

**WHATCOM CONSERVATION DISTRICT**  
**Public Meeting Minutes**  
**June 20, 2012**

**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 20, 2012, at 7:00 p.m.

**II. Attendance and Quorum.**

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

Joe Heller, Chair  
Larry Davis, Treasurer

Terry Lenssen, Vice-Chair

Also in attendance were:

George Boggs, Executive Director  
Dawn Bekenyi, Admin. Assistant  
Doug Allen, Ecology

Alex Hall, NRCS staff  
Jayne Uerling

**III. Introductions.**

At 7:00 p.m. there were only two Supervisors present. Dawn made some phone calls to see if another supervisor would be able to attend. Informal conversations ensued on non-action items.

Department of Ecology –

Doug Allen, Department of Ecology Bellingham Field Office, introduced himself to the Board members. He reviewed his background and work with Ecology leading up to his current position as head of the Bellingham Field Office. Doug shared some of the issues that Ecology is working on in the Bellingham office, including coal trains, asbestos slides, irrigation water rights and Lake Whatcom issues.

**IV. Reports.**

Employee of the Year –

At the Washington Association of District Employees training in Leavenworth, George Boggs was presented with an award as the 2012 Employee of the Year. George showed the wooden clock to the Board.

**A. Doug Allen, Department of Ecology.**

Doug explained that if the shellfish initiative is going to succeed all livestock owners need to have farm plans, not just the dairies. Doug said that he will advocate for the Conservation District to get funding to do the planning. George explained that the Whatcom Conservation District has streamlined the planning process for farms. The District is utilizing a database for tracking progress on farm planning. George reviewed the matrix for working with producers and livestock owners. He shared a flowchart that showed the process so that there should be a clear idea of how planning activities and workload will work.

Doug talked about the Pollution Correction Action Team (PCAT) for Whatcom County and the partnerships involved. Doug is positive about its success. Doug and George are working on a working agreement between Ecology and the Whatcom Conservation District. Doug reported that there will be a meeting of all agencies (Ecology, Washington State Department of Ag, EPA, etc.). Jurisdiction and roles should be defined at this meeting. The group will discuss issues, run scenarios with the inspectors and determine who does what. After the agencies agree, they will

bring in others for community support, such as the tribes, Shellfish Districts, Cattlemen and Dairy Federation.

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

Puget Sound Salmon Recovery Partnership (PSSRP) – Alex reported that there are 30 applications in Whatcom County. There is only \$2.5 million for the entire Puget Sound area. Some applications are new and some are old. NRCS staff just finished ranking applications. Alex reported on the planting requirements for hedgerows or buffers. Erica Fifer, NRCS is the lead on the PSSRP cost-share requirements for projects.

There are four fish passage projects that applied through Frank Corey, Whatcom Conservation District staff. Caps are being removed on the Puget Sound Salmon Recovery Partnership funds. It will be interesting to see how the funding works. It may fund just a few large projects.

Organic Environmental Quality Incentives Program (EQIP) – There was one new organic application.

Technical Service Provider (TSP) Work Order – The latest TSP work orders for July through November 2012 was signed by the Whatcom Conservation and was sent to get signed by NRCS. The amount of the contracts is \$33,654.60.

**V. Meeting Called to Order.**

There now being a quorum, Joe Heller, Chair, called the meeting to order at 7:58 p.m.

**VI. Approval of Minutes of Previous Meeting.**

**Larry Davis moved that the minutes of the May 14, 2012 Board meeting be approved as mailed. Terry Lenssen seconded the motion. The motion passed.**

**Larry Davis moved that the minutes of the May 29, 2012 special meeting be approved as mailed. Terry Lenssen seconded the motion. The motion passed.**

**VII. Financial Report.**

The financial report was mailed to the Board with their draft minutes from the May meeting.

Dawn Bekenyi, Administrative Assistant, presented the financial report. There were no questions.

**Terry Lenssen moved to approve the Financial Report. Larry Davis seconded the motion. The motion passed. Upon motion made and duly seconded, the Treasurer's Report was approved.**

Accounts Payable –

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.

