

**WHATCOM CONSERVATION DISTRICT
Public Meeting Minutes
September 20, 2017**

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 September 20, 2017, at 9:00 a.m.

II. Attendance and Quorum.

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

Larry Helm, Chair	Larry Davis, Vice-Chair
Joe Heller, Treasurer	Theresa Sygitowicz

Also in attendance were:

George Boggs, Executive Director	Dawn Bekenyi, Admin. Assistant
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III. Meeting Called to Order.

Larry Helm, Chair, called the meeting to order at 9:00 a.m.

IV. Public Comment (written or in person).

There was no public comment either in writing or in person.

V. Consent Agenda.

The Board adopted a consent agenda for approval of the previous meeting minutes, financial report and accounts payable. The financial report was mailed to the Board with their draft minutes from the May 11, 2017 meeting. Dawn Bekenyi, Administrative Assistant, presented the financial report. 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.

Larry Davis moved to approve the consent agenda: minutes of the May 11, 2017 Board meeting as mailed, the financial report and authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Theresa Sygitowicz seconded the motion. The motion passed.

The following voucher/warrants are approved for payment:

August 2017 - balance					
Voucher (check) numbers	25197	through	25206	and totaling	11,744.47
Payroll check numbers:	25207	through	25226	and totaling	44,367.97
Voucher (check) numbers	25227	through	25229	and totaling	13,930.84
September 2017					
EFT number	982017			and totaling	13,051.16
Payroll check numbers:	25230	through	25249	and totaling	44,073.92

Voucher (check) numbers	25250	25275	55,539.49
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VI. 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. A District resource specialist (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 four CREP maintenance contracts submitted for Board approval.

Joe Heller moved to ratify the CREP maintenance contracts provided by Wayne Chaudiere for: Phillip Davidson; Kevin Elenbaas; William & Sarah Klein; and Gerald & Arlene Watts. Larry Helm seconded the motion. The motion passed unanimously.

B. Approval of Inter-Local Agreements.

Increasingly, other Conservation Districts are asking for Andrew Phay's assistance on IT and Cartography issues. We need an effective way for reimbursement. George developed a standard Interlocal Agreement (ILA) that requires a retainer of \$200 against which the District can bill immediately for services rendered.

The Whatcom Conservation District previously had Inter Local Agreements in place, with Clallam and Okanogan Conservation Districts. Both District's would like to update their agreements to secure assistance from the IT/GIS/Database Specialist (Andrew Phay). Walla Walla Conservation District is also requesting a new Inter Local Agreement. Other Districts have expressed interest in having this arrangement.

Larry Davis moved to approve and sign the Inter-local Agreements with Clallam, Okanogan and Walla Walla Conservation Districts and authorize the District Chair to execute standard-form interlocal agreements with other Conservation Districts as they arise, so long as the interlocal agreements do not deviate in any material way. Larry Helm seconded the motion. The motion passed.

C. ZAPS Agreements.

The WCD is currently installing and maintaining a network of ZAPS units in the Nooksack watershed. The work is being performed under a contract with the Department of Health.

Two additional locations for ZAPS units have been identified in the watershed to install the units. As part of the installation process, the Whatcom Conservation District will enter into cooperator agreements with the respective landowners for a 2-year term. Scarlett Graham shared copies of the agreement drafts to the Board for review prior to the meeting.

Joe Heller moved to approve and sign the ZAPS License agreements with the cooperators. Theresa Sygitowicz seconded the motion. The motion passed.

D. Social Marketing contract for National Water Quality Initiative (NWQI).

Through its contract with USDA, the District has been working to identify “critical sources” of nutrient, sediment and bacteria pollution in the Ten Mile Creek watershed. The contract also calls for the development of an outreach strategy. Aneka Sweeney is leading that effort and has conducted some landowner focus groups. She requires the help of a qualified consultant to complete the following: conduct a social marketing assessment of farmers and rural landowners in the target watershed to evaluate perceptions of and attitudes towards water quality in the watershed, gauge experience with conservation practices, and to understand their relationships with and expectations trusted information sources. This survey will serve as a baseline measurement against which future survey data will be compared, enabling an evaluation of perceptual and attitudinal change over time. Pursuant to District policy, she solicited requests for proposals from three qualified companies. Applied Research was the most qualified responding company. Aneka recommends approval of an agreement with that company to deliver the requested services.

Larry Davis moved to approve the selection of the consultant, Applied Research Northwest, and authorize the Chair to execute the contract for up to \$5,000. Joe Heller seconded the motion. The motion passed.

E. Washington Woodlands Co-op.

A proposal to support the Washington Woodlands Co-op and for the Whatcom Conservation District to become an associate member was presented to the Board. There was discussion regarding the group. The Board decided that Joe Heller would meet with some local foresters to get their input on the group before making a decision.

Theresa Sygitowicz moved to table the topic of supporting the Washington Woodlands Co-op until next Board meeting pending feedback from Joe Heller. Larry Davis seconded the motion. The motion passed.

F. Firewise Proposal to Whatcom County Council.

After a member of a community participating in Firewise wrote to County Council member, Barbara Brenner, describing what a wonderful and important program it was, Barbara invited WCD staff to give a presentation on what WCD accomplished before the County’s Council’s Public Works, Health & Safety Committee. She and the other Council members in attendance were impressed. She asked if we would provide a budget on what it would take to continue this program at two levels of service.

The funding proposal envisions two levels of service. The first is to continue the WCD Firewise Program at the same level as last year. The second level would include development of a countywide Community Wildfire Protection Plan (CWPP).

