
Official Minutes of the May 9, 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
Melissa Buckingham, Water Quality Improvement & Monitoring Program Director
Cynthia Ross, Finance Coordinator
Paul Borne, KGI Farm Resource Specialist
Kathryn Lewis, Budget & Development Coordinator

Other Attendees:

Amy Moreno-Sills, PCC Farmland Trust

The May 9, 2019 meeting of the Pierce Conservation District was called to order at 5:04 pm. The meeting was held at the District office.

Please see Exhibit A: "<S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\A - May 9 Sign In Sheet.pdf>"

Item 4 was moved ahead of Item 3 on the agenda.

Approve Minutes of the April 17, 2019 Meeting:

The Board reviewed the minutes of the April 17, 2019 Board meeting. There were no corrections.

John moved to approve the minutes of the April 17, 2019 Board Meeting as presented. Brian seconded the motion. The motion passed unanimously.

Please see: ["S:\Board of Supervisors\Board Notes\2019\Approved Notes\04-17-2019 Approved Notes.pdf"](S:\Board of Supervisors\Board Notes\2019\Approved Notes\04-17-2019 Approved Notes.pdf)

PCC Farmland Trust Presentation:

Amy Moreno-Sills presented the project that she's working on with Green Partnership Funding. The project is called "Farmer to Farmer" and is meant to connect potential farmers to available land for farming, and to give them education and assistance to be successful.

She mentioned that a recent "Veterans Cultural Competency" class was held which is expected to provide benefits in reaching out to military veterans who wish to try farming as a business and way of life.

PCC Farmland Trust has been providing 1 on 1 assistance through this program and they're grateful for District funding. Assistance has included business planning and helping new farmers find land to work. There are many more potential farmers than available land to farm- this is reported to be a problem even for established farmers. She also talked about the links between her work and the District's Farm Foundations project.

Please see Exhibit B: ["S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\B - PCC Farmland Trust Farmer to Farmer.pdf"](S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\B - PCC Farmland Trust Farmer to Farmer.pdf)

April 30, 2019 Treasurer's Report:

Cynthia presented the Treasurer's Report and financial activities for the month of April 2019. She reviewed the Profit and Loss statement, highlighting several items in the Income and Expense sections. Total income & expenses amounted to being about \$30,000 positive balance.

She showed the comparison report. John asked about supplies and Cynthia said that these were depave grant related expenses. Bill asked about professional services and Cynthia said that these were WCC crew costs billed quarterly, and expenses related to the Floodplains by Design project.

John moved to approve the April 30, 2019 Treasurer's Report. Cindy seconded the motion. The motion passed unanimously.

Please see: ["S:\Board of Supervisors\Board Meeting Financials\2019\May 2019.xlsx"](S:\Board of Supervisors\Board Meeting Financials\2019\May 2019.xlsx)

District Overtime Policy:

Selena presented the draft overtime policy changes. Staff at the District have very flexible schedules due to after hours or weekend project needs, and the District wants to ensure positive work/life balance.

She explained the current state law, and the history of how things have been done at the District. She said that the official work week of the District is Monday – Sunday, and it is a 7 day work week. This policy only applies to non-exempt employees, as exempt employees aren't eligible for overtime compensation.

Overtime must be approved by managers, and managers are notified when employees approach the 80 hour limit for overtime compensation.

John asked if the policy changes had been reviewed by the District's legal counsel. Selena said that these changes came from the Society for Human Resource Management, which has resources for each state in the country. Bill asked how much overtime is gained and used by District staff. Selena said not very much, but this new policy should reduce it even more.

Don asked about wording that seemed to imply that any work outside of 8am – 4:30pm would be considered overtime. Selena said that this was unintentional and said that she would clean that language up. Jeanette asked about whether staff could get paid overtime rather than using it as compensatory time. Selena said that the wording was a bit unclear and that the District prefers that employees take the time later rather than be paid overtime. She will work on this language as well.

John suggested that some definitions be added. He asked how the staff feels about the policy change, and if there had been outreach. Selena said that yes there has been outreach and that staff understands. Bill asked if overtime hours are accrued at 1.5 hours per hour worked, and Selena said yes that was true. He asked if someone could get overtime hours in a same week where they used sick leave. After some discussion it was understood that no, an employee should not gain 1/5 to 1 overtime compensation if they used sick leave in the same week.

Hannah asked if this replaces the old "flex" policy and Selena affirmed that it does. Selena said that she will be taking the policy back to the Management Team for further work and then bring it back to the Board at a later date.

Please see Exhibit C: ["S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\C - Draft OT Policy Changes.pdf"](S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\C - Draft OT Policy Changes.pdf)

Water Quality Program Prioritization:

Melissa gave a presentation on Forterra work to help the Water Quality Program prioritize its future work. There was discussion about ranking criteria.

Please see Exhibit D: ["S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\D - 2019 Watershed Prioritization Project.pptx"](S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\D - 2019 Watershed Prioritization Project.pptx)

City of Tacoma Depave Interlocal Agreement:

Melissa presented an interlocal agreement between the District and the City of Tacoma to cover future depave work, and to provide project funding for projects within the City. There was discussion about various legal aspects of the agreement.

Bill asked about the period of performance and if it's indefinite. Ryan said that yes this was an open-ended contract, intended to keep the relationship between the City and District simple and avoid overhead and red tape. Melissa talked about the termination and indemnification clauses. There's no obligation in any year to do work but provides funding if work and funding are available.

John moved to approve the Interlocal Agreement with the City of Tacoma for the Depave Program as presented. Brian seconded the motion. The motion passed unanimously.

