

**WHATCOM CONSERVATION DISTRICT
Public Meeting Minutes
April 14, 2005**

I. Time and Place of Meeting.

A regular meeting of the Board of Supervisor of the Whatcom Conservation District was held at the Ag Service Center, 6975 Hannegan Rd, Lynden, Washington on April 14, 2005, at 12:00 p.m.

II. Attendance and Quorum.

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

<input checked="" type="checkbox"/>	Jerry Van Dellen	<input checked="" type="checkbox"/>	Cornelius Timmermans
<input checked="" type="checkbox"/>	Rod Visser	<input checked="" type="checkbox"/>	Joyce Jimerson
<input type="checkbox"/>			

Also in attendance were:

<input checked="" type="checkbox"/>	George Boggs, District Manager	<input checked="" type="checkbox"/>	John Gillies, NRCS
<input checked="" type="checkbox"/>	Dawn Bekenyi, Admin. Assistant		Bas Scholten, Associate Supervisor

III. Meeting Called to Order.

Jerry Van Dellen as Chairman of the meeting called it to order at 12:10 p.m.

IV. Approval of Minutes of Previous Meeting.

Rod Visser moved that the minutes of the March 10, 2005 Board meeting be approved as mailed. Joyce Jimerson seconded the motion. The motion passed.

V. Financial Report.

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

Dawn Bekenyi, Administrative Assistant, reviewed the financials in detail for the benefit of the new supervisor.

Rod Visser moved to approve the Financial Report. Joyce Jimerson 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:

March 2005 - balance					
Voucher (check) numbers	<u>12993</u>	through	<u>13015</u>	and totaling	<u>19,701.03</u>
Payroll check numbers:	<u>13016</u>	through	<u>13030</u>	and totaling	<u>19,556.58</u>
Voucher (check) numbers	<u>13031</u>			and totaling	<u>100.00</u>
April 2005					
Voucher (check) numbers	<u>13032</u>	through	<u>13059</u>	and totaling	<u>6,650.32</u>

Payroll check numbers:	<u>13060</u>	through	<u>13075</u>	and totaling	<u>19,135.74</u>
Voucher (check) numbers	<u>13076</u>	through	<u>13078</u>	and totaling	<u>428.71</u>

moved by Rod Visser. Joyce Jimerson seconded the motion. The motion passed.

VI. Action Items.

A. Supervisor Vacancy.

There was discussion regarding asking Mr. Yoder to fill the current supervisor vacancy. He was initially contacted but will require some further information.

B. Approval of Contracts.

Tenmile Watershed Landowner Agreements -

Department of Ecology and US Fish and Wildlife grants require a "Landowner Agreement" to do riparian restoration work. These agreements outline the restoration project and terms of the agreement. Two agreements were presented to the Board for approval.

Rod Visser moved that the District enter into and sign the Landowner Agreements for Barbara Casort and Paul & Betty Gitts to do riparian restoration projects in the Tenmile Watershed. Joyce Jimerson seconded the motion. The motion passed.

WADE Training contract -

The Conservation Commission is giving the District a pass-through grant for funding the Washington Association of District Employees (WADE) training.

Rod Visser moved to approve and sign the WADE Training grant 05-04-TR-01 from the Conservation Commission. Joyce Jimerson seconded the motion. The motion passed.

CREP Cultural Resources Contract -

There is one CREP applicant that needs to have a cultural resource assessment done on their proposed project. The District sends out requests for bids to a list of certified archeologists. From those that respond the District selects the lowest bidder. The District enters into an agreement for the cultural resource assessment with the contractor. One contract was presented to the Board for approval.

Rod Visser moved to approve the Cultural Resource Assessment contract with Chris Miss for the Diller Project. Joyce Jimerson seconded the motion. The motion passed.

Technical Service Provider (TSP) contract -

The District wrote a TSP contract with the NRCS to offer technical assistance for the EQIP program and mapping activities. The 50% match for this TSP contract is being provided by the existing Livestock Grant and will augment the District's future Livestock funds. The contract total is \$113,911 of which the District will receive \$56,956 in federal funds.

