

**WHATCOM CONSERVATION DISTRICT
Public Meeting Minutes
December 13, 2006**

I. Time and Place of Meeting.

A regular meeting of the Board of Supervisor of the Whatcom Conservation District was held at the Ag Service Center, 6975 Hannegan Rd, Lynden, Washington on December 13, 2006, at 12:15 p.m.

II. Attendance and Quorum.

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

<input checked="" type="checkbox"/>	Jerry Van Dellen	<input checked="" type="checkbox"/>	Dick Yoder
<input checked="" type="checkbox"/>	Sabina Gouran	<input checked="" type="checkbox"/>	Joyce Jimerson
<input checked="" type="checkbox"/>	Ed Stone		

Also in attendance were:

<input checked="" type="checkbox"/>	George Boggs, District Manager	<input checked="" type="checkbox"/>	John Gillies, NRCS
<input checked="" type="checkbox"/>	Dawn Bekenyi, Admin. Assistant		

III. Meeting Called to Order.

Jerry Van Dellen as Chairman of the meeting called it to order at 12:22 p.m.

IV. Approval of Minutes of Previous Meeting.

Dick Yoder moved that the minutes of the November 15, 2006 Board meeting be approved as mailed. Joyce Jimerson seconded the motion. The motion passed.

V. Financial Report.

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

Dawn Bekenyi, Administrative Assistant, asked if there were any questions regarding the Financial Report. There were no questions.

Dick Yoder moved to approve the Financial Report. Sabina Gouran 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:

Nov 2006 - balance					
Voucher (check) numbers	<u>14564</u>	through	<u>14572</u>	and totaling	<u>8,383.46</u>
Payroll check numbers:	<u>14573</u>	through	<u>14586</u>	and totaling	<u>18,671.89</u>
Voucher (check) numbers	<u>14587</u>	through	<u>14588</u>	and totaling	<u>539.00</u>
December 2006					

Voucher (check) numbers 14589 through 14638 and totaling 66,966.42
Payroll check numbers: 14639 through 14651 and totaling 18,334.94
moved by Dick Yoder. Sabina Gouran seconded the motion. The motion passed.

VI. Action Items.

A. Livestock.

Two Dairy Nutrient Management Plans were presented to the Board for approval.

Dick Yoder moved to approve Dairy Nutrient Farm plans for Van Dyk-K Holsteins (Kent & Kyle Van Dyk) 2109 and Silvergate Dairy Inc (Wyste Bouma) 2149 that were reviewed and submitted for Board approval. Joyce Jimerson seconded the motion. The motion passed.

B. Other Items.

Plant Sale Intern –

Dawn reviewed the Plant Sale budget. There are funds available to hire an intern to assist with the Plant Sale as per the recommendation from the WA State Auditor's office. The intern will work an estimated 152 hours for a total budget of approximately \$1,900. Lindsay Taylor has worked for NSEA and Dorie Belisle. She is interested and available to be the plant sale intern. The Board approved hiring Lindsay Taylor at \$12.50/hour.

Dick Yoder moved to hire Lindsay Taylor as a temporary, part time employee at \$12.50/hour to assist with the 2007 Plant Sale. Joyce Jimerson seconded the motion. The motion passed.

C. Employee matters.

Salary Review –

George reviewed the information that we had gathered on the salary comparison survey. Sabina, Dawn and he met and determined that a salary adjustment recommendation was in order. George further discussed the current budget. There is room for a 10% adjustment to the current pay scale under the current budget with a reasonable reserve. George recommended to the Board that they make the 10% adjustment at this time and revisit the pay scale after the next biennium's budget becomes clearer. The budget includes step increases and an anticipated increase for medical premiums. There was discussion regarding the grants and the potential budget outlook for next biennium.

Dick Yoder moved to approve and implement the budget with a 10% adjustment to the current pay scale, step increases and medical insurance premium increases for 2007 with another salary review after the next biennium's budget becomes clearer. Joyce Jimerson seconded the motion. The motion passed.

Medical Insurance –

The Board reviewed the request from a staff person asking the Board to include spouses under the medical insurance premiums covered by the Board. There was extensive discussion regarding costs and the need to look at the rising cost of medical insurance premiums more. The option of setting a basic allotment for medical insurance was brought up.

