

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

9:00 AM  
June 24, 2019

**MINUTES**

Conference Room  
6975 Hannegan Rd

**CALL TO ORDER**

Chair Christianson called the meeting to order at 9:00 AM.

**BOARD AND ADMINISTRATIVE STAFF PRESENT**

*Board Members*

Heather Christianson, Chair  
Suzzi Snyder, Vice-Chair  
Alan Chapman

Valeri Wade

*Administrative Staff & Others in Attendance*

George Boggs, Executive Director  
Dawn Bekenyi, District Clerk/Auditor  
Corina Cheever, Resource Coordinator –  
Livestock Team

**PUBLIC HEARINGS**

No public comments written or in person.

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

**CONSENT AGENDA**

**IT WAS MOVED BY SNYDAR AND SECONDED BY CHRISTIANSON TO APPROVE THE FOLLOWING CONSENT AGENDA ITEMS. MOTION CARRIED (4-0).**

1. Request approval of Minutes from May 28, 2019 meeting of the board with amendments.
2. Request approval of May 2019 Financial Reports.
3. Request ratification of May Accounts Paid as within FY2019 Budget.

Discussed potential financial reporting to the Board in the future. Staff is looking at other software to be able to report more detail.

**REGULAR BUSINESS AGENDA**

Other Items

1. Adopt Cost-share Policy for FY20 and FY21, ranking sheet and approve ranked list of projects. Time to review and adopt a policy for FY20 and FY21 for cost-share (not CREP or Irrigated Efficiencies). Discussed reimbursement percentage rate. It was decided to add a reference to utilizing the Farm Service Agency (FSA) cost-sheet for landowner equipment usage rates and the Washington State Conservation Commission for approved labor rate.

**IT WAS MOVED BY CHAPMAN, SECONDED BY SNYDAR:  
To approve the Cost-share policy for FY 20 & F21 as modified with reference to the Farm Service Agency (FSA) cost-sheet for landowner equipment usage rates and the Washington State Conservation Commission (WSCC) approved labor rate.  
MOTION CARRIED (4-0)**

The revised Cost-share Ranking sheet was reviewed. A list of proposed projects for funding under the Shellfish Program and Natural Resource Investments funding were presented. The ranking sheet was applied to those proposed projects. The Washington State Conservation

Commission asked for the top two projects for the two cost-share funds (Natural Resources Investments and Shellfish). Corina reviewed the top two projects proposed for funding.

Shellfish Cost-share projects – Robert Kratzig and Robert Watson were the top ranked projects. Corina will send the project write ups to the Board.

Natural Resource Investments (NRI) projects – Ken Maarhuis and Marc Bosscher – manure transfer projects.

There was discussion about the other projects on the list. There is a potential that some will be able to receive federal funding for their projects. In that case, they would not receive state cost-share for the same practices.

**IT WAS MOVED BY CHAPMAN. SECONDED BY WADE:**

**To approve the cost-share ranking list for FY20 as of June 2019, putting forward the top two projects for WSCC funding, revisiting the list as additional requests are received.  
MOTION CARRIED (4-0)**

There was discussion about how much time staff spends on gathering interest for cost-share applications, taking away from technical assistance and planning. It was proposed that through the planning process cost-share potential projects could be identified to add to the funding list, instead of running a cost-share sign up period seeking only cost-share.

2. Request authorization to promptly initiate and conduct Fishtrap Creek Habitat Improvement Project.

George reviewed the project funded through appropriation by the Washington State Legislature in the 2019-2021 Capital budget for the Fishtrap Creek Habitat Improvement. There is no reimbursement for CD staff time through Dept of Commerce project funding for this project. Alan asked about who the staff member working on this project would be and the CD chair would provide input into the project. George reviewed Frank Corey's expertise in projects similar to this. George would help with the contracting and work with Heather Christianson to sign the contracts. Staff would solicit the proposals and make a recommendation to the Board upon review for approval. Due to the workload, permit requirements, environmental windows, etc the project would not be implemented until next year.

George reviewed potential sources for funding this project.

