

**WHATCOM CONSERVATION DISTRICT
Public Meeting Minutes
February 12, 2008**

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 February 12, 2008, at 7:00 p.m.

II. Attendance and Quorum.

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

<input type="checkbox"/>	Jerry Van Dellen	<input checked="" type="checkbox"/>	Dick Yoder
<input type="checkbox"/>	Sabina Gouran	<input checked="" type="checkbox"/>	Joyce Jimerson
<input checked="" type="checkbox"/>	Ed Stone		

Also in attendance were:

<input checked="" type="checkbox"/>	George Boggs, District Manager	<input type="checkbox"/>	Alex Hall, NRCS
<input checked="" type="checkbox"/>	Dawn Bekenyi, Admin. Assistant		Robert Barker, Associate Supervisor

III. Meeting Called to Order.

Dick Yoder acting as Chairman of the meeting called it to order at 7:01 p.m.

IV. Approval of Minutes of Previous Meeting.

Ed Stone moved that the minutes of the January 8, 2008 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 January meeting.

Dawn Bekenyi, Administrative Assistant, asked if there were any questions regarding the Financial Report. There were no questions.

Ed Stone 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:

Dec 2007 - balance				
Voucher (check) numbers	<u>15596</u>	through	<u>15644</u>	and totaling <u>210,068.62</u>
Payroll check numbers:	<u>15645</u>	through	<u>15658</u>	and totaling <u>20,596.10</u>
January 2008				
Voucher (check) numbers	<u>15659</u>	through	<u>15669</u>	and totaling <u>2,586.73</u>

Payroll check numbers:	<u>15670</u>	through	<u>15682</u>	and totaling	<u>23,019.61</u>
Voucher (check) numbers	<u>15683</u>	through	<u>15714</u>	and totaling	<u>129,879.21</u>
Payroll check numbers:	<u>15715</u>	through	<u>15729</u>	and totaling	<u>24,111.77</u>
Voucher (check) numbers	<u>15730</u>	through	<u>15732</u>	and totaling	<u>726.39</u>
February 2008					
Voucher (check) numbers	<u>15733</u>	through	<u>15750</u>	and totaling	<u>6,448.51</u>
Payroll check numbers:	<u>15751</u>	through	<u>15765</u>	and totaling	<u>25,376.66</u>

moved by Ed Stone. Joyce Jimerson seconded the motion. The motion passed.

VI. Action Items.

A. Approval of Contracts.

Department of Ecology Water Metering Contract –

A copy of amendment #1 for Water Metering Contract #C0600252 to extend the completion date to December 31, 2009 is ready for signature. There has been some interest in the water metering program. George gave the Board some background on the program.

Ed Stone moved to approve and sign Amendment 1 for Water Metering Contract #C0600252 to extend the completion date to December 31, 2009. Joyce Jimerson seconded the motion. The motion passed.

Livestock Cost-share Applications –

George reminded the Board that the State Legislature approved law that allowed Conservation District Supervisors to get state cost-share through the Conservation District. There are two producers that are requesting livestock cost-share. The Board approved the applications subject to availability of funds, not to exceed \$25,000 per contract.

Ed Stone moved to approve a Livestock Cost-share contract with Arlyn Visser at 75% of actual costs not to exceed \$25,000 and Yoricka Farm (Richard Yoder) at 75% of actual costs not to exceed \$15,000 subject to availability of funds. Joyce Jimerson seconded the motion. The motion passed. (Dick Yoder did not participate during the vote.)

Technical Service Provider (TSP) Contract –

Amendment #3 to contract 08-04-TC for TSP work order # 08-Whatcom-21 in the amount of \$17,528.60 was approved for funding by the WA Conservation Commission. This TSP work order is for Bill Bonsen to do design work for EQIP contract recipients. The TSP completion date is June 30, 2008. Like previous TSP contracts 50% of the funds come from NRCS with the remaining 50% through the WA Conservation Commission TSP grant.

Joyce Jimerson moved to approve and authorize George Boggs to sign for TSP work order #08-Whatcom-21 for \$17,528.60. Ed Stone seconded the motion. The motion passed.

B. Approval of Software Purchase.

George explained to the Board that the District's Adobe products are out of date. WCD uses them extensively to develop education outreach materials as well as converting maps to landowner readable files. Andrew Phay estimated the cost to update all necessary users would be approximately \$3,000.00.

Joyce Jimerson moved to approve the purchase of the Adobe software for \$3,000.00. Ed Stone seconded the motion. The motion passed.

VII. Other Business.

A. George Boggs.

NW cluster meeting –

The local Conservation Districts met together to discuss various issues. One topic of concern was the big backlog of NRCS engineering. NRCS needs more staffing, not to decrease the EQIP cost-share available. George discussed the potential for Chris to do engineering through a TSP full-time.

