

**WHATCOM CONSERVATION DISTRICT**  
**Public Meeting Minutes**  
**June 18, 2015**

**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 June 18, 2015, at 7:00 p.m.

**II. Attendance and Quorum.**

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

Larry Davis, Chair  
Joe Heller

Dan Heeringa, Treasurer  
Larry Helm

Also in attendance were:

George Boggs, Executive Director

Dawn Bekenyi, Admin. Assistant

**III. Meeting Called to Order.**

Larry Davis, Chair, called the meeting to order at 7:00 p.m.

**IV. Public Comment (written or in person).**

There were no public comments written or in person.

**V. Approval of Minutes of Previous Meeting.**

**Larry Helm moved that the minutes of the May 14, 2015 Board meeting be approved as mailed. Joe Heller seconded the motion. The motion passed.**

**VI. Financial Report.**

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

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

**Larry Helm moved to approve the Financial Report. Dan Heeringa 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:

May 2015 - balance					
Voucher (check) numbers	<u>22574</u>	through	<u>22582</u>	and totaling	<u>4,011.67</u>
Payroll check numbers:	<u>22583</u>	through	<u>22598</u>	and totaling	<u>30,601.66</u>
Payroll check number:	<u>22600</u>			and totaling	<u>1,286.25</u>
June 2015					

Voucher (check) number	<u>22599</u>			and totaling	<u>65.00</u>
Voucher (check) numbers	<u>22601</u>	through	<u>22645</u>	and totaling	<u>93,905.04</u>
Payroll check numbers:	<u>22646</u>	through	<u>22663</u>	and totaling	<u>33,317.22</u>
Voucher (check) numbers	<u>22664</u>	through	<u>22669</u>	and totaling	<u>1,021.63</u>

**Moved by Joe Heller. Larry Helm seconded the motion. The motion passed.**

## VII. Action Items.

### A. Approval of Contracts.

#### Conservation Reserve Enhancement Program (CREP) Contracts –

CREP is a joint federal and state program to enhance fish habitat and protect water quality. The U.S. Department of Agriculture (USDA) Farm Service Agency (FSA) is the administrative lead. District resource specialists (Wayne Chaudiere, Frank Corey or Emily Hirsch) works with a landowner to develop a conservation plan that includes practices meeting the landowner's needs. It is reviewed for technical sufficiency by the Natural Resources Conservation Service representative (Alex Hall) and George Boggs. The landowner signs the plan and it is passed on to FSA. The FSA County Oversight Committee (COC) approves all CREP plans. The current District policy is that once FSA approves the Federal Contract and CREP plan, then the CREP maintenance contract is brought to the Board for its approval. Absent unusual circumstances, the Board approves the standard-language maintenance agreement prescribed by the State Conservation Commission.

There were 6 CREP maintenance contracts submitted for Board approval.

There was discussion regarding CREP projects and expectations when the contract ends. George explained that CREP is a USDA Farm Bill agricultural program. Enrolling property into CREP does not take it out of ag land use. Participants can enroll their property in the program for 10 to 15 years. After that contract is up, it can be enrolled or it can be cleared within 3 years without any penalty. After 3 years it is considered abandoned. It was suggested that these options are clearly explained with the renewal notice. The Board asked if they could receive a "fact sheet" for CREP a kind of "CREP for Dummies" outline of the program and its rules.

**Larry Helm moved to ratify the CREP maintenance contract provided by Wayne Chaudiere for: Nancy Brewster.**

**Dan Heeringa seconded the motion. The motion passed unanimously.**

**Joe Heller moved to ratify the CREP maintenance contract provided by Wayne Chaudiere for: Tom & Kristie D'Angelo.**

**Dan Heeringa seconded the motion. The motion passed. (2 for with 1 opposed.)**

**Joe Heller moved to ratify the CREP maintenance contract provided by Wayne Chaudiere for: Doug and Tanya Dostal.**

**Larry Davis seconded the motion. The motion failed. (Vote was 2-2. Therefore, the motion died for lack of a majority.)**

**Larry Helm moved to ratify the CREP maintenance contract provided by Wayne Chaudiere for: Tom & Tricia Morell.**

**Joe Heller seconded the motion. The motion passed unanimously.**

**Larry Helm moved to ratify the CREP maintenance contract provided by Wayne Chaudiere for: RTJ Farms (Rod Tjoelker - renewal).**

