

**WHATCOM CONSERVATION DISTRICT
Public Meeting Minutes
January 12, 2012**

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 January 12, 2012, at 7:00 p.m.

II. Attendance and Quorum.

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

Joe Heller	Larry Davis
Ed Stone	Dick Yoder

Also in attendance were:

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

III. Meeting Called to Order.

Joe Heller, Chair, called the meeting to order at 7:01 p.m.

IV. Approval of Minutes of Previous Meeting.

Dick Yoder moved that the minutes of the December 14, 2011 Board meeting be approved as mailed. Larry Davis seconded the motion. The motion passed.

V. Financial Report.

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

Dawn Bekenyi, Administrative Assistant, presented the financial report. There were no questions.

Dick Yoder moved to approve the Financial Report. Larry Davis 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 2011 - balance				
Voucher (check) numbers	<u>19140</u>	through	<u>19150</u>	and totaling <u>50,359.16</u>
Payroll check numbers:	<u>19151</u>	through	<u>19164</u>	and totaling <u>27,439.76</u>
January 2012				
Voucher (check) numbers	<u>19165</u>	through	<u>19182</u>	and totaling <u>18,258.95</u>
Payroll check numbers:	<u>19183</u>	through	<u>19197</u>	and totaling <u>27,406.70</u>

Moved by Dick Yoder. Larry Davis seconded the motion. The motion passed.

VI. Action Items.

A. Approval of Conservation Plans.

Dairy Nutrient Management Plan (DNMP) Approval –

George reviewed the process of approval, installation of practices and certification by the farmer and District Board of dairy nutrient farm plans. A recent development in farm planning are farms receiving anaerobic digester digestate and how this impacts the planning process.

There were two Dairy Nutrient Management Plans submitted for Board approval. The plans are for new dairies.

Dick Yoder moved to approve the Dairy Nutrient Management Plans for:

- **Chad Postma Dairy (new plan), and**
- **Paradise Jerseys LLC (Rhonda Plagerman – new plan).**

Larry Davis seconded the motion. The motion passed.

B. Approval of Contracts & Agreements.

Conservation Reserve Enhancement Program (CREP) Contracts –

The Conservation Reserve Enhancement Program (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 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 was one CREP maintenance contract submitted for Board approval. This plan was one among a group of plans that was submitted to the Washington State Conservation Commission for implementation this year.

Larry Davis moved to ratify the CREP maintenance contract for Sukhmander Gill (10-04-CS:11-01). Ed Stone seconded the motion. The motion passed.

Janitorial Contract Amendment –

Under our current janitorial contract through the Washington State Department of Enterprise Services Office of State Procurement, the District has the option to renew the janitorial contract each year until 2018. Contract updates are necessary per increases in the Washington State minimum wage as advised by Washington State Office of Procurement. We received notification that Washington State's minimum wage was increased to \$9.04 per hour. This requires a modification to our janitorial contract increasing the annual amount by \$214.47 to \$5,240.17.

Ed Stone moved to ratify our janitorial contract modification with Advantage Building Services to allow for Washington State minimum wage increase, increasing the annual contract by \$214.47 to \$5,240.17. Larry Davis seconded the motion. The motion passed.

Small Acreage CTA Contract –

Whatcom Conservation District applied for and received a grant of \$30,000 to do small acreage farm planning through the Washington State Conservation Commission. The scope of work was reviewed and approved by the Board.

Ed Stone moved to approve the scope of work for the Small Acreage CTA grant in the amount of \$30,000 through the Washington State Conservation Commission. Larry Davis seconded the motion. The motion passed.

C. Employee Matters.

Payroll Step Increases –

George reviewed the policy in our employee manual for payroll step increases. Most employees have reached the top of their band on the pay scale. There are two employees who are currently eligible for a step increase. George stated that the step increases were appropriate for the two employees.

Dick Yoder moved to approve the payroll step increases for Chris Clark and Emily Hirsch. Larry Davis seconded the motion. The motion passed.

George did not recommend a cost of living adjustment to the District's pay scale for 2012 at this time.

Employee Medical Insurance –

Employee medical insurance renewed January 1, 2012. Employee medical insurance premiums increased on average 4.5% this year. Dawn advised the Board that she budgeted 12% for medical increases this year.

Dick Yoder moved to affirm the current policy of District payment of 100% of employee medical premiums and approved the 4.5% increase. Ed Stone seconded the motion. The motion passed.

D. Alex Hall, Natural Resources Conservation Service (NRCS).

Environmental Quality Incentive Program (EQIP) – NRCS staff completed a lot of EQIP practice certifications and modifications and payments by the end of the year. A lot of work was done on older projects.

Staff will now shift to working on ranking and cost estimates for new project sign-ups. There are 50 applications that need cost estimates and ranking information done by the February 3, 2012 initial ranking deadline.

Alex reported more about the three special EQIP initiatives this year; high tunnels, energy efficiencies and organic. He reported on the deadlines for each initiative sign-up. Lee Nelson, State engineer, will help on the energy efficiencies sign-ups through June 1. Alex reported that the draft cost list was released and that boom irrigators were taken off the list.

CSP – The CSP ranking period was extended to January 20, 2012. Alex anticipates a small number of participants.

