

**WHATCOM CONSERVATION DISTRICT
Public Meeting Minutes
June 21, 2018**

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 21, 2018, at 1:00 p.m.

II. Attendance and Quorum.

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

Larry Helm, Chair	Larry Davis, Vice-Chair
Heather Christianson, Treasurer	Suzzi Snyder
Theresa Sygitowicz	

Also in attendance were:

George Boggs, Executive Director	Alex Hall, NRCS staff
Dawn Bekenyi, Admin. Assistant	Nichole Embertson, PhD, Research/Dairy Team Coord,

III. Meeting Called to Order.

Larry Helm, Chair, called the meeting to order at 1:02 p.m. A couple of items were added to the agenda.

Larry Davis moved to approve the agenda as amended. Theresa Sygitowicz seconded the motion. The motion passed.

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 financial report and accounts payable. The financial report was mailed to the Board. 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.

Theresa Sygitowicz moved to approve the consent agenda: 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. Larry Davis seconded the motion. The motion passed.

The following voucher/warrants are approved for payment:

May 2018 - balance					
Payroll check numbers (payroll direct deposit):	25987	through	25990	and totaling	45,286.47
Voucher (check) numbers	25991	through	26000	and totaling	3,514.88
June 2018					
Voucher (check) numbers	26601	through	26012	and totaling	7,399.50
Payroll check numbers (payroll direct deposit):				and totaling	42,450.82

Voucher (check) numbers 26013 through 26044 and totaling 74,030.99

VI. Research Team Update.

Nichole Embertson gave the Board updates for the Tenmile Watershed Assessment, Edge of Field – Effectiveness Monitoring, and ZAPS projects that the research team has been working on this past year. She outlined new projects for 2018 in the works and gave some team highlights.

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

Alex reported on activities with the various cost-share programs that NRCS administers.

VIII. Action Items.

A. Approval of Conservation Plans.

Dairy Nutrient Management Plan (DNMP) Approval –

There was one Dairy Nutrient Management Plan submitted for Board approval. Staff recommended approval as it contained the necessary elements prescribed by the Conservation Commission and the operator has signed it indicating that it accurately reflects his operation and agrees to its implementation.

Theresa Sygitowicz moved to approve the Dairy Nutrient Management Plan for Glen Laird. Larry Davis seconded the motion. The motion passed.

B. Approve Revised WCD Cultural Resources Policy for Compliance with Governor's Executive Order #0505.

Larry Davis moved to waive the Whatcom Conservation District's Policy Process to address this policy change at this meeting. Larry Helm seconded the motion.

The Washington State Conservation Commission (WSCC) now has adopted a cultural resource policy that is somewhat more efficient and streamlined. The USDA Farm Service Agency (FSA) has also adopted a more efficient and streamlined cultural resources consultation process for CREP.

A draft WCD Cultural Resources Policy for Compliance that is consistent with current WSCC cultural resources policy and guidance, and it meets the Governor's Executive Order #0505 was provided for Board review.

Larry Helm asked to delay the motion to change the District's Cultural Resources Policy to streamline the process until next month, so that there is the opportunity to seek comment from the tribes on any proposed changes.

Larry Davis moved to postpone the approval of the cultural resources policy change to the July Board meeting, seeking comment from the tribes as a professional courtesy. Theresa Sygitowicz seconded the motion. The motion passed.

C. FY 2019 Budget.

George gave a presentation on the FY2019 Budget.

Larry Helm moved to approve the FY2019 Budget as presented. Larry Davis seconded the motion. The motion passed.

D. District Issues and Recommendations.

Larry Helm passed Chairing duties over to Larry Davis to review the District Issues memo and recommendations.

George, Larry Helm and Theresa Sygitowicz met with Ray Ledgerwood last month regarding some issues. The resulting memo from Ray and recommended action items to address the issues were reviewed for action by the Board.

1. Convene a District Board retreat –

It was decided that the Board needs to have retreats more often. The timeframe and agenda for a Board retreat were discussed. September or October would be a good time. A subcommittee to set up the retreat was formed, with Theresa Sygitowicz and Larry Davis as the committee members.

2. Agenda Items –

Larry Davis pointed out that most of the Board agendas are geared towards the annual plan of work.

Theresa said that her concern was about the Board not receiving agendas from outside agencies and groups for meetings that George attends. There was discussion regarding the meetings that George attends. He gives presentations, when asked by groups, that reflect the views of the Board. Larry Davis suggested that the Board could get on the agenda mailing lists for meetings. George also expressed that he would send agendas that he receives on to the Board members.

