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**Official Minutes of the February 20, 2019, Pierce Conservation District Board Meeting:**

**Present:**

***Supervisors:***

Scott Gruber, Vice Chair  
Brian Sullivan, Auditor  
Cindy Haverkamp, Member  
John Hopkins, Member  
Don Gourlie, Associate Supervisor  
Bill Schiller, Associate Supervisor  
Hannah Febach, Associate Supervisor

***District Personnel:***

Ryan Mello, Executive Director  
Allan Warren, Communications & Development Director  
Cynthia Ross, Finance Coordinator  
Kathryn Lewis, Budget & Development Coordinator

**Not Present:**

***Supervisors:***

Jeanette Dorner, Chair, Excused

**The February 20, 2019 meeting of the Pierce Conservation District was called to order at 5:10 pm. The meeting was held at the District office.**

**Introductions:**

Board, staff & visitors introduced themselves.

**Please See Exhibit A: [..\Attachments\2 - February\A - Sign In Sheet.pdf](#)**

**Agenda Change:**

Scott mentioned that item 9: WSCC Update would be changed to a discussion of new proposals by the Conservation Commission for the Implementation Grant.

**Approve Minutes of the January 16, 2019 Meeting:**

The Board reviewed the minutes of the January 16, 2019 Board meeting. There were no corrections.

*John moved to approve the minutes of the January 16, 2019 Board Meeting as presented. Brian seconded the motion. The motion passed unanimously.*

**January 31, 2019 Treasurer's Report:**

Cynthia presented the Treasurer's Report and financial activities for the month of January 2019. She went through the Profit and Loss statement, highlighting several items in the Income and Expense sections.

She mentioned the accounts receivable increases and told the Board that this would be discussed in greater detail in the next agenda item. Cynthia also mentioned the increase in Miscellaneous expenses due to the recent District purchase of a Mitsubishi Outlander.

In the Balance Sheet section Cynthia showed the new 457(b) retirement plan impact. She went over the Deposit and Missing Checks details.

Brian asked about supplies expenses. Cynthia explained the impact of the tree sale, trees for the Camp Murray project, and workstations that were commissioned and constructed late 2018 but paid for in January 2019.

Scott asked for further clarification about tree sale expenses & revenues and Kathryn and Ryan answered.

*John moved to approve the January 31, 2019 Treasurer's Report. Brian seconded the motion. The motion passed unanimously.*

**Please See Exhibit B: [..\..\Board Meeting Financials\2019\Feb 2019.xlsx](#)**

**2018 Year-End Financial Briefing:**

Kathryn presented the 2018 year-end financial report. She walked the Board through the budgeted v. actual revenue tables, showing where revenue amounts varied substantially from the approved 2018 budget. Farm program, and Harvest Pierce County and Water Quality revenues came in lower than expected due to ordinary project cycles and unforeseen difficulties, and Habitat Program revenues came in higher than expected due to three grant-funded projects that increased activity substantially during the year.

Kathryn showed Revenue by Type table and discussed the leveraged funds rate of 59.2%, which was lower than the previous year but very close to the projection anticipated for 2018 in the District's Rates & Charges plan. She also showed the Spending by Program table and graph and indicated that both of these tables and graphs are also provided for the District's Annual Report.

Kathryn then walked the Board through the budgeted v. actual expenses for 2018, explaining the areas where expenses were substantially higher than projected for various reasons. Most, as usual, were due to new grants or contracts being gained or utilized by the District, which carried with them costs that were unforeseen at the time of budget adoption. In these cases, it's a situation of "money in, money out," with no overall impact to the District other than increasing the total revenues and expenses over what had been projected.

Finally, Kathryn discussed the current state of accounts receivable and the steps that District financial staff has taken to manage the situation.

**Please See Exhibit C: [..\Attachments\2 - February\C - 2018 EOY Financial Report Tables.pdf](#)**

### **2018 Strategic Plan Indicators & Targets Report:**

Ryan briefed the Board on the District's tracking sheets and progress on the strategic plan. He showed some high-level results and talked about the new inclusion of Green Partnership Fund accomplishments in the District's reporting.