Rod Visser moved to approve and authorize the District Chair to sign the TSP contract with NRCS for \$113,911 of which the District will receive \$56,956 in federal funds. Joyce Jimerson seconded the motion. The motion passed.

C. Basic Funding Deliverables.

Annual Plan & Long Range Plans -

George reviewed the Annual Plan of Work drafted with input from the Long Range Plan developed by the Board. George also reviewed the Long Range Plan. A minor change to remove the District seeking an assessment was removed.

Rod Visser moved to approve the Annual Plan of Work and the Long Range Plan as amended. Joyce Jimerson seconded the motion. The motion passed.

Memorandum of Agreement/Understanding (MOA/MOU) –
All MOAs and MOUs are up to date.

Revised Code of Washington (RCW) Reviewed –
George reviewed highlights from the District's enabling statute. Water rights and educational activities were pointed out.

Personnel Manual –
George attended a workshop on Personnel Manuals. He advised the Board that he will review the District's Personnel Manual and compare with the seminar guidance provided. George will report back any changes needed to the Board in 90 days. The need to make sure that the harassment policy was up to date was mentioned for an example.

VII. Other Business.

A. George Boggs.

District Funding –
There will be a meeting on May 9 in Ellensburg to discuss distribution of the Livestock Technical Assistance funds. The budget currently has \$1.6 million which is fewer funds than the Dairy program. It was pointed out that these funds are for commercial Livestock not for hobby farms. The District was reviewing the state livestock census to see commercial distribution. It would be useful for determining distribution of the technical assistance funds.

North County Flooding Issue –
George reviewed the issue explaining that there was flooding in the area during the 2004 winter. Rod had asked George what the District could do to help. George had spoken with several agency people and had arranged a few meetings with representatives from the Department of Ecology, Washington Department of Fish & Wildlife (WDFW), Lummi Tribe and landowners. WDFW tasked a liaison (Mike Bireley) to assist with the drainage issue. Several meetings have taken place. The first public meeting was attended by 80 people. The District distributed minutes to all interested parties. Then there was another Core group meeting where there was discussion regarding fish presence and areas of concern. A mapping exercise showing flooding and drainage needs was scheduled for the next public meeting (April 20). WDFW appears to be agreeable to allow ditch cleaning without a HPA. The group is unsure how the Department of Ecology will react. The ditches will be cleaned this summer. The need for a Drainage Improvement District (DID) or a Watershed Improvement District (WID) has been voiced at the meetings. It was also suggested that the group should look at Canada for examples of long-term solutions.

Water quality numbers were discussed. The shellfish bed numbers were good. The US Geological Survey (USGS) is under consideration by Whatcom County to analyze the water quality data.

Building Maintenance –
The driveway needs some repairs and the parking lot needs striping. Bids for driveway crack sealant and striping will be solicited.

There are portions of the outside of the building that are bare and need painting. As a part of the rental agreement the FSA office requested internal office painting. Bids will be solicited for internal painting of the FSA office, hallway and lunch room and the exterior (at least portions of the exterior).

CREP –
George explained that the CREP cap was adopted a few years ago to help manage costs incurred with maintenance of CREP projects. There was a years worth of projects planted and

maintained prior to the CREP cap. George explained that with the CREP cap the maintenance was changed from 5 years to 3 unless there are unusual circumstances that warranted more maintenance. 4 projects (Robert Kirkman, Ken Kirkman, Rod Perry and Siegfried Schiffmacher) need to have additional planting done due to wetness and blackberry competition. The CREP technicians would like to do some mulching on the Herbert Killam project.

Rod Visser agreed with the recommendation of CREP staff to maintain the R. Kirkman, K. Kirkman, R. Perry, S. Schiffmacher, H. Killam CREP projects as outlined. Joyce Jimerson seconded the motion. The motion passed.

Local Work Group Meeting –

The next Local Work Group meeting is scheduled for May 16 in Mt Vernon. The group will make a decision which county will get the Conservation Security Program next. George encouraged the Supervisors to attend and recommend that Whatcom County get the program next.

