

2018 Board Resolutions

January 11, 2018 meeting

- 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:

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

- 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.**

February 8, 2018 meeting

- 18-9 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. 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:

Jan 2018 - balance					
Voucher (check) numbers	<u>25593</u>	through	<u>25636</u>	and totaling	<u>72,622.65</u>
Payroll check numbers:	<u>25637</u>	through	<u>25656</u>	and totaling	<u>42,618.75</u>
February 2018					
Voucher (check) numbers	<u>25657</u>	through	<u>25660</u>	and totaling	<u>19,753.63</u>

- 18-10 Theresa Sygitowicz moved to send the draft MOU with Board comments back to the MOU Committee with no action at this time. Larry Helm seconded the motion. The motion passed.**
- 18-11 Theresa Sygitowicz moved to authorize George to write a letter to Gary Soyko explaining the Whatcom Conservation District's strengths and options to assist with the watershed planning process. Larry Davis seconded the motion. The motion passed.**
- 18-12 Larry Davis moved to approve the Dairy Nutrient Management Plans for Corby Groen (Hidden Acres Organic Dairy) and Peter Vlas (Vlas Dairy LLC). Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-13 Theresa Sygitowicz moved to approve the Critical Areas Ordinance Conservation Farm Plan for Ebe Farms. Larry Helm seconded the motion. The motion passed.**
- 18-14 Larry Helm moved to approve the agreement for Andrew Phay's Technical Assistance to the Washington Association of Conservation Districts. Larry Davis seconded the motion. The motion passed.**
- 18-15 Theresa Sygitowicz moved to approve the priority list and seek cost-share assistance for Glen Laird and Sherm Polinder, in the amount of \$50,000 each. Larry Davis seconded the motion. The motion passed.**
- 18-16 Theresa Sygitowicz moved to authorize the Livestock Cost-share Committee to add additional projects into the system. Larry Davis seconded the motion. The motion passed.**
- 18-17 Larry Davis moved to approve the WSCC Grant Addendums for WADE 2018 training for \$20,000 and for the Natural Resources Investments Cost-share program with funding for Art VanderWaal and Larry Plagerman for \$50,000 cost-share with \$12,500 for technical assistance for each project. Larry Helm seconded the motion. The motion passed.**
- 18-18 Theresa Sygitowicz moved to approve that the Whatcom Conservation District have a Plant Sale and approved the proposed budget. Larry Helm seconded the motion. The motion passed.**
- 18-19 Theresa Sygitowicz moved to approve the creation of a Short Term Cash Fund for the exclusive purpose of making change for the purchase of plants or other District items for sale at the District's Annual Native Plant Sale. It may not be used to cash checks or make purchases. The amount of cash for the fund shall be at staff discretion but may not exceed \$600.00. The term of the Short Term Cash Fund will be effective from January 1 through April 30 annually, to be established as needed. Larry Davis seconded the motion. The motion passed.**

18-20 Larry Helm moved to change the April Board meeting date to April 26 at 1:00 p.m. Theresa Sygitowicz seconded the motion. The motion passed.

18-21 Larry Davis moved to authorize staff to pursue RCPP funding for cost-share projects. Larry Helm seconded the motion. The motion passed.

March 8, 2018 Board meeting

18-22 Larry Davis moved to approve the consent agenda: the financial report, authorize payment of District invoices and incurred expenses (below), as listed in the Accounts Payable Report, and approve the step increase for Katie Pencke 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. Theresa Sygitowicz seconded the motion. The motion passed.

The following voucher/warrants are approved for payment:

Feb 2018 – balance					
Voucher (check) numbers	25719	through	25731	and totaling	9,153.98
Payroll check numbers:	25732	through	25753	and totaling	43,395.79
March 2018					
Voucher (check) numbers	25754	through	25770	and totaling	35,952.36
Payroll check numbers:	25771	through	25771	and totaling	43,858.68

18-23 Theresa Sygitowicz moved to accept the application and approve and sign the joint agreement with USGS to install a SUMA real-time nitrate monitor subject to availability of funding from EPA. Larry Helm seconded the motion. The motion passed.

