

**WHATCOM CONSERVATION DISTRICT
Public Meeting Minutes
May 14, 2015**

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 14, 2015, at 7:00 p.m.

II. Attendance and Quorum.

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

Joe Heller, Chair	Larry Helm, Vice-Chair
Larry Davis, Treasurer	Dan Heeringa
Dick Yoder	

Also in attendance were:

George Boggs, Executive Director	Dawn Bekenyi, Admin. Assistant
----------------------------------	--------------------------------

III. Meeting Called to Order.

Joe Heller, Chair, called the meeting to order at 7:00 p.m.

IV. Election of Board Officers.

Joe expressed that he could no longer serve as Board Chair. He initiated a call for election of Board officers. The new board officers will take effect immediately.

Chair –

Dick Yoder moved to nominate Larry Davis as Board Chair. Dan Heeringa seconded the motion. The motion passed. There was one vote against.

Larry Davis assumed duties as the new Chair.

Vice-Chair –

Dan Heeringa moved to nominate Dick Yoder as Vice-Chair. Joe Heller seconded the motion. The motion passed. There was one vote against.

Secretary/Treasurer –

Dick Yoder moved to nominate Dan Heeringa as Secretary/Treasurer. Joe Heller seconded the motion. The motion passed unanimously.

V. Public Comment (written or in person).

There were no public comments in person or written.

VI. Approval of Minutes of Previous Meeting.

Dick Yoder moved that the minutes of the March 12, 2015 Board meeting be approved as mailed. Joe Heller seconded the motion. The motion passed.

Dan Heeringa moved that the minutes of the April 9, 2015 Board meeting be approved as mailed. Joe Heller seconded the motion. The motion passed.

VII. Financial Report.

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

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

Joe Heller moved to approve the Financial Report. Larry Helm 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:

April 2015 - balance					
Voucher (check) numbers	<u>22467</u>	through	<u>22508</u>	and totaling	<u>47,443.83</u>
Payroll check numbers:	<u>22509</u>	through	<u>22526</u>	and totaling	<u>25,510.25</u>
May 2015					
Payroll	<u>EFT</u>			and totaling	<u>7,889.13</u>
Voucher (check) numbers	<u>22527</u>	through	<u>22553</u>	and totaling	<u>85,864.93</u>
Payroll check numbers:	<u>22554</u>	through	<u>22573</u>	and totaling	<u>34,846.49</u>

Moved by Joe Heller to approve the list of voucher/warrant payments. Larry Helm seconded the motion. The motion passed.

VIII. Action Items.

A. Approval of Contracts.

B. Approval of Conservation Plans.

Critical Areas Ordinance (CAO) Conservation Farm Plan Approval –

Chuck Timblin completed an inventory and farm plan for Brian Mellema. It fulfilled the requisite elements for that type of plan. Staff recommended Board approval. Whatcom County requested that the renter have a farm plan for the lease.

Joe Heller moved to approve the Critical Areas Ordinance Conservation Farm Plan for:

- **Brian Mellema.**

Dick Yoder seconded the motion. The motion passed.

C. Rescission of Cost-share Agreement.

Jeff Rainey, Coldstream Dairy, asked for shellfish cost-share to complete a manure pond cover. He will not be able to complete the practice by June 30. Therefore, Jeff is asking to have the funds allocated go back to the Commission for redistribution.

Dan Heeringa moved to approve the Coldstream Dairy rescission for Shellfish Cost-share in the amount of \$50,000 without prejudice for any future cost-share applications. Larry Helm seconded the motion. The motion passed.

D. Approval of Contracts.

Municipal Research and Services Center (MRSC) Small Rosters –

The Whatcom Conservation District can join the MRSC Small Public Works, Consultant, and Vendor Rosters with a minimal annual fee and resolution adoption. This will allow the District to bid projects through MRSC rather than having to do the process ourselves.

Larry Helm moved to adopt MRSC Model Small Public Works, Consultant and Vendor Rosters Resolution and contract for the \$120 annual fee. Dick Yoder seconded the motion. The motion passed.

E. Approval of Schedule 22.

Larry Davis and Larry Helm completed the Schedule 22 review with Dawn Bekenyi. There were no issues found.

Larry Helm moved to approve and sign the completed Schedule 22 for 2015. Dick Yoder seconded the motion. The motion passed.

F. Grant Applications Referencing Whatcom Conservation District.

There was discussion regarding grant applicants, on a case-by-case basis, to get prior District Board approval before referencing the Whatcom Conservation District in their grant applications. There are two ways the Whatcom Conservation District could be cited in a grant application; one as a partner, offering support or activities in the grant and secondly would be as a past partner. The Board wants grant applicants to seek Conservation District permission for support and match for their grant applications prior to grant submittal. After discussion it was decided that the Board would draft a policy that they would not support a grant application for any entity without review and input.

G. Rates and Charges.

There was discussion that it was a poor time to seek a Rates and Charges for funding the District at this time due to pending tax increases in the County and City of Bellingham.

Larry Helm moved to table the Rates and Charges work for one year. Dick Yoder seconded the motion. The motion passed.

Staff can work in house on the process, but not go public with it.

H. Personnel Policies Manual.

The Personnel Policies Manual is due to be reviewed and updated. A committee of Larry Davis and Larry Helm were selected to work with George on the review and bring recommendations to the Board and staff review and approval.

I. Annual Plan of Work.

The Annual Plan of Work was sent to the Board for comments. Comments were reviewed and incorporated into the draft.

The long Range Plan is scheduled to be completed for approval at the September Board meeting, with a draft for the August Board meeting to provide comments.

