

**WHATCOM CONSERVATION DISTRICT  
Public Meeting Minutes  
October 18, 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 October 18, 2018, at 1:00 p.m.

**II. Attendance and Quorum.**

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

Larry Davis, Chair	Heather Christianson, Vice-Chair
Suzzi Snyder, Treasurer	Alan Chapman
Theresa Sygitowicz	

Also in attendance were:

George Boggs, Executive Director	Alex Hall, NRCS staff
Dawn Bekenyi, Admin. Assistant	

**III. Meeting Called to Order.**

Larry Davis, Chair, called the meeting to order at 1:00 p.m.

**IV. Public Comment (written or in person).**

There were no public comments, written 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 the draft minutes from the September meeting. Dawn Bekenyi, Administrative Assistant, presented the financial report. A copy of District invoices and incurred expenses, as listed in the Accounts Payable Report, was reviewed and approved. The Board further authorizes the payment of District expenses incurred subject to their review and approval at the next Board meeting.

**Theresa Sygitowicz moved to approve the consent agenda: minutes of the September 20, 2018 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. Alan Chapman seconded the motion. The motion passed.**

The following voucher/warrants are approved for payment:

Sept 2018- balance					
Payroll (direct deposit)				totaling	32,971.11
Voucher (check)	26237	through	26260	totaling	24,213.32
numbers					
Payroll check numbers:	26261	through	26264	totaling	1,949.33
October 2018					
Payroll Tax (EFT)				totaling	10,229.61
Payroll (direct deposit & checks)	26265	through	26268	totaling	34,901.56
Voucher (check)	26269	through	26294	totaling	55,476.60
numbers					
Payroll Tax (EFT)				totaling	10,277.83

## VI. Action Items.

### A. Approval of Conservation Plans.

#### Dairy Nutrient Management Plan (DNMP) Approval –

There were two Dairy Nutrient Management Plan submitted for Board approval. Staff recommended approval as each contained the necessary elements prescribed by the Conservation Commission. Each operator has signed their respective DNMP, indicating that it accurately reflects their operation and agrees to its implementation.

George reviewed the history of farm planning from the inception of the Dairy Law in 1988, until the present. The statute states that the Board is to approve and certify dairy nutrient management plans. There was some discussion regarding if the Washington State Department of Ag inspectors review a dairy's farm plan during their inspection process.

**Alan Chapman moved to approve the Dairy Nutrient Management Plans for Leonard Spoelstra and Mendoza Dairy. Theresa Sygitowicz seconded the motion. The motion passed.**

#### Dairy Nutrient Management Plan (DNMP) Certification –

There was one Dairy Nutrient Management Plan submitted for Board certification. Chris Clark reviewed the plan for Marc Bosscher and recommended that the Board certify it. It met the applicable requirements for certification and the producer certified that he was managing to the plan.

**Theresa Sygitowicz moved to certify the Dairy Nutrient Management Plan for Marc Bosscher. Suzzi Snyder seconded the motion. The motion passed.**

#### Conservation Reserve Enhancement Program (CREP) –

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, Frank Corey 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 six CREP maintenance contracts submitted for Board approval.

**Alan Chapman moved to approve the CREP maintenance contracts for Devernon LLC; Joe Sines; Gary & Jolanda DeBont Phase I; DeBont Phase III; Kris & Kelly DeKriek; and Patricia Yust & Jeffery Popp. Suzzi Snyder seconded the motion. The motion passed unanimously.**

### B. Approval of Contracts/Agreements.

The WCD has provided technical assistance to the FCZD including revegetation planning, crew coordination and oversight, and permitting and assessment assistance for FCZD projects since 2004. Whatcom County would like to continue this work and is offering an increase in the contract for 2019.

There was discussion regarding a potential concern on an area of the South Fork Nooksack and what channels would need to be taken to get the matter to the correct people.

**Alan Chapman moved to authorize signature of the WC Flood Control Zone District contract for 2019 in the amount of \$30,000, as long as the scope of work doesn't substantially depart from the draft presented for approval. Theresa Sygitowicz seconded the motion. The motion passed.**

**C. Step Increase.**

George reviewed the parameters of the current Whatcom Conservation District pay scale. He reviewed staff qualifications. Most staff have reached the top of the current pay scale. After much research on comparable pay scales, it was determined that the NRCS federal GS scale is the best. George would like to move staff, as funding permits, to the federal GS pay scale. Increases on the GS pay scale are merit-based, not based on service time.

