
Official Minutes of the October 9, 2019, Pierce Conservation District Board Meeting:

Present:

Supervisors:

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

District Personnel:

Ryan Mello, Executive Director
Melissa Buckingham, Water Quality Program Director
Allan Warren, Communication & Development Director
Rene Skaggs, Farm Planning and Agricultural Assistance Program Director
Cynthia Ross, Finance Coordinator
Mehgan Nishiyama, Administrative Assistant
Nick Cusick, Climate Resiliency Coordinator
Allie Campbell, Water Quality Program AmeriCorps Member

Other Attendees:

Sheila Marcoe, Department of Ecology
Jean Fike, Washington State Conservation Commission

The October 9, 2019 meeting of the Pierce Conservation District was called to order at 5:16 pm. The meeting was held at the District office.

Introductions:

Board and staff introduced themselves. Melissa introduced Allie Campbell, the newest AmeriCorps member of the WQ program. Allie introduced herself.

On behalf of the Board of Supervisors, Jeanette presented Don with a gift and congratulations on his newborn.

Please see Exhibit A: <S:\Board of Supervisors\Board Notes\2019\Attachments\10 - October\A - Sign-in Sheet.pdf>

Consent Agenda:

1. Approve Minutes of the September 11, 2019 Meeting.
Please see Exhibit B: <S:\Board of Supervisors\Board Notes\2019\Approved Notes\09-11-2019 Approved Notes.pdf>
2. Accepting the Livestock Technical Assistance Grant in the amount of \$13,000 and a Conservation Reserve Enhancement Program (CREP) grant in the amount of \$9,160 from the Washington State Conservation Commission.

John moved to approve the consent agenda. Cindy seconded the motion. The motion passed unanimously.

September 30, 2019 Treasurer's Report:

Cynthia presented the Treasurer's Report and financial activities for the month of September 2019. She reviewed the Profit and Loss statement, highlighting several items in the Income and Expense section. The Rents, Leases and Concessions decrease is related to the repairs needed for the poultry processing unit. The District Office and Operation Supplies increase is related to the Tahoma View and renewal of Microsoft Office licenses. The District Professional Services Expense increase is related to radio and television ads for Orca Recovery Day and Harvest Pierce County Cultural Ambassadors. The District Travel Expense decrease is related to staff using District Vehicles more than personal vehicles. The District Miscellaneous Expense increase is related to the Association of Washington Cities payment of \$11,400 for membership and GIS consulting.

John asked about District Employee Salary Expense and Cynthia, Allan, and Ryan explained that we have two new full-time staff members, Mary and Saiyare. They are still working on contracting agreements with CPO for the shore-friendly grant.

Cynthia reviewed the Balance Sheet, Deposits, Missing Checks, and Treasurer's Report in detail with the Board and there were no questions/comments.

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

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

Farm Program Financial Assistance Program Policy Review:

Rene presented the Board with the Farm Program Financial Assistance criteria, priorities, and policies. She shared the NRCS guidelines for these practices. Ryan spoke about wanting a strong alliance with the Board moving forward on expectations for future cost share projects and wanted feedback. After great discussion, Ryan mentioned that the policy review will be brought up again during the January Board Meeting.

Please see Exhibit D: <S:\Board of Supervisors\Board Notes\2019\Attachments\10 - October\D - Cost Share Presentation.pptx>

Please see Exhibit E: <S:\Board of Supervisors\Board Notes\2019\Attachments\10 - October\E - 2019 Cost Share Projects.pdf>

GIS Program Update:

Nick presented on the GIS Cross-Program Team. The GIS work will help tell our story of impact, make better management decisions, and to do more effective conservation planning. Jeanette stated it would be enlightening for the Board Members to have access to the information. Nick said he would share login information with the Board.

Please see Exhibit F: <S:\Board of Supervisors\Board Notes\2019\Attachments\10 - October\F - GIS BoardPresentation.pptx>

Water Quality Program Prioritization:

Melissa followed up with the Board on the effort to focus the program's technical and financial assistance, to ensure Board/Staff alignment on these priorities for final approval at the November Board meeting.

Please see Exhibit G: S:\Board of Supervisors\Board Notes\2019\Attachments\10 - October\G - WeightedResults_September2019_BM Version.pptx

Chair Report:

- WA Association of Conservation Districts NW Area Meeting: Jeanette briefed the Board on the topic of elections and how they will be conducted. Legislators are working to revise the election process and change the ways board members are elected.
- WACD Annual Meeting – Tacoma, WA: Jeanette said that the meeting will be in December. In order to register, get with Ryan/Mehgan.

Update from NRCS:

There was no update from NRCS.

Update from Department of Ecology:

Sheila Marcoe, with the Department of Ecology, discussed nonpoint activity updates and program updates.

Please See Exhibit H: <S:\Board of Supervisors\Board Notes\2019\Attachments\10 - October\H - DOE - Nonpoint Activity Update 10.2019.pdf>

WA State Conservation Commission Update:

Jean reminded the Board that election season is coming up and that election forms need to be turned in as soon as possible. The election survey will be sent out in late October/early November.

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\10 - October\I - September 2019 Grant Report.docx>
- **Orca Recovery Day – October 19**
- **Green Partnership Fund Schedule & Review Committee Membership:**
Allan asked the Board members who would like to participate in the committee. After answering questions, Brian, Scott, and John volunteered, pending scheduling conflicts.
- **2020 Conservation Celebration – March:**
Ryan asked Board members to look at their schedules to see what day would work best for the celebration/election. Meghan will send out a Doodle Poll for potential dates.

Board Member Comments & Open Discussion

Jeanette mentioned starting Board meetings on time, moving forward.

There being no further business, the Pierce Conservation District Board Meeting was adjourned at 8:08 pm.

SUMMARY OF MOTIONS:

1. *John moved to approve the consent agenda. Cindy seconded the motion. The motion passed unanimously.*
2. *Brian moved to approve the September 30, 2019 Treasurer's Report. John seconded the motion. The motion passed unanimously.*

Respectfully submitted,
Mehgan Nishiyama, Administrative Assistant

Reviewed by,
Cynthia Ross, Finance Coordinator

Accepted:  Chairman.