

**WHATCOM CONSERVATION DISTRICT  
Public Meeting Minutes  
January 11, 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 January 11, 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 | Theresa Sygitowicz      |

Also in attendance were:

|                                  |                       |
|----------------------------------|-----------------------|
| George Boggs, Executive Director | Alex Hall, NRCS staff |
| Dawn Bekenyi, Admin. Assistant   | Robert Smit           |
| Wes Kentch                       | Shana Joy, WSCC       |
| George David Bock                |                       |

**III. Meeting Called to Order.**

Larry Helm, Chair, called the meeting to order at 1:00 p.m.

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

Wes Kentch asked how the Conservation District could help farmers explore carbon sequestration and the benefits financially for doing that. George reported on programs with carbon sequestration in San Juan Island Co and California using Biochar.

**V. Consent Agenda.**

The Board adopted a consent agenda for 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.

**Larry Helm 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. Theresa Sygitowicz seconded the motion. The motion passed.**

The following voucher/warrants are approved for payment:

|                         |       |         |       |              |           |
|-------------------------|-------|---------|-------|--------------|-----------|
| Dec 2017 - balance      |       |         |       |              |           |
| Voucher (check) numbers | 25544 | through | 25546 | and totaling | 1,735.70  |
| Payroll check numbers:  | 25547 | through | 25570 | and totaling | 42,212.83 |
| January 2018            |       |         |       |              |           |
| Voucher (check) numbers | 25571 | through | 25572 | and totaling | 93.63     |
| Payroll check numbers:  | 25573 | through | 25592 | and totaling | 42,669.48 |

## VI. Action Items.

### A. Approval of Conservation Plans.

#### Dairy Nutrient Management Plan (DNMP) Certification –

There was one Dairy Nutrient Management Plan submitted for Board certification. Staff reviewed the plan for Kyle Bosscher and recommended that the Board certify it. It met the applicable requirements for certification and the producer certified that he was managing accordingly.

**Theresa Sygitowicz moved to certify the Dairy Nutrient Management Plan for Kyle Bosscher. Larry Davis seconded the motion. The motion passed.**

### B. Approval of Contracts.

#### Terrell Creek Landowner Stewardship Program –

The Birch Bay Watershed and Aquatic Resources Management District's (BBWARM) Advisory Committee desires to continue the successful partnership by financially contributing to the Terrell Creek Landowner Stewardship Initiative to help landowners maintain actions to improve and protect water quality in the BBWARM District by extending an interlocal agreement with the District for another year.

Staff recommends the Board continue the District's partnership with BBWARM signing the Contract for Services with Whatcom County, BBWARM for the on-going outreach and education efforts in the Birch Bay/Terrell Creek area. Funding will support existing educational staff.

**Larry Davis moved to approve the Contract for Services with BBWARM for the Terrell Creek Landowner Stewardship Program for \$19,974.75 to support existing District staff in fulfilling the scope of work attached. Theresa Sygitowicz seconded the motion. The motion passed.**

#### Whatcom County Homeowners Incentive Program (HIP) –

The proposed amendment No. 2 to the 2016 Interlocal Agreement with the County will expand the HIP partnership to provide additional technical assistance for HIP Do-It-Yourself (DIY) Native Landscaping projects beginning in 2018. These projects will be assisting landowners that do not qualify for the target program, but want to be part of improving water quality. WCD involvement will ensure that all landowners will receive the quality technical assistance and advice to reduce phosphorus runoff through a functioning and aesthetic landscape.

**Theresa Sygitowicz moved to approve Amendment No. 2 for the HIP Agreement with the Whatcom County Flood Control Zone District and authorize the Board Chair to sign on behalf of the District. Larry Davis seconded the motion. The motion passed.**

### C. Staffing Needs.

George reported on Administrative Team support staff and potential impacts to part-time staff due to the new sick leave law. The Board approved hiring Marisa Papetti to assist the Administrative staff with their workload per the new sick leave rules. Additional benefits can be reviewed in the future, if warranted.