The following voucher/warrants are approved for payment:

May 2012 - balance					
Voucher (check) numbers	<u>19479</u>	through	<u>19488</u>	and totaling	<u>2,676.26</u>
Payroll check numbers:	<u>19489</u>	through	<u>19502</u>	and totaling	<u>28,449.20</u>
June 2012					
Voucher (check) numbers	<u>19503</u>	through	<u>19534</u>	and totaling	<u>70,062.97</u>

Payroll check numbers:	<u>19535</u>	through	<u>19548</u>	and totaling	<u>28,122.85</u>
Voucher (check) numbers	<u>19549</u>	through	<u>19565</u>	and totaling	<u>25,746.47</u>

**Moved by Terry Lenssen. Larry Davis seconded the motion. The motion passed.**

### **VIII. Executive Session.**

8:04 pm. Joe Heller, Chair, announced that the public meeting was breaking so that the Whatcom Conservation District Board could go into Executive Session for 10 minutes to discuss the tort claim filed against the District.

8:12 pm. Joe Heller adjourned the Executive Session and resumed the public meeting. The Board members received information and a status about the current litigation with Shuksan Golf Course from their attorney, George Boggs. No action was requested nor taken during the executive session.

### **IX. Action Items.**

#### **A. Election of Officers.**

There was discussion regarding officers.

**Larry Davis moved to retain the current slate of officers for another term, Joe Heller, Chair; Terry Lenssen, Vice-Chair and Larry Davis, Treasurer. Terry Lenssen seconded. The motion passed.**

#### **B. Set Meeting Day and Time.**

The current day of the month and time works for the supervisors present with adjustments as needed. It was decided to ask the other members at the next meeting to see if a change in time or day was warranted.

#### **C. Approval of Conservation Plans.**

Dairy Nutrient Management Plan (DNMP) Approval –

There was one Dairy Nutrient Management Plan submitted for Board approval. The plans are for new dairies.

**Terry Lenssen moved to approve the Dairy Nutrient Management Plan for:**

- **Grace Harbor Farms Dairy.**

**Larry Davis seconded the motion. The motion passed.**

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 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 three CREP maintenance contract submitted for Board approval. The Washington Conservation Commission has opened up enrollment again.

**Terry Lenssen moved to ratify the CREP maintenance contracts for**

- **Laverne & Jacelyn King (01-04-CS:12-01)**
- **Bruce & Jennifer McIntyre (01-04-CS:12-03)**

- **David & Katherine Green (10-04-CS:12-02).**  
**Larry Davis seconded the motion. The motion passed.**

**D. Approval of Contracts.**

Birch Bay EPA Cost-share Program –

EPA approved a cost-share program that includes a rebate of \$100 for septic tank inspection. George briefly outlined the other aspect of the cost-share program for small farm BMPs. The small farm cost-share is a \$5,000 limit. When we receive applications for this program the Board will review their applications for approval of funding.

**Terry Lenssen moved to approve the \$100 septic tank inspection rebate application for Clint Burgess. Larry Davis seconded the motion. The motion passed.**

The Board decided to delegate approval of the \$100 septic tank inspection rebate applications to their Executive Director.

**Larry Davis moved to authorize George Boggs, Executive Director, to approve and sign septic tank inspection rebate applications for \$100 each through the Birch Bay EPA cost-share program. Terry Lenssen seconded the motion. The motion passed.**

**E. Other Action Items.**

Washington Conservation Commission Livestock Budget Ask –

Dawn provided copies of the draft Livestock Budget Ask. Funding for the Livestock program was a separate ask from the Implementation request. The Board reviewed and approved the budget ask documentation and budget request.

**Larry Davis moved to approve the Livestock Budget Ask for FY 2014 and 2015. Terry Lenssen seconded the motion. The motion passed.**

WACD Directories –

The Washington Association of Conservation Districts is printing their District directory. They wanted to know how many copies each District wants. Dawn will order them.

