

**WHATCOM CONSERVATION DISTRICT  
Public Meeting Minutes  
January 13, 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 January 13, 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"/>	Robert Barker	<input checked="" type="checkbox"/>	Jerry Van Dellen
<input checked="" type="checkbox"/>	Rod Visser	<input type="checkbox"/>	Cornelius Timmermans
<input type="checkbox"/>	Randy Kinley		

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.**

Robert Barker as Chairman of the meeting called it to order at 12:05 p.m.

**IV. Approval of Minutes of Previous Meeting.**

**Jerry Van Dellen moved that the minutes of the December 9, 2004 Board meeting be approved as mailed. Rod Visser 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, asked if there were any questions regarding the Financial Report. There was discussion regarding the proposed Critical Areas Ordinance small farm self-assessment and how it impacts the Implementation grant.

**Jerry Van Dellen moved to approve the Financial Report. Rod Visser 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 2004 - balance					
Voucher (check) numbers	<u>12787</u>	through	<u>12814</u>	and totaling	<u>29,084.56</u>
Payroll check numbers:	<u>12815</u>	through	<u>12827</u>	and totaling	<u>17,752.23</u>
January 2005					

Voucher (check) numbers 12828 through 12842 and totaling 6,005.72  
Payroll check numbers: 12843 through 12856 and totaling 17,468.10  
**moved by Jerry Van Dellen. Rod Visser seconded the motion. The motion passed.**

## **VI. Action Items.**

### **A. Dairy.**

**Jerry Van Dellen moved to approve the Dairy Nutrient Farm Plan for Ruby Ridge Dairy (Dick Bengen) that was reviewed and submitted for Board approval. Rod Visser seconded the motion. The motion passed.**

### **B. Farm Plan Approval.**

Small farm plans for Ron Crabtree and Robin & Eric Hitz were developed by N<sub>3</sub>, reviewed by staff and presented to the Board for approval.

**Rod Visser moved to approve and sign the small farm plans for Ron Crabtree and Robin & Eric Hitz. Jerry Van Dellen seconded the motion. The motion passed.**

## **VII. Reports.**

### **A. John Gillies.**

John reported that the Lynden Field Office had 80 rollovers and 20 new EQIP funding applications for this year. Reviews will be done by field staff following the initial ranking process. John discussed work load with the Board. The Lynden Field Office currently has 122 active contracts. The Farm Service Agency (FSA) no longer administers the EQIP cost-share program. NRCS is now responsible for making cost-share payments. All contracts needed to be modified and entering into the NRCS system. This adds a lot of work to the local NRCS office. The District submitted a contribution agreement for Technical Service Provider (TSP) funds to assist with this work on a 50:50 reimbursement basis.

### **B. Bas Scholten.**

Bas attended the Portage Bay Shellfish Committee meeting. Representative from US Geological Survey (USGS) were at the meeting. There was discussion regarding spikes in water quality results in Portage Bay. George reported that the thought behind bringing in the USGS was to get suggestions on additional data or provide review of existing data. There are some gaps in providing meaningful water quality analysis. The Waste Water Treatment Plants (WWTP) report shows that they do not sample everyday. When WWTPs get high samples and add chlorine. They do not sample on weekends. There needs to be a review of how these activities potentially impact water quality and the data. Whatcom County has given the Shellfish Committees about \$80,000 to do water quality testing. USGS could match these funds. Monthly sampling shows trends. It doesn't get to the sources of pollution. There is a lot of data it's just not being analyzed effectively. Rather than showing geo-mean which shows trends. The data should be reviewed in its raw data form by USGS. George will keep the Board apprised of further developments on this.

### **C. George Boggs.**

#### Potential Lawsuit –

George gave the Board an overview on a lawsuit that affects a CREP project. Two landowners think that they both own the property. George explained how the quiet title action sought to bring all people with alleged interests in the subject property before the court to avoid piecemeal actions. George spoke with the plaintiff's attorney and our insurance company regarding the matter. Our insurance company initial indication was that it would not cover a lawsuit on this matter. However, since the District is only interested in the land staying in CREP and has no legal liens on the land, George was hopeful that the matter could be settled without involving the District in the lawsuit.

Flooding –

George discussed the flooding issues north of Lynden. There was a meeting held to discuss fish, drainage and other needs. George discussed water quality concerns raised by Ecology over cleaning the ditch. He will meet with Dick Grout (DOE) to both discuss the matter of short term water quality modifications and to update him on district programs. The goal will be to reinvigorate the good working relations enjoyed in the past.

WACD Legislative Strategy –

George passed out the WACD Legislative Strategy paper for Board review. The WACD is requesting that Supervisors discuss the funding request concerns with their state legislators.

Facilities Rental Agreement –

George reported that the District needs to rent a meeting facility for a workshop. He pointed out that on occasion the District needs to rent meeting space. The Board decided to authorize George to enter into rental agreements for meeting space.

**Jerry Van Dellen moved to authorize the District Manager to enter into agreements for facility rental. Rod Visser seconded the motion. The motion passed.**

Janitorial Bids –

Due to fact that the District's current janitorial service increased their fees, staff sent out a request for janitorial bids. George reviewed the proposed bids with the Board. References were checked for the two closest bidders. The Board decided to offer the contract to Greg's Janitorial Service starting in March.

