit D: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\6-June\2021 Envirothon Interlocal Agreement.pdf>

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

May 31, 2021, Treasurer's Report:

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

Items of note:

- Grant Reimbursements from 1st Quarter of 2021 were paid out in May.
- Rent, Lease and Concessions is connected to the rain barrel workshops hosted by WQ. Reimbursement from the county for the homeowners.
- Rates and Charges are higher than normal. This is related to property taxes being paid later and the recent rise in home sales.
- Payroll taxes went up due to Jayme Gordons departure from the District by paying out all annual leave balance accrued.
- District Elections had one final bill for KNXX Radio in the month of May.
- There was one missing check that was voided to reorder more checks.

Please see Exhibit E: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Meeting Financials\2021\June 9.pdf>

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

Audit Exit Interview

Selena introduced Gwendolyn Dain and Sandra Groshong. Selena briefly explained how this audit was performed off-site completely this year. Gwendolyn Dain and Sandra Groshong presented to the Board the final 2019 audit packet.

- Stu asked why the OPEB potential liability was considered a finding, when in the past this would have been just a management letter? Sandra responded that because the potential dollar amount attached to this finding. Also, this was communicated at many different associate meetings and details were shared with the community. It was presented at the 2018 WADE Conference.
- Stu followed up by asking if there were other agencies across the state with this same finding. Sandra replied that it was a mixture of agencies who received a same or similar finding as well as some that did not.

Please see Exhibit F: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\6-June\SAO Exit Conference Packet.pdf>

Re-Allocating Funds to complete Fitzgerald Project.

Paul updated the Board on the Fitzgerald Project previously presented in May.

- \$21,000.00 was returned to the Commission.
- Of the remaining funds, Paul was looking for authorization to shift \$5,600.00 of the drainage portion to be spent on heavy use protection area.
- Paul added that any money not spent on this project by the end of June will be returned to the Commission.

Please see Exhibit G: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\6-June\Fitzgerald Project CS Request - June 2021.xlsx>

John moved to reallocate prior approved funds for the Fitzgerald project as follows; not to exceed \$10,000 for drainage and not to exceed \$7,250 for Heavy Use Protection area. Mark seconded the motion. The motion passed unanimously.

Farm Planning & Ag Assistance Program Updates

Rene' presented to the Board updates on the Farm Planning & Ag Assistance Program highlighting their Webinar workshops to replace in-person farm tours during COVID.

- 122 Farm Technical Assistance Visits
- 439 Technical Assists via Phone/Email
- 16 Outreach/Educational Events with 685 participants

Please see Exhibit H: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\6-June\Farm Program 2021 board presentation.pptx>

Please see Exhibit I: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\6-June\7 2021 Farm Financial Assistance Tracking.pdf>

Goss Farm Lease, WSU

Madeleine presented to the Board the updated Goss Farm lease. After light discussion, the Board agreed that everything looked good with the exception of one sentence in the insurance section of the lease that will be removed. This sentence states that the District will name WSU as an additional insurer on our policy.

Please see Exhibit J: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\6-June\8a Goss Lease Board Memo.pdf>

Please see Exhibit K: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\6-June\8b Goss Farm Lease.pdf>

Amy moved to approve the Goss Farm Lease with removal of insurance clause sentence as discussed. John seconded the motion. The motion passed unanimously.

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 and figure out exactly what they will and will not be responsible for. The next steps would involve focus groups to brainstorm. Jeanette is still working on the search committee. Regular updates on the process will be made aware at future board meetings, as well as, if necessary, we will schedule a special board meeting.

Stu asked if this is the group who will be a part of the final interview process, or will the Board get the final interview? Jeanette responded that there will be interviews specifically with all the staff, one with the board, and finally one with key partners. Then ultimately it will be up to the Board at the end to make the official decision.

Chair's Report:

Jeanette reminded folks to check their emails for emails from Tom Salzer to see WACD updates.

Update from Department of Ecology:

Please see Exhibit L: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\6-June\11 2021 June - Ecology Monthly Nonpoint Summary.pdf>

Executive Director's Report:

A. Grant/New Revenues Report

Please see Exhibit M: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\6-June\12a June 2021 Grant Report.pdf>

B. COVID / Office Re-entry Updates

- Selena briefly explained that the Leadership team decided if you are fully vaccinated and show proof to Cynthia, that you can work at your desk without a mask. Otherwise, you must still wear one. It is not mandatory to show proof of

vaccination. Anytime you are away from your desk, you must continue to mask up whether you are vaccinated or not.

C. Habitat Improvement Program Director Update

- Allan informed the Board that he has taken on this position until filled. He meets weekly with Ryan Bird and Mary Krauszer.
- Also, the job posting was sent to many partners and shared on different platforms.

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 nominated Jeanette Dorner to continue as the Pierce Conservation District Chair. The motion passed unanimously.*
2. *John nominated Cindy Haverkamp to continue as the Pierce Conservation District Vice-Chair. The motion passed unanimously.*
3. *Cindy nominated John Hopkins to continue as the Pierce Conservation District Auditor. The motion passed unanimously.*
4. *John moved to approve the consent agenda. Scott seconded the motion. The motion passed unanimously.*
5. *John moved to approve the May 31, 2021, Treasurer's Report as presented. Cindy seconded the motion. The motion passed unanimously.*
6. *John moved to reallocate prior approved funds for the Fitzgerald project as follows; not to exceed \$10,000 for drainage and not to exceed \$7,250 for Heavy Use Protection area. 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:  Chairperson.