

**WHATCOM CONSERVATION DISTRICT
Public Meeting Minutes
May 23, 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 May 23, 2018, at 1:00 p.m.

II. Attendance and Quorum.

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

Larry Helm, Chair
Heather Christianson

Larry Davis, Vice-Chair
Theresa Sygitowicz

Also in attendance were:

George Boggs, Executive Director
Dawn Bekenyi, Admin. Assistant
Ray Ledgerwood, WSCC

Alex Hall, NRCS staff
Aneka Sweeney, Ed Specialist
Suzzi Snyder

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).

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. The Board approved a step increase for Kristin Haider. 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: the financial report and authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report, and approve the step increase for Kristin Haider to Band C1 Step 3. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Larry Helm seconded the motion. The motion passed.

The following voucher/warrants are approved for payment:

April 2018 - balance					
Voucher (check) numbers	35950	through	_____	and totaling	_____
Payroll check numbers:	25951	through	25956	and totaling	40,490.92
May 2018					
Voucher (check) numbers	25957	through	25986	and totaling	60,628.10

VI. Action Items.

A. Approval of Contracts.

Amendment to 2017-18 PIC Tech Assistance and Data Coordination Project –

The District Board originally approved a partnership with Whatcom County Public Works to provide staff support for the Pollution Identification and Correction (PIC) Program in December 2014. An amendment to extend the PIC partnership through June 30, 2019 with additional funding was provided for Board review. There was discussion regarding the PIC program and public perception. Aneka reported how the program works from how water quality sampling directs the County to target areas, to the letters received.

Larry Davis moved to approve the Amendment to the 2017-2018 Sub-recipient Agreement for the PIC Non-Dairy Technical Assistance and Data Coordination. Theresa Sygitowicz seconded the motion. The motion passed.

There was discussion regarding getting kids on farms. Aneka reported on the programs that she is involved in that get schools in Whatcom County out to Ag areas, including the Whatcom Farm Circle. George reported that there is an increase in response to the District's education program. The District is receiving more calls asking for Aneka's services. She currently has two interns for the near term to help with the workload.

B. Election.

Larry Helm said that he spoke with the Whatcom County Auditor's office and that they could do signature verification for our election for about \$1,000 for 5,000 ballots.

Larry Helm moved that all Whatcom Conservation District election ballots have signature verification by the Whatcom County Auditors Office Election Division as a policy subject to availability of funding. Theresa Sygitowicz seconded the motion. The motion passed.

There was expression that this new policy would be a confidence building measure for the public. It was noted that a work group to address the election process should be set up.

C. Annual Plan of Work.

George gave a presentation on the Annual Plan of Work. He reviewed the Annual Plan of Work for the last year. The Board reviewed the items and made modifications as needed.

Larry Davis moved to approve the Annual Plan of Work for FY 19 (July 2018 – June 2019). Theresa Sygitowicz seconded the motion. The motion passed.

D. Officer Election.

The Washington State Conservation Commission approved appointing Suzzi Snyder to the Whatcom Conservation District Board of Supervisors to complete the term for Joe Heller. Since that caused a change in officers. The Board elected new officers.

Chair –

Nominations for Chair were opened up. Heather Christianson nominated Larry Davis. Theresa Sygitowicz nominated Larry Helm. The nominations were closed. The Supervisors conducted a written secret vote. Larry Helm was elected as the Chair.

Vice-Chair –

Nominations for Vice-Chair were opened up. Larry Helm nominated Theresa Sygitowicz. Heather Christianson nominated Larry Davis. The nominations were closed. The Supervisors conducted a written secret vote. Larry Davis was elected as the Vice-Chair.

Secretary/Treasurer –

Nominations for Secretary/Treasurer were opened up. Larry Davis nominated Heather Christianson. Larry Helm nominated Theresa Sygitowicz. The nominations were closed. The

Supervisors conducted a written secret vote. Heather Christianson was elected as the Secretary/Treasurer.

Ray Ledgerwood asked about the District Auditor. The Board and George informed him that Dawn Bekenyi was the District Auditor.

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, Larry Davis and Dawn Bekenyi completed the Schedule 22 annual audit report. It went well.

C. George Boggs, Executive Director.

George reported on some training he received and meetings that he attended since the last meeting.

Direct Deposit has been set up for staff payroll. The system requires authorization by two individuals. There was discussion regarding getting an extra key fob for approvals.

Larry Helm moved to authorize purchasing an additional key fob for payroll authorizations. Theresa Sygitowicz seconded the motion. The motion passed.

George reviewed funding for the next fiscal year. Implementation funds were decreased to \$90,000.

D. Ray Ledgerwood, WA Conservation Commission (WACC).

Funding –

Ray Ledgerwood reported that there will be an opportunity to seek Capacity funds for the difference in the Implementation grants this fiscal year.

Elections & Appointments –

Ray reported that the WACC acted on all appointments and certified of Conservation District the elections, except for two at their May Board meeting. He discussed the issues with Thurston and Whatcom elections. Whatcom's election certification is scheduled to be considered at the July meeting assuming the investigation of complaints is completed.

WACC Staff –

The NW area has a new Regional Manager, Alison Halpern. Shana Joy is moving to be the Central Regional Manager and the Center for Technical Development (CTD) group leader from WACC.

Audit –

The Whatcom Conservation District is scheduled to receive a financial audit again this year, since they received more than \$2 million in revenue for 2017.

VIII. Record of Board Actions.

- 18-38 Larry Davis 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, and approve the step increase for Kristin Haider to Band C1 Step 3. The**

Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting. Larry Helm seconded the motion. The motion passed.

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- 18-39 Larry Davis moved to approve the Amendment to the 2017-2018 Sub-recipient Agreement for the PIC Non-Dairy Technical Assistance and Data Coordination. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-40 Larry Helm moved that all Whatcom Conservation District election ballots have signature verification by the Whatcom County Auditors Office Election Division as a policy subject to availability of funding. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-41 Larry Davis moved to approve the Annual Plan of Work for FY 19 (July 2018 – June 2019). Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-42 Larry Helm moved to authorize purchasing an additional key fob for payroll authorizations. Theresa Sygitowicz seconded the motion. The motion passed.**

IX. Adjournment.

There being no further business before the meeting, Chair Larry Helm adjourned the meeting at 4:15 pm.

Dated: August 10, 2018

Dawn Bekenyi, Administrative Assistant