Manure Spill –

There was a manure spill that resulted in a fish kill in Johnson Creek. The lagoon had overtopped apparently because the operator did not take advantage of the dry weather to make field applications. The WSDA is investigating. There was discussion as to whether the individual would be put under permit.

B. John Gillies.

EQIP –

Whatcom County has received more contracts. It appears that \$1 million will be coming to Whatcom County this year.

Staffing –

John informed the Board that there are going to be some staffing changes in the Lynden Field office. Anitra Gorham has been promoted to a Soil Resource Specialist in Longview. She starts there on May 2, 2005. The Soil Conservationist position is open and NRCS is accepting applications. The Lynden Field Office will lose one of the engineering technician positions. Also, Bill Bonsen will retire at the end of the year. Travis Bouma's position is moved to Port Angeles at the end of June. He would be able to apply for the open position next January.

C. Other.

National Association of Conservation Districts (NACD) Dues –

There was discussion regarding the NACD Dues.

Rod Visser moved that the District pay its annual NACD dues in the amount of \$1,000. Joyce Jimerson seconded the motion. The motion passed.

Committees –

George gave a run down of the various committees he has served on. As of July 1, 2005 he will step down as Chair of the CREP committee, but will remain an active member. He will also step down as WADE chair at the June training. The Governor is very concerned with the decline of water quality in the Puget Sound. This was precipitated by the big water quality problems in Hood Canal. WACD has a Coastal/Urban Committee which will probably be asked to develop a non-point program for the Puget Sound. George suggested that he participate on that committee. The Board agreed that this was a good idea.

D. Election of Officers.

After some discussion the Board decided on their officers.

Chair – Jerry Van Dellen

Vice-Chair – Cornie Timmermans

Treasurer – Rod Visser

Cornie Timmermans moved to set the Whatcom Conservation District officers with Jerry Van Dellen as Chair, Cornie Timmermans as Vice Chair and Rod Visser as Treasurer. Rod Visser seconded the motion. The motion passed.

VIII. Record of Board Actions.

05-32 Rod Visser moved that the minutes of the March 10, 2005 Board meeting be approved as mailed. Joyce Jimerson seconded the motion. The motion passed.

05-33 Rod Visser moved to approve the Financial Report. Joyce Jimerson seconded the motion. The motion passed. Upon motion made and duly seconded, the Treasurer's Report was approved.

05-34

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05-36 Rod Visser moved to approve and sign the WADE Training grant 05-04-TR-01 from the Conservation Commission. Joyce Jimerson seconded the motion. The motion passed.

05-37 Rod Visser moved to approve the Cultural Resource Assessment contract with Chris Miss for the Diller Project. Joyce Jimerson seconded the motion. The motion passed.

05-38 Rod Visser moved to approve and authorize the District Chair to sign the TSP contract with NRCS for \$113,911 of which the District will receive \$56,956 in federal funds. Joyce Jimerson seconded the motion. The motion passed.

05-39 Rod Visser moved to approve the Annual Plan of Work and the Long Range Plan as amended. Joyce Jimerson seconded the motion. The motion passed.

05-40 Rod Visser agreed with the recommendation of CREP staff to maintain the R. Kirkman, K. Kirkman, R. Perry, S. Schiffmacher, H. Killam CREP projects as outlined. Joyce Jimerson seconded the motion. The motion passed.

05-41 Rod Visser moved that the District pay its annual NACD dues in the amount of \$1,000. Joyce Jimerson seconded the motion. The motion passed.

05-42 Cornie Timmermans moved to set the Whatcom Conservation District officers with Jerry Van Dellen as Chair, Cornie Timmermans as Vice Chair and Rod Visser as Treasurer. Rod Visser seconded the motion. The motion passed.

IX. Adjournment.

There being no further business before the meeting, Cornie Timmermans moved to adjourn the meeting at 2:45 p.m. Rod Visser seconded the motion. The motion passed.

The meeting on motion duly made, seconded and carried, adjourned at 2:45 p.m.

Dated: July 26, 2005

Dawn Bekenyi, Administrative Assistant