

Official Minutes of the April 17, 2019, Pierce Conservation District Board Meeting:

Present:

Supervisors:

Jeanette Dorner, Chair
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
Selena Corwin, Finance and Administration Director
Kristine Swanner, Administrative Assistant

The April 17, 2019 meeting of the Pierce Conservation District was called to order at 5:14 pm. The meeting was held at the District office.

Introductions:

Board and staff introduced themselves.

Please See Exhibit A: <S:\Board of Supervisors\Board Notes\2019\Attachments\4 - April\A - 04-17-2019 Sign In Sheet.pdf>

Approve Minutes of the March 20, 2019 Meeting:

The Board reviewed the minutes of the March 20, 2019 Board meeting. There were no corrections.

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

March 31, 2019 Treasurer's Report:

Selena presented the Treasurer's Report and financial activities for the month of March 2019. She reviewed the Profit and Loss statement, highlighting several items in the Income and Expense sections. The Miscellaneous Expense is high because of the approved percentage of compensation rate that was transferred.

The revenue from the Tree Sale is roughly \$57,000 with an estimated profit amount of \$38,000. Selena credited this to Chris Madden's hard work. The number of customers and quantity amounts increased.

In the Balance Sheet section, Selena explained that the account for Columbia Money Market Savings was closed. The remaining amount of \$6.34 was transferred to 1st Security Bank and will reflect on the next month's Balance Sheet.

There were no voided checks and all the deposits are self-explanatory. Selena explained that we were low at rates payment and ended up approximately \$50,000 extra.

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

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

Associate Supervisor Bill Schiller arrived at 5:18 pm.

District's 457(b) Retirement Plan Administration Policy:

Selena briefed the Board on the necessity of the policy and its contents thoroughly. She explained that Farmer & Betts manages the administration side of the retirement and Stapp Financial manages the trading. There was question from the Board regarding how to prove if a person is educated in self-managing their retirement. Selena explained that Stapp Financial determines this.

Selena stated that she will arrange for Social Security to come and educate staff members on Social Security credits in the future.

Cindy moved to approve the District's 457(b) Retirement Plan Administration Policy as presented. John seconded the motion. The motion passed unanimously.

Please see Exhibit C: <S:\Board of Supervisors\Board Notes\2019\Attachments\4 - April\C - Governmental 457 Plan.docx>

Board Member Scott Gruber arrived at 5:21 pm.

WA State Employment Security Department-WA Services Corps:

Ryan explained that he is requesting authorization to enter into a contract with WA State Employment Security Department WA Service Corps for six AmeriCorps Members and into an

agreement with Franklin Pierce School District for one of those AmeriCorps Members. He explained that this expense is approximately \$11,000 over budget. AmeriCorps increased their fee because AmeriCorps members' stipend increased.

Scott moved to authorize the Executive Director to enter in to a contract with WA State Employment Security Department Washington Services Corps for six AmeriCorps Members with a not to exceed amount of \$60,000 and enter in to any associated agreements with the Franklin Pierce School District for one of those AmeriCorps Members. Cindy seconded the motion. The motion passed unanimously.

Please see Exhibit D: [S:\Board of Supervisors\Board Notes\2019\Attachments\4 - April\D - PROCESS PY19 WSC Contract \(Pierce CD\)](S:\Board of Supervisors\Board Notes\2019\Attachments\4 - April\D - PROCESS PY19 WSC Contract (Pierce CD))

Pierce Conservation District's South Prairie Creek Riparian Restoration Cost Share Project:

Ryan briefed the Board on the project. He explained that South Sound Enhancement Group helped with the design of the buffer.

He provided answers to general questions regarding the purchase history of the Inglin Dairy.

Brian moved to approve the Pierce Conservation District's South Prairie Creek Riparian Restoration Cost Share Project with 100% Cost Share funds and the amount not to exceed \$50,000 from the Washington State Conservation Commission. Cindy seconded the motion. The motion passed unanimously.

Please see Exhibit E: <S:\Board of Supervisors\Board Notes\2019\Attachments\4 - April\E - South Prairie Creek Board Memo>

Please see Exhibit F: <S:\Board of Supervisors\Board Notes\2019\Attachments\4 - April\F - 18-10-NS2 Cost Share Agreement.pdf>

Board Meeting Date Change:

Jeanette discussed changing the May Board Meeting date to May 9. Ryan asked that the June Board meeting date remain on June 19 due to staff members attending Washington Association of District Employees (WADE) conference during June 10-11. Board discussed adjusting the Board meetings to the second Wednesday of each month starting in July.

Scott moved to adjust the May Board meeting to May 9 and all future Board Meetings to the second Wednesday of each month starting July of 2019. John seconded the motion. The motion passed unanimously.

Equity Initiative Update:

Ryan presented on Equity in Conservation. There was discussion on marketing strategies. Hannah suggested reaching out to Habitat for Humanity for possible AmeriCorps housing.

Ryan mentioned the Equity Training at WADE Conference in June 2019.

The Board expressed their appreciation for the District's focus on equity.

Please see Exhibit G: <S:\Board of Supervisors\Board Notes\2019\Attachments\4 - April\G - Equity Update 4.15.19.pptx>

Legislative Update:

Ryan briefly provided an update on the current legislative session.

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 gave a brief overview of the grant report that is submitted monthly to the Board.

Please see Exhibit H: <S:\Board of Supervisors\Board Notes\2019\Attachments\4 - April\H - April 2019 Grant Report.docx>

2019 Orca Recovery Day:

Ryan explained to the Board that Orca Recovery Day is set and is on October 19, 2019. The 70 Days of Conservation will begin on August 11.

There was some discussion on other organizations participating in this event.

Board Member Comments & Open Discussion

Brian discussed Fircrest Environmental Day.

There was discussion on the orca bills addressing major issues.

John brought up the Main Street ordeal with the council regarding a Request for Proposal.

The Board provided feedback for the 2019 Conservation Celebration.

There being no further business, the Pierce Conservation District Board Meeting was adjourned at 7:11 pm.

SUMMARY OF MOTIONS:

1. *John moved to approve the minutes of the March 20, 2019 Board Meeting as presented. Cindy seconded the motion. The motion passed unanimously.*
2. *Brian moved to approve the March 31, 2019 Treasurer's Report. John seconded the motion. The motion passed unanimously.*
3. *Cindy moved to approve the District's 457(b) Retirement Plan Administration Policy as presented. John seconded the motion. The motion passed unanimously.*
4. *Scott moved to authorize the Executive Director to enter into a contract with WA State Employment Security Department Washington Services Corps for six AmeriCorps Members with a not to exceed amount of \$60,000 and enter into any associated agreements with the Franklin Pierce School District for one of those AmeriCorps Members. Cindy seconded the motion. The motion passed unanimously.*
5. *Brian moved to approve the Pierce Conservation District's South Prairie Creek Riparian Restoration Cost Share Project with 100% Cost Share funds and the amount not to exceed \$50,000 from the Washington State Conservation Commission. Cindy seconded the motion. The motion passed unanimously.*
6. *Scott moved to adjust the May Board meeting to May 9 and all future Board Meetings to the second Wednesday of each month starting July of 2019. John seconded the motion. The motion passed unanimously.*

Respectfully submitted,
Kristine Swanner, Administrative Assistant

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

Accepted:  Chairman.