

**WHATCOM CONSERVATION DISTRICT  
Public Meeting Minutes  
December 21, 2017**

**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 December 21, 2017, 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:

Frank Corey, Resource Coordinator  
Dawn Bekenyi, Admin. Assistant

Alex Hall, NRCS staff  
Sarah Tanuvasa, NRCS

**III. Meeting Called to Order.**

Larry Helm, Chair, called the meeting to order at 1:01 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 previous meeting minutes, financial report and accounts payable. The financial report was mailed to the Board with their draft minutes from the August 10 and October 11, 2017 meetings. 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: minutes of the August 10 and October 11, 2017 Board meeting as mailed, 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:

Nov 2017 - balance					
Voucher (check) numbers	25440	through	25457	and totaling	14,545.74
Payroll check numbers:	25458	through	25479	and totaling	44,142.20
December 2017					
Transfer funds from BOA to Peoples Bank	25480			totaling	300,827.61
Voucher (check) numbers	25489	through	25492	and totaling	20,891.87

Payroll check numbers:	25493	through	25512	and totaling	41,454.40
Voucher (check) numbers	25513	through	25543	and totaling	63,398.45

**VI. Action Items.**

**A. National Association of Conservation Districts (NACD) Dues.**

Larry Davis asked if the National Association of Conservation District's Annual Dues for 2018 had been paid yet. Conservation Districts have to have their dues paid up to access the full NACD website.

**Larry Davis moved to pay the NACD dues in the amount of \$250. Larry Helm seconded the motion. The motion passed.**

**B. Approval of Conservation Plans.**

Dairy Nutrient Management Plan (DNMP) Approval –

There was one Dairy Nutrient Management Plan submitted for Board approval and certification. Staff recommended approval as it contained the necessary elements prescribed by the Conservation Commission and the operator has signed it indicating that it accurately reflects his operation and agrees to its implementation. Staff recommended that the Board certify the farm plan. It met the applicable requirements for certification and the producer certified that he was managing accordingly.

**Larry Davis moved to approve and certify the Dairy Nutrient Management Plan for Cedar Park Dairy (Scott & Greg Smit). Larry Helm seconded the motion. The motion passed.**

Dairy Nutrient Management Plan (DNMP) Certification –

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

**Larry Davis moved to certify the Dairy Nutrient Management Plan for Jay & Larry VanMiddendorp. Larry Helm seconded the motion. The motion passed.**

CPAL Moderate Intensity Farm Plan Approval –

Staff wrote a moderate intensity farm plan for David Van't Zet. It fulfilled the requisite elements for that type of plan. Staff recommended Board approval.

**Larry Davis moved to approve the CPAL Moderate Intensity Farm plan for David Van't Zet. Theresa Sygitowicz seconded the motion. The motion passed.**

**C. Approval of Contracts.**

City of Lynden Services in Support of Stormwater Education –

The City of Lynden presented an Inter-local Agreement to continue the program to improve landowner awareness and stewardship to improve water quality.

**Theresa Sygitowicz moved to approve the Interlocal Agreement with City of Lynden and authorize the Board Chair to sign on behalf of the Whatcom Conservation District for the provision of professional services necessary to implement the Stormwater Education and outreach program for 2018. Larry Davis seconded the motion. The motion passed.**

WC Pollution Identification & Correction (PIC) Outreach and Cost-share Program –

Staff recommend that the Board approve the 2018 interlocal agreement between Whatcom County Flood Control Zone District & Whatcom Conservation District for the Pollution

Identification and Correction Outreach and Cost-share Program. This proposed 2018 interlocal agreement will extend the PIC Outreach and Cost-share partnership through December 31, 2018.

**Theresa Sygitowicz moved to approve the 2018 Interlocal Agreement for Pollution Identification and Correction and authorize the Board Chair to sign on behalf of the Whatcom Conservation District. Larry Davis seconded the motion. The motion passed.**

**D. Petty Cash.**

Historically, petty cash accounts have been a concern for the Washington State Auditor's office. Since the authorization of credit cards, the petty cash account has not been utilized in several months.

