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

Present:

Supervisors:

Jeanette Dorner, Chair
Cindy Haverkamp, Vice Chair
John Hopkins, Auditor
Mark Mauren, Member
Don Gourlie, Associate Supervisor
Stu Trefry, Associate Supervisor
Hannah Febach, Associate Supervisor

District Personnel:

Selena Corwin, Sr. Finance & Administration Director, Acting Director
Allan Warren, Communications & Development Director
Mehgan Nishiyama, Administrative Assistant
Melissa Buckingham, Water Quality Improvement & Monitoring Program Director
Robb Krehbiel, Green Stormwater Program Manager

Other Attendees:

Alan Chapman, Washington Association of Conservation Districts Area Representative
Jean Fike, Washington State Conservation Commission

The July 14, 2021 meeting of the Pierce Conservation District was called to order at 5:02 pm. The meeting was held via Zoom video conference.

Introductions:

All attendees introduced themselves. Melissa introduced Robb as the new Green Stormwater Program Manager and gave a detailed description of Robb's responsibilities and priorities. Robb greeted the Board and gave some background on himself.

Consent Agenda:

- a) Minutes of the June 9th Board Meeting
- b) PSP – Mobile Meat Unit Quarterly Update/Report

Please see Exhibit A: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\7-July\2a 6-9-2021 Draft Notes.pdf>

Please see Exhibit B: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\7-July\2b 2021 Q2 Letter from Director.pdf>

Please see Exhibit C: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\7-July\2c 2021 Q2 PSP - PCD Report.pdf>

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

June 30, 2021 Treasurer's Report:

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

Items of note:

- Grant Reimbursements often fluctuate, but May of this year was bounds more than May of last year. It always depends on when we receive payments.
- Under Rents, Leases, and Concessions, most of that portion was due to rain barrel workshops.
- Under Professional Services, June was the last month of some commission grants. Also, there was money towards the Pierce County Flood Control District for the DeMolay project.
- The Miscellaneous Revenue were funds that were wired for the Stubbs acquisition.
- The Subscriptions/Memberships includes our monthly subscriptions to Zoom, Zoho, Adobe, WACD dues, IT, etc.

Please see Exhibit D: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Meeting Financials\2021\July 14.pdf>

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

Resolution 2021-07-14 for District Cost Share Policy for WSCC:

Selena briefed the Board on the 2021-07-14 Resolution for the District Cost Share Policy. There were no changes made to the resolution. If approved, the policy would be valid for 2021-2023.

Please see Exhibit E: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\7-July\4 2021-07-14 FY21-23 Cost Share Resolution.pdf>

John moved to approve Resolution 2021-07-14 as presented. Cindy seconded the motion. The motion passed unanimously.

WQ/Green Stormwater Mini-Grant Financial Assistance Program:

Robb presented the Board with the Water Quality/Green Stormwater Mini-Grants proposal.

Mark asked how the 50/50 scoring criteria percentage was reached. Robb stated that it was modeled after the Shoreline Grant criteria and that the areas that they would service are areas that are highly impacted and where systemic racism has created a lot of the infrastructure problems that they see, which has become a higher priority.

John asked if all of Pierce County was included. Robb reiterated that the priority watersheds were targeted due to their stormwater runoff. Jeanette reminded everyone that this is part of the analysis the Board did previously with the Water Quality team.

John also asked about up-front funding and how that would work. Melissa mentioned that it is the same practice that the District does with the Green Partnership Fund, where we act as the fiscal agent for a private property owner.

Cindy talked about the socioeconomic issues and whether the map includes Clover Creek. She wondered if, speaking to equity issues, the Tacoma Pierce County Health Department and Pierce County are concerned about the Parkland area. Melissa responded with the two different sides of priorities that had to be chosen. Either the water sub-basins or the equity lens. It was known that there would be a concern choosing one of the two and now that concern is coming to light. Some of the issues were not addressed due to the way the data comes in. Mark said that the District should be careful about changing things that have already been agreed upon. Melissa stated that she would not change the process of the program as it is, but use the information for future programming.

Allan reminded the Board that the prioritization work that has been done is meant to be updated periodically.

Stu asked if the goal was to try and do these projects and move the needle somewhere or is the goal to get these projects out in different areas and get the information out and garner more interest. Robb replied that the focus is to make them the initial demonstration project and show how the District can continue to provide long term financial assistance. Melissa spoke on the fact that the public does not know that the District can assist in projects such as these. They think the District only helps farm projects and recently, shoreline projects.

Jeanette questioned the different amounts for different practices regarding the tanks and if the quote came from Kitsap and if they would be different in our service area. Her concern lies with the fact that some may have to pay more for that service/project and whether it would be a better idea to change the amount agreed to them.