He went over the "stop-light" indicators, explaining the situation with the fish passage barrier item. The project idea is still being worked upon, grants are being sought, but there are complications related to many project partners and changes in technical requirements. He pointed out that the South Puget Sound Salmon Enhancement Group did accomplish a culvert design using GPF funding and so this is listed in District accomplishments.

Ryan showed how new staff additions have increased capacity. He talked about the struggles involved with reopening shellfish beds and about how the District doesn't have the ability to affect all parameters which inhibit shellfish bed restoration. He talked about Total Maximum Daily Load issues and terminologies and showed how our work fits within the work done by Department of Ecology.

Hannah asked about how the District should measure TMDL work and Ryan said that it had been a simple misstatement of terms. A member of the District's Advisory Council, after reviewing the tracking document, explained how Ecology creates TMDL's and the District (and other partners) work on the response plans. This goal therefore needs to be rewritten. He said that the District should list the plans that it is working on rather than all plans being developed by Department of Ecology.

Don explained some of the factors that impact the impairment list and criteria for TMDLs. Allan indicated that the District isn't the lead on which plans go forward, or which order the response plans are developed.

Cindy stated her appreciation for the high volume of work that the District is achieving and called out the successes listed in the Outreach portion of the plan. Bill asked which items are and aren't impacted by Green Partnership grants and Allan and Ryan said that only about 10 items on the tracking list included accomplishments by Green Partnership Fund projects.

**Please See Exhibit D: [..\Attachments\2 - February\D - Strategic Plan Tracking Final 2.20.19.pdf](#)**

### **70th Anniversary Plans**

Allan presented information related to the District's promotion of our 70<sup>th</sup> anniversary celebrations. He showed the Board a new logo for the promotion and an invitation card for the upcoming Conservation Celebration. He told the Board that he'd appreciate any ideas they might have for making this year a very special celebration.

The 70<sup>th</sup> Anniversary will be rolled out at the Conservation Celebration, and our intent is to show the growth in scope and amount of work achieved over the years since the District was formed in 1949. Ryan has been working with a visual storyteller to present this. Allan has some ideas for more video storytelling to fill in gaps in the current media library and plans to share information also through the Tahoma View and local radio and television stations to get more people involved in the projects and programs of the District.

Cindy said that she liked the idea of extending the work through the year. Allan said that there were plans for a "70 days of Conservation" effort that would culminate in Orca Days. This effort would seek to involve residents in ongoing conservation activities which span the full programs of the District.

John asked about usual attendance for the Conservation Celebration and Ryan and Allan described the invitation process and the expected number of attendees.

Hannah brought up the idea of "\$70 for 70" contributions and pledged \$70 to go to the Conservation Celebration to help make this a very special event, in response to a challenge from staff. John and Cindy both also pledged \$70 to this cause, raising the total of pledges to \$280.

Board and Allan passed on praise for Camila's hard work on this event.

**Please See Exhibit E: [..\Attachments\2 - February\E - PCD 70 Icon Name Celebrate Tagline.jpg](#)**

**Please See Exhibit F: [..\Attachments\2 - February\F - PCD 70 Badge.jpg](#)**

**Please See Exhibit G: [..\Attachments\2 - February\G - 2019 Awardee Nominees.xlsx](#)**

### **2019 Legislation Session Update:**

Ryan briefed the Board on current activities to inform the legislation on work that the Districts are doing. Board members discussed the recent Legislative Days event and their perspectives on the gains that were made with local legislators.

Ryan said that most issues the District will work on are budgetary, but also talked about the Voluntary Stewardship Program which provides some counties an alternative to state mandated

Growth Management Act controls. Proposed legislation could affect the regulatory landscape in Pierce County, which could affect District operations.