Postage Meter –

The Farm Service Agency is getting rid of its postage meter. They are changing to stamps.com. We have been invited to join them and share expenses with the new postage system. The District was a partner on the postage machine.

**Terry Lenssen moved to have staff complete the necessary steps to join FSA on stamps.com for postage. Larry Davis seconded motion. The motion passed.**

Washington Association of Conservation Districts (WACD) Dues –

The District received a notification that 2012 WACD dues are \$3,800 plus \$10 per Associate Supervisor.

**Terry Lenssen moved to authorize payment of the WACD Dues in the amount of \$3,810. Larry Davis seconded the motion. The motion passed.**

Mt. Baker High FFA –

Mt. Baker High FFA Forestry Team won first place at the state Forestry Career Development Event. They get to go on to national. This is the 6<sup>th</sup> time that they have won the state competition, each year with a different team.

**Larry Davis moved to award the Mt Baker FFA Forestry Team in recognition of their success at the state competition with a certificate and \$100. Terry Lenssen seconded the motion. The motion passed.**

Employee Step Increase –

It is the anniversary of Nichole Embertson's review. George reviewed Nichole's accomplishments. He explained that she is on the same tier as the Manager and Engineer. He recommended that she receive her step increase.

**Larry Davis moved to authorize the step increase for Nichole Embertson to Band D1 Step 3. Terry Lenssen seconded the motion. The motion passed.**

**X. Other Business.**

**A. Supervisor Reports.**

Joe Heller –

Washington Association of District Employees (WADE) Training - Seven Whatcom Conservation District staff made presentations or had a significant part in administration at WADE this year.

**B. George Boggs, Executive Director.**

Administrative Efficiencies Grants – George explained that the Washington Conservation Commission is seeking applications for administrative efficiencies grants in the amount of \$30,000. There are three proposals that will involve the Whatcom Conservation District and he was seeking board approval.

Nichole was asked by the King, Snohomish and Skagit CDs to mentor their dairy planners in the ARM, other Dairy Nutrient Management plan elements, weather advisory page, etc.

**Larry Davis moved to authorize Nichole to draft an administrative efficiencies grant to work with other conservation districts to mentor their dairy planners in the ARM, other Dairy Nutrient Management plan elements, weather advisory page, etc. Terry Lenssen seconded the motion. The motion passed.**

King CD - Brandy Reed was seeking a letter of support for Brandy Reed and King Conservation District to coordinate the Puget Sound Conservation Districts Caucus.

**Terry Lenssen moved that the Whatcom Conservation District write a letter of support for Brandy Reed and King Conservation District's application to coordinate the Puget Sound Conservation Districts Caucus. Larry Davis seconded motion. The motion passed.**

Skagit CD – Kristy Carpenter is seeking support for an administrative efficiencies grant to do public education and outreach.

**Terry Lenssen moved that the Whatcom Conservation District write a letter of support for Skagit Conservation District and their outreach and education program. Larry Davis seconded the motion. The motion passed.**

Conservation Partners Grant – There is an opportunity through NRCS and the National Fish and Wildlife Foundation (NFWF) to fund qualified staff to help recruit landowners in Puget Sound to enroll in the Wildlife Habitat Improvement Program (WHIP), CREP and EQIP. Invitations to submit a full proposal will be sent in late June and full proposals would be due August 1, 2012.

**Terry Lenssen moved to authorize Frank Corey to submit a project pre-proposal for a Conservation Partners Grant with follow-up proposals as selected by the granting agency. Larry Davis seconded the motion. The motion passed.**

Livestock Cost-share –

We were recently told by the Washington Conservation Commission that cost-share funds may potentially be available, but that all projects to be funded must be in the state's Conservation

Practice Data System (CPDS) on-line. Staff met to discuss the added workload of putting applications in the database and how to best serve our farmers. The Commission informed Districts at WADE training that the caps on livestock cost-share have been removed. The District agreed to put in expenses without cap into the state's CPDS.

