

WHATCOM CONSERVATION DISTRICT
Public Meeting Minutes
June 11, 2008

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 June 11, 2008, at 7:00 p.m.

II. Attendance and Quorum.

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

<input checked="" type="checkbox"/>	Dick Yoder	<input checked="" type="checkbox"/>	Ed Stone
<input checked="" type="checkbox"/>	Sabina Gouran	<input checked="" type="checkbox"/>	Joe Heller
<input checked="" type="checkbox"/>	Terry Lenssen		

Also in attendance were:

<input checked="" type="checkbox"/>	George Boggs, District Manager	<input checked="" type="checkbox"/>	Alex Hall, NRCS
<input checked="" type="checkbox"/>	Dawn Bekenyi, Admin. Assistant		Stu Trefry, WA Conservation Commission

III. Meeting Called to Order.

Dick Yoder as Chairman of the meeting called it to order at 7:01 p.m.

IV. Election of Board Officers.

Chair –

Ed Stone nominated Dick Yoder as Chair. Sabina Gouran seconded the motion. The motion passed.

There were no further nominations for Chair. The Board voted on the nomination. Dick Yoder was elected as Chair.

Vice-Chair –

Terry asked about the duties to be preformed by the Vice-Chair. The Vice-chair is next in line to the Chair should he be incapacitated or absent. Activities typically include running the meeting of the Board.

Sabina Gouran nominated Ed Stone as Vice-Chair. Terry Lenssen seconded the motion. The motion passed.

There were no further nominations for Vice-Chair. The Board voted on the nomination. Ed Stone was elected as Vice-Chair.

Secretary/Treasurer –

Ed Stone nominated Sabina Gouran as Secretary/Treasurer. Terry Lenssen seconded the motion. The motion passed.

There were no further nominations for Secretary/Treasurer. The Board voted on the nomination. Sabina Gouran was elected as Secretary/Treasurer.

V. Board Meeting Day and Time.

The monthly Board meeting was scheduled for the second Wednesday of the month at 6:30 p.m.

VI. Approval of Minutes of Previous Meeting.

Ed Stone moved that the minutes of the May 14, 2008 Board meeting be approved as mailed. Terry Lenssen seconded the motion. The motion passed.

VII. Financial Report.

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

George reviewed the accounts and earmarked funds. He explained about grant vouchering and that fact that the District expends the funds and then gets reimbursed.

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

Ed Stone 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 –

During the internal audit a deficiency was noted. Specifically, this was that the “district lacked a written policy and procedure for purchasing incidental supplies between board meetings”. George explained that, in fact, the District has three policies that allow the District to make payments between board meetings. These policies covered: 1) The use of Petty cash; 2) The use of District credit cards; 3) Authorizing payment of budgeted expenses; and 4) Authorizing the District Manager to expend up to \$1,000.

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 2008 - balance					
Voucher (check) numbers	<u>15977</u>	through	<u>15999</u>	and totaling	<u>28,275.38</u>
Payroll check numbers:	<u>16000</u>	through	<u>16013</u>	and totaling	<u>24,413.84</u>
June 2008					
Voucher (check) numbers	<u>16014</u>	through	<u>16028</u>	and totaling	<u>5,684.14</u>
Payroll check numbers:	<u>16029</u>	through	<u>16042</u>	and totaling	<u>24,595.24</u>

moved by Ed Stone. Sabina Gouran seconded the motion. The motion passed.

VIII. Action Items.

A. Approval of Contracts.

Livestock Cost-share Applications –

There are two producers that are requesting livestock cost-share. George explained the EQIP practice list to the Board. The Board approved the applications subject to availability of funds, not to exceed \$25,000 per contract.

Terry Lenssen moved to approve a Livestock Cost-share contract with Wyste Bouma (Silvergate Dairy) at 75% of actual costs not to exceed \$25,000 subject to availability of funds. Ed Stone seconded the motion. The motion passed.

Sabina Gouran moved to approve a Livestock Cost-share contract with John Van Berkum (facility 2) at 75% of actual costs not to exceed \$25,000 subject to availability of funds. Terry Lenssen seconded the motion. The motion passed.

B. Approval of Conservation Plans.

Dairy Nutrient Management Plan Certification –

Three dairy nutrient management plans were submitted for certification. George gave background on the certification process.

Sabina Gouran moved to certify Dairy Nutrient Management Plans reviewed by staff and submitted for Wyste Bouma (Silvergate Dairy), Derek Blanken (Green View Dairy) and Kent & Kyle Van Dyk (Van Dyk-K Holsteins). Terry Lenssen seconded the motion. The motion passed.

CREP Contracts –

One CREP maintenance contract to assume the Dennis Espeland CREP project that was sold.

