

**WHATCOM CONSERVATION DISTRICT
Public Meeting Minutes
May 14, 2012**

I. Time and Place of Meeting.

A regular meeting of the Board of Supervisors of the Whatcom Conservation District (WCD) was held at the Ag Service Center, 6975 Hannegan Rd, Lynden, Washington on May 14, 2012, at 7:00 p.m.

II. Attendance and Quorum.

The following Supervisors, being a quorum of the Board, were present:

Joe Heller, Chair	Larry Davis
Ed Stone	

Also in attendance were:

George Boggs, Executive Director	Alex Hall, NRCS staff
Dawn Bekenyi, Admin. Assistant	Larry Helm
Jayne Uerling	

III. Meeting Called to Order.

Joe Heller, Chair, called the meeting to order at 7:00 p.m.

IV. Approval of Minutes of Previous Meeting.

Larry Davis moved that the minutes of the April 11, 2012 Board meeting be approved as mailed. Ed Stone seconded the motion. The motion passed.

V. Financial Report.

The financial report was mailed to the Board with their draft minutes from the April meeting.

Dawn Bekenyi, Administrative Assistant, presented the financial report. There were no questions.

Larry Davis moved to approve the Financial Report. Ed Stone seconded the motion. The motion passed. Upon motion made and duly seconded, the Treasurer's Report was approved.

Accounts Payable –

A copy of District invoices and incurred expenses, as listed in the Accounts Payable Report, were reviewed and approved. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting.

The following voucher/warrants are approved for payment:

April 12- balance					
Voucher (check) numbers	<u>19408</u>	through	<u>19432</u>	and totaling	<u>45,288.90</u>
Payroll check numbers:	<u>19433</u>	through	<u>19446</u>	and totaling	<u>27,714.99</u>
May 2012					
Voucher (check) numbers	<u>19447</u>	through	<u>19464</u>	and totaling	<u>27,360.76</u>
Payroll check numbers:	<u>19465</u>	through	<u>19478</u>	and totaling	<u>28,058.09</u>

Moved by Ed Stone. Larry Davis seconded the motion. The motion passed.

VI. Action Items.

A. Approval of Conservation Plans.

Livestock Farm Plan for Approval –

There was one conservation plan for a small farm operation of 16 acres in the California Creek watershed submitted for Board approval.

Larry Davis moved to approve the Livestock CAO Plan for Doug Baumgart. Ed Stone seconded the motion. The motion passed.

Conservation Reserve Enhancement Program (CREP) Contracts –

The Bradley Schmidt CREP project installed in 2011 on 1.1 acres on Dakota Creek was sold to Jack and Connie Hummelman. The new owners can opt to assume the CREP contract. A new contract of assumption for the CREP maintenance was submitted for Board approval.

Ed Stone moved to ratify the CREP maintenance contract assumption for: Jack & Connie Hummelman (formerly Bradley Schmidt). Larry Davis seconded the motion. The motion passed.

B. Approval of Contracts.

Lake Terrell Fish Passage Project –

The District received funding from the National Fish and Wildlife Foundation (NFWF) for the Lake Terrell Fish Passage Project. A request for bids was published. The lowest qualified bidder is Mark White Enterprises for \$91,038.01. This amount is in-line with the budgeted amount for the project. The bid was accepted by the Board. The Board gave staff authorization to obtain additional components of the project as needed.

Larry Davis moved to accept the lowest bidder (Mark White Enterprises in the amount of \$91,038.01) for the Lake Terrell Fish Passage Project. Ed Stone seconded the motion. The motion passed.

Ed Stone moved to authorize staff to obtain additional materials, supplies, permits, and/or project labor for the Terrell Creek Fish Passage Project as needed pursuant to the National Fish and Wildlife Foundation budget and contract. Larry Davis seconded the motion. The motion passed.

VII. Other Business.

A. Accounting Paperwork.

Schedule 22 – Annual Questionnaire for Accountability Audit –

Larry Davis, Joe Heller and Dawn Bekenyi reviewed the Schedule 22, completing it with their recommendations for Board review and approval. A couple of questions were discussed.

Personal use of District vehicles. There was discussion that employees have received training in appropriate use of government/public entity property including District equipment and vehicles.

Larry Davis moved to express that the District's policy on personal use of District vehicles: District vehicles are to be used solely for District business by District personnel and partner agency personnel upon prior permission of the Executive Director. All passengers/occupants of the vehicle must be on District business. Ed Stone seconded the motion. The motion passed.

Larry Davis moved to approve and sign the Schedule 22 – Annual Questionnaire for Accountability Audit for 2012. Ed Stone seconded the motion. The motion passed.

Budget Request for FY 2013-2015 –

The Washington Conservation Commission is requiring board approval of the FY 2013-2015 budget request. The funding need outlined is for non-commercial farm planning and is consistent with our long range and annual plans of work. The Board approved the concept and Dawn was tasked with finalizing the budget request.

Larry Davis moved to approve the concept of the FY 2013-2015 Budget Request, direct staff to prepare the budget ask, and authorize the Chair to sign the finalized product that is consistent with our long range and annual plans of work. Ed Stone seconded the motion. The motion passed.

FY 2013 Conservation Commission Financial Paperwork –

The new fiscal year grant paperwork from the Washington Conservation Commission was reviewed and approved.

Ed Stone move to approve and sign the Washington Conservation Commission grant paperwork; Basic Allocation request, Implementation and Category 1 grant addendums, and initial payment requests. Larry Davis seconded the motion. The motion passed.

VIII. Executive Session.

8:00 pm. Joe Heller, Chair, announced that the public meeting was breaking so that the Whatcom Conservation District Board could go into Executive Session for 15 minutes to discuss the tort claim filed against the District.

8:15 pm. Joe Heller adjourned the Executive Session and resumed the public meeting. The Board members received information about the current litigation with Shuksan Golf Course. No action was requested nor taken during the executive session.

IX. Other Business (continued).

A. Supervisor Reports.

Larry Davis –

Larry is one of the Washington Association of Conservation District (WACD) Area Directors for the Northwest Area. There are 6 areas in the state and each area has two directors. As an area director Larry is a member of the WACD Officers and Directors (O&D). There are ten Conservation Districts in the Northwest Area. Larry has been attending a meeting from each district in the area. He has only two more to visit.

Larry attended the quarterly meeting of the WACD O&D meeting in Ellensburg last week. They agreed to establish a legal systems fund. WACD is seeking donations from Conservation Districts for the fund. O&D adopted the proposed FY 13 budget, including a deficit. Larry voted against adopting a deficit budget.

Jim Jesernig, WACD Lobbyist, mentioned that several key legislators are looking at Conservation Districts elections. They would like to link elections to future funding. There are 11 options in a draft paper. Larry will share information as he receives it.

Joe Heller –

Joe served on the committee with Larry Davis to complete the Schedule 22.

B. Alex Hall, Natural Resources Conservation Service (NRCS).

Environmental Quality Incentives Program (EQIP) – NRCS staff finished the 2012 EQIP contracts. Only four contracts were funded. There is a very long backlog of applications.

EQIP Energy – There are several special allocations of funds. EQIP Energy is one. NRCS Lynden Field Office completed seven contracts for the Energy Initiative. There were 9-10 applications. The contracts will do an on-farm energy audit to identify savings measures that can be implemented. Each energy audit costs \$1,500. The energy audits need to be done by a certified group or individual. There are only a couple of qualified people to do the audits. Contract recipients have a year to complete the audits. WSU and ENSave are the only qualified groups to do an energy audit at this time.

EQIP High Tunnels – There are no funds for this program this year, so no contracts were awarded.

EQIP Organic – The EQIP Organic sign-up deadline is June 1, 2012.

Puget Sound Salmon Recovery Partnership Program – There is a very short turn around on the sign-up for this program. The sign-up deadline is May 24, 2012. Four out of 70 applications for regular EQIP were funded this year. Some of those applicants may be eligible for the Puget Sound Salmon Recovery funds. Alex reported on some cap limits and whether NRCS will lift the caps for these funds. There is an ag producer or forest producer requirement for eligibility for this program. There are still some questions, as Alex has not seen the final ranking criteria.

C. George Boggs, Executive Director.

Annual Plan of Work –

George revised the annual plan of work based on Board feedback from our last meeting. He reviewed the rationale, goals and strategies.

Larry Helm asked about addressing stormwater from cities. George suggested that it is something to think about for the future that the District could look into collaborating with other agencies on issues.

George reviewed all proposed resource priorities and how they were supported with current grants funding.

Ed Stone moved to approve the FY 2013 Annual Plan of Work. Larry Davis seconded the motion. The motion passed.

June Board meeting –

The board meeting for June needs to be rescheduled due to a training conference conflict. The June meeting was rescheduled to June 20, 2012 at 7:00 p.m.

Ed Stone –

The Board thanked Ed for his six years of service.

X. Record of Board Actions.

12-29 Larry Davis moved that the minutes of the April 11, 2012 Board meeting be approved as mailed. Ed Stone seconded the motion. The motion passed.

12-30 Larry Davis moved to approve the Financial Report. Ed Stone seconded the motion. The motion passed. Upon motion made and duly seconded, the Treasurer's Report was approved.

12-31

The following voucher/warrants are approved for payment:

April 12- balance
Voucher (check) numbers 19408 through 19432 and totaling 45,288.90

Payroll check numbers:	<u>19433</u>	through	<u>19446</u>	and totaling	<u>27,714.99</u>
May 2012					
Voucher (check) numbers	<u>19447</u>	through	<u>19464</u>	and totaling	<u>27,360.76</u>
Payroll check numbers:	<u>19465</u>	through	<u>19478</u>	and totaling	<u>28,058.09</u>

Moved by Ed Stone. Larry Davis seconded the motion. The motion passed.

- 12-32 Larry Davis moved to approve the Livestock CAO Plan for Doug Baumgart. Ed Stone seconded the motion. The motion passed.**
- 12-33 Ed Stone moved to ratify the CREP maintenance contract assumption for: Jack & Connie Hummelman (formerly Bradley Schmidt). Larry Davis seconded the motion. The motion passed.**
- 12-34 Larry Davis moved to accept the lowest bidder (Mark White Enterprises in the amount of \$91,038.01) for the Lake Terrell Fish Passage Project. Ed Stone seconded the motion. The motion passed.**
- 12-35 Ed Stone moved to authorize staff to obtain additional materials, supplies, permits, and/or project labor for the Terrell Creek Fish Passage Project as needed pursuant to the National Fish and Wildlife Foundation budget and contract. Larry Davis seconded the motion. The motion passed.**
- 15-36 Larry Davis moved to express that the District's policy on personal use of District vehicles: District vehicles are to be used solely for District business by District personnel and partner agency personnel upon prior permission of the Executive Director. All passengers/occupants of the vehicle must be on District business. Ed Stone seconded the motion. The motion passed.**
- 12-37 Larry Davis moved to approve and sign the Schedule 22 – Annual Questionnaire for Accountability Audit for 2012. Ed Stone seconded the motion. The motion passed.**
- 12-38 Larry Davis moved to approve the concept of the FY 2013-2015 Budget Request, direct staff to prepare the budget ask, and authorize the Chair to sign the finalized product that is consistent with our long range and annual plans of work. Ed Stone seconded the motion. The motion passed.**
- 12-39 Ed Stone move to approve and sign the Washington Conservation Commission grant paperwork; Basic Allocation request, Implementation and Category 1 grant addendums, and initial payment requests. Larry Davis seconded the motion. The motion passed.**
- 12-40 Ed Stone moved to approve the FY 2013 Annual Plan of Work. Larry Davis seconded the motion. The motion passed.**

XI. Adjournment.

There being no further business before the meeting, Ed Stone moved to adjourn the meeting at 9:43 p.m. Larry Davis seconded the motion. The motion passed.

The meeting, on motion duly made, seconded and carried, adjourned at 9:43 p.m.

Dated: January 22, 2013

Dawn Bekenyi, Administrative Assistant

Approved: _____