**Terry Lenssen moved to approve the methodology to enter new and recently updated livestock farm plans into the CPDS database for cost-share and authorize all Board members to sign and execute livestock cost-share applications. Larry Davis seconded the motion. The motion passed.**

Clarification over WSDA and WDOE Expectations on Use of Digestate – George reviewed the critical points as shared by the Department of Ag (WSDA) and Department of Ecology at WADE training. Every dairy utilizing anaerobic digester digestate must have a dairy nutrient management plan (DNMP) meeting all the requirements for approval that reflects their current operation and facility. The waste storage pond (WSP) receiving digestate need only meet the specification under which it was constructed. Only new WSPs built for dairies with anaerobic digesters must be double lined. Only those fields over which the dairy producer has complete control over the application and management of nutrients can be part of the DNMP. Fields cannot come in and out of the operation.

Interaction with Washington Association of Conservation Districts (WACD) – Dave Vogel, WACD Executive Director met with district managers at WADE. He indicated that WACD leadership wanted more active members. WACD leadership wanted a more structured process for handling resolutions. WACD would like Conservation District Boards to work through their WACD Area Directors.

Livestock Referral Working Process – George reviewed in detail the outlined flowchart matrix for working with producers and livestock owners through the referral process. The District will share this matrix with the PCAT agencies to show how we will work with them. This process will work for all referring agencies.

## **XI. Record of Board Actions.**

**12-43 Larry Davis moved that the minutes of the May 14, 2012 Board meeting be approved as mailed. Terry Lenssen seconded the motion. The motion passed.**

**12-44 Larry Davis moved that the minutes of the May 29, 2012 special meeting be approved as mailed. Terry Lenssen seconded the motion. The motion passed.**

**12-45 Terry Lenssen moved to approve the Financial Report. Larry Davis seconded the motion. The motion passed. Upon motion made and duly seconded, the Treasurer's Report was approved.**

**12-46**

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- 12-47 Larry Davis moved to retain the current slate of officers for another term, Joe Heller, Chair; Terry Lenssen, Vice-Chair and Larry Davis, Treasurer. Terry Lenssen seconded. The motion passed.
- 12-48 Terry Lenssen moved to approve the Dairy Nutrient Management Plan for:
- Grace Harbor Farms Dairy.
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- 12-49 Terry Lenssen moved to ratify the CREP maintenance contracts for
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- 12-52 Larry Davis moved to approve the Livestock Budget Ask for FY 2014 and 2015. Terry Lenssen seconded the motion. The motion passed.
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- 12-57 Larry Davis moved to authorize Nichole to draft an administrative efficiencies grant to work with other conservation districts to mentor their dairy planners in the ARM, other Dairy Nutrient Management plan elements, weather advisory page, etc. Terry Lenssen seconded the motion. The motion passed.
- 12-58 Terry Lenssen moved that the Whatcom Conservation District write a letter of support for Brandy Reed and King Conservation District's application to coordinate the Puget Sound Conservation Districts Caucus. Larry Davis seconded motion. The motion passed.
- 12-59 Terry Lenssen moved that the Whatcom Conservation District write a letter of support for Skagit Conservation District and their outreach and education program. Larry Davis seconded the motion. The motion passed.
- 12-60 Terry Lenssen moved to authorize Frank Corey to submit a project pre-proposal for a Conservation Partners Grant with follow-up proposals as selected by the granting agency. Larry Davis seconded the motion. The motion passed.
- 12-61 Terry Lenssen moved to approve the methodology to enter new and recently updated livestock farm plans into the CPDS database for cost-share and authorize all Board

members to sign and execute livestock cost-share applications. Larry Davis seconded the motion. The motion passed.

## **XII. Adjournment.**

**There being no further business before the meeting, Terry Lenssen moved to adjourn the meeting at 9:54 p.m. Larry Davis seconded the motion. The motion passed.**

The meeting, on motion duly made, seconded and carried, adjourned at 9:54 p.m.

Dated: July 19, 2012

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

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Dawn Bekenyi, Administrative Assistant