George reviewed the proposed step increase and pay scale move for Aneka Sweeney.

**Alan Chapman moved to approve a step increase by moving Aneka Sweeney to GS11 Step 5. Suzzi Snyder seconded the motion. The motion passed.**

There was discussion regarding stable funding and the need to educate people about the Conservation District in order to seek a Rate and Charge.

**D. Election.**

There are two issues presented in the memo provided by Theresa. One is the parameters for the election resolution. The other is an election policy. There was discussion regarding the issues that arose from the 2018 election and a proposed policy to address those concerns.

It was suggested that Supervisors and staff promote the vacancy and encourage people to fill out an application. George cautioned that staff should remain neutral in encouraging people to run for Supervisor, as it could be misconstrued that staff are trying to select the Board. Alan Chapman asked for a talking points sheet with a simple description of what the Board members do and the time commitment involved. Alan suggested that the Board promote the election to the media.

Board members suggested that the Board approve all correspondence regarding the election. No decision was reached on this matter.

There was discussion regarding all official language for the election be on the Whatcom Conservation District's website.

Due to time constraints further discussion regarding the election policy was set aside for another time.

**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.

Larry Davis is working with George to add Bill Bensen to the Washington Conservation Society's Leaving a Legacy booklet.

Theresa was elected as one of the NW Area Directors at the NW Area meeting.

**C. George Boggs, Executive Director.**

Retreat –

The Board retreat is scheduled for November 2. Ray Ledgerwood will be the facilitator.

Election Website Risk –

George informed the Board that the concerns brought out during the election webinar by the Washington State Conservation Commission had been corrected on our website.

Staff –

Kristin Haider is taking a position at Whatcom Community College in their lab. George discussed the job description to replace her position.

Election –

Clarifying the next steps in the election process, the Board approved the language to have all official election notices to be posted on the District's website following the election resolution ad for the November meeting.

**Larry Davis moved to approve the Meeting to Approve the Election Resolution with the 2018 language for the November Board meeting. Suzzi Snyder seconded the motion. The motion passed.**

**VIII. Record of Board Actions.**

**18-67 Theresa Sygitowicz moved to approve the consent agenda: minutes of the September 20, 2018 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. Alan Chapman seconded the motion. The motion passed.**

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**18-68 Alan Chapman moved to approve the Dairy Nutrient Management Plans for Leonard Spoelstra and Mendoza Dairy. Theresa Sygitowicz seconded the motion. The motion passed.**

**18-69 Theresa Sygitowicz moved to certify the Dairy Nutrient Management Plan for Marc Bosscher. Suzzi Snyder seconded the motion. The motion passed.**

**18-70 Alan Chapman moved to approve the CREP maintenance contracts for Devernon LLC; Joe Sines; Gary & Jolanda DeBont Phase I; DeBont Phase III; Kris & Kelly DeKriek; and Patricia Yust & Jeffery Popp. Suzzi Snyder seconded the motion. The motion passed unanimously.**

- 18-71 Alan Chapman moved to authorize signature of the WC Flood Control Zone District contract for 2019 in the amount of \$30,000, as long as the scope of work doesn't substantially depart from the draft presented for approval. Theresa Sygitowicz seconded the motion. The motion passed.
- 18-72 Alan Chapman moved to approve a step increase by moving Aneka Sweeney to GS11 Step 5. Suzzi Snyder seconded the motion. The motion passed.
- 18-72 Larry Davis moved to approve the Meeting to Approve the Election Resolution with the 2018 language for the November Board meeting. Suzzi Snyder seconded the motion. The motion passed.

**IX. Adjournment.**

**There being no further business before the meeting, Larry Davis moved to adjourn the meeting at 4:13 p.m. Suzzi Snyder seconded the motion. The motion passed.**

The meeting, on motion duly made, seconded and carried, adjourned at 4:13 p.m.

Dated: December 11, 2018

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Dawn Bekenyi, Administrative Assistant