Sabina Gouran moved to reaffirm the existing medical insurance policy. (Employees hired after 2004 the District will provide medical coverage for the employee only.) Dick Yoder seconded the motion. The motion passed.

Engineer Pay Scale–

Chris has taken the engineering license test. Regardless of the outcome the District does not currently have an Engineer band. There was discussion regarding the compensation that

engineers receive. The Board decided to make the Engineer band the same as the Manager band.

Ed Stone moved to modify Band D1 to include both Engineer and Manager classifications. Dick Yoder seconded the motion. The motion passed.

Leave Request –

George requested that he be allowed to use or move 50 hours of leave from sick leave to annual leave to work on his boat. After some discussion the Board made the exception for the District manager to use his 50 hours sick leave for the purpose of annual leave.

Ed Stone moved to approve an exception for George Boggs to allow his use of 50 hours sick leave for the purpose of annual leave. Sabina Gouran seconded the motion. The motion passed.

Part-time Employee Review –

Sabina recommended that the part-time staff be reviewed on a calendar year basis for step increases rather than on a total year's worth of hours worked basis, since they are only receiving a fraction of the benefit anyway.

Sabina Gouran moved that part-time staff will be reviewed on a calendar year basis for step increases. Dick Yoder seconded the motion. The motion passed.

VII. Other Business.

A. John Gillies.

This is John's last Board meeting after 28 years with NRCS. John thanked the Board for the recognition award that they gave him at the WACD Convention.

There will be no immediate replacements for John's position. It is unknown if and/or when the position will be filled.

B. Other.

Meetings –

Skagit Conservation District's Annual Partnership meeting is December 14 in Mt. Vernon. National Association of Conservation Districts (NACD) Annual meeting is February 4-8, 2007 in Los Angeles, CA. WA Forum on Conservation Incentives is January in Tacoma. George reviewed the forum.

Whatcom County Draft MOA –

George passed out a draft memorandum of agreement with Whatcom County for low impact farm planning for the Board to review. He invited comment.

VIII. Record of Board Actions.

06-77 Dick Yoder moved that the minutes of the November 15, 2006 Board meeting be approved as mailed. Joyce Jimerson seconded the motion. The motion passed.

06-78 Dick Yoder moved to approve the Financial Report. Sabina Gouran seconded the motion. The motion passed. Upon motion made and duly seconded, the Treasurer's Report was approved.

06-79

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moved by Dick Yoder. Sabina Gouran seconded the motion. The motion passed.

- 06-80 Dick Yoder moved to approve Dairy Nutrient Farm plans for Van Dyk-K Holsteins (Kent & Kyle Van Dyk) 2109 and Silvergate Dairy Inc (Wyste Bouma) 2149 that were reviewed and submitted for Board approval. Joyce Jimerson seconded the motion. The motion passed.**
- 06-81 Dick Yoder moved to hired Lindsay Taylor as a temporary, part time employee at \$12.50/hour to assist with the 2007 Plant Sale. Joyce Jimerson seconded the motion. The motion passed.**
- 06-82 Dick Yoder moved to approve and implement the budget with a 10% adjustment to the current pay scale, step increases and medical insurance premium increases for 2007 with another salary review after the next biennium's budget becomes clearer. Joyce Jimerson seconded the motion. The motion passed.**
- 06-83 Sabina Gouran moved to reaffirm the existing medical insurance policy. (Employees hired after 2004 the District will provide medical coverage for the employee only.) Dick Yoder seconded the motion. The motion passed.
Ed Stone moved to modify Band D1 to include both Engineer and Manager classifications. Dick Yoder seconded the motion. The motion passed.**
- 06-84 Ed Stone moved to approve an exception for George Boggs to allow his use of 50 hours sick leave for the purpose of annual leave. Sabina Gouran seconded the motion. The motion passed.**
- 06-85 Sabina Gouran moved that part-time staff will be reviewed on a calendar year basis for step increases. Dick Yoder seconded the motion. The motion passed.**

IX. Adjournment.

There being no further business before the meeting, Sabina Gouran moved to adjourn the meeting at 2:04 p.m. Dick Yoder seconded the motion. The motion passed.

The meeting on motion duly made, seconded and carried, adjourned at 2:04 p.m.

Dated: April 12, 2007

Dawn Bekenyi, Administrative Assistant

Approved: _____