**Jerry Van Dellen moved that the Whatcom Conservation District enter into a contract for janitorial services with Greg's Janitorial Service for \$520/month as per their bid. Rod Visser seconded the motion. The motion passed.**

Supervisor Position –

There was discussion regarding Randy still not attending meetings. Bob suggested that he would speak with Jim Peters whose is on the Conservation Commission to see if the situation could be resolved. The Board will draft a letter to the Conservation Commission regarding the matter.

Bob attended the WA Conservation Commission meeting with the legislative committee. Kelli Linville is the head of the 23 member legislative committee. Bob met all 12 of the Conservation Commission staff. The Commission staff introduced themselves and explained their duties. The Commission needs to keep the state legislature, Office of Financial Management (OFM) and others informed of the Conservation Commission and Districts activities. The presentation of information provided by the Conservation Commission to the OFM is a very large book.

There was discussion regarding the supervisor positions that complete in March 2005 and potential candidates. The Board invited Joyce Jimerson to attend the February 2005 Board meeting.

**Rod Visser moved to authorize George Boggs to write a letter to the Conservation Commission asking them to vacate Randy Kinley's supervisor position due to lack of participation. Jerry Van Dellen seconded the motion. The motion passed.**

**VIII. Other Business.**

**A. Long Range Plan.**

The draft Long Range Plan was reviewed and edited. There was discussion regarding potential funding sources. The Long Range Plan with edits will be sent to our partner agencies for comments.

**B. Budget.**

Staff Matters –

George reported that Sabina Gouran would not be returning from maternity leave. She has very much enjoyed her experience with us. Sabina will be available to offer part-time support to Wayne and Sonya. George hired Sonya Schaller full-time to replace Sabina.

George completed annual reviews for certain staff. Four employees are eligible for a step increase. George recommended that the Board grant the increases. There was discussion about reviewing specific employee performance during an Executive Session. After some discussion the Board decided that they did not need to review annual employee performance reviews at this time.

**Rod Visser moved to increase Chris Clark to C1 Step 7, Andrew Phay to C1 Step 6, Frank Corey to C2 Step 2, and Dawn Bekenyi to C1 Step 4. Jerry Van Dellen seconded the motion. The motion passed.**

Cost of Living Adjustment –

George explained that the personnel manual provides that the Board may apply a cost of living adjustment (COLA) to salary ranges. The object is to pay salaries that are competitive with those of other employees. George reviewed some indexes that show cost of living increases for areas. The budget proposes a 2% COLA. George recommended that the Board review any COLA within the context of negotiating any adjustment to the benefits package that includes health care, leave and retirement. The District's medical insurance plan renews in March, so staff will not have any idea of potential increases until then. It was decided to postpone COLA discussion until all factors are known.

**C. Other.**

Rod asked about the status of updating the Whatcom County Critical Areas Ordinance (CAO). George explained that the Conservation Program on Agriculture Land (CPAL) and additional comments were used as a basis on drafting how the CAO would address agriculture issues. There was discussion regarding the Dairy Federation's views of the CAO. No one was sure.

Bob reported that the WA Conservation Commission is still reviewing Dairy Certification appeals.

**IX. Record of Board Actions.**

**05-1 Jerry Van Dellen moved that the minutes of the December 9, 2004 Board meeting be approved as mailed. Rod Visser seconded the motion. The motion passed.**

**05-2 Jerry Van Dellen moved to approve the Financial Report. Rod Visser seconded the motion. The motion passed. Upon motion made and duly seconded, the Treasurer's Report was approved.**

**05-3**

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- 05-4 Jerry Van Dellen moved to approve the Dairy Nutrient Farm Plan for Ruby Ridge Dairy (Dick Bengen) that was reviewed and submitted for Board approval. Rod Visser seconded the motion. The motion passed.
- 05-5 Rod Visser moved to approve and sign the small farm plans for Ron Crabtree and Robin & Eric Hitz. Jerry Van Dellen seconded the motion. The motion passed.
- 05-6 Jerry Van Dellen moved to authorize the District Manager to enter into agreements for facility rental. Rod Visser seconded the motion. The motion passed.
- 05-7 Jerry Van Dellen moved that the Whatcom Conservation District enter into a contract for janitorial services with Greg's Janitorial Service for \$520/month as per their bid. Rod Visser seconded the motion. The motion passed.
- 05-8 Rod Visser moved to authorize George Boggs to write a letter to the Conservation Commission asking them to vacate Randy Kinley's supervisor position due to lack of participation. Jerry Van Dellen seconded the motion. The motion passed.
- 05-9 Rod Visser moved to increase Chris Clark to C1 Step 7, Andrew Phay to C1 Step 6, Frank Corey to C2 Step 2, and Dawn Bekenyi to C1 Step 4. Jerry Van Dellen seconded the motion. The motion passed.

**X. Adjournment.**

**There being no further business before the meeting, Jerry Van Dellen moved to adjourn the meeting at 2:25 p.m. Rod Visser seconded the motion. The motion passed.**

The meeting on motion duly made, seconded and carried, adjourned at 2:25 p.m.

Dated: February 22, 2005

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Dawn Bekenyi, Administrative Assistant