**Theresa Sygitowicz moved to dissolve the petty cash account, reconcile and deposit any funds remaining into the District's checking account. Larry Davis seconded the motion. The motion passed.**

**E. Audit Exit Time.**

Theresa Sygitowicz and Larry Helm will attend the Audit Exit meeting along with George and Dawn. A proposed time and date were discussed.

**F. Budget.**

Budget update was given. Not much change in the state budget, which means the Washington State Conservation Commission's programs are in flux.

**G. Firewise.**

The WCD board previously approved a request to the Whatcom County Council for funding to continue the Firewise Program involving additional at risk communities. As a follow up to this request, District Supervisors and staff met with Whatcom County Fire Chiefs asking for their support. The Whatcom County Association of Fire Chiefs fully support the District's efforts to secure Firewise funding with the understanding that this funding will not come from their current budgets.

The Board directed staff to send a letter from the District Board Chair to each Fire Chief thanking them for their time and asking for their continued support for Firewise. A draft letter was reviewed.

**H. Resolution to Establish Supervisor as Interim District Manager.**

The District Manager has many responsibilities critical for day to day District operations. Although District policy is clear in describing how the Board of Supervisors recruit and appoint the District Manager, no policy describes a system of succession in case the District Manager becomes incapacitated or is otherwise unexpectedly unavailable.

There was discussion of how best to establish a logical succession for the District Manager position in case of unexpected emergencies. One option is for the Board Chair to become temporary District Manager; if they are not available then the Vice Chair; if they are not available then the Board Secretary; then if they are not available the most senior available Supervisor. The temporary District Manager would serve until the Board can convene an official meeting and appoint an interim District Manager.

**Theresa Sygitowicz moved to approve a resolution to establish a succession policy for the District Manager position in case of emergencies. Larry Davis seconded the motion. The motion passed.**

**I. Associate Supervisors.**

There was discussion regarding recruiting Associate Supervisors and desirable qualifications for candidates. Frank Corey reviewed the Associate Supervisor policy that the Board had adopted

with the updated changes. After some discussion, the Board decided to work on a draft application for the next Board meeting.

**J. Employee Recognition.**

Nichole Embertson was given the NRCS Partnership Award at the WACD convention in November. This annual state-wide award is given to an individual that provides "exemplary assistance to and partnership with NRCS in carrying out its mission at an area, multi-county or statewide level". Nichole was recognized for her efforts in organizing a NRCS National Air Quality Site Assessment Training that was attended by NRCS and CD staff.

The Board recognized this award as an indication of Nichole's continued hard work for the District and the community.

**K. Birch Bay Shellfish Reclassification.**

Shellfish harvesting in Birch Bay near the mouth of Terrell Creek has been prohibited for many years due to high levels of fecal coliform bacteria from Terrell Creek. The District recently led a comprehensive effort of outreach and project implementation to improve water quality in Terrell Creek. Staff worked with hundreds of rural landowners and implemented several livestock and on-site septic repair projects that have resulted in improved water quality. These trends have remained constant allowing the Washington State Department of Health to change the Birch Bay classification from Prohibited to Approved beginning January 16, 2018.

December 15, 2017 is also the one year anniversary of the Drayton Harbor reclassification. A celebration was held in Blaine to commemorate the occasion and recognize local landowners that contributed to the effort.

Board recognize staff involved in the Terrell Creek watershed project for their efforts.

**Theresa Sygitowicz moved to have staff send a press release regarding the shellfish reclassification and the Whatcom Conservation District's role to the papers. Larry Davis seconded the motion. The motion passed.**

**VII. Other Business.**

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

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

Sarah Tanuvasa, District Conservationist, reported on restructuring of the NRCS state employees.

**B. Supervisor Reports.**

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

Building Improvements –

Larry Helm asked Frank to look into the cost of getting a carport/cover for the vehicles. He also asked about how to improve the pits in the cement on the sidewalks in the front of the building.

The January board meeting was scheduled for January 11, 2018 at 1:00 pm.

**VIII. Record of Board Actions.**

**17-88 Larry Davis moved to approve the consent agenda: minutes of the August 10 and October 11, 2017 Board meeting 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**

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## **IX. Adjournment.**

There being no further business before the meeting, Larry Helm adjourned the meeting at 2:47 p.m.

Dated: April 27, 2018

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Dawn Bekenyi, Administrative Assistant

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