For the Whatcom Conservation District agendas, the Board would like to have access to support documents before the meeting. Notice of changes to the agenda, will be made with a phone call to the Board Chair. Larry Helm said that it was acceptable to add farm plans to the agenda for approval, if the Board was notified of the farm plan being presented at the meeting at least one day ahead of the meeting, with a phone call to Supervisors allowing them the chance to review the plan.

3. Update Personnel Manual to include complaint/grievance process with clear path toward resolution –

Spokane Conservation District has a good Personnel Manual. The Board set up a committee of Theresa Sygitowicz, Larry Davis and George Boggs to update the policy manual. The Board wanted to focus on the grievance procedures addition to get them ready for approval at the August board meeting.

4. Operating Policy –

There was discussion about having a policy review. A committee to consolidate the policies and resolutions into one area was formed, with Larry Davis and Heather Christianson as committee members.

5. Education, board involvement and feedback –

This was addressed under item 2. George will share information that he receives with the Board. It was also recommended that Board members sign up for the WSCC and WACD mail serve to receive information.

Number 6-9 were about election issues. The board decided to hold them until the next agenda section of Election and address them at that time.

10. Establish a clear conduit for communication among supervisors and Executive Director –

George confirmed with the Board that email was the best way to share information with them in a timely manner. He asked that they check their email regularly. Several Board members asked Andrew to assist in getting into their District email via cellphone to facilitate this.

11. Solicit board input before meetings and conferences on policies –

The Board agreed that they were already doing that.

12. Look at meeting procedures, including time constraints, planning next meeting –
The Board would like to add this topic to their retreat to discuss what topics may require a special meeting.
13. Organize working committees –
Already doing that. Several more committees formed today.
14. Examine Farm Plan review and approval process and review notices of violation (NOV) –
The Board had already addressed the concern about getting farm plans prior to the Board meeting. George will look into sending Environmental Report Tracking System Reports (ERTs) to the Board.
15. Staff report to Board on what has been done on Ag education –
Aneka reported on the education efforts in schools at the last meeting.

E. WSCC Election Report/Recommendations.

Larry Helm asked the Board for permission to have the Whatcom County Auditors Office Election Division verify signatures in the Supervisor Election. He stated that he would pay for the expense himself, but was concerned about that fact that signature verification had not occurred. He spoke with WC Election Office and they will not verify without permission from the Board, since the Board owns the ballots. There was discussion about the idea.

Theresa Sygitowicz moved that the WCD Board allow Larry Helm to seek signature verification for the 2018 Supervisor Election ballots with Whatcom County Elections Office with Larry Helm paying the expense to have them verified. Larry Helm seconded the motion. The motion was voted down. (2 for, 3 against).

7. Pursue County run district election –
Both Larry Helm and Theresa said that they do not advocate that. Larry Davis mentioned that the costs are too high for Whatcom County to run the elections. There would be more rules and regulations if Whatcom County ran the election process. This would be a state matter. The Board would not advocate that change.
8. Work Group to develop recommendations for Supervisor election procedures and training needs –
The Board set up a committee to review the election procedures with Theresa Sygitowicz and Larry Davis as committee members.
9. Commission investigation of email alteration
The commission is looking into the email. No Board action required.

Larry Davis handed Chairing duties back to Larry Helm for the remainder of the meeting.

IX. Other Business.

A. Supervisor Reports.

The Board members gave updates on their activities and meetings attended since the last Board meeting.

B. George Boggs, Executive Director.

George reported on an upcoming meeting at Whatcom County on public safety.

X. Record of Board Actions.

- 18-43 Theresa Sygitowicz moved to approve the consent agenda: 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. Larry Davis seconded the motion. The motion passed.**

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- 18-44 Theresa Sygitowicz moved to approve the Dairy Nutrient Management Plan for Glen Laird. Larry Davis seconded the motion. The motion passed.**
- 18-45 Larry Davis moved to waive the Whatcom Conservation District's Policy Process to address this policy change at this meeting. Larry Helm seconded the motion.**
- 18-46 Larry Davis moved to postpone the approval of the cultural resources policy change to the July Board meeting, seeking comment from the tribes as a professional courtesy. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-47 Larry Helm moved to approve the FY2019 Budget as presented. Larry Davis seconded the motion. The motion passed.**
- 18-48 Theresa Sygitowicz moved that the WCD Board allow Larry Helm to seek signature verification for the 2018 Supervisor Election ballots with Whatcom County Elections Office with Larry Helm paying the expense to have them verified. Larry Helm seconded the motion. The motion was voted down. (2 for, 3 against).**

XI. Adjournment.

There being no further business before the meeting Larry Helm adjourned the meeting at 4:35 p.m.

Dated: August 10, 2018

Dawn Bekenyi, Administrative Assistant

Approved: _____