Mark mentioned that we have a limited number of projects and are we diluting the money we have by spreading it out in terms of this is a pilot program should we pick of those types of projects which one of those can we easily sell to a low-income community. Have you thought about how to sell this to that community. Robb said they are encouraging other community groups to apply for these projects, just like with the depave projects, rain gardens, and urban

wildlife. This will help with finding out what types of people will be coming to us for assistance. Mark said we should do outreach first and then determine what the program would be. Allan responded that this is a \$40,000 investment in an outreach strategy that comes with measurable impacts. Mark suggested to go out and talk to the community first and narrow the program to fit their needs. Jeanette spoke to the context of the proposal and that the staff has worked on the details of this, but it is not a new idea. This is something that is being done regionally and she gave examples of its success. Mark was satisfied with Jeanette's response.

Please see Exhibit F: \\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\7-July\5 WQ_MiniGrant_Board Memo.pdf

Please see Exhibit G: \\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\7-July\5a DRAFT_WQ_MiniGrant_Financial Assistance Contract.pdf

Please see Exhibit H: \\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\7-July\5c DRAFT_WQ_MiniGrant_List of Eligible Practices and Reimbursement Rates.pdf

Please see Exhibit I: \\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\7-July\5d DRAFT_WQ_MiniGrant_Scoring Criteria.pdf

John moved to approve the Water Quality Mini-Grant Program (up to \$4,000 for each practice) as amended. Mark seconded the motion. The motion passed unanimously.

Water Quality Improvement and Monitoring Program Update:

Melissa presented the Board with a Water Quality Program Update.

Executive Director Search Update:

Selena updated the Board on the search for an Executive Director. The committee has been formed and includes staff members, Board members, and partners. There are two 90-minute meetings scheduled with the consulting firm so far. A survey will be sent to the Board/staff for their input on characteristics and components they hope to find in the new hire.

Chair's Report:

Jeanette deferred her report to Alan during his partner update.

Update from Department of Ecology:

Not present.

Please see Exhibit J: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\7-July\9 2021 July- Ecology Monthly Nonpoint Summary.pdf>

WA State Conservation Commission Update:

Jean will be sending an opportunity to provide input on the Commission's strategic planning process, the deadline is August 16th. New changes going into the new biennium. They have updated and overhauled the Natural Resources Investments and Cost Share Program. There will also be changes to the Shellfish Program. There is also a new executive order governing archaeological and cultural resources in WA state that came out in April and the Commission is moving through its policy revision process to bring their work up to date with the order.

WACD Update:

Alan updated the Board that the budget was adopted, the Plant Materials Center is doing well, and investments did well. Jeanette added that the joint committee between the Commission and WACD on elections had a meeting today and they are making good progress. The DEI committee has had two meetings as of today and they are working with consultants to lay down the groundwork.

Executive Director's Report:

A. Grant/New Revenues Report

Please see Exhibit K: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\7-July\10 July 2021 Grant Report.pdf>

B. Stubbs Acquisition Update –

Acquisition set to close on July 30th.

C. COVID / Office Re-entry Updates –

The plan is to open September 1st, while still following state and local guidance. Selena will send a poll to the Board about in person vs Zoom Board meetings.

Stu asked if there was new guidance on public meetings. John mentioned that at the City, they have had their first public council meeting and some councilmembers were there or attended via Zoom. There were also members of the public present.

John also stated that at the City, with supervisor approval, staff can work from home one day per week. Hannah added her experience with the option to work from home from her employer. Selena told the Board that the District Personnel Policy Manual is currently with the legal team to revamp. Their advice, due to the experience of a pandemic, was to have a flexible work schedule policy to attract potential employees. Allan referred to the current situation in our economy as the Great Resignation which is well documented and advised the Board to investigate it.

John brought up the home reimbursement topic and revisiting it. Selena clarified that it was separate from the telework policy. The reimbursement was meant for the mandate to work from home.

D. Habitat Improvement Program Director Update –

The committee has interviewed four candidates so far, there are two more interviews this Friday.

Selena also mentioned that the federal and regular audit has started and it's probable that in two months the Board will be presented with the Audit Report.

There being no further business, the Pierce Conservation District Board Meeting was adjourned at 7:18 PM.

Other Business:

Cindy informed the Board that she landed her dream job at Pacific Education Institute to develop curriculum for science teachers and others with environmental education to get kids in school to get outside to learn about science.

Don received a promotion with the Puget Sound Partnership and will be the new Legislative Director.

SUMMARY OF MOTIONS:

1. *John moved to approve the consent agenda. Cindy seconded the motion. The motion passed unanimously.*
2. *Cindy moved to approve the June 30, 2021 Treasurer’s Report as presented. John seconded the motion. The motion passed unanimously.*
3. *John moved to approve Resolution 2021-07-14 as presented. Cindy seconded the motion. The motion passed unanimously.*
4. *John moved to approve the Water Quality Mini-Grant Program as amended. Mark 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.