

**WHATCOM CONSERVATION DISTRICT
Public Meeting Minutes
March 9, 2006**

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 March 9, 2006, 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 type="checkbox"/> | Cornelius Timmermans |
| <input checked="" type="checkbox"/> | Rod Visser | <input type="checkbox"/> | Joyce Jimerson |
| <input checked="" type="checkbox"/> | Dick Yoder | | |

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 | | Robert Barker, Associate Supervisor |

III. Meeting Called to Order.

Jerry Van Dellen as Chairman of the meeting called it to order at 12:03 p.m.

IV. Approval of Minutes of Previous Meeting.

Dick Yoder moved that the minutes of the February 9, 2006 Board meeting be approved as mailed. Rod Visser seconded the motion. The motion passed.

V. Financial Report.

The financial report was passed out and discussed. Accounts payable, accounts receivable, Year to Date balances in District accounts, the spreadsheet showing the breakdown of funds and available discretionary funds as of March 9, 2006 and grant status spreadsheet were reviewed. George Boggs discussed the grants status worksheet and staffing in more detail.

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

Rod Visser moved to approve the Financial Report. Dick Yoder 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:

| | | | | | |
|-------------------------|--------------|---------|--------------|--------------|------------------|
| Feb 06 - balance | | | | | |
| Voucher (check) numbers | <u>13889</u> | through | <u>13906</u> | and totaling | <u>16,738.64</u> |
| Payroll check numbers: | <u>13907</u> | through | <u>13920</u> | and totaling | <u>18,449.06</u> |

| | | | | |
|-------------------------|--------------|---------|--------------|-------------------------------|
| March 2006 | | | | |
| Voucher (check) numbers | <u>13921</u> | through | <u>13934</u> | and totaling <u>5421.59</u> |
| Payroll check numbers: | <u>13935</u> | through | <u>13946</u> | and totaling <u>16,697.67</u> |
| Voucher (check) numbers | <u>13947</u> | through | <u>13948</u> | and totaling <u>813.99</u> |

moved by Rod Visser. Dick Yoder seconded the motion. The motion passed.

VI. Action Items.

A. Internal Audit Team.

It is time to the annual internal audit. This involves two Board members reviewing records with Dawn. The Board decided to ask Joyce Jimerson and Ed Stone to do the audit. If Ed Stone is unavailable Jerry Van Dellen agreed to be the alternate. Dawn will contact them to set up a time for the audit.

B. WA State Audit Payment Request.

The Whatcom Conservation District received an invoice from the WA State Auditor's office for our state audit. The WA Conservation Commission has changed its policy on how to deal with the Auditor's office and invoicing. The Commission would like Districts to know how much their audit costs, so the invoices are sent to the Districts. The District then requests that the Conservation Commission pay the audit invoice. There is a limit on how much the Commission will pay for each District's audit, but they didn't tell me what it was. Also the Conservation Commission does not pay for Single Audits (in the event that we would qualify for one).

Rod Visser moved to write a letter of request asking the WA Conservation Commission to pay for our WA State Audit. Dick Yoder seconded the motion. The motion passed.

C. Policy for Reimbursement for Meals with Meetings.

The District reviewed and approved the Policy for Reimbursement for Meals with Meetings when the District requires a person to attend a meeting where business meals are served.

Dick Yoder moved to passed and sign Resolution 06-01 Policy for Reimbursement for Meals with Meetings. Rod Visser seconded the motion. The motion passed.

D. Planning Retreat.

The annual planning retreat has been scheduled for April 19, 2006 at Homestead. The Board discussed who should attend. All available staff members are required to attend the planning session. The Board asked George to invite John Gillies and NRCS staff, Larry Reeves, FSA and County Council members to attend.

John agreed that it would be good to have a County representative at the planning session. The County Council is interested in the Ag Zone. John reviewed the Ag Zone down zone of 5 acre parcels. Under the proposed change 5 acre parcels could transfer development rights to help with density of population. There was discussion regarding development rights and how to enforce a program like this. This program would be different than the PDR program. It would not be paid by tax payer funds like the Purchase of Development Rights (PDR) program is.

Rod Visser moved that it is mandatory that all available staff and officials attend the April 19 planning session at Homestead. Dick Yoder seconded the motion. The motion passed.

There was discussion regarding who to invite to the second half of the planning session.

E. Election Results.

The Whatcom Conservation District election was held on March 7, 2006. All necessary paperwork has been completed and submitted to the WA Conservation Commission for authorization. Ed Stone received the majority of votes.

F. Approval of Contracts.

DOE metering contract #C0600252 –

The Department of Ecology has submitted a contract with the Whatcom Conservation District for the cost, installation and calibration of up to 50 metering devices for the water purveyors in Skagit, Snohomish and Whatcom Counties in the amount of \$100,000.

Rod Visser moved to approve and sign contract #C0600252 DOE metering contract in the amount of \$100,000. Dick Yoder seconded the motion. The motion passed.

As a part of the DOE metering contract George will update our Memorandum of Understanding (MOU) with Skagit Conservation District and draft a MOU with Snohomish Conservation District.