Please see Exhibit E: ["S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\E - City of Tacoma Depave ILA.pdf"](S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\E - City of Tacoma Depave ILA.pdf)

Baker Cost Share:

Paul presented the Baker Cost Share project, which is located in Key Peninsula. The cost share projects consist of installation of ~1600' wetland buffer exclusion fencing, ~ 3000 sq. ft. heavy-use area footing w/ flexi-grid, manure storage structure w/ roof, and ~ 2600' of cross fencing to facilitate rotational grazing.

He is requesting cost share funding from the Pierce County Near Term Actions Fund and Rates cost share. Specifically, All the BMPs except the cross fencing are proposed to be cost shared at 75% with NTA (Near Term Action) funds from Pierce County Surface Water Management and WA Department of Health. The NTA-funded portion of the project budget is \$44,666. The landowners will provide 25% match to the NTA funds for a total of \$11,166.50. Cost share for the cross fencing will be from PCD Rates 50% and 50% match from the landowners. They are seeking an award not to exceed \$13,000 in PCD Rates cost share.

There were questions about the project budget. Paul thought that the cross-fencing portion might not qualify for NTA funding and that's why he's asking for Rates for that. He has more research to do on this. Don asked about what impact this project would have for the Shellfish Protection District. John stated that he didn't like the thought of 75% cost share funding and thought that the landowner should share more of the burden. He also wondered about the value of cross-fencing, and Paul talked about cross-fencing as a resource conservation benefit.

John had some philosophical issues about helping someone develop their farm and then helping them address the costs that came about as a result of that development. Jeanette explained some of the background behind why Districts do this sort of work. Bill asked how long the owners were staying on the property and expressed some concern that someone would use District funding to increase the value of their property and then sell and move.

Jeanette asked Ryan to do a future briefing on the shellfish partnership. There was discussion about this funding request and its link to the strategic plan. Don asked if there was a possibility that Washington State Department of Health would disagree as to the value of this project and could that hurt the Districts reputation. There was discussion on this.

All felt that it would be best if the NTA funds would also cover the cross-fencing.

Scott moved to approve the Baker wetland buffer exclusion fencing, heavy-use area footing and manure structure projects with Near Term Action funds in an amount not to exceed \$44,666. He further moved to approve the cross-fencing project utilizing Near Term Action funds if the grant managers of that fund approve the cross-fencing project as an eligible action for their fund, or with District cost share funds if it is not an eligible action for Near Term Action funds in an amount not to exceed \$13,000. Brian seconded the motion. The motion passed 4-1, with John voting nay.

Please see Exhibit F: ["S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\F - Baker Cost Share Request Memo to the Board_May 2019.docx"](#)

Please see Exhibit G: ["S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\G - Baker CS Ratings Matrix.pdf"](#)

2020 Annual Plan of Work:

Ryan briefed the Board on the proposed Annual Plan of Work. The primary change from the previous plan is the addition of the coming Shore Friendly Program. This plan is a requirement for qualifying for Washington State Conservation Commission funding.

John moved to approve the 2020 Annual Plan of Work. Scott seconded the motion. The motion passed unanimously.

Please see Exhibit H: ["S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\H - PCD Draft Annual Plan of Work FY 2020.doc"](#)

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 I: ["S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\I - May 2019 Grant Report.docx"](#)

Mobile Meat Unit Quarterly Report:

Ryan briefed the Board on the mobile meat unit quarterly report.

Please see Exhibit J: ["S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\J - PSP - 2019 1st QTR - PCD Report.pdf"](S:\Board of Supervisors\Board Notes\2019\Attachments\5 - May\J - PSP - 2019 1st QTR - PCD Report.pdf)

Staffing Update:

Ryan briefed the Board on upcoming new hires – a Shore Friendly Program Coordinator and two new Harvest Pierce County Techs. Also, the staff is currently interviewing for next year’s cadre of AmeriCorps members.

District Depave Project:

Ryan gave the Board a presentation on the status of work on the District’s depave site in the west portion of the parking lot. There was discussion about design elements.

Board Member Comments & Open Discussion

Jeanette briefed the Board on recent developments with the Washington Association of Conservation Districts and the Washington State Conservation Commission.

Hannah requested that the Board and Ryan look into ways to shorten meetings.

John mentioned the Puyallup farmers market, upcoming Riverwalk events, and the green church project.

There being no further business, the Pierce Conservation District Board Meeting was adjourned at 8:23 pm.

SUMMARY OF MOTIONS:


1. *John moved to approve the minutes of the April 17, 2019 Board Meeting as presented. Brian seconded the motion. The motion passed unanimously.*
2. *John moved to approve the April 30, 2019 Treasurer’s Report. Cindy seconded the motion. The motion passed unanimously.*
3. *John moved to approve the Interlocal Agreement with the City of Tacoma for the Depave Program as presented. Brian seconded the motion. The motion passed unanimously.*
4. *Scott moved to approve the Baker wetland buffer exclusion fencing, heavy-use area footing and manure structure projects with Near Term Action funds in an amount not to exceed \$44,666. He further moved to approve the cross-fencing project utilizing Near Term Action funds if the grant managers of that fund approve the cross-fencing project as*

an eligible action for their fund, or with District cost share funds if it is not an eligible action for Near Term Action funds in an amount not to exceed \$13,000. Brian seconded the motion. The motion passed 4-1, with John voting nay.

5. *John moved to approve the 2020 Annual Plan of Work. Scott seconded the motion. The motion passed unanimously.*

Respectfully submitted,
Kathryn Lewis, Budget & Development Coordinator

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

Accepted:  Chairman.