

Clerk of the Board

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BOARD MEMBERS

Larry Davis, Chair

Heather Christiansen, Vice-chair

Suzzi Snyder, Secretary-Treasurer

Theresa Sygitowicz

Alan Chapman

WHATCOM CONSERVATION DISTRICT BOARD OF SUPERVISORS

BOARD AGENDA

FOR APRIL 18, 2019

MEMBERS OF OUR COMMUNITY WHO REQUIRE
SPECIAL ASSISTANCE TO PARTICIPATE IN OUR
MEETINGS ARE ASKED TO CONTACT OUR OFFICE AT
LEAST 96 HOURS IN ADVANCE

AS A COURTESY TO ALL MEETING ATTENDEES
CELLULAR PHONE USE IS PROHIBITED IN
THE CONFERENCE ROOM

ACCESSIBLE PARKING IS AVAILABLE NEAR
EITHER THE EAST OR WEST ENTRANCES

PLEASE VISIT US AT WWW.WHATCOMCD.ORG FOR THE FOLLOWING:
MINUTES TO PREVIOUS BOARD MEETINGS
ANNUAL AND LONG RANGE PLANS OF WORK
POLICIES
CONSERVATION PROGRAM INFORMATION & RESOURCES

NEXT REGULAR BOARD MEETING
THURSDAY, MAY 16, 2019

BOARD AGENDA

REGULAR BOARD OF SUPERVISORS MEETING

1 p.m. Thursday, April 18, 2019

Conference Room

CALL TO ORDER

ROLL CALL

ANNOUNCEMENTS

PUBLIC HEARINGS

Audience members who wish to address the council during a public hearing are asked to sign up at the back of the room before the meeting begins. The district chair will ask those who have signed up to come to the front of the room. Each speaker should state his or her name for the record and will be given three minutes to address the board. Staff will keep track of time limits and inform speakers when they have thirty seconds left to conclude their comments. When a large group of individuals supports the same position on an issue, we encourage the selection of one or two representatives to speak on behalf of the entire group. (Public comment applies to the items listed below)

None

OPEN SESSION

During open session, audience members can speak to the board on any issue not scheduled for public hearing. Each speaker should state his or her name for the record and will be given three minutes to address the board. Staff will keep track of time limits and inform speakers when they have thirty seconds left to conclude their comments.

CONSENT AGENDA

Items under this section of the agenda may be considered in a single motion. Supervisors have received and studied background material on all items. Committee review has taken place on these items, as indicated. Any member of the public, administrative staff, or board may ask that an item be considered separately.

- 1. Request approval of [Minutes](#) from March 7, 2019 meeting of the board.**
- 2. Request approval of [February](#) & [March](#) Financial Reports.**
- 3. Request approval of [February](#) & [March](#) Accounts Paid.**
- 4. Request authorization for the District Chair to enter into standard form CREP State Reimbursement Contracts with the following landowners: [NONE] [Supporting information confidential under Section 1619 of the Food, Conservation, & Energy Act of 2008]**
- 5. Request authorization for the District Chair to sign as approving the Moderate Farm plan for [NONE].**
- 6. Request approval of step increase for Jenny Coe based upon Team Leader's recommendation. [Here is the link.](#)**

OTHER ITEMS

- 1. Request to cash-out leave or raise cap.** The current leave cap is 480 hours. Once it is achieved, the employee may no longer accrue annual leave for six months. The District engineer provides

time critical services to cooperators with federal and state contracts. Additionally, he manages a particularly heavy workload which was exacerbated by the passing of the District's engineering tech. A goal in hiring the new Livestock planner was for her to provide assistance in CAD design. Due to the heavy learning curve to be a competent planner, it will be some time before she can begin to contribute to the engineering team. The Engineer has asked either to cash out 240 hrs. of annual leave or raise the cap. Because of the likely, continuing heavy workload that makes it difficult to schedule time off within the near future and because the funds have been banked, it is recommended that the hours be cashed out.

2. **Select two Supervisors to conduct Schedule 22 Audit Review.** Prior to the next Board meeting, two Supervisors (with Dawn) will complete a short audit review.
3. **Review the date for the next regularly scheduled Board meeting.** The next Board meeting is also on the same day and time as the Lummi First Salmon Ceremony. Ideally, a Board member and the Executive Director should attend to foster continued good relations. If this is being revisited, consider discussing what days and times are preferred for the next year as it looks like the Board will be newly constituted in June.
4. **Request authorization for the District Chair to enter into a contract in the amount of \$4,000 with Blaine-Birch Bay Park and Recreation District 2 for support of the 2019 Annual Run with the Chums event.** Staff applied for and received a \$4,000 grant to defray costs associated with conducting this year's activity. This popular happening attracts folks throughout the county. Not only do they enjoy a fun run for all ages, but also are able to learn more about the watershed, natural resource concerns, and efforts to address them by various stakeholder groups. [Link to the Contract here.](#)
5. **Request authorization for the District Chair to accept two WADE scholarships totaling \$950.00.** Staff applied for and received two scholarships to the June WADE conference. Dawn and Andrew are pivotal to the conduct of the training. The scholarships would be used to make them available. The Team Leaders are considering their budgets and member recommendations for attending that training.
6. **Request authorization to make three funding requests to the State Conservation Commission not to exceed \$7,000.** It is getting down to the end of the fiscal year. SCC invited districts to submit a list of needs if funding becomes available. The management team considered the opportunity and makes the following recommendations for your consideration:
 - Priority 1. Replace the copy machine. It has made over 1M copies/prints and is 10 years old. The parts are so brittle that it is failing regularly. Repair is made from scavenged parts. Estimated cost to replace would be \$13K. So, the balance would have to come from savings.
 - Priority 2. Purchase another storage building for \$6K. We simply need more space to store things safely out of the weather.
 - Priority 3. Purchase a used vehicle. We have 17 staff and 6 vehicles. A used van with low miles (like the one we have) can be purchased for about \$16K. It is a favorite as it carries so much people & gear out of the rain and can be locked up.
7. **Review Current Annual Plan of Work and Discuss next Annual Plan of Work.** Annual Plans of Work (APOW) are to be adopted by May 31 of each year in a format prescribed by SCC. Ostensibly, they are to nest within and advance the general Long-Range Program (LRP). Feedback will be solicited for incorporation into FY 2019-20 APOW. Final draft to be considered at May meeting of

the Board. [Here is a link to our current APOW.](#) [Here is a link to our current LRP.](#) [Here is a link to a rough draft of 2019-20 APOW with staff allocations.](#)

- 8. Review 2018-2019 Budget Performance.** [Here is the link](#) to the Budget performance for quarters one through three. You will note from the colors that reimbursements are often two months. The number of grants to vouch and other activities require at least a regular part-time assistant.

INTRODUCTION ITEMS

Board action will not be taken. The Board may accept these items for introduction (no action) in a single motion. Changes, in terms of committee assignment for example, may be made at this time.

(None)

COMMITTEE REPORTS, OTHER ITEMS AND BOARDMEMBER UPDATES

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