Technical Service Provider (TSP) –

NRCS submitted work order requests for some technical services for EQIP participants. The Conservation Commission has drafted a Technical Service Provider (TSP) contract/amendment to our Livestock Grant in the amount of \$5,004.00.

Rod Visser moved to approve and sign the TSP contract/amendment to the Conservation Commission Livestock grant 06-04-LV-01 in the amount of \$5,004.00. Dick Yoder seconded the motion. The motion passed.

Campbell Creek and California Creek Project Approval –

Project plans for Campbell Creek Wetland Enhancement and California Creek Riparian Rehabilitation were reviewed.

Rod Visser moved to approve and sign the Campbell Creek Wetland Enhancement and California Creek Riparian Rehabilitation project plans. Dick Yoder seconded the motion. The motion passed.

VII. Other Business.

A. Manager's Report.

April Board meeting –

The annual planning retreat has been scheduled for April 19. There was discussion as to whether the Board wanted to have the April Board meeting on the 13th in addition to the planning retreat. The Board decided to conduct any necessary business at the April 19 planning retreat.

Staffing Changes –

George reported that Sonya Schaller turned in her resignation. Sonya's position was funded through June 2006. For personal reasons she decided to depart early. She is interested in any employment opportunities with the District that may arise in the future.

CREP –

The current CREP program is coming to an end in 2007. The WACD CREP committee is working on the new CREP program. Now is the time to add any input on the types of practices that are eligible for the program. George sought Board input.

Beaver Control –

The District received a response to our letter to the WA Conservation Commission regarding beaver control. They said that the Commission will look into the matter with the Washington Department of Fish and Wildlife (WDFW). They will also discuss beaver control at the next Conservation Commission meeting. The Salmon Recovery Board also responded to the letter stated that they would also discuss the issue at their next meeting.

Bob Barker pointed out that all sites are different. Agencies need to look at the options for beaver control. Beaver deceivers would keep flows down and help with flooding.

B. John Gillies, NRCS.

Whatcom County Ag Protection –

Whatcom County passed a resolution regarding agriculture protection. John went into a little more detail of the County's proposed transfer of development rights program. Keys to making it work would be having a sending and receiving area and being strict not allowing more acres into the pot. John reviewed how the cluster housing provision didn't work out the way that it was supposed to work. Washington Association of Conservation Districts (WACD) at the state level is interested in protecting farm lands through a purchase of development rights program.

CREP –

Bob Barker reported that Frank Corey gave a presentation to King County regarding riparian work and buffers. He did a cost comparison of restoration work. The jail crew is approximately \$10,000 per acre whereas CREP riparian costs are half of that.

VIII. Record of Board Actions.

06-12 Dick Yoder moved that the minutes of the February 9, 2006 Board meeting be approved as mailed. Rod Visser seconded the motion. The motion passed.

06-13 Rod Visser moved to approve the Financial Report. Dick Yoder seconded the motion. The motion passed. Upon motion made and duly seconded, the Treasurer's Report was approved.

06-14

The following voucher/warrants are approved for payment:

| | | | | | |
|-------------------------|--------------|---------|--------------|--------------|------------------|
| Feb 06 - balance | | | | | |
| Voucher (check) numbers | <u>13889</u> | through | <u>13906</u> | and totaling | <u>16,738.64</u> |
| Payroll check numbers: | <u>13907</u> | through | <u>13920</u> | and totaling | <u>18,449.06</u> |
| March 2006 | | | | | |
| Voucher (check) numbers | <u>13921</u> | through | <u>13934</u> | and totaling | <u>5421.59</u> |
| Payroll check numbers: | <u>13935</u> | through | <u>13946</u> | and totaling | <u>16,697.67</u> |
| Voucher (check) numbers | <u>13947</u> | through | <u>13948</u> | and totaling | <u>813.99</u> |

moved by Rod Visser. Dick Yoder seconded the motion. The motion passed.

06-15 Rod Visser moved to write a letter of request asking the WA Conservation Commission to pay for our WA State Audit. Dick Yoder seconded the motion. The motion passed.

06-16 Dick Yoder moved to passed and sign Resolution 06-01 Policy for Reimbursement for Meals with Meetings. Rod Visser seconded the motion. The motion passed.

06-17 Rod Visser moved that it is mandatory that all available staff and officials attend the April 19 planning session at Homestead. Dick Yoder seconded the motion. The motion passed.

06-18 Rod Visser moved to approve and sign contract #C0600252 DOE metering contract in the amount of \$100,000. Dick Yoder seconded the motion. The motion passed.

06-19 Rod Visser moved to approve and sign the TSP contract/amendment to the Conservation Commission Livestock grant 06-04-LV-01 in the amount of \$5,004.00. Dick Yoder seconded the motion. The motion passed.

06-20 Rod Visser moved to approve and sign the Campbell Creek Wetland Enhancement and California Creek Riparian Rehabilitation project plans. Dick Yoder seconded the motion. The motion passed.

IX. Adjournment.

There being no further business before the meeting, Rod Visser moved to adjourn the meeting at 1:46 p.m. Rod Visser seconded the motion. The motion passed.

The meeting on motion duly made, seconded and carried, adjourned at 1:46 p.m.

Dated: May 17, 2006

Approved: _____

Dawn Bekenyi, Administrative Assistant