18-24 Theresa Sygitowicz moved to certify the Dairy Nutrient Management Plan for Curt & Michael Lagerwey. Larry Davis seconded the motion. The motion passed.

18-25 Theresa Sygitowicz moved to approve the Dairy Nutrient Management Plan for Leo Harrison. Larry Davis seconded the motion. The motion passed.

18-26 Theresa Sygitowicz moved to change the April Board meeting to Friday, April 27, 2018 at 1 pm. Larry Davis seconded the motion. The motion passed.

18-27 Theresa Sygitowicz moved to change payroll dates to the 20th and 5th and authorize direct deposit for staff payroll. Larry Davis seconded the motion. The motion passed.

April 27, 2018 Board meeting

18-28 Larry Davis moved to approve the consent agenda: minutes of the November 9, 2017, December 21, 2017, January 11, 2018 and February 8, 2018 Board meetings as mailed, the financial report, 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:

March 2018 - balance

Voucher (check) numbers	25793	through	25824	and totaling	20,397.67
Payroll check numbers:	25825	through	25849	and totaling	46,696.99
Voucher (check) numbers	25850			and totaling	154.78
April 2018					
Voucher (check) numbers	25852	through	25867	and totaling	91,975.23
Payroll check numbers:	25868	through	25888	and totaling	43,813.52
Voucher (check) numbers	25889	through	25925	and totaling	36,857.54
Payroll check numbers:	25926	through	25946	and totaling	43,276.01
Voucher (check) numbers	25947	through	25948	and totaling	249.28
Payroll check numbers:	25949	through		and totaling	334.66

- 18-29 Theresa Sygitowicz moved to accept Whatcom Community Foundation funds for the purposes described in the scope of work and authorize the board chair to execute an agreement for either an assignment of the original agreement from NSEA or a new agreement directly with the Foundation. This authority is subject to the agreement be substantially the same as the budget and scope of work presented here and consistent with general terms and conditions as are typically found in existing WCD agreements. Larry Davis seconded the motion. The motion Passed.**
- 18-30 Theresa Sygitowicz moved to approve and authorize to the Board Chair to execute the contract with the Blaine Birch Bay Park and Rec District #2. Larry Davis seconded the motion. The motion passed.**
- 18-31 Theresa Sygitowicz moved to approve and authorize Aneka Sweeney, Education Coordinator, to coordinate educational events in collaboration with Cloud Mountain Farm Center according to the roles and responsibilities outlined in proposal. Larry Davis seconded the motion. The motion passed.**
- 18-32 Larry Davis moved to approve and sign the Lummi Bay Shellfish Enhancement Project Memorandum of Agreement for Phase II. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-33 Larry Davis moved to authorize use of the current Associate Supervisor Application form. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-34 Larry Davis moved that the matter be forwarded to the Washington State Conservation Commission for investigation. Heather Christianson seconded the motion. (1 recusal – LH - 1 abstained from vote – TS)**
- 18-35 Theresa Sygitowicz moved to include “investigation body will be independent of anyone in the Whatcom Conservation District office” to the motion. Larry Davis seconded the motion. The motion passed. (TS withdrew her abstention - LH recused himself from vote.)**
- 18-36 Larry Davis moved that the Whatcom Conservation District Board request that the Washington State Conservation Commission provide mediation service to repair the**

relationship between Supervisors and Executive Director. Heather Christianson seconded the motion. The motion passed. (1 abstain – TS, 1 nay – LH)

18-37 Heather Christianson moved to change the next two Board meetings to May 23, 2018 at 1 pm and June 21, 2018 at 1 pm. Larry Davis seconded the motion. The motion passed.

May 23, 2-18 Board meeting

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.

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

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.

June 21, 2018 Board meeting

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.

