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## **Official Minutes of the January 13, 2021, Pierce Conservation District Board Meeting – *Via Zoom*:**

### **Present:**

#### ***Supervisors:***

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

#### ***District Personnel:***

Ryan Mello, Executive Director  
Selena Corwin, Sr. Finance & Administration Director  
Kristine Swanner, Grant & Contract Coordinator  
Mehgan Nishiyama, Administrative Assistant  
Paul Borne, KGI Watershed Farm Resource Specialist

#### ***Other Attendees:***

Alan Chapman, Washington Association of Conservation Districts Area Representative

**The January 13, 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. Jeanette swore in new Board Member, Mark Mauren.

**Please see Exhibit A: <\\SERVER1\Shared Folders\Company\Board of Supervisors\Board Notes\2021\Attachments\1-January\A - Supervisor Oath of Office 1.13.21.docx>**

**Consent Agenda:**

- a. Minutes of the December 9, 2020 Board Meeting
- b. Authorizing the District to Allocate up to \$8,000 of the Farm Cost Share Budget for Cover Cropping Practices as Determined by the Executive Director or his designee
- c. Authorizing the Executive Director to Amend the 2020 – 2021 Washington Conservation Corps (WCC) Agreement to Add 7 Additional Days of the Pierce County Surface Water Management's WCC Crew for a New Not to Exceed Amount of \$203,145.

**Please see Exhibit B:** <..\2020\Draft Notes\12-09-2020 Draft Notes RM Edits.docx>

**Please see Exhibit C:** <..\Attachments\1-January\C - Board Memo on cover crop cost share pilot.pdf>

**Please see Exhibit D:** [..\Attachments\1-January\D - Board Memo\\_WCC Contract Amendment.pdf](..\Attachments\1-January\D - Board Memo_WCC Contract Amendment.pdf)

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

**December 31, 2020 Treasurer's Report:**

Selena presented the financial activities for the month of December 2020. She provided an overview of revenues and expenses, highlighting specific items. There are no missing or voided checks.

**Items of note:**

- Tree Sale Income is lesser than the previous year due to limiting the amount of orders taken as a result of the pandemic.
- The Professional Services expense increased since the Floodplains by Design Round 4 has started. It also includes bills with ESA and payment for the first quarter of our WCC crew time.
- Cindy questioned why the tree sale expense is higher while the sales lowered. Selena explained that it has to do with timing and the deposit paid. Once the sale gets closer the expense will change.
- The Fixed Assets still needs to be updated as we will be purchasing another vehicle this year, Selena is working with the accountant on that item.
- Mark asked why the Board needs so much detail in the Treasurer's Report. As a Supervisor on other Boards, he is used to a simpler approach. Selena explained that it is easier if Selena is unable to attend a Board meeting, Ryan would be confident in answering any questions. Also because past auditors preferred more detail given to Board members. Jeanette mentioned that this is meant to be reviewed ahead of the meetings and allows for transparency between staff and Supervisors. Stu clarified that as a Board Supervisor, you are ultimately responsible for the operations of the District.

**Please see Exhibit E:** <..\2021\Board Meeting Financials\2021\Jan13.xlsx>

*John moved to approve the December 31, 2020 Treasurer's Report as presented. Cindy seconded the motion. The motion passed unanimously.*

**Resolution 2021-01-01 - Setting the Date of March 24 for the 2021 Board of Supervisors Election:**

Selena briefed the Board on our initial plans to enhance outreach and education related to our Board of Supervisors election along with deadlines and logistics related to our 2021 Board election.

- Bill questioned why the appointed position is mentioned in this resolution. Selena explained that the District has a responsibility to publish the opening of an appointed position and to publish the resolution so it is mentioned as a means to save money.
- Stu asked if we keep a mailing list for all voters who have requested ballots before. Selena assured him that we do keep an ongoing list and do not remove anyone unless they ask to be removed.
- Cindy suggested that Selena send the Board a list of different sites or applications to share the election information.
- Don asked whether the District will be sending paid postage with ballots. Selena answered that we will not be due to the low percentage of voters who return their ballots.

**Please see Exhibit F:** <..\Attachments\1-January\F - Election resolution 2021-01-01.pdf>

*Scott moved to approve Resolution 2021-01-0. John seconded the motion. The motion passed unanimously.*

**Approving an Interlocal Agreement with the Pierce County Flood Control Zone District in the Amount of \$1,000,000 for the Acquisition and Associated Potential Improvements at the Soler Farms Along South Prairie Creek:**

Ryan briefed the Board on the planned acquisition of the Soler Farms utilizing Pierce County Flood Control Zone District (FCZD) funds along with our initial planning around future use and restoration. He made known that we are not requesting authorization to acquire the property at this time or setting a purchase price.

