

**WHATCOM CONSERVATION DISTRICT  
Board of Supervisor Regular Meeting**

1:00 PM  
April 18, 2019

**MINUTES**

Conference Room  
6975 Hannegan Rd

**CALL TO ORDER**

Chair Davis called the meeting to order at 1:00 PM.

**BOARD AND ADMINISTRATIVE STAFF PRESENT**

*Board Members*

Larry Davis, Chair  
Heather Christianson, Vice-Chair  
Suzzi Snyder, Treasurer  
Alan Chapman  
Valeri Wade

*Administrative Staff*

George Boggs, Executive Director  
Dawn Bekenyi, District Auditor

**PUBLIC HEARINGS**

**OPEN SESSION (In person or written)**

**It WAS MOVED BY SNYDAR, SECONDED BY CHRISTIANSON TO:**

Approve the grant addendum for WADE for \$20,000 for training scholarships.  
**Motion Carried. (4-0)**

**CONSENT AGENDA**

**It WAS MOVED BY CHRISTIANSON AND SECONDED BY SNYDAR TO APPROVE THE  
CONSENT AGENDA ITEMS 1, 2, 3, 4 MOTION CARRIED (4-0).**

1. Request approval of Minutes from March 7, 2019 meeting of the board.
2. Request approval of February and March 2019 Financial Reports.
3. Request ratification of February and March Accounts Paid as within FY2019 Budget.
4. Approval of step increase for Jenny Coe effective April 1, 2019

**REGULAR BUSINESS AGENDA**

Other Items

1. Cash Out Leave or Raise Leave Cap.  
George reviewed leave accrued and the workload of Chris Clark. Discussed cost for cashing out his leave.

**It WAS MOVED BY CHAPMAN, SECONDED BY SNYDAR TO:**

Approve the cash out of 240 annual leave hours for Chris Clark.  
**MOTION CARRIED (4-0)**

2. Supervisors to Conduction Schedule 22 review.  
Alan Chapman and Suzzi Snyder will complete on May 10 at 10 am with Dawn Bekenyi. Alan asked for a list of questions to review before.

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3. May Board meeting date.  
Reviewed Board schedules – May 29 at 1 pm. G will have a doodle polls to check May 28 and 29. Have officers and meetings on agenda for next year on May meeting.

4. Blaine Parks & Rec-Birch Bay Park contract for Chum Run.

**It WAS MOVED BY SNYDAR, SECONDED BY CHAPMAN TO:**

Ratify the Chair's execution of and approve the contract with Blaine Parks & Rec-Birch Bay Park for \$4,000 for Chum Run,

**MOTION CARRIED (4-0)**

5. WADE scholarships for Staff.  
George reviewed the WADE training.

**It WAS MOVED BY CHAPMAN, SECONDED BY SNYDAR TO:**

Accept two WADE scholarships.

**MOTION CARRIED (4-0)**

6. Direction and authority to submit three funding requests to WSCC.  
WSCC invited Conservation Districts to submit a list of three needs, should funding becomes available. The Board reviewed and discussed the proposed list then;

**It WAS MOVED BY CHRISTIANSON, SECONDED BY SNYDAR TO:**

Accept funding requests for WSCC for \$7,000, with the top priority being the purchase of a copy machine.

**MOTION CARRIED (4-0)**

7. Review Current Annual Plan of Work and Discuss next Annual Plan of Work.  
George gave a review of the legal requirements of Conservation Districts including the requirement of a Long Range Program covering five years and Annual Plan of Work. The Board then engaged in a robust discussion that provided direction to staff in preparing a draft APOW that would be reviewed and approved at the next Board meeting.
8. Review 2018-2019 Budget Performance.  
George discussed the budget and the variables for funds coming in. Given the number of grants and contracts there is the need for at least a part-time administrative assistant

**INTRODUCTION ITEMS**

None.

**COMMITTEE REPORTS, OTHER ITEMS AND BOARD MEMBER UPDATES**

None.

**Record of Board Actions.**

**19-20 It WAS MOVED BY SNYDAR, SECONDED BY CHRISTIANSON TO:**

Approve the grant addendum for WADE for \$20,000 for training scholarships.

**Motion Carried. (4-0)**

**19-21 It WAS MOVED BY CHRISTIANSON AND SECONDED BY SNYDAR TO APPROVE THE CONSENT AGENDA ITEMS 1, 2, 3, 4 MOTION CARRIED (4-0).**

1. Request approval of Minutes from March 7, 2019 meeting of the board.
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**19-22 It WAS MOVED BY CHAPMAN, SECONDED BY SNYDAR TO:**

Approve the cash out of 240 annual leave hours for Chris Clark.

**MOTION CARRIED (4-0)**

**19-23 It WAS MOVED BY SNYDAR, SECONDED BY CHAPMAN TO:**

Ratify the Chair's execution of and approve the contract with Blaine Parks & Rec-Birch Bay Park for \$4,000 for Chum Run,

**MOTION CARRIED (4-0)**

**19-24 It WAS MOVED BY CHAPMAN, SECONDED BY SNYDAR TO:**

Accept two WADE scholarships.

**MOTION CARRIED (4-0)**

**19-25 It WAS MOVED BY CHRISTIANSON, SECONDED BY SNYDAR TO:**

Accept funding requests for WSCC for \$7,000, with the top priority being the purchase of a copy machine.

**MOTION CARRIED (4-0)**

**Adjournment.**

**There being no further business before the meeting, Larry Davis adjourned the meeting at 4:13 p.m.**

The meeting adjourned at 4:13 p.m.

\_\_\_\_\_  
Dawn Bekenyi, District Auditor

Approved: \_\_\_\_\_

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