E. Supervisor Reports.

Larry Davis – Larry is going to apply for reappointment to the Whatcom Conservation District Board, as his term is expiring this year. He passed out a notification of that fact to the Board per instructions from the Washington State Conservation Commission.

Larry will be attending the National Association of Conservation Districts (NACD) convention in Las Vegas at the end of the month. Larry will be giving a 5 minute report for the NACD Policy Task Force. They are making good recommendations to improve the policy book.

Larry has made several visits to other Conservation Districts in his role of Washington Association of Conservation Districts (WACD) NW Area Director. He will be going to King CD next.

Larry sent an email to Steve Nissley regarding setting up a meeting date for the Local Work Group. He is waiting for word to schedule the date.

Larry attended a joint reception for Jack Louws and Kelli Linville.

WACD Legislative Days – WACD Legislative days is scheduled for February 22 & 23, 2012. Joe Heller and Larry will try to attend.

VII. Executive Session

8:00 pm. Joe Heller, Chair, announced that the public meeting was breaking so that the Whatcom Conservation District Board could go into Executive Session for 15 minutes to discuss the tort claim filed against the District.

8:15 pm. Joe Heller adjourned the Executive Session and resumed the public meeting. No action was taken.

VIII. Other Business (continued).

A. George Boggs, Executive Director.

Pollution Control Action Team (PCAT) – There has been no further word regarding formation of the Pollution Control Action Team (PCAT).

Water Rights - The tribes sent letters to the Bureau of Indian Affairs regarding their senior water rights. There was discussion at the meeting regarding water rights, water adjudication and the Bolt Decision. George will review the treaty and water rights and provide to the Board for their information.

Conservation Commission meeting – George and Larry Davis plan to attend the Conservation Commission meeting and tour in Skagit County this January.

Volunteer Stewardship Program – The vote for Whatcom County to opt in to the Volunteer Stewardship Program did not pass the Whatcom County Council. George reviewed the vote. The current Critical Areas Ordinance process will remain in effect.

Birch Bay Pilot Habitat Mitigation Fund – County staff have proposed the creation of a Habitat Mitigation Fund for the Birch Bay watershed. George will keep the Board informed on the progress of this potential program.

Meetings – George will meet with a few representatives from the League of Women Voters regarding the Conservation District and what we do.

Donated Leave – George reported that one of the staff is in need of taking some leave for personal reasons and has limited leave. There is the potential for other staff members to donate leave. The Board approved the concept of donated leave and this particular situation.

Dick Yoder moved to approve employee donated leave. A donation pool will be set up in which to donate leave will be put that will account for the various levels of pay per employee to cover expenses. Larry Davis seconded the motion. The motion passed.

IX. Record of Board Actions.

12-1 Dick Yoder moved that the minutes of the December 14, 2011 Board meeting be approved as mailed. Larry Davis seconded the motion. The motion passed.

12-2 Dick Yoder moved to approve the Financial Report. Larry Davis seconded the motion. The motion passed. Upon motion made and duly seconded, the Treasurer's Report was approved.

12-3

The following voucher/warrants are approved for payment:

Dec 2011 - balance

Voucher (check) numbers	<u>19140</u>	through	<u>19150</u>	and totaling	<u>50,359.16</u>
Payroll check numbers:	<u>19151</u>	through	<u>19164</u>	and totaling	<u>27,439.76</u>

January 2012

Voucher (check) numbers	<u>19165</u>	through	<u>19182</u>	and totaling	<u>18,258.95</u>
Payroll check numbers:	<u>19183</u>	through	<u>19197</u>	and totaling	<u>27,406.70</u>

Moved by Dick Yoder. Larry Davis seconded the motion. The motion passed.

12-4 Dick Yoder moved to approve the Dairy Nutrient Management Plans for:

- Chad Postma Dairy (new plan), and
- Paradise Jerseys LLC (Rhonda Plagerman – new plan).

Larry Davis seconded the motion. The motion passed.

12-5 Larry Davis moved to ratify the CREP maintenance contract for Sukhmander Gill (10-04-CS:11-01). Ed Stone seconded the motion. The motion passed.

12-6 Ed Stone moved to ratify our janitorial contract modification with Advantage Building Services to allow for Washington State minimum wage increase, increasing the annual contract by \$214.47 to \$5,240.17. Larry Davis seconded the motion. The motion passed.

12-7 Ed Stone moved to approve the scope of work for the Small Acreage CTA grant in the amount of \$30,000 through the Washington State Conservation Commission. Larry Davis seconded the motion. The motion passed.

12-8 Dick Yoder moved to approve the payroll step increases for Chris Clark and Emily Hirsch. Larry Davis seconded the motion. The motion passed.

12-9 Dick Yoder moved to affirm the current policy of District payment of 100% of employee medical premiums and approved the 4.5% increase. Ed Stone seconded the motion. The motion passed.

12-10 Dick Yoder moved to approve employee donated leave. A donation pool will be set up in which to donate leave will be put that will account for the various levels of pay per employee to cover expenses. Larry Davis seconded the motion. The motion passed.

X. Adjournment.

There being no further business before the meeting, Larry Davis moved to adjourn the meeting at 8:45 p.m. Ed Stone seconded the motion. The motion passed.

The meeting, on motion duly made, seconded and carried, adjourned at 8:45 p.m.

Dated: February 22, 2012

Approved: _____

Dawn Bekenyi, Administrative Assistant