Larry Helm moved to approve the Annual Plan of Work as written with comments. Joe Heller seconded the motion. The motion passed.

IX. Other Business.

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

Alex sent a written report that George shared with the Board.

Environmental Quality Incentives Program (EQIP) –

NRCS staff has completed developing their contracts for the regular EQIP program.

There are 3 energy implementation contracts for \$314,000. One Dairy contract for \$320,000. One Crop Grower contract for a blueberry farm for \$91,000. One high tunnel contract for \$6,000.

So far the NRCS has obligated \$731,000 EQIP dollars in FY15. There is a chance more funding will be available. If so, there are two more contracts that can be quickly put together.

National Water Quality Initiative (NWQI) –

NRCS Staff will now be working on the NWQI contracts. There are nine applications. The obligation deadline is August 1, 2015. There is \$2 million available for contracting this fiscal year.

Staffing –

A new engineering technician position has been approved for the Lynden NRCS office. Alex is not sure when it will be filled.

B. Supervisor Reports.

Joe Heller –

Joe will not be at the June meeting.

Larry Helm –

Larry reported on the Ag Advisory Committee meeting. The Purchase of Development Rights (PDR) program is not working well. The group is hoping that a Transfer of Development Rights (TDR) program would work better.

Supervisor Election –

Larry has called Bill Eller, Washington Conservation Commission regarding the Supervisor Election. He will contact and encourage the Commission to count all of the ballots that are challenged as a canvassing board would do. George will follow up with the Commission to see if both sides agree to have all of the ballots counted, then why not count them.

Dan Heeringa –

Dan appreciated Wayne Chaudiere and the meeting with the Drainage District representatives regarding the CREP program and CREP plans.

Larry Davis –

Larry passed out a report of his activities for the month.

C. George Boggs, Executive Director.

EPA Birch Bay Pilot Grant –

George reported that the Birch Bay grant ends on June 30, 2015. A celebration is scheduled for June 18. The shellfish beds are going to be upgraded. It was suggested to invite our Legislative Representatives and Senators to the celebration.

Puget Sound Partnership –

George reported that the action agendas have been updated. There are three initiatives, Habitat, Stormwater and Shellfish. George is involved in the process.

USDA Conservation Innovations Grant –

Nichole is writing a grant application. George will provide a copy of the application for the Board to review.

Next Board Meetings –

Due to conflicts in availability, the June and July Board meetings have been rescheduled to June 18 and July 23.

X. Record of Board Actions.

- 15-30 Dick Yoder moved to nominate Larry Davis as Board Chair. Dan Heeringa seconded the motion. The motion passed. There was one vote against.**
- 15-31 Dan Heeringa moved to nominate Dick Yoder as Vice-Chair. Joe Heller seconded the motion. The motion passed. There was one vote against.**
- 15-32 Dick Yoder moved to nominate Dan Heeringa as Secretary/Treasurer. Joe Heller seconded the motion. The motion passed unanimously.**
- 15-33 Dick Yoder moved that the minutes of the March 12, 2015 Board meeting be approved as mailed. Joe Heller seconded the motion. The motion passed.**
- 15-34 Dan Heeringa moved that the minutes of the April 9, 2015 Board meeting be approved as mailed. Joe Heller seconded the motion. The motion passed.**
- 15-35 Joe Heller moved to approve the Financial Report. Larry Helm seconded the motion. The motion passed. Upon motion made and duly seconded, the Treasurer's Report was approved.**

15-36

The following voucher/warrants are approved for payment:

April 2015 - balance					
Voucher (check) numbers	<u>22467</u>	through	<u>22508</u>	and totaling	<u>47,443.83</u>
Payroll check numbers:	<u>22509</u>	through	<u>22526</u>	and totaling	<u>25,510.25</u>
May 2015					
Payroll	<u>EFT</u>			and totaling	<u>7,889.13</u>
Voucher (check) numbers	<u>22527</u>	through	<u>22553</u>	and totaling	<u>85,864.93</u>
Payroll check numbers:	<u>22554</u>	through	<u>22573</u>	and totaling	<u>34,846.49</u>

Moved by Joe Heller to approve the list of voucher/warrant payments. Larry Helm seconded the motion. The motion passed.

- 15-37 Joe Heller moved to approve the Critical Areas Ordinance Conservation Farm Plan for:**
 - **Brian Mellema.****Dick Yoder seconded the motion. The motion passed.**
- 15-38 Dan Heeringa moved to approve the Coldstream Dairy rescission for Shellfish Cost-share in the amount of \$50,000 without prejudice for any future cost-share applications. Larry Helm seconded the motion. The motion passed.**
- 15-39 Larry Helm moved to adopt MRSC Model Small Public Works, Consultant and Vendor Rosters Resolution and contract for the \$120 annual fee. Dick Yoder seconded the motion. The motion passed.**
- 15-40 Larry Helm moved to approve and sign the completed Schedule 22 for 2015. Dick Yoder seconded the motion. The motion passed.**
- 15-41 Larry Helm moved to table the Rates and Charges work for one year. Dick Yoder seconded the motion. The motion passed.**
- 15-42 Larry Helm moved to approve the Annual Plan of Work as written with comments. Joe Heller seconded the motion. The motion passed.**

XI. Adjournment.

There being no further business before the meeting, Larry Helm moved to adjourn the meeting at 9:25 p.m. Joe Heller seconded the motion. The motion passed.

The meeting, on motion duly made, seconded and carried, adjourned at 9:25 p.m.

Dated: July 15, 2015

Approved: _____
Dawn Bekenyi, Administrative Assistant