

WHATCOM CONSERVATION DISTRICT
Special Meeting Minutes
January 22, 2009

I. Time and Place of Meeting.

A special 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 22, 2009, from 1:00 to 1:30 p.m. for the WA State Auditor to conduct an Audit Exit Conference.

II. Attendance and Quorum.

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

<input checked="" type="checkbox"/>	Dick Yoder	<input checked="" type="checkbox"/>	Ed Stone
<input checked="" type="checkbox"/>	Sabina Gouran	<input type="checkbox"/>	Joe Heller
<input checked="" type="checkbox"/>	Terry Lenssen		

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		Arden Flores, WA State Auditor's Office
	Sadie Armijo, WA State Auditor's Office		

III. Meeting Called to Order.

Dick Yoder as Chairman of the meeting called it to order at 1:04 p.m.

IV. Auditor's Exit Conference.

Sadie Armijo, WA State Auditor's Office, introduced herself and Arden Flores. Arden conducted our audit.

Sadie explained that the WA State Conservation Commission contracts with the WA State Auditor's Office to conduct audits of the Conservation Districts. The current contract is limited to conducting an "accountability audit". This does not include a review of financial statements.

The audit was conducted using a risk-based approach covering the period beginning January 1, 2005 and ending December 31, 2007. An accountability audit looks at process. For example, during the audit period as well as 2008 minutes and current operations to ensure that things are being conducted properly by the Conservation District. The emphasis is accountability for public resources and compliance with laws and regulations. The state auditor's procedures focused on identifying and examining those transactions, activities or areas that posed the highest risk. They evaluated accountability for public resources and compliance with certain laws and regulations in the areas of payroll, Procurements (Bid Compliance), Open Public Meetings, and Conflict of Interest.

Arden thanked George and Dawn for promptly supplying him with the documents requested, even when he was off-site.

The auditors explained that there are three levels of audit issues. The most severe is a finding, followed by a management letter and then there are exit items. The Whatcom Conservation District did not receive any findings or management letters. Neither were there prior audit recommendations from the 2002-04 Audit conducted in January 2006 for them to review.

Arden passed out a list of two exit items. The first item concerned the Open Public Meetings Act. There were no formal minutes taken during the District's annual planning retreat. It was pointed out that the minutes were taken. However, they were not formally approved by the Board. It was recommended that the Board take formal minutes at their planning retreats.

The seconded item was regarding procurement of equipment. The purchase of the server was done following the recommendations from the WA State Conservation Commission's Manual. Three bids were not obtained when the District purchased a network server. The auditor noted that the current Conservation Commission manual has removed the competitive purchasing guidance. Conservation Districts do not have bid law requirements for purchases of materials, supplies and equipment. However there is strong public favor of using a competitive process. The auditor suggested that if the District desires to use a competitive process for the purchase of materials, supplies and equipment, that the District establishes its own policy.

The auditors said that the audit went smoothly and asked if there were any questions. There were no questions.

V. Record of Board Actions.

No actions were taken.

VI. Adjournment.

There being no further business before the meeting, Sabina Gouran moved to adjourn the meeting at 1:18 p.m. Terry Lenssen seconded the motion. The motion passed.

The meeting on motion duly made, seconded and carried, adjourned at 1:18 p.m.

Dated: February 24, 2009

Dawn Bekenyi, Administrative Assistant

Approved: _____