Sabina Gouran moved to ratify the CREP contract with Whatcom Land Trust (formerly Dennis Espeland 08-04-CR:08-07). Ed Stone seconded the motion. The motion passed.

George reviewed the CREP program plan approval process. There was discussion regarding what to do about Mr. Mohs not paying back the CREP funds owed. Mr. Mohs sold the property and the new owner did not want CREP, so it was removed. Several attempts have been made to contact Mr. Mohs about repayment of the state portion of the CREP project. He has not responded and has moved out of the state. It was decided that the District will hand the matter over to the WA Conservation Commission to handle.

IX. Other Business.

A. Alex Hall, NRCS.

Environmental Quality Incentives Program (EQIP) –

There are 5 EQIP sign-ups in Whatcom County at this point. Alex informed that board that the sign-up are two dairies, forestry and small farm. There are no major changes to the cost-list this year. The diesel engine replacement practice was not approved by the State Technical Advisory Committee. Irrigation boom will be approved for funding.

Wildlife Habitat Incentives Program (WHIP) –

Alex reported that there are funds available for WHIP and the sign-up is open. An application for a fish passage project has been submitted. There was discussion regarding using WHIP for culvert replacement that currently blocks fish passage. Alex explained some changes in the program.

Technical Service Provider (TSP) –

There are lots of TSP funds available. NRCS offices are short-staffed. Alex is working on a TSP work order to continue to utilize TSP funds for Chris Clark and Bill Bensen to do engineering. Past TSP contracts have been to do engineering work. The new TSP work order will also allow them to do farm inventory and cost estimates for EQIP work. Alex is working on getting the TSP extended beyond NRCS's fiscal year (September 30).

George explained that the TSP work order would include funding for 90% of Chris's time. This would allow the opportunity to hire an additional planning person for one year. George recommended that the Board hire a resource coordinator. It was his recommendation to seek someone that could transfer research into farm operations. This would allow the planner to write grants to pursue funding for research projects. Sabina inquired about available computer, work space and training for the new position. George explained that Chris and Chuck would provide

technical training. It was decided to advertise the position seeking a person with post doctorate, grant writing skills and be personable with farms with salary to be negotiable.

Terry Lenssen moved to authorize George Boggs to advertise for a resource coordinator with a post doctorate, grant writing skills and commercial farm planning skills. Ed Stone seconded the motion. The motion passed.

Ed Stone moved to authorize George Boggs to sign the TSP work order. Terry Lenssen seconded the motion. The motion passed.

NRCS Security Policy –

Alex informed the Board that NRCS has passed a new policy that all employees with access to the building during off hours need to complete security and computer security training. This is a change from having only the employees with access to the NRCS computer system. All District employees will need to complete the training by the end of June. It is estimated that the training will take 2-3 hours to complete.

NRCS Staff –

NRCS is hiring a student trainee engineer. Erica Fifer will train.

Wetland Delineation –

Alex will attend a wetland delineation training course. He will be able to assist Chuck Natsuhara with wetland determinations.

Cooperative Agreement –

Alex researched the need to update the NRCS/Whatcom Conservation District Cooperative Agreement. Things have changed since the 1990's. The Cooperative Agreement only needs to be updated if there is a need to do so. George and Alex agreed that a new Cooperative Agreement was not needed.

B. Stu Trefry, Conservation Commission.

Stu thanked the District for putting together a good budget request for the 2009-11 biennium. He explained that WACD now has a good document for the 2009-11 biennium budget request that reflects real work. It is all projects and stuff on the ground.

Stu thanked Dawn for getting all the paperwork to the Commission on time.

Stu welcomed the new supervisors to the board.

C. George Boggs.

Whatcom Ag Water Issues –

The District was invited to attend the Water Ag Water Issues meeting scheduled for June 27, 2008 hosted by Whatcom Farm Friends. There will be agency representatives and politicians in attendance. It is scheduled from 8:30 am to 2:30 pm. Terry and Ed said that they would try to attend.

Air Quality Conference –

George reported on the Air Quality Conference that he attended in Iowa. Prior to the conference George served on an air quality curricula for engineering students team.

The NRCS Chief spoke at the conference. Air quality is the next big issue to address. There was discussion regarding NRCS training in Washington State.

A German scientist informed the group that there are zero emission in all facilities in Europe. This caused some discussion from the crowd. George had an opportunity to speak to him

regarding using carbon as a scrubber in facilities to capture ammonia and sequestering the carbon. He said that this was a very good idea.