Cindy asked to be informed about how things have gone for counties which earlier participated in the Voluntary Stewardship Program. Bill would like to know which counties are in VSP and which are not, and Brian would like to know if any of the current VSP counties want out of the program.

Ryan said that he's working with the Washington State Conservation Commission legislative staff to prepare a webinar or other materials which answer these and other questions.

### **NRCS Update:**

There was no NRCS Update.

### **WA State Conservation Commission Update:**

There was no WA State Conservation Commission Update. Ryan presented the proposed changes to the Implementation Grants brought forward by the Conservation Commission and there was discussion about these. Staff recommends support for the changes.

Cindy and Hannah expressed their support for the proposal and said that they liked the idea of equitable distribution of funding among the state's conservation districts. They felt that it was important though that the District continue to track the achievements gained through Commission funding to be able to show value to the legislature.

The rest of the Board concurred with this. Ryan was asked to express the District's support for proposed Implementation Grant process to the Conservation Commission.

**Please See Exhibit F: [..\Attachments\2 - February\H - WSCC IM Grant Proposal Memo Jan29 2019.pdf](#)**

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

#### **i) Grants and new Revenues Report – February 2019**

**Please see Exhibit I: [..\Attachments\2 - February\I - February 2019 Grant Report.docx](#)**

Ryan highlighted the funding received to conduct equity work received from the Puyallup Watershed Initiative. He also showed two grant requests in process – a Near Term Action grant to support the Regional Conservation Partnership Program grant, and work to start up fish passage barrier inventory work in the Puyallup Watershed. He also mentioned and described a contract being negotiated with Kaiser Permanente and the Tacoma Pierce County Health Department to extend work done on Harvest Pierce County's Walkability project, that supports the cultural ambassadors program.

**ii) Mobile Meat Unit Operations Update**

Ryan briefed the Board on the most recent MMU update.

**Please see Exhibit J: <..\Attachments\2 - February\J - PSP - 2018 4th QTR - PCD Report.pdf>**

**iii) Conservation Celebration Awards & Program Update**

This item was discussed earlier in the evening.

**iv) South Prairie Creek Restoration Project Update**

Ryan briefed the Board on some recent developments for this project.

**Board Member Comments & Open Discussion**

Cindy mentioned that she's been rehired at Pierce County but won't be the chair of the Chambers/Clover Creek Watershed Council. She shared that she's written some articles promoting conservation practices for churches and mentioned that the City of Lakewood is working on new shoreline management plan updates.

<https://www.pnwumc.org/news/creation-cares-for-you/>

<https://www.pnwumc.org/news/lets-eat-st-john-umc-considers-sustainable-food-choices/>

<https://www.pnwumc.org/news/category/creation-care/>

<https://mailchi.mp/pnwumc/zero-waste-a-resolution-for-2019>

John mentioned that Melissa and Raindog Designs did a rain barrel design for his church in Puyallup. He also talked about the 5-mile loop trail in Puyallup and the things that can be seen there. He wants to find a way to put digital sign posts along the trail. Lastly, he and Brian discussed a parcel that was for sale in Roy which might be a good conservation opportunity for the Nisqually Land Trust.

**There being no further business, the Pierce Conservation District Board Meeting was adjourned at 7:47 pm.**

**SUMMARY OF MOTIONS:**

1. *John moved to approve the corrected minutes of the January 16, 2019 Board Meeting. Brian seconded the motion. The motion passed unanimously.*
2. *John moved to approve the January 31, 2019 Treasurer's Report. Brian seconded the motion. The motion passed unanimously.*

Respectfully submitted,  
Kathryn Lewis, Budget & Development Coordinator

Reviewed by,  
Selena Corwin, Sr. Finance & Administration Director

Accepted:  Chairman.

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<https://www.pnwumc.org/news/lets-eat-st-john-umc-considers-sustainable-food-choices/>

<https://www.pnwumc.org/news/category/creation-care/>

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Accepted: \_\_\_\_\_ Chairman.