
Official Minutes of the June 19, 2019, Pierce Conservation District Board Meeting:

Present:

Supervisors:

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

District Personnel:

Ryan Mello, Executive Director
Jayme Gordon, Habitat Improvement & Environmental Education Program Director
Allan Warren, Communication & Development Director
Cynthia Ross, Finance Coordinator
Kathryn Lewis, Budget & Development Coordinator
Kristine Swanner, Administrative Assistant

Not Present:

Don Gourlie, Associate Supervisor

The June 19, 2019 meeting of the Pierce Conservation District was called to order at 5:13 pm. The meeting was held at the District office.

Introductions:

Board and staff introduced themselves.

On behalf of the Board of Supervisors, Jeanette presented Kathryn with a gift – thanking her for all her many contributions to the District over the past 18-years.

Kathryn will be greatly missed at the District Office.

Please see Exhibit A: <S:\Board of Supervisors\Board Notes\2019\Attachments\6 - June\A - Sign In Sheet - June 19 2019.pdf>

Swearing in Board Officers:

Jeanette confirmed and “sworn in” elected Board Members John Hopkins and Brian Sullivan. Both John Hopkins and Brian Sullivan’s elections/appointments were ratified by the State Conservation Commission for Board service.

Please see Exhibit B: <S:\Board of Supervisors\Board Notes\2019\Attachments\6 - June\B - Supervisor Oath of Office – John Hopkins.pdf>

Please see Exhibit C: <S:\Board of Supervisors\Board Notes\2019\Attachments\6 - June\C - Supervisor Oath of Office - Brian Sullivan.pdf>

Board Officer Elections:

Board Members nominated and elected their Board of Supervisors, for a one-year appointment.

1. *Jeanette Dorner was appointed to Board Chair. Scott moved to appoint Jeanette as Board Chair through the June 2020 Board Meeting. John seconded the motion. The motion passed unanimously.*
2. *Scott Gruber was appointed to Vice-Chair. Brian moved to appoint Scott as Board Vice-Chair through the June 2020 Board Meeting. John seconded the motion. The motion passed unanimously.*
3. *John Hopkins was appointed to the District’s Auditor. Cindy moved to appoint John to District’s Auditor through the June 2020 Board Meeting. Scott seconded the motion. The motion passed unanimously.*

Approve Minutes of the May 9, 2019 Meeting:

The Board reviewed the minutes of the May 9, 2019 Board meeting.

Bill pointed out the correct date the meeting was called to order.

Scott moved to approve the minutes of the May 9, 2019 Board Meeting as amended. Brian seconded the motion. The motion passed unanimously.

Please see Exhibit D: <S:\Board of Supervisors\Board Notes\2019\Approved Notes\05-09-2019 Approved Notes.pdf>

May 31, 2019 Treasurer’s Report:

Cynthia presented the Treasure’s Report and financial activities for the month of May 2019. She reviewed the Profit and Loss statement, highlighting several items in the Income and Expense

section. The District Professional Services Expense increase is related to the Floodplains by Design project, Harvest Pierce County Cultural Ambassadors, and Vines Acquisition.

Cindy asked about District Repairs & Maintenance and Cynthia explained that there were repairs and maintenance done to District vehicles.

Cynthia briefly review the Balance Sheet, Deposits, Missing Checks, and Treasurer's Report. There are no missing or voided checks.

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

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

Habitat Improvement & Environmental Education Program Update:

Jayne presented to the Board an overview of the Environmental Education Program, including curriculum development. Jayne answered general questions regarding processes and provided further clarification of the Knotweed project.

Please see Exhibit F: <S:\Board of Supervisors\Board Notes\2019\Attachments\6 - June\F - HI&EE June2019.pptx>

Regional Conservation Partnership Program Update:

Allan updated the Board on the progress to date implementing the deliverables of this grant.

District Overtime Policy:

Ryan explained that the District Overtime Policy was discussed at the last Board Meeting. The draft presented to the Board incorporates feedback from the last Board Meeting, Board Member comments since that meeting and further dialogue with staff and the management team.

John moved to approve the amended District Overtime Policy as presented. Cindy seconded the motion. The motion passed unanimously.

Please see Exhibit G: <S:\Board of Supervisors\Board Notes\2019\Attachments\6 - June\G - Overtime Policy Revision Board Memo.docx>

Please see Exhibit H: <S:\Board of Supervisors\Board Notes\2019\Attachments\6 - June\H - OVERTIME comp time Policy.docx>

Strategic Plan Targets:

Ryan explained that staff brought forward suggested amendments to our Strategic Plan Targets in a couple of areas at the March Board meeting. The change to the Total Maximum Daily Load (TMDL) item generated more discussion and was not adopted. Since that meeting, Ryan worked with Board Members Don Gourlie and Hannah Febach. The recommendation is to remove this Target altogether due to consistency and relevancy.

Brian moved to eliminate the Strategic Plan Target under Clean Water titled “By 2021, each TMDL has a developed response plan.” John seconded the motion. The motion passed unanimously.

Board Meeting Format:

Ryan talked to the Board Members about the structure and format of Board meetings and how the staff can best support the Board governance role. He explained that one concept to consider is to create a Consent Agenda in the Board Meeting. He further explained that items such as the minutes and other routine items that still need Board approval could be dealt with in one motion.

There was talk about taking some items offline for further discussion. Another suggestion was to request staff to provide concise and to-the-point presentations and to allow for questions/discussion within the allotted timeframe.

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\6 - June\I - June 2019 Grant Report.docx>

Blueberries & Blues Festival and the District’s 70th Birthday:

Ryan let the Board know that the Blueberries & Blues Festival and the District’s 70th birthday will be on July 14 from 4-7pm. He will email the Board with detailed information.

Board Member Comments & Open Discussion

Jeanette and the Board congratulated Hannah on her recent marriage.

Cindy talked about celebrating Pollinator Week at Parkland Prairie Nature Reserve on June 22 from 10 am-1 pm.

Scott mentioned that Proctor Farmer’s Market will have a pollinator event on June 22nd and talked about the Tacoma Tree Foundation event at Wapato Lake Park.

John mentioned All Along the River Walk.

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

Ryan remind Board Members that the next Board Meeting will be on July 10th.

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

SUMMARY OF MOTIONS:

1. *Jeanette Dorner was appointed to Board Chair. Scott moved to appoint Jeanette as Board Chair through the June 2020 Board Meeting. John seconded the motion. The motion passed unanimously.*
2. *Scott Gruber was appointed to Vice-Chair. Brian moved to appoint Scott as Board Vice-Chair through the June 2020 Board Meeting. John seconded the motion. The motion passed unanimously.*
3. *John Hopkins was appointed to the District's Auditor. Cindy moved to appoint John to District's Auditor through the June 2020 Board Meeting. Scott seconded the motion. The motion passed unanimously.*
4. *Scott moved to approve the minutes of the May 9, 2019 Board Meeting as presented. Brian seconded the motion. The motion passed unanimously.*
5. *John moved to approve the April 30, 2019 Treasurer's Report. Cindy seconded the motion. The motion passed unanimously.*
6. *John moved to approve the amended District Overtime Policy as presented. Cindy seconded the motion. The motion passed unanimously.*
7. *Brian moved to eliminate the Strategic Plan Target under Clean Water titled "By 2021, each TMDL has a developed response plan." John seconded the motion. The motion passed unanimously.*

Respectfully submitted,
Kristine Swanner, Administrative Assistant

Reviewed by,
Cynthia Ross, Finance Coordinator

Accepted:  Chairman.