**IT WAS MOVED BY SNYDAR. SECONDED BY CHAPMAN:**

**To approve the Authorized District Representatives for the Fishtrap Creek Habitat project list as outlined.  
MOTION CARRIED (4-0)**

3. Review District Auditor designation.

George reviewed the current process. The Board entertained the option of designating a Board member as the District Auditor. It was noted that the District Auditor would have to approve all payments before checks can be written. This would add another layer of process to the current paradigm. It was decided to not change the policy at this time. The Board will review the District's management process.

4. Review the Action Registers from the Commission facilitated meetings between the Executive Director and certain Board members Whatcom CD's November Advance (retreat).

The Board discussed items under the table of action items from the November Advance work session facilitated by Ray Ledgerwood.

The Board established a work group to work on the policy manual. Valeri Wade, Suzzi Snyder and George will be the work group. Board would like updates on workgroup progress on the process.

**IT WAS MOVED BY CHAPMAN. SECONDED BY CHRISTIANSON:**

**To create a Board policy work group that consists of Supervisor Wade, Supervisor Snyder and Executive Director Boggs, to review the exiting Conservation District policies and review a frame work of other Conservation District Board policies to develop a new District Board policy manual with updates from the committee provided to the Board as needed with the final policy draft for Board approval.**

**MOTION CARRIED (4-0)**

Due to the length of the meeting it was decided to table further discussion of action items from the advance to be discussed at the next meeting with considerable time to discuss the issues. There was a request to tease out the items that are most important to discuss first and why. Board will provide in their reports.

Board members asked to have the interactions of the agencies described to the Board so that new members can understand the working relationships.

Other items from the Commission Letter were also tabled until the next meeting. It was decided to have the Board prioritize the top action items for discussion at the next meeting.

**INTRODUCTION ITEMS**

None.

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

Board reports provided.

Suzzi asked to reschedule the July Board meeting to July 19 at 1:00 pm until 4:00 pm.

**Record of Board Actions.**

**19-34 IT WAS MOVED BY SNYDAR AND SECONDED BY CHRISTIANSON TO APPROVE THE FOLLOWING CONSENT AGENDA ITEMS. MOTION CARRIED (4-0).**

1. Request approval of Minutes from May 28, 2019 meeting of the board with amendments.
2. Request approval of May 2019 Financial Reports.
3. Request ratification of May Accounts Paid as within FY2019 Budget.

**19-35 IT WAS MOVED BY CHAPMAN, SECONDED BY SNYDAR:**

**To approve the Cost-share policy for FY 20 & F21 as modified with reference to the Farm Service Agency (FSA) cost-sheet for landowner equipment usage rates and the Washington State Conservation Commission (WSCC) approved labor rate.**

**MOTION CARRIED (4-0)**

**19-36 IT WAS MOVED BY CHAPMAN. SECONDED BY WADE:**

**To approve the cost-share ranking list for FY20 as of June 2019, putting forward the top two projects for WSCC funding, revisiting the list as additional requests are received.**

**MOTION CARRIED (4-0)**

**19-37 IT WAS MOVED BY SNYDAR. SECONDED BY CHAPMAN:**

**To approve the Authorized District Representatives for the Fishtrap Creek Habitat project list as outlined.**

**MOTION CARRIED (4-0)**

**19-38 IT WAS MOVED BY CHAPMAN. SECONDED BY CHRISTIANSON:  
To create a Board policy work group that consists of Supervisor Wade, Supervisor Snyder and Executive Director Boggs, to review the exiting Conservation District policies and review a frame work of other Conservation District Board policies to develop a new District Board policy manual with updates from the committee provided to the Board as needed with the final policy draft for Board approval.  
MOTION CARRIED (4-0)**

**Adjournment.**

**IT WAS MOVED BY WADE. SECONDED BY CHAPMAN:  
to adjourn the meeting at 12:15 pm.  
MOTION CARRIED. (4-0)**

**There being no further business before the meeting, adjourned the meeting at 12:15 p.m.**

The meeting adjourned at 12:15 p.m.

---

Dawn Bekenyi, District Auditor

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