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	26043	and totaling	74,030.99

- 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).**

July Board meeting cancelled

August 9, 2018 Board meeting

- 18-49 Theresa Sygitowicz moved to approve the agenda as presented. Larry Davis seconded the motion. The motion passed.**
- 18-50 Election of Officers**
 Chair –
 Nominations for Chair were opened up. Theresa Sygitowicz nominated Larry Davis. Suzzi Snyder seconded the nomination. There were no other nominations. The nominations were closed. Larry Davis was elected as the Chair.

 Vice-Chair –
 Nominations for Vice-Chair were opened up. Suzzi Snyder nominated Theresa Sygitowicz. Alan Chapman nominated Heather Christianson. The nominations were closed. The Supervisors conducted a written secret vote with Alan voting via text message to George Boggs. Heather Christianson was elected as the Vice-Chair.

 Secretary/Treasurer –
 Nominations for Secretary/Treasurer were opened up. Theresa Sygitowicz nominated Suzzi Snyder. The nominations were closed. Suzzi Snyder was elected as the Secretary/Treasurer.
- 18-51 Suzzi Snyder moved to approve the consent agenda: minutes of the March 8, April 27, May 23, and June 21, 2018 Board meetings as mailed, 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 Katie Pencke to Band C1 Step 4. 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:

June 2018 - balance					
Voucher (check) numbers	26045	through		and totaling	3,011.25
Payroll (direct deposit):				and totaling	32,679.04
Voucher (check) numbers	26046	through	26076	and totaling	25,953.84
July 2018					
Payroll tax EFT				totaling	10,240.86
Voucher EFT				totaling	55.01
Payroll (direct deposit)				and totaling	42,121.88
Voucher (check) numbers	26077	through	26136	and totaling	179,940.28
Payroll check numbers (direct deposit):	26137	through	26140	and totaling	45,357.85
August 2018					
Voucher (check) numbers	26141	through	26143	and totaling	2,928.57

- 18-52 Alan Chapman moved to authorize the hire of an Education and Outreach Technician Position through the end of the 2019 Fiscal Year. Continuation of the position will be subject to the continued availability of funding and achievement of efficiencies in outreach for the supporting programs. Heather Christianson seconded the motion. The motion passed.**
- 18-53 Theresa Sygitowicz moved to set the third Thursday of the month at 1:00 pm as the Board meeting day and time for 2018 and 2019. Suzzi Snyder seconded the motion. The motion passed.**
- 18-54 Theresa Sygitowicz moved to approve the Standard Conservation Farm Plan for Karl Prisk (Cougar Creek Farm). Suzzi Snyder seconded the motion. The motion passed.**
- 18-55 Theresa Sygitowicz moved to ratify the CREP maintenance contracts provided by Wayne Chaudiere for: Russell & Kelly Gollen; Nick & Sherie Harris, Dalbir Johal; and Sandra Matheson. Heather Christianson seconded the motion. The motion passed unanimously.**
- 18-56 Heather Christianson moved to approve the Scope of Work for the Implementation grant. Suzzi Snyder seconded the motion. The motion passed.**
- 18-57 Suzzi Snyder moved to approve and sign the Cluster Engineer Agreement between San Juan Islands, Skagit, Whatcom and Whidbey Island CDs. Theresa Sygitowicz seconded the motion. The motion passed.**
- 18-58 Theresa Sygitowicz moved to approve and sign the Inter-local Agreement with the Palouse Conservation District. Suzzi Snyder seconded the motion. The motion passed.**
- 18-59 Theresa Sygitowicz moved to approve the Whatcom Conservation District's updated Cultural Resources Policy. Heather Christianson seconded the motion. The motion passed.**
- 18-60 Suzzi Snyder moved to approve the proposed cost-share protocol for Washington State Conservation Commission Financial Assistance. Theresa Sygitowicz seconded the motion. The motion passed.**

September 20, 2018 Board meeting