- Mark asked what funding source the District has to continue to cover the cost of managing the properties that have already been purchased. Ryan explained that the Board has authorized acquisitions like this because of the extreme significance to natural resources that this land has, specifically the habitat quality for endangered salmon. The funds to be used immediately are from the Department of Ecology and the Recreation Conservation Office. He also mentioned that the District may not be the landowner long term because of the cost of land ownership, and it is possible the District may transfer ownership to another entity once restoration has been completed. Mark asked if the District has investigated developing a stewardship account (i.e., rent from cattle and buildings). Ryan said that those are great ideas and that this transaction is different than previous ones and will be discussed further during a closed session.
- John clarified with Ryan about the language of the motion.

**Please see Exhibit G:** <..\Attachments\1-January\G - Soler ILA Packet.pdf>

*John moved to authorize the Executive Director to enter in to the Interlocal Agreement with the Pierce County Flood Control Zone District in the amount of \$1,000,000 for the acquisition and associated potential improvements at the Soler Farm. Scott seconded the motion. The motion passed unanimously.*

**Approving the Samichelle Tree Farms Financial Assistance Project in an Amount Not to Exceed \$6,000 of WA State Conservation Commission Funds:**

Paul presented the Financial Assistance Project for the Samichelle Tree Farms. This project was reviewed by the Board's Financial Assistance Program Committee and is recommended for approval.

- Mark questioned why we are funding a project that is a regulatory requirement and has this been done with past projects. Paul answered that this has been done in the past.

**Please see Exhibit H:** [..\Attachments\1-January\H - Criteria Worksheet\\_Samichelle TreeFarms.pdf](..\Attachments\1-January\H - Criteria Worksheet_Samichelle TreeFarms.pdf)

**Please see Exhibit I:** [..\Attachments\1-January\I - CS Request Memo to Board\\_Jan2021\\_Samichelle TreeFarms.pdf](..\Attachments\1-January\I - CS Request Memo to Board_Jan2021_Samichelle TreeFarms.pdf)

**Please see Exhibit J:** <..\Attachments\1-January\J - Samichelle BMP Project Presentation.pptx>

*Cindy moved to approve the Samichelle Tree Farms financial assistance project in an amount not to exceed \$6,000 of State Conservation Commission funds. Scott seconded the motion. The motion passed unanimously.*

**Amending the Farm Program Best Management Practice Cost Share Policy:**

The Financial Assistance Review Committee met since the December Board meeting and are suggesting some further changes to policies and procedures related to Farm cost share assistance. Due to Rene's unavailability, Scott and Cindy presented the amendments to the Board.

- Scott discussed the proposed amendment being a rotating membership for the subcommittee lasting one year. After much discussion and clarification on how many Board members were to sit on the subcommittee, the Board agreed on the language of the policy.

**Please see Exhibit K:** <..\Attachments\1-January\K - 021 Farm FA Policy Approved 1.13.2021.pdf>

*Scott moved to amend the Farm Program Best Management Practice Cost Share Policy as presented. John seconded the motion. The motion passed unanimously.*

**Setting the 2021 Goals for the Executive Director:**

Ryan presented his priorities and goals for 2021.

- Mark asked if Ryan had deliverables attached to these goals for a better evaluation at the end of the year. Ryan explained that he submits a written and oral report to the Board in

the middle of the year with his progress. Jeanette mentioned the accountability to the public shows in the work on the Strategic Plan and Ryan's goals are a kickoff to his annual performance evaluation for the Board. Mark thoughts are that these are a good start, but having a measured success rate would help the Board discuss his performance.

**Please see Exhibit L:** <..\Attachments\1-January\L - 2021 Executive Director Goals Progress.pdf>

### **Adopting the District's 2021 Legislative Priorities:**

Legislative priorities were first brought to the Board for initial review at the October Board meeting. After input from Board members, the priorities emailed to the Board on Monday, 1/11 is what is being suggested for approval.

- Mark mentioned that a valued approach would be getting local constituents to call or write legislators about the work that the District does that benefit them or work that they support. Ryan agreed and let him know that this tactic is part of the District's strategy as well. Jeanette clarified that these priorities are more broad agency requests and that being citizen Board members is a benefit with legislators as well since they are not agency representatives.
- Don commented on the Governor's budget as it pertains to the RCO's PSAR request that would be fully funded at \$52.7 million, and the Governor's budget has \$50 million. This might be a real benefit for the District to support the extra \$2 million to make it fully funded. If that doesn't happen, it may not be funded at all if there's not an opportunity for partial funding. He also questioned if the other bullets under that are projects that are being funded by the lead entity for PSAR or are they being surfboard funded grants. If not, they should be separated as they would be separate line items/budget requests. Ryan agreed to look over it with Don to get clarification on it.