George was invited to serve on an agricultural carbon and GHG reduction marketing committee by the directors of Ecology and Community Trade and Development. It will run from June through September. The group will not reimburse for travel expenses. George hoped that the group would do teleconferencing. The first meeting is in Moses Lake. The Board agreed that George could serve on the committee.

5248 Committee –

George spoke to the 5248 Committee regarding Whatcom County's Critical Areas Ordinance (CAO). The committee consisted of representatives from Ag Industries, tribes, environmental groups, County and agency people. George was supposed to be part of a panel, but was the only one to go. He spoke for 5 hours. The group was impressed by the Whatcom County's process and the Whatcom Conservation District's small farm checklist and tips manual.

Drainage Improvement District Manual –

George is working on the Drainage Improvement District manual. He hopes to have a draft completed by the end of the month. He has contacted representatives from Ag British Columbia and the Minnesota Dept of Fish regarding using some information that they have developed in Whatcom's manual.

Staff –

Staff are doing a great job getting their grant deliverables completed. George met with the various program teams to review with their program progress and how to track. The teams are developing ways to track their progress towards their goals and provide reports and measurements that are meaningful.

CAO Violation –

George was asked by the County Prosecutor to testify on how the County's Conservation Program on Ag Lands worked. A landowner had received a notice of violation for clearing a wetland. The potential penalties could be very, substantial.

WC Conservation Planning on Ag Land (CPAL) –

George met with Whatcom County regarding status of the small farm program. The County PDS staff is happy with the District's activities. The County will request funding for the District for the next two years to continue the program.

Employee –

Sabina and Dick will be on the interview committee.

X. Record of Board Actions.

- 08-45 Ed Stone nominated Dick Yoder as Chair. Sabina Gouran seconded the motion. The motion passed.**
- 08-46 Sabina Gouran nominated Ed Stone as Vice-Chair. Terry Lenssen seconded the motion. The motion passed.**
- 08-47 Ed Stone nominated Sabina Gouran as Secretary/Treasurer. Terry Lenssen seconded the motion. The motion passed.**
- 08-48 Ed Stone moved that the minutes of the May 14, 2008 Board meeting be approved as mailed. Terry Lenssen seconded the motion. The motion passed.**

08-49 Ed Stone 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.

08-50

The following voucher/warrants are approved for payment:

May 2008 - balance

Voucher (check) numbers	<u>15977</u>	through	<u>15999</u>	and totaling	<u>28,275.38</u>
-------------------------	--------------	---------	--------------	--------------	------------------

Payroll check numbers:	<u>16000</u>	through	<u>16013</u>	and totaling	<u>24,413.84</u>
------------------------	--------------	---------	--------------	--------------	------------------

June 2008

Voucher (check) numbers	<u>16014</u>	through	<u>16028</u>	and totaling	<u>5,684.14</u>
-------------------------	--------------	---------	--------------	--------------	-----------------

Payroll check numbers:	<u>16029</u>	through	<u>16042</u>	and totaling	<u>24,595.24</u>
------------------------	--------------	---------	--------------	--------------	------------------

moved by Ed Stone. Sabina Gouran seconded the motion. The motion passed.

08-51 Terry Lenssen moved to approve a Livestock Cost-share contract with Wyste Bouma (Silvergate Dairy) at 75% of actual costs not to exceed \$25,000 subject to availability of funds. Ed Stone seconded the motion. The motion passed.

08-52 Sabina Gouran moved to approve a Livestock Cost-share contract with John Van Berkum (facility 2) at 75% of actual costs not to exceed \$25,000 subject to availability of funds. Terry Lenssen seconded the motion. The motion passed.

08-53 Sabina Gouran moved to certify Dairy Nutrient Management Plans reviewed by staff and submitted for Wyste Bouma (Silvergate Dairy), Derek Blanken (Green View Dairy) and Kent & Kyle Van Dyk (Van Dyk-K Holsteins). Terry Lenssen seconded the motion. The motion passed.

08-54 Sabina Gouran moved to ratify the CREP contract with Whatcom Land Trust (formerly Dennis Espeland 08-04-CR:08-07). Ed Stone seconded the motion. The motion passed.

08-55 Terry Lenssen moved to authorize George Boggs to advertise for a resource coordinator with a post doctorate, grant writing skills and commercial farm planning skills. Ed Stone seconded the motion. The motion passed.

08-56 Ed Stone moved to authorize George Boggs to sign the TSP work order. Terry Lenssen seconded the motion. The motion passed.

XI. Adjournment.

There being no further business before the meeting, moved to adjourn the meeting at 9:10 p.m. seconded the motion. The motion passed.

The meeting on motion duly made, seconded and carried, adjourned at 9:10 p.m.

Dated: July 18, 2008

Dawn Bekenyi, Administrative Assistant

Approved: _____