The Board discussed the levels of service proposed and the impact to the community. There was discussion regarding obtaining support from the local Fire Chiefs regarding the proposal.

Larry Davis moved to approve submission to Whatcom County Council of the WCD Firewise Program Assistance Funding Proposal with the two levels of service. The Conservation District’s priority of service would be Task 2. Joe Heller seconded the motion. The motion passed.

G. Lawn care Service.

The Whatcom Conservation District had a contract for lawn care service that expired in November of 2016. The company was not delivering service to our expectations, so the District did not renew the contract.

At the direction of the Executive Director, Corina Cheever utilized the MRCS roster list to obtain a list of Lawn care Services and asked for bids for a new lawn care service company. The most responsive bid was from Mt. Baker Landscaping for \$335.77 per month.

Theresa Sygitowicz moved to approve and sign the lawn care contract with Mt Baker Landscaping for \$335.77 per month. Larry Davis seconded the motion. The motion passed.

H. Selection of Bank

George discussed his research into finding a new bank and obtaining a line of credit. It was pointed out that the line of credit would only be accessed with Board approval on draws on a Line-of credit account. George mentioned the requirement that the bank must be FDIC insured. Whatcom Educational Credit Union is not on the list of approved financial institutions. There was discussion regarding which banks were most desirable.

Theresa Sygitowicz moved that the Whatcom Conservation District open new bank accounts at Peoples Bank and obtain a line of credit in the amount of \$150,000.00, moving existing District funds from Bank of America. As per the existing bank accounts, all Supervisors and Executive Director are authorized signers on all bank accounts. Larry Davis seconded the motion. The motion passed.

I. WACD Resolution.

A draft resolution to go to the NW Area meeting was presented for Board review. The resolution seeks to broaden stakeholder participation on the Washington State Conservation Commission Board to include ag industry representatives.

There was discussion regarding the resolution as drafted and the intent. The resolution was amended to address the desire to establish one seat on the Washington State Conservation Commission Board to be designated for a representative drawn from the State's Apple, Cattle, Milk, Potatoes and Wheat commodity associations, with the term of the seat being three years. Upon expiration of the term, the seat will rotate to the next commodity association in alphabetical order.

Theresa Sygitowicz moved to approve the Broadening Stakeholder Participation resolution as amended and present it at the NW Area meeting in Friday Harbor. Larry Davis seconded the motion. The motion passed.

The NW Area meeting is scheduled for October 12 in Friday Harbor. The Board discussed who would attend.

VII. Other Business.

A. Supervisor Reports.

Theresa Sygitowicz –

Theresa reported that there was a well owners association meeting held at the Rome Grange that had 129 people in attendance. Senator Doug Ericksen and Representative Vince Buys were in attendance and addressed the group.

Theresa also reported on the status of farming in the valley in which she lives.

The Conservation District is housing the Farm Friends Ag display. As a thank you they will wave the \$200 fee for a table at the NW Washington Fair next year.

Larry Davis –

Larry and Carolyn Davis helped with the District's Chum Run event this year.

WACD – Larry reported that the committee selected a new Executive Director for the Washington Association of Conservation Districts (WACD). The candidate has accepted and will start work in late October, November.

There was discussion regarding the state budget and the Hirst vote. Larry Davis pointed out that once the Hirst vote is settled, and it appears to be a ways from being settled, then the state legislators would then need to pass a bond for the budget as well.

The WACD Annual meeting will be in Kennewick for 2017 and 2018.

Supplemental Budget requests for the next legislative session were shared by the Conservation Commission.

Larry Helm –

Larry Helm expressed concerns about more dairies in Whatcom County going out of business and the potential impact on the infrastructure if the County loses the dairy industry.

Larry attended the policy meeting in Ellensburg. Jim Jesernig resigned as the lobbyist for the WACD.

Larry talked about concerns over water quality in the cities due to homeless individuals. Larry heard that San Diego, CA has a Hepatitis A concern in the water bodies. It is a public health issue.

B. George Boggs, Executive Director.

CRM Tour –

The Whatcom Conservation District is going to host a Coordinated Resource Management (CRM) tour on October 6 for state and federal agencies. The tour will display the various natural resource dispute resolution processes used in Whatcom County.

Employee Salaries –

Theresa Sygitowicz gave a report for the Committee regarding salaries for the Executive Direction and Engineer classifications. Larry Davis asked for a written recommendation from the committee. Larry Helm suggested that a special meeting be scheduled to discuss the pay scale. A special meeting was scheduled for September 28 at 9 a.m. to discuss the employee pay scale. The Board set a time to conduct an employee review for the Executive Director prior to the special meeting.

Pollution Identification and Control (PIC) Managers Meeting –

George gave highlights from the PIC manager's meeting. The group is looking at a different approach to work with people in the Anderson Creek watershed.

George shared a handout from Whatcom County Health regarding septic systems and enforcement.

VIII. Record of Board Actions.

- 17-62 Larry Davis moved to approve the consent agenda: minutes of the May 11, 2017 Board meeting as mailed, the financial report and authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Theresa Sygitowicz seconded the motion. The motion passed.**

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- 17-71 Theresa Sygitowicz moved to approve the Broadening Stakeholder Participation resolution as amended and present it at the NW Area meeting in Friday Harbor. Larry Davis seconded the motion. The motion passed.**

IX. Adjournment.

There being no further business before the meeting, Joe Heller moved to adjourn the meeting at 11:10 a.m. Larry Davis seconded the motion. The motion passed.

The meeting, on motion duly made, seconded and carried, adjourned at 11:10 a.m.

Dated: November 20, 2017

Approved: _____
Dawn Bekenyi, Administrative Assistant