**Please see Exhibit M:** <..\Attachments\1-January\M - 2021 Legislative Agenda Draft.pdf>

*John moved to approve the District's 2021 Legislative Priorities. Scott seconded the motion. The motion passed unanimously.*

### **Chair's Report:**

Jeanette informed the Board that the WACD is preparing for the legislative session that kicked off this week. This year is different than past years due to the concerns at the capitol and the pandemic. There will be a lobbying week in early February and will be a series of Zoom meetings, which staff are working on scheduling. John asked about mechanics and how this will work. Jeanette reiterated that the association is going to work closely with Districts, especially those with legislators across multiple Districts to provide more efficiency with scheduling.

Jeanette also notified the Board that the WACD has created a new Board meeting schedule. They previously met on a quarterly basis, but they determined it was frequent enough. They will not have an official Board meeting every month, but they will have a monthly time that is publicly

known. Some of those meetings will be work sessions and some will be Board meetings with actions associated. The information will be posted on the WACD website and there is a members only section and if the District Board would like to access it, Jeanette can give them that log in information. The first work session will be the evening of January 18<sup>th</sup>.

Alan mentioned that the NACD scholarship applications need to be submitted soon. Jeanette clarified that because the NACD meeting is coming up in February and due to the pandemic, it will not be in person. This gives room for more participation from Districts. Since there is a cost savings in the budget, usually allotted to travel and lodging, they have made available a scholarship for a Supervisor to attend. Ryan mentioned the emails he has sent to Board members and asked that any member interested in attending directly contact Meghan for registering.

### **Partner Updates:**

There were no partners present at this meeting.

**Please see Exhibit N:** [..\Attachments\1-January\N - 2021 January - Ecology Monthly Nonpoint Summary.pdf](#)

### **Executive Director's Report:**

#### A. Grant/New Revenues Report

- Ryan provided a brief overview of grants submitted, received, and contracted.

**Please see Exhibit O:** [..\Attachments\1-January\O - January 2021 Grant Report.pdf](#)

#### B. Public Disclosure Request

- Ryan reminded the Board of an email from Selena relating to a public disclosure request the District received. He also mentioned that Selena needs a response in writing from each Board member.
- Stu stated that the term disclosure is not appropriate to this, but that it is a public records request under the Public Records Act. Ryan agreed.
- Mark asked what the deadline was. Selena indicated that she has to respond by end of February or early March but would like to respond in the next couple of weeks. Jeanette asked if the time of the records request was prior to Mark's appointment to the Board and Selena said yes. John mentioned the deadline, according to the email, is January 25<sup>th</sup>.

### **Executive Session for the Purposes of Reviewing the Performance of the Executive Director Subject to RCW 42.30.110**

Selena asked Ryan to keep track of time for notes. The Board does not anticipate making any decisions at the conclusion or the executive session.

*Jeanette entertained a motion to enter into an Executive Session for the purposes of reviewing the performance of the Executive Director subject to RCW 42.30.110 not to exceed 20 minutes. Cindy made the motion. John seconded the motion. The motion passed unanimously.*

Entered Executive Session at 7:30PM (not recorded)

At 7:50pm, the Executive Session was extended for an additional ten minutes.

The Executive Session officially ended at 8:00 pm.

Jeanette shared that the Board remains very pleased with Ryan's performance, especially supporting the organization through a very difficult year and a pandemic. She asked for a motion to amend the 2021 budget.

**There being no further business, the Pierce Conservation District Board Meeting was adjourned at 8:01 PM.**

### **Other Business:**

No other business was conducted.

### **SUMMARY OF MOTIONS:**

- 1. John moved to approve the consent agenda and Cindy seconded the motion. The motion passed unanimously.*
- 2. John moved to approve the December 31, 2020 Treasurer's Report as presented. Cindy seconded the motion. The motion passed unanimously.*
- 3. Scott moved to approve Resolution 2021-01-0. John seconded the motion. The motion passed unanimously.*
- 4. John moved to authorize the Executive Director to enter in to the Interlocal Agreement with the Pierce County Flood Control Zone District in the amount of \$1,000,000 for the acquisition and associated potential improvements at the Soler Farm. Scott seconded the motion. The motion passed unanimously.*
- 5. Cindy moved to approve the Samichelle Tree Farms financial assistance project in an amount not to exceed \$6,000 of State Conservation Commission funds. Scott seconded the motion. The motion passed unanimously.*
- 6. Scott moved to amend the Farm Program Best Management Practice Cost Share Policy as presented. John seconded the motion. The motion passed unanimously.*
- 7. John moved to approve the District's 2021 Legislative Priorities. Scott seconded the motion. The motion passed unanimously.*

Respectfully submitted,  
Mehgan Nishiyama, Administrative Assistant

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

Accepted: *Jeannette Darner* Chairperson.