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

**Present:**

***Supervisors:***

Jeanette Dorner, 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  
Selena Corwin, Finance and Administration Director  
René Skaggs, Farm Planning & Agricultural Assistance Program Manager  
Paul Borne, KGI Farm Resource Specialist  
Robin Buckingham, Livestock Farm Resource Specialist  
Melissa Buckingham, Water Quality Improvement & Monitoring Program Director  
James Moore, AmeriCorps Service Member  
Kristine Swanner, Administrative Assistant

**Not Present:**

***Supervisors:***

Scott Gruber, Vice Chair, Excused

**The March 20, 2019 meeting of the Pierce Conservation District was called to order at 5:05 pm. The meeting was held at the District office.**

**Introductions:**

Board and staff introduced themselves. Melissa introduced James, who is a new AmeriCorps Service Member to the District. James briefly talked about himself.

**Please See Exhibit A: <S:\Board of Supervisors\Board Notes\2019\Attachments\3 - March\A - Sign In Sheet.pdf>**

**Approve Minutes of the February 20, 2019 Meeting:**

The Board reviewed the minutes of the February 20, 2019 Board meeting. Cindy mentioned that she will be the vice chair of the Chambers/Clover Creek Watershed Council.

*John moved to approve the minutes of the February 20, 2019 Board Meeting as amended. Cindy seconded the motion. The motion passed unanimously.*

**February 28, 2019 Treasurer's Report:**

Selena presented the Treasurer's Report and financial activities for the month of February 2019. She reviewed the Profit and Loss statement, highlighting several items in the Income and Expense sections. The Bank Interest is being provided quarterly and should be provided monthly. Selena will discuss this with the bank to get monthly statements.

She highlighted items under the Expense Section. The District Employee Benefits Expense has a 35% change due to 3.2% more going toward retirement. Also, the poultry processing and trucks were repaired.

In the Balance Sheet section Selena highlighted the 457(b)-retirement plan and mentioned that more will be discussed at the next Board Meeting.

Selena discussed the Native Plant Sale – the turnout was good with increase in sales and customers. This will show in the next statement.

She mentioned that the liabilities section has gone up due to the state's Family Leave Act.

Selena discussed the Cash Flow memo with the Board. She explained that there will be some leeway on payables.

*John moved to approve the February 28, 2019 Treasurer's Report. Cindy seconded the motion. The motion passed unanimously.*

**Please see Exhibit B: <S:\Board of Supervisors\Board Meeting Financials\2019\March 2019.xlsx>**

**Please see Exhibit C: <S:\Board of Supervisors\Board Notes\2019\Attachments\3 - March\C - Cash Flow Memo.docx>**

*Board Member Jeanette Dorner arrived at 5:17 pm.*

Selena addressed the need to update signatories to the District's financial accounts.

*Brian moved to remove Dave Seago as a signatory to the District's Columbia Bank account #7000316351 (checking) and account #7000602818 (savings). Brian further moved to add John L. Hopkins and Cynthia E. Haverkamp as signatories to the District's Columbia Bank account*

#7000316351 (checking) and account #7000602818 (savings). Jeanette seconded the motion. The motion passed unanimously.

**Farm Planning & Agricultural Assistance Program:**

René presented a program update on the Farm Planning and Agricultural Assistance Program. She pointed out that some dots on the map represent more than one farm. She explained that Forterra assisted with county parcels and GIS to reach landowners. Surveys are provided to the landowners to determine which workshops to attend.

René, Paul, and Robin explained that for landowners outside the focused watersheds the landowners are provided with helpful information.

**Please see Exhibit D: [..\Attachments\3 - March\D - Farm Program 2019 board presentation.pptx](#)**

**Farm Program Cost Share Round 1 Allocations**

**Crane – Cross Fencing:** René briefed the Board on the Crane Cost Share project.

There was discussion of how often projects were brought to the Board. René answered that projects are brought to the Board in March, May, July, and September. René brought up the Cost Share Policy for review. She explained that every project is brought to the Board but some projects may get requested to be denied. René stated that she will include the available amount for the year and how much has been spent on the All Cost Share Assistance Approved Projects spreadsheet in the future.

René explained that Crane is a new farmer and has a lot of projects to be completed before making a profit.

**Bright Ide Acres of Orting – Roof Runoff Structure:** Robin briefed the Board on the Bright Ide Acres of Orting Cost Share project.

Hannah questioned the matrix scoring. René and Robin answered that 30 is typically considered low.

**Lawson – heavy-use area, livestock stream exclusion fencing, stream buffer planting, cross-fencing, manure storage structure and waste treatment facility:** Paul discussed the Lawson Cost Share project, highlighting the project’s description on the memo. He discussed the budget and fund source requested. Paul explained that Shellfish funding has been confirmed with the Conservation Commission.

*Brian moved to approve the Crane Cost Share project as presented with a not to exceed amount of \$1,621 in District rates funds. Cindy seconded the motion. The motion passed unanimously.*

*John moved to approve the Bright Ide Acres Cost Share project as presented with a not to exceed amount of \$750 in District rates fund. Brian seconded the motion. The motion passed unanimously.*

*John moved to approve the Lawson Cost Share project as presented with a not to exceed amount of \$12,500 in State Conservation Commission Shellfish Implementation Funds for septic*

*replacement and further move to approve up to \$25,962.50 in Near Term Action funds for all the other conservation practices on this site. Cindy seconded the motion. The motion passed unanimously.*

(The purpose of the Lawson motion was both to approve receipt of funding and cost share agreement.)