Corina Cheever is now the lead non-dairy farm planner. Subject to the oversight and mentoring of the Executive Director, she has been functioning as the "acting" livestock team lead with all of the additional reporting and grant tracking. Corina has completed some additional planning training. George recommended that Corina be promoted to the Livestock Team Lead.

**Larry Davis moved to approve Corina Cheever be promoted to Resource Coordinator and adjust pay to Band C2 Step 4 and be designated as lead of the District's Livestock Program. Theresa Sygitowicz seconded the motion. The motion passed.**

**D. Audit Exit.**

Dawn Bekenyi and George reported on recommendations/actions that addressed the few concerns that the Washington State Auditor's office mentioned in their exit. The Audit was clean. A few recommendations will be implemented, if they have not already been addressed.

**E. Vehicle Protection.**

Frank Corey did some research on costs and options to project the District's investment in vehicles with a carport or other means. It was determined that the cars should be kept clean with a polish once a year and that should protect the vehicles adequately.

**F. Associate Supervisors.**

Aneka Sweeney wrote an announcement for Associate Supervisor recruitment for our newsletter. Larry Davis offered to assist Aneka with the wording on the article.

A draft application was reviewed. There was discussion regarding having a committee review potential Associate Supervisor candidates. Heather desired that the full Board have a say in selection of Associate Supervisors.

**Theresa Sygitowicz approved the draft Associate Supervisor application form. Larry Helm seconded the motion. The motion passed.**

**G. Rate and Charge Presentation.**

There was discussion regarding directing staff to work on the process to seek a Rate and Charge for the Whatcom Conservation District.

**Larry Davis moved to direct staff to pursue the process to seek a Rate and Charge for the Whatcom Conservation District. Larry Helm seconded the motion. The motion passed. (3 yea - 1 nay)**

**VII. Other Business.**

**A. Alex Hall, Natural Resources Conservation Service (NRCS).**

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

**B. Supervisor Reports.**

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

Theresa was seeking a letter of recommendation from the Board for participation on the River and Flood Committee.

**Theresa Sygitowicz moved to direct staff to write a letter of support for participation on the Whatcom County River and Flood Committee. Larry Helm seconded the motion. The motion passed.**

**C. George Boggs, Executive Director.**

George is working on streamlining timesheets and operations.

**D. Shana Joy, WSCC.**

Shana passed out a handout on the accountability portion of the Conservation Accountability and Performance program. The committee will work on the performance part of the program next.

**VIII. Record of Board Actions.**

**18-1 Larry Helm 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. Theresa Sygitowicz seconded the motion. The motion passed.**

The following voucher/warrants are approved for payment:

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- 18-2 Theresa Sygitowicz moved to certify the Dairy Nutrient Management Plan for Kyle Bosscher. Larry Davis seconded the motion. The motion passed.**
- 18-3 Larry Davis moved to approve the Contract for Services with BBWARM for the Terrell Creek Landowner Stewardship Program for \$19,974.75 to support existing District staff in fulfilling the scope of work attached. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-4 Theresa Sygitowicz moved to approve Amendment No. 2 for the HIP Agreement with the Whatcom County Flood Control Zone District and authorize the Board Chair to sign on behalf of the District. Larry Davis seconded the motion. The motion passed.**
- 18-5 Larry Davis moved to approve Corina Cheever be promoted to Resource Coordinator and adjust pay to Band C2 Step 4 and be designated as lead of the District's Livestock Program. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-6 Theresa Sygitowicz approved the draft Associate Supervisor application form. Larry Helm seconded the motion. The motion passed.**
- 18-7 Larry Davis moved to direct staff to pursue the process to seek a Rate and Charge for the Whatcom Conservation District. Larry Helm seconded the motion. The motion passed. (3 yea - 1 nay)**
- 18-8 Theresa Sygitowicz moved to direct staff to write a letter of support for participation on the Whatcom County River and Flood Committee. Larry Helm seconded the motion. The motion passed.**

**IX. Adjournment.**

There being no further business before the meeting, Larry Helm adjourned the meeting at 2:24 p.m.

Dated: April 27, 2018

\_\_\_\_\_  
Dawn Bekenyi, Administrative Assistant

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