Puget Sound Partnership –

The Puget Sound Partnership was formerly the Puget Sound Action Team. They sent a request to Conservation District's in the Puget Sound asking CDs to inventory their activities and the funding necessary. All 12 Puget Sound Conservation Districts are invited to two work sessions. The group will identify common programs, tasks and outcomes that address the Puget Sound Work Plan priorities. The result will be uniform reports that can be easily combined to set up a general Puget Sound program, which will form the basis for the WA Conservation Commission's legislative request. There is a question as to whether this exercise will result in additional funds for the Puget Sound Conservation Districts.

Annual Plan of Work –

The annual plan will need to be updated for the next fiscal year (July 1, 2008 – June 30, 2009). George asked the Board to review the current plan of work and provide input on existing and potential programs.

Commercial Livestock Program –

George wrote a letter to the Conservation Commission, Department of Ag and Dairy Federation letting them know that the District needs additional staff to have an effective livestock program. The workload is greater than the available staff.

Mark Clark, Conservation Commission, responded that there is likely to be more livestock funds available as District performance is being rewarded for next fiscal year. However, there probably won't be enough to fund another full-time employee. Mark pointed out that there are a lot of unused TSP funds.

Nora Mena, Department of Ag (WSDA), said that the WSDA is reviewing the referral list and will participate in setting priorities for technical assistance to help guide workload.

The Washington State Dairy Federation wants to find a way that private consultants can be used to pick up the slack in workload.

There was discussion regarding the engineering workload and EQIP and State cost-share contracts. George explained that NRCS has lost 2 engineers in the recent past in our area. This has added to the workload backlog. Chris could do engineering through a TSP, but this would create a greater backlog in livestock technical assistance. George discussed various options to try to juggle the workload with existing staff or additional staff. It was suggested that a temporary small farm planner could be hired, if funding permitted.

Joyce Jimerson authorized George Boggs to hire a temporary, full-time small farm planner. Ed Stone seconded the motion. The motion passed.

CREP Asbestos –

There has been a resolution to the technical assistance/maintenance issue on CREP projects affected by asbestos in Swift Creek. FSA has agreed to accept the projects based on the last maintenance survey done. If FSA goes out later and the projects don't meet specifications, then the contract will be revised to reduce the acreage for the affected areas. No funds will be asked for repayment of affected areas. George asked for a waiver from the Washington Conservation Commission (WSCC) regarding the maintenance requirement on project. The WSCC will not insist that we perform any further activities on these projects. If the landowner wants to do

maintenance, they will need to go the WSCC for expense of maintenance using safety gear. Landowners in the affected projects will receive a letter explaining the decision.

Engineering Pay Scale –

George reminded the Board that they agreed to make the Engineer band the same as the Manager's. He recommended that Chris be moved into Band D Step 2, since he will continue to do more work as an Engineer in Training (EIT).

Joyce Jimerson moved to move Chris Clark into Band D Step 2 effective March 1, 2008. Ed Stone seconded the motion. The motion passed.

Employee Leave Package –

George reported that staff had met and discussed the leave package memo based on the Port of Bellingham's policy. There were a lot of questions brought up by the Port's policy. Staff did not want to lose the total hours accrued each month, if leave was consolidated. There was discussion regarding new caps, "cashing out" leave over the revised cap, "use it or lose it" policies and other questions. George brought up several of the areas in question with the Board. The Board wanted the staff to be in agreement with any changes that were made.

Joyce Jimerson moved to pay down leave to 160 hours. The motion died for lack of a second.

It was decided that there were more questions that needed to be worked out. The Board wants consensus from staff. They requested a comprehensive recommendation from staff without objections.

Meetings –

A teleconference for the local work group is scheduled for February 14th to discuss EQIP funding policy. Dick said that he would attend.

The WACD Director's meeting and Legislative Day is scheduled for February 21st in Olympia.

The Whatcom Conservation District election is scheduled for March 11, 2008 from 9 – 6 pm. George asked the Board to direct anyone interested in the open position to get the necessary paperwork.

VIII. Record of Board Actions.

08-6 Ed Stone moved that the minutes of the January 8, 2008 Board meeting be approved as mailed. Joyce Jimerson seconded the motion. The motion passed.

08-7 Ed Stone 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.

08-8

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- 08-11 Joyce Jimerson moved to approve and authorize George Boggs to sign for TSP work order #08-Whatcom-21 for \$17,528.60. Ed Stone seconded the motion. The motion passed.**
- 08-12 Joyce Jimerson moved to approve the purchase of the Adobe software for \$3,000.00. Ed Stone seconded the motion. The motion passed.**
- 08-13 Joyce Jimerson authorized George Boggs to hire a temporary, full-time small farm planner. Ed Stone seconded the motion. The motion passed.**
- 08-14 Joyce Jimerson moved to move Chris Clark into Band D Step 2 effective March 1, 2008. Ed Stone seconded the motion. The motion passed.**

IX. Adjournment.

There being no further business before the meeting, Ed Stone moved to adjourn the meeting at 8:58 p.m. Joyce Jimerson seconded the motion. The motion passed.

The meeting on motion duly made, seconded and carried, adjourned at 8:58 p.m.

Dated: March 24, 2008

Dawn Bekenyi, Administrative Assistant

Approved: _____