**Please see Exhibit E:** [..\Attachments\3 - March\E - 2019 Cost share projects tracking document.docx](#)

**Please see Exhibit F:** [..\Attachments\3 - March\F - Crane Cost Share Request Memo to the Board.docx](#)

**Please see Exhibit G:** [..\Attachments\3 - March\G - Crane cost share matrix.pdf](#)

**Please see Exhibit H:** [..\Attachments\3 - March\H - Ide 558 Cost Share Request Memo.docx](#)

**Please see Exhibit I:** [..\Attachments\3 - March\I - Ide Capital Budget Project Scoring Nov 2017.docx](#)

**Please see Exhibit J:** [..\Attachments\3 - March\J - Lawson Cost Share Request Memo to the Board March 2019.docx](#)

**Please see Exhibit K:** [..\Attachments\3 - March\K - Lawson CS Ratings Matrix.docx](#)

### **Strategic Plan Targets:**

Ryan explained that at the last Board meeting there was discussion about the need for two amendments to the targets in the strategic plan. He reviewed the Proposed Amendments to 2016-2020 Strategic Plan.

There was discussion about the number of farm planners compared to the number projects. Ryan explained that staff capacity has doubled, and he feels good about reaching the goals.

Don asked if it was effective for staff to write plans. Ryan explained that this allows staff to build relationships with landowners. Currently, Robin is a certified farm planner. Also, there was discussion of how to measure meaningfully. Ryan provided examples.

The Board requested to discuss the Ecosystem Value of Clean Water at the next Board Meeting to include information on the number of TMDL implementation plans from staff.

*John moved to approve to amend the District's Strategic Plan as suggested in the Proposed Amendments to 2016-2020 Strategic Plan for the Sustainable Agriculture Ecosystem Value. Cindy seconded the motion. The motion passed unanimously.*

**Please see Exhibit:** [..\Attachments\3 - March\L - Strategic Plan Proposed Amendments.pdf](#)

### **Legislative Session Update:**

Ryan briefed the Board with status updates on the current legislative session. The House budget will be discussed on Monday and a summary will be put together for the Board. He explained

that the Sustainable Farm public hearing is being scheduled tonight for next Friday. Bill 5947 got out of senate with bipartisan vote. They are working hard to get a hearing.

**NRCS Update:**

There was no NRCS Update.

**WA State Conservation Commission Update:**

There was no WA State Conservation Commission Update.

**Executive Director's Report:**

**Grants and new Revenues Report**

Ryan presented the March 2019 Grant/New Revenue Report.

Please see Exhibit M: <..\Attachments\3 - March\M - March 2019 Grant Report.docx>

**Regular Meeting Date & Date Possible Adjustment**

The Board discussed possible adjustment to the Board meeting date. After some discussion, Board agreed that the second Wednesday of the month will work. There will be further discussion and cross checking at the next Board meeting. April's Board meeting date and time will remain the same.

**Tacoma Urban League Partnership**

Ryan updated the Board that he will be announcing a new partnership at the Conservation Celebration. The partnership has not yet been defined but the assessment has started. Ryan explained that the partnership will allow for a way to introduce work to each other.

**Board Member Comments & Open Discussion**

Jeanette discussed the Commission Public Hearing and provided a summary of events at Thurston Conservation District. She expressed her dedication of good governance.

Don mentioned City Forest Credits.

John shared on the upcoming Meeker Days – a possible educational opportunity. Jill Starks is the coordinator. He also brought up Along the River Walk and will bring more information.

**There being no further business, the Pierce Conservation District Board Meeting was adjourned at 7:39 pm.**

**SUMMARY OF MOTIONS:**

1. *John moved to approve the minutes of the February 20, 2019 Board Meeting as amended. Cindy seconded the motion. The motion passed unanimously.*
2. *John moved to approve the February 28, 2019 Treasurer's Report. Cindy seconded the motion. The motion passed unanimously.*
3. *Brian moved to remove Dave Seago as a signatory to the District's Columbia Bank account #7000316351 (checking) and account #7000602818 (savings). Brian further moved to add John L. Hopkins and Cynthia E. Haverkamp as signatories to the District's Columbia Bank account #7000316351 (checking) and account #7000602818 (savings). Jeanette seconded the motion. The motion passed unanimously.*
4. *Brian moved to approve the Crane Cost Share project as presented with a not to exceed amount of \$1,621 in District rates funds. Cindy seconded the motion. The motion passed unanimously.*
5. *John moved to approve the Bright Ide Acres Cost Share project as presented with a not to exceed amount of \$750 in District rates fund. Brian seconded the motion. The motion passed unanimously.*
6. *John moved to approve the Lawson Cost Share project as presented with a not to exceed amount of \$12,500 in State Conservation Commission Shellfish Implementation Funds for septic replacement and further move to approve up to \$25,962.50 in Near Term Action funds for all the other conservation practices on this site. Cindy seconded the motion. The motion passed unanimously.*
7. *John moved to approve to amend the District's Strategic Plan as suggested in the Proposed Amendments to 2016-2020 Strategic Plan for the Sustainable Agriculture Ecosystem Value. Cindy seconded the motion. The motion passed unanimously.*

Respectfully submitted,  
Kristine Swanner, Administrative Assistant

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

Accepted:  Chairman.