**Joe Heller seconded the motion. The motion passed unanimously.**

**Larry Helm moved to ratify the CREP maintenance contract provided by Wayne Chaudiere for: Mark & Josephine Schuette (formerly Howell).**

**Joe Heller seconded the motion. The motion passed unanimously.**

Birch Bay Watershed and Aquatic Resources Management District (BBWARM) –

George reported that the current EPA Birch Bay project is ending at the end of June 2015. BBWARM would like to work with the Whatcom Conservation District to extend some activities started through the EPA project for two years. A local agreement and scope of work are being drafted. George explained that the BBWARM is a self-assessing District that has discretionary funds that it could use for this project.

**Larry Helm moved to authorize an approved signatory for the Whatcom Conservation District sign the Inter-Local Agreement with Whatcom County for the BBWARM project with a scope of work that is substantially similar to that presented for review and the general terms and conditions similar to previous contracts with Whatcom County. Joe Heller seconded the motion. The motion passed.**

Washington State Conservation Commission (WSCC) Master Contract –

The Board was mailed a copy of the master contract for grant funding through the Washington State Conservation Commission for review.

**Larry Helm moved to approve and sign the Washington State Conservation Commission Master Contract #16-04 for FY16 and FY17. Dan Heeringa seconded the motion. The motion passed.**

**B. Personnel Policies Review Committee.**

Upon review of the current Personnel Policy Manual by the committee of Larry Davis, Larry Helm and George Boggs, it was noted that the current policy on making payments/signing checks was in conflict with actual practice that two Supervisors may sign checks. There are times that the Executive Director is not available to sign checks.

**Larry Helm moved to change the policy to state that any two authorized District signers as reflected on the bank signatory form may sign payments. Joe Heller seconded the motion. The motion passed.**

**C. Building Remodel.**

George reported that the bids for the lab building remodel were opened. Five companies attended the mandatory walk through, but only two bids were submitted. The lowest bidder was approximately 140% of the project estimate per the architects.

**Larry Helm moved to reject both building remodel bids for future consideration. Dan Heeringa seconded the motion. The motion passed.**

**D. Budget Contingency Plan.**

The State Budget has not been passed. Grants end at the end of the June 30, 2015. The state is preparing for a shut down if the budget does not get passed. A contingency plan was discussed regarding staff for the month of July.

**Larry Helm moved to use District reserves for salaries for one month, to assure staff that they will be paid for the month of July and revisit the matter at the next Board meeting. Joe Heller seconded the motion. The motion passed.**

**E. Policy for Considering & Adopting Policies.**

A draft Policy Adoption Process was submitted for Board review prior to the meeting.

**Larry Davis moved to approve the Policy Adoption Process. Larry Helm seconded the motion. The motion passed.**

## VIII. Other Business.

### A. Planning Session.

George provided a status review and discussion of Long Range Plan. The Long Range Plan needs to be updated by the end of 2015. It should be vetted with partners. There was Board discussion. It was decided to send the current Long Range Plan and an open letter of invitation to partners seeking feedback. After receiving feedback, a draft would be presented at a public meeting in late September.

### B. Supervisor Reports.

#### Larry Helm –

Larry Helm asked about planting trees to lower the temperature in creeks.

#### Larry Davis –

Larry Davis provided a report of his activities to the Board. He highlighted item #4 and the Personnel Policies Review Committee activities.

### C. George Boggs, Executive Director.

#### Puget Sound Natural Resources Alliance –

About a year ago the Nature Conservancy pulled together a diverse group of folks to work on a better way to have and sustain farming and fishing. A better way to do things was framed. It was punctuated by collaborating on an \$18 million RCPP grant to help locally led groups to address farmland protection, water quality and habitat objectives. A non-profit organization has been formed to carry on their work. Immediate work will include assisting the Conservation Commission in developing the criteria for the RCPP grant and putting together a toolkit to build skills/capacity for local groups.

The additional meetings and work will represent a greater commitment from George to participate. He asked if that is the Board's wishes. After discussion, the Board decided that George should not continue in the process.

Frank Corey will be presenting a new RCPP application with new partners and projects.

#### EPA Birch Bay Project –

The EPA Birch Bay Project is ending at the end of June. There was a BBWARM meeting that George and Aneka attend. A watershed tour was hosted by the District earlier in the day.

#### Budget –

It was pointed out that the current budget request for the Conservation Commission did not include any Livestock Technical Assistance funding. This would provide a big whole in Whatcom Conservation District's budget. It was suggested that Supervisors talk with their legislators regarding the matter before the session closed.

#### Board Meeting Time –

Larry Davis asked if the Board meeting time should be moved to 6:30 pm. Dan Heeringa said that 7:00 pm works better for him. It would be hard for Dan to make a 6:30 pm start time. It was decided to keep the meeting at the current time.

## IX. Record of Board Actions.

**15-43 Larry Helm moved that the minutes of the May 14, 2015 Board meeting be approved as mailed. Joe Heller seconded the motion. The motion passed.**

**15-44 Larry Helm moved to approve the Financial Report. Dan Heeringa seconded the motion. The motion passed. Upon motion made and duly seconded, the Treasurer's Report was approved.**

**15-45**

The following voucher/warrants are approved for payment:

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**Moved by Joe Heller. Larry Helm seconded the motion. The motion passed.**

- 15-46** Larry Helm moved to ratify the CREP maintenance contract provided by Wayne Chaudiere for: Nancy Brewster.  
Dan Heeringa seconded the motion. The motion passed unanimously.
- 15-47** Joe Heller moved to ratify the CREP maintenance contract provided by Wayne Chaudiere for: Tom & Kristie D'Angelo.  
Dan Heeringa seconded the motion. The motion passed. (2 for with 1 opposed.)
- 15-48** Joe Heller moved to ratify the CREP maintenance contract provided by Wayne Chaudiere for: Doug and Tanya Dostal.  
Larry Davis seconded the motion. The motion failed. (Vote was 2-2. Therefore, the motion died for lack of a majority.)
- 15-49** Larry Helm moved to ratify the CREP maintenance contract provided by Wayne Chaudiere for: Tom & Tricia Morell.  
Joe Heller seconded the motion. The motion passed unanimously.
- 15-50** Larry Helm moved to ratify the CREP maintenance contract provided by Wayne Chaudiere for: RTJ Farms (Rod Tjoelker - renewal).  
Joe Heller seconded the motion. The motion passed unanimously.
- 15-51** Larry Helm moved to ratify the CREP maintenance contract provided by Wayne Chaudiere for: Mark & Josephine Schuette (formerly Howell).  
Joe Heller seconded the motion. The motion passed unanimously.
- 15-52** Larry Helm moved to authorize an approved signatory for the Whatcom Conservation District sign the Inter-Local Agreement with Whatcom County for the BBWARM project with a scope of work that is substantially similar to that presented for review and the general terms and conditions similar to previous contracts with Whatcom County. Joe Heller seconded the motion. The motion passed.
- 15-53** Larry Helm moved to approve and sign the Washington State Conservation Commission Master Contract #16-04 for FY16 and FY17. Dan Heeringa seconded the motion. The motion passed.
- 15-54** Larry Helm moved to change the policy to state that any two authorized District signers as reflected on the bank signatory form may sign payments. Joe Heller seconded the motion. The motion passed.

- 15-55 Larry Helm moved to reject both building remodel bids for future consideration. Dan Heeringa seconded the motion. The motion passed.
- 15-56 Larry Helm moved to use District reserves for salaries for one month, to assure staff that they will be paid for the month of July and revisit the matter at the next Board meeting. Joe Heller seconded the motion. The motion passed.
- 15-57 Larry Davis moved to approve the Policy Adoption Process. Larry Helm seconded the motion. The motion passed.

**X. Adjournment.**

**There being no further business before the meeting, Joe Heller moved to adjourn the meeting at 9:03 p.m. Larry Helm seconded the motion. The motion passed.**

The meeting, on motion duly made, seconded and carried, adjourned at 9:03 p.m.

Dated: August 4, 2015

Approved: \_\_\_\_\_